



Regional Arts & Culture Council

Individual Artist Fellowship

Literature - 2017

What will this grant fund?	The Fellowship Award honors professional artists with the intent of helping sustain or enhance their artistic process. For more information see page 2.
Who can apply?	Individual literary artists who meet requirements for experience and residency. See page 2 for more details.
How much funding is available?	Up to two Fellowship recipients will be chosen and will receive \$20,000 each.
When do I apply?	Applicants should submit an Intent to Apply no later than Wednesday, June 14 at 5:00pm . For more information about the application process and timeline, see page 3.
How do I apply?	Apply online at racc.culturegrants.org .
Who can I call with questions?	For questions regarding eligibility and criteria: Helen Daltoso , Grants Officer – 503.823.5402 – hdaltoso@racc.org For technical assistance: Jack MacNichol , Grants Associate – 503.823.2928 – jmacnichol@racc.org
Do you need materials in another language or format? We are happy to create and provide materials in other languages or formats. Please contact Jack MacNichol at 503-823-2928 or jmacnichol@racc.org for assistance, or see page 7 for more information.	

INDIVIDUAL ARTIST FELLOWSHIP INTRODUCTION

The Regional Arts & Culture Council (RACC) Fellowship Award Program recognizes artistic achievement and excellence and offers individual artists greater opportunities to advance their work. The program is intended to help individual artists of high merit sustain or enhance their creative process. RACC intends to award two (2) \$20,000 Literature Fellowships.

DEFINITION OF “FELLOWSHIP”

The Fellowship Award recognizes individual artists in the tri-county area who are the strongest representatives of the range and diversity of art in the Northwest. The Fellowship Award honors professional artists with the intent of helping sustain or enhance their artistic process.

MISSION

An artist’s commitment to the crafting of an idea, the honing of a vision and the development of a consequential body of work, requires discipline, rigor, curiosity, singularity and generosity of spirit. For artists who possess these qualities, their profession is a self-directed life choice, and their continued development reflects the shape of our region and the voice of our time. It is this mature and dedicated artist that the Fellowship program seeks to honor and support. In 2017, RACC will honor literary artists (Fiction, Creative Non-Fiction, Poetry, Playwriting) through the Fellowship program.

WHO CAN APPLY?

To be eligible for the RACC Fellowship, an applicant must:

1. Be a professional artist, as recognized by his/her peers, with a minimum of 10 years of professional art making in a literary discipline.
2. Have been a resident of Oregon for a minimum of 5 years, and currently physically reside in Clackamas, Multnomah, or Washington County.
3. Have been active on a regular basis in the tri-county area through exhibitions, presentations or by offering arts-related opportunities for tri-county citizens.
4. Be a recognized artist within the literary field.
5. Provide RACC with a Social Security number and W-9 Form upon notification that they have been awarded a Fellowship.

We encourage applicants to consult with RACC staff regarding eligibility and criteria at least two weeks prior to the application deadline.

WHO CAN NOT APPLY?

The following entities are not eligible to apply for the Fellowship:

1. Graduate or undergraduate matriculated students enrolled in an arts degree or certificate program.
2. Groups of individual artists.
3. Current board members, staff, consultants, or current Fellowship panelists for the Regional Arts & Culture Council, or their immediate family members.
4. Prior recipients of a RACC Fellowship.

APPLICATION PROCESS

- **Preparing to apply:** All application materials must be submitted online. Applicants should create an account, or log into their existing account, in RACC's online grant system at racc.culturegrants.org to apply. Important notices are sent through the system and we recommend applicants add noreply@culturegrants.org to their address book to ensure these messages are delivered.
- **Intent to Apply:** All applicants must submit an Intent to Apply form via GrantsOnline by Wednesday, June 14, 2017 by 5:00pm. Applicants who do not submit an Intent to Apply by this deadline, will not be able to submit a Fellowship application. Please make sure to click the *submit* button on the "Validate and Submit" page of the Intent to Apply form. Applicants will receive a confirmation email when their intent has been successfully submitted.
- **Intent to Apply Review:** RACC staff will review all Intents to Apply to ensure applicants meet the eligibility criteria listed on page 2 of these guidelines. Applicants will be notified by email within 2 business days when their Intent to Apply has been approved and will have access to the full application on the *My Application Forms* page in their GrantsOnline account. Staff will contact applicants if there are concerns regarding eligibility.
- **Full Application:** All applicants must submit their complete application including all supplemental material via GrantsOnline by Wednesday, June 21, 2017 by 5:00pm. Late applications will not be accepted. Changes to the application cannot be made once it has been finalized and submitted. Please make sure to click the *submit* button on the "Validate and Submit" page of the Application form. Applicants will receive a confirmation email when their application has been successfully submitted.

SUPPLEMENTAL MATERIAL REQUIREMENTS

Supplemental materials must be uploaded through GrantsOnline as part of the application submission. All applicants should submit:

1. **Two original Letters of Recommendation.** These letters should speak to the strengths of your work, your contribution to the community, or other relevant information. They must be submitted by the application deadline. Letters of recommendation can be uploaded within the GrantsOnline system by the applicant or submitted directly by email to jmacnichol@racc.org.
2. Manuscript samples reflecting **a selective representation of the last ten years of work.** The selection panel will review no more than the maximum amount of material requested. Applicants should submit at least one of the following, as appropriate to their discipline:
 - **Poetry** - Applicants should submit at least 10, but not more than 15 pages of typed, double-spaced manuscript. One poem per page please.
 - **Fiction and Creative Nonfiction** - Applicants should submit at least 20, but not more than 30 pages of typed, double-spaced manuscript. If an excerpt of a longer work is submitted, it should be briefly placed in context (maximum of two additional pages).
 - **Playwriting** - Applicants should submit the 1st or 2nd act of a completed play not to exceed 40 pages or a completed one act play not to exceed 40 pages. If submitting a single act from a play, it should be briefly placed in context (maximum two additional pages).
 - Please note that applicants may submit one or more writing samples as their manuscript, but the total pages cannot exceed the maximum pages stated for the discipline.
3. Applicants may also submit **up to four** additional reviews, publicity, or articles.

PREPARATION OF MATERIALS

When formatting your materials, please note that work samples and supplemental materials will be reviewed by panelists electronically.

- **Manuscripts** - Applicants are advised to send clean manuscript copies saved as PDF documents with margins of at least one inch on all sides and no less than 12 point font. Please do not submit scanned originals or copies from either books or magazines.
- **Letters of Recommendation** – May be scanned or digital, and should be submitted as PDF files.

- **Other materials** - Submit articles, publicity, and other appropriate documents as PDF files. You may also upload a document with web links to other materials if needed. Please use the upload description field to describe the contents of each document.

*GrantsOnline allows each applicant upload up to 10 files totaling no more than 500 MB for their supplemental materials. Please plan accordingly when choosing your files. **All supplemental materials should be submitted as PDF files.** If you are unable to produce PDF files, please contact Jack MacNichol at jmacnichol@racc.org for assistance.*

WE'RE HERE TO HELP!

RACC Grants Staff is available to provide technical support for applicants. If you need access to a computer, assistance preparing your materials, or help submitting your application in the GrantsOnline system, please let us know. For assistance contact Jack MacNichol at 503-823-2928 or imacnichol@racc.org.

APPLICANT REVIEW

Review Criteria

When crafting your responses to the narrative items, please keep the review criteria in mind:

1. Proof of high artistic quality in applicant's work.
2. Evidence of a serious, continued artistic or aesthetic investigation in the applicant's work.
3. Evidence of a mature and sustained level of art-making for at least the last 10 years.
4. A sustained level of arts-related activity which has occurred in the tri-county region.
5. Evidence of the applicant's involvement in the community and the importance of his/her work to the local culture.
6. Demonstration of a significant effect resulting from anticipated Fellowship award.

Review Process

1. RACC grants staff will review applications for basic eligibility. Ineligible applicants will be notified via email.
2. Panelists are selected by RACC grants staff, encompassing a combination of artists, arts professionals, and community representatives. Panelists are announced after the panel has met. Individuals from in and outside the tri-county area may participate on the panel.

3. The Literature Fellowship panel will recommend recipients to the RACC Grants Review Committee (GRC), who will then make a recommendation to the RACC Board of Directors for final approval.
4. Panel review sessions are not open to the public.

FELLOWSHIP AWARDS & ADMINISTRATION

RACC intends to award two (2) \$20,000 Literature Fellowships.

Conditions of Fellowship Award

1. The award funds are used as the awardee deems appropriate. All work produced with Fellowship funds remains the property of the artist.
2. Credit must be given to RACC in all promotional materials pertaining to any work produced with support of the award.
3. Recipients must present to the RACC Board during their Fellowship period.
4. RACC has the right to use documentation of work created by the Fellowship recipient during the year of the award in its promotional materials.

APPLICATION ASSISTANCE

The RACC grants staff is available to support applicants throughout the grant process.

- **Technical Assistance with GrantsOnline**

If you have any difficulty logging into or submitting your application through GrantsOnline, please contact Jack MacNichol at 503-823-2928 or jmacnichol@racc.org.

- **Translations Services and Language Support**

We are happy to provide translation services for applicants would like to receive information about this grant or submit an application in a language other than English. Please contact Jack MacNichol at 503-823-2928 or jmacnichol@racc.org to request translation or other language assistance.

- **Accessibility**

We are happy to provide documents or information in alternate formats to make this process as accessible as possible. Please contact Jack MacNichol at 503-823-2928 or jmacnichol@racc.org to request accommodations or information in alternate formats.

- **Questions about Eligibility and Review Criteria**

If you have questions about eligibility, review criteria, or other questions not addressed in these guidelines, please contact Grants Officer Helen Daltoso at 503-823-5402 or hdaltoso@racc.org.

PAST FELLOWSHIP RECIPIENT

In 2013, RACC honored the writer Sallie Tisdale with the Fellowship in Literature.

ABOUT THE REGIONAL ARTS & CULTURE COUNCIL

RACC MISSION STATEMENT

To enrich our communities through arts and culture.

RACC VISION STATEMENT

An environment in which arts and culture flourish and prosper.

STATEMENT OF NON-DISCRIMINATION OF BOARD MEMBERSHIP, EMPLOYEES & CLIENT SERVICES

The Regional Arts & Culture Council is committed to building a community in which everyone has equitable access to arts and culture. RACC values diversity, equity and inclusion, and strives to cultivate Board members and employees, as well as provide client services that reflect and represent our region.

RACC maintains a policy of electing individuals to the Board of Directors who reflect the diverse makeup of our communities in terms of professional expertise as well as personal dimensions such as, but not limited to, race, ethnicity, age, gender, sexual identity, disability and socio-economic background.

The Regional Arts & Culture Council is committed to providing services and making resources available to every member of the tri-county, Portland-metropolitan area. We prohibit discrimination against our constituents, employees and applicants for funding or employment on the basis of real or perceived national origin, race, color, age, marital or familial status, sex, sexual orientation, gender identity, gender expression, educational background, disability, religion, political opinion, physical appearance or veteran status.

AMERICANS WITH DISABILITIES ACT CERTIFICATION/STATEMENT OF NON-DISCRIMINATION

By submitting an application, the applicant agrees to comply in every way with all applicable entity or individual receiving grant provisions of the Americans with Disabilities Act of 1990, 42 USC Sec. 12101, et seq. and agrees not to discriminate on the basis of race, creed, religion, color, sex, marital status, political opinion, familial status, national origin, age, gender, mental or physical disability, sexual orientation, military status, gender identity and source of income or disability status.