

Tutorial Video: Completing the Application

SLIDE 1



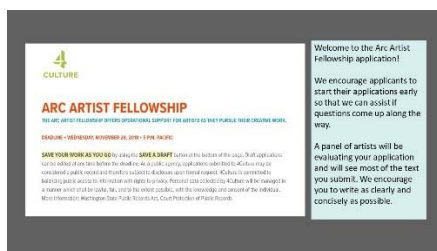
Hello and thank you for joining us for this brief introduction to the Arc Artist Fellowship application process.

My name is Melissa Newbill

My name is Heather Dwyer

Melissa and I are managing this program together, and will walk you through this process.

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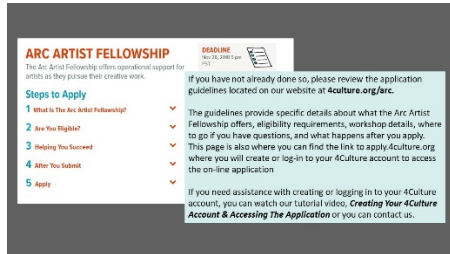


We encourage applicants to start their applications early so that we can assist if questions come up along the way.

A group of artists of different backgrounds and disciplines will be the people who make the recommendations about who should receive the fellowships.

We refer to this group as “the panel” or “Panelists”. They will be evaluating your application and will see most of the text you submit. We encourage you to write as clearly and as concisely as possible.

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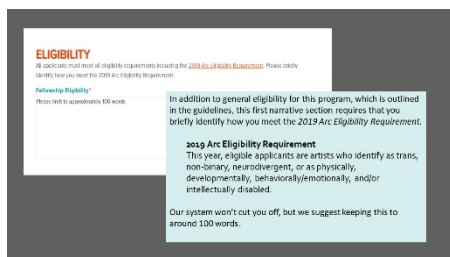


If you have not already done so, please review the application guidelines located on our website at [4culture dot org slash "arc"](http://4culture.org/arc)

The guidelines provide specific details about what the Arc Artist Fellowship offers, eligibility requirements, workshop details, where to go if you have questions, and what happens after you apply. This page is also where you can find the link to apply.4culture.org where you will create or log-in to your 4Culture account to access the on-line application.

If you need assistance with creating or logging in to your 4Culture account, you can watch our tutorial video, ***Creating Your 4Culture Account & Accessing the Application*** or you can contact us.

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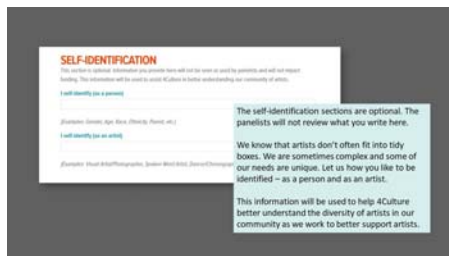
The unique demographic focus of the Arc Artist Fellowship allows us to build on and deepen our relationship with artists, and reflects our ongoing commitment to equitable funding.

In addition to general eligibility for this program, which is outlined in the guidelines, this first narrative section requires that you briefly identify how you meet the *2019 Arc Eligibility Requirement*.

This year, eligible applicants are artists who identify as trans, non-binary, neurodivergent, or as physically, developmentally, behaviorally/emotionally, and/or intellectually disabled.

When you're completing this section, keep in mind our system won't cut you off, but we suggest keeping this to around 100 words.

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The self-identification sections are optional. The panelists will not review what you write here. You may choose to leave them blank.

This information will be used to help 4Culture better understand the diversity of artists in our community as we work better to support artists.

Perhaps you would like to be identified as a bi-racial woman, who loves dogs.

As an artist, maybe you identify as a documentary filmmaker who also plays drums in a local band.

Let us know how you like to be identified – as a person and as an artist.

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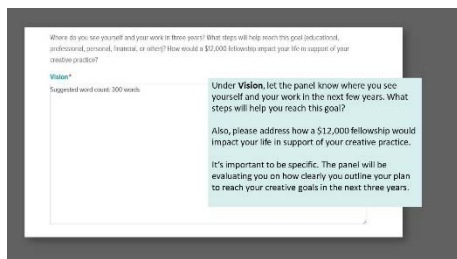


The next section of the application will ask you to write a response to four different topics.

The first, is **Inspiration**. Please describe what continues to encourage, excite, build, or keep you working as an artist. What has inspired your previous, current, or upcoming work? If your background plays or has played a role in your work, share how.

Again, our system won't cut you off, but we suggest around 300 words for these next four sections. A bit more or a bit less is fine.

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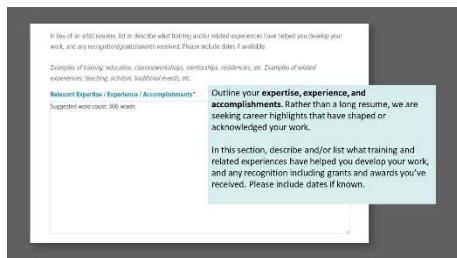


Under **Vision**, let the panel know where you see yourself and your work in the next few years. What happens when you reach this goal?

Also, please address how a \$12,000 fellowship would impact your life in support of your creative practice.

It's important to be specific. The panel will be evaluating you on how clearly you outline your plan to reach your creative goals in the next three years.

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Outline your **expertise, experience, and accomplishments**. Rather than a long resume, we are seeking career highlights that have shaped or acknowledged your work.

In this section, describe and/or list what training and related experiences have helped you develop your work, and any recognition including grants and awards you've received. Please include dates if known.

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Give a brief description of a past or in-process project or presentation of your work (public, screening, performance, reading, installation, etc.) that you believe exemplifies your practice. Share why this highlighted project or presentation is significant.

Highlight*
Suggested word count: 300 words

Convey your dedication and passion for your craft to the selection panel.

Use this section to **Highlight** a past or in-process project or presentation of your work that you feel exemplifies your practice. Share why you believe this project is significant.

In this next section, we encourage you to convey your dedication and passion for your craft to the selection panel.

Use this section to **Highlight** a past or in-process project or presentation of your work that you feel exemplifies your practice. Share *why* you believe this project is significant.

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WORK SAMPLE FORMAT

All applicants must provide work samples in one (1) work sample format. The format requirements are outlined in the [application guidelines](#). Each applicant's work will be reviewed for its availability and/or use (1) creative awareness. You may include a second work sample format if desired. Please indicate the format(s) you will be submitting.

Work Sample Format*

- Select -
- Optional Work Sample Format -
- Select -

The panel will review samples of your past and/or in-process work. Work samples serve to support your writing about your inspiration, vision, expertise/experience/accomplishments, and your project highlight.

You must provide work samples in one of the required formats outlined in the guidelines. You may elect to provide a second format type if you work in more than one discipline or feel it better represents your work. For example, a spoken-word artist might want to submit video samples of several performances, along with a manuscript of poetry samples.

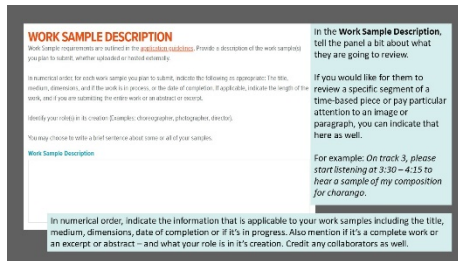
Less is more – so don't feel compelled to include work in both formats unless it helps you!

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You must provide work samples in one of the required formats outlined in the guidelines. You may elect to provide a second format type if you work in more than one discipline or feel it better represents your work. For example, a spoken-word artist might want to submit video work samples of several performances, along with a manuscript of poetry samples.

Less is more – so don't feel compelled to include work in both formats unless it helps you!

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WORK SAMPLE DESCRIPTION
Work Sample Descriptions are required for all applications. Provide a description of the work samples you plan to submit, whether submitted or not yet created.

In numerical order, for each work sample you plan to submit, indicate the following as appropriate: the title, medium, dimensions, and if the work is in progress, or the date of completion. If applicable, indicate the length of the work, and if you are submitting the entire work or an excerpt or abstract.

Identify your role(s) in its creation (examples: choreographer, photographer, director).

You may choose to write a brief sentence about each or all of your samples.

Work Sample Description

In numerical order, indicate the information that is applicable to your work samples including the title, medium, dimensions, date of completion or if it's in progress. Also mention if it's a complete work or an excerpt or abstract – and what your role is in its creation. Credit any collaborators as well.

In the **Work Sample Description**, tell the panel a bit about what they are going to review.

If you would like for them to review a specific segment of a time-based piece or pay particular attention to an image or paragraph, you can indicate that here as well.

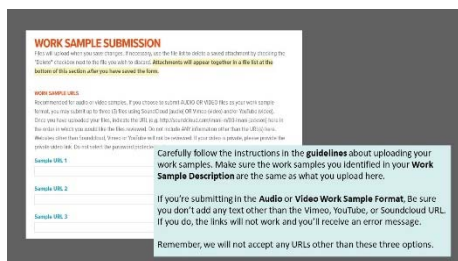
For example: *On track 3, please start listening at 3:30 – 4:15 to hear a sample of my composition for chamber.*

In the **Work Sample Description**, tell the panel a bit about what they are going to review.

If you would like for them to review a specific segment of a time-based piece or pay particular attention to an image or paragraph, you can indicate that here as well.

In numerical order, indicate the information that is applicable to your work samples including the title, medium, dimensions, date of completion or if it's an in-progress work. Also mention if it's a complete work or an excerpt or abstract – and what your role is in its creation. Be sure to include any collaborators as well!

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WORK SAMPLE SUBMISSION
Files will be read when you open a page. For security, use the file to submit a sound structure by clicking the "Submit" button next to the file. All work samples will appear together in a file list at the bottom of this section after you have saved the form.

WORK SAMPLE URLS
Recommended for audio or video content. If you choose to create a URL for video files in your work sample, please provide a link to the video file on YouTube, Vimeo, or SoundCloud. If you have created your file, include the URL in the Work Sample Description field. The video will only be available for the duration of the application. Do not include any other information about the file. Do not include other than the URL, the name of the video, or the video file. If you are submitting a video, please provide the video name and do not submit the presentation.

Sample URL 1: _____

Sample URL 2: _____

Sample URL 3: _____

Carefully follow the instructions in the **guidelines** about uploading your work samples. Make sure the work samples you identified in your **Work Sample Description** are the same as what you upload here.

If you're submitting in the **Audio or Video Work Sample Format**, be sure you don't add any text other than the Vimeo, YouTube, or SoundCloud URL. If you do, the links will not work and you'll receive an error message.

Remember, we will not accept any URLs other than these three options.

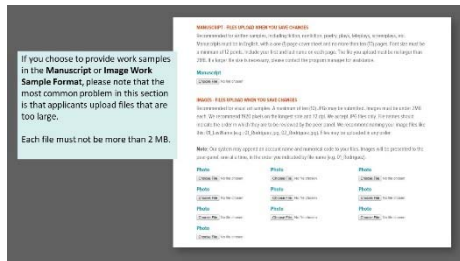
This next section is for your Work Sample Submission.

Carefully follow the instructions in the **guidelines** about uploading your work samples. Make sure the work samples you identified in your **Work Sample Description** are the same as what you upload here.

If you're submitting in the **Audio** or **Video Work Sample Format**, Be sure you don't add any text other than the Vimeo, YouTube, or Soundcloud URL. If you do, the links will not work and you'll receive an error message.

Remember, we will not accept any URLs other than these three options.

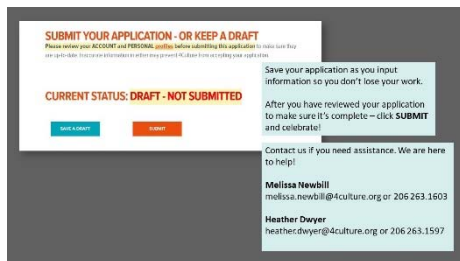
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If you choose to provide work samples in the **Manuscript** or **Image Work Sample Format**, please note that the most common problem in this section is that applicants upload files that are too large.

Each file must not be more than 2 MB.

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As you are working, be sure to save a draft of your application as you input information - so you don't lose your work. Additionally, we can review anything you've saved, so if you have any questions, we can look at what you have so far, and we can assist you.

After you have carefully reviewed your application to make sure it's complete – go ahead and click **SUBMIT!**

Contact us if you need assistance. We are here to help.

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We will make every effort to ensure equal access for all applicants. If you require accommodations, please contact us.

Thank you for spending time with us. We look forward to receiving your application!