



## GUAM COUNCIL ON THE ARTS & HUMANITIES AGENCY

*Kahan I Kutturán Guåhan*

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## FY 2019 Fellowship Program Guidelines

### **Program Description**

The Guam Council on the Arts and Humanities Fellowship Program seeks to recognize and encourage the creative development of emerging and professional artists by enabling them to set aside time to pursue their work. A limited number of unmatched Fellowships up to a maximum amount of \$3,000 for creative artisans are available in dance, folk and traditional arts, media arts, music, theater, visual arts and arts administration. (See program policy for Fellowship categories.)

Fellowships are awarded to artists on Guam who demonstrate exceptional talent as emerging professionals in their respective disciplines and to well established artisans who have made significant contributions to their particular art forms. Professional grant review panels within each discipline will recommend funding for applicants based on the following review criteria:

### **ELIGIBILITY**

To apply for and to retain a Fellowship, an applicant must:

- Be a U.S. citizen or permanent resident of Guam;
- Be a Guam resident for not less than three (3) years prior to the grant submission deadline and to maintain residency during the duration of the grant period;
- Be not less than 18 years of age;
- Not be a degree seeking student at the time of application or during the duration of the grant period;
- Not have received a Fellowship during the past two (2) years.

### **PROGRAM POLICY**

Priority for awards will be given to outstanding applicants who have never received a GCAHA Fellowship. Fellowship funds may be used for, but are not limited to, the following:

- Additional time to plan or create new works;
- Purchase supplies, materials and rental of equipment relevant to the production or new work;
- Service or rental of facilities related to the artist's work;
- Research directly related to the artist's work;
- Off-island workshop and seminar opportunities for professional development (travel costs disallowed);
- Expenses associated with the presentation of artist's work (i.e. cost of exhibit, performance and publication).

*Fellowships are available for:*

		Range
<b>Emerging Professional</b>	(Career time requirement: 0-3 years)	\$ 500 – 1,000
<b>Individual Fellow</b>	(Career time requirement: 3-5 years)	\$1,500 – 2,000
<b>Distinguished Fellow</b>	(Career time requirement: 5 years+)	\$2,500 – 3,000

[NOTE: The GCAHA Board reserves the right to modify funding amounts at their discretion.]

### **HOW TO APPLY**

Fellowship applicants must submit an application packet consisting of the following:

1. Completed and signed original Fellowship Application form;
2. Three (3) professional letters of recommendation specific to the project;
3. Resume or artist's biography; and
4. Supporting materials specific to the appropriate artistic discipline (i.e. CD). All materials should be clearly labeled with description of content and proper identification. Samples of work submitted must have been completed within the past two (2) years and will remain the property of GCAHA for future reference.

### **REVIEW CRITERIA**

In reviewing and evaluating Fellowship applications, the Grant Review Panel and the Council will consider the following in order of priority:

1. The quality of the proposed project and its anticipated results;
2. The creativity and proficiency of artistic skills demonstrated in the work proposed or submitted;
3. Professional achievements and reputation as an artist as determined by applicant resume; and
4. Peer evaluation and support as determined by professional letters of recommendation.

## **ARTISTIC DISCIPLINE REQUIREMENTS**

Each fellowship discipline requires specific supplementary materials to be included with the application packet. All samples of the artist's work submitted for review should have been completed within the last two years.

The GCAHA prefers supporting documentation on CD (digital) format. Applicants should limit and edit work to 10 minutes to facilitate panel review.

Other support materials (i.e. programs, press clippings, reviews, articles, etc.) as deemed appropriate by the applicant may be submitted. Limit to five examples.

### **DANCE**

Submit with application packet one CD of applicant's work. Include name, completion date, and length of piece, as well as the music used and the name of the company performing the piece.

### **FOLK ARTS**

Only traditional artists are eligible to apply under this category. Creative artist should apply under the appropriate discipline categories. Submit with application packet one of the following where applicable to folk arts discipline:

MUSIC ORATORY & DANCE	-a CD to exceed 10 minutes
LITERATURE	-eight copies of work
TRADITIONAL CRAFTS	-same as Visual Arts discipline requirements

### **LITERATURE**

Submit with application packet a copy of the following where applicable:

POETS	-five excerpts from published or unpublished anthologies or samples of work.
OTHER CREATIVE WRITERS	-five excerpts from published or unpublished manuscripts (2,000 – word minimum and 20,000 word maximum)

### **MEDIA ARTS**

Submit with application one of the following where applicable to media arts discipline (film, radio, and video) on a CD. Clearly label CD with the applicant's name, title of work, date work was completed and length of work.

### **MUSIC**

Submit with application packet the following:

- One 10-minute recording (with performers identified and length of each recorded work properly labeled) on a CD.
- A copy of score(s) for recorded work(s).
- Other support materials as deemed appropriate by applicant.

### **THEATRE**

Submit with application packet the following, where applicable, to specific theatre disciplines (playwrights, costume and scene designers, etc.) on a CD or a copy of play. Clearly label CD and other support materials.

### **VISUAL ARTS**

Submit with the application packet the following:

- Ten (10) images of the artist's work on CD to include the title of the artwork, medium, dimensions and date work were completed. Clearly label CD with artist's name.
- No more than five (5) additional items including photographs, catalogs of recent exhibitions, reviews, and other press clippings.



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**FY 2019 Fellowship Application** 04.04.2018

**(Project Period – October 1, 2018 – September 30, 2019)**

When completing this form, please remember to read the program guidelines carefully before filling out the application. Incomplete and illegible forms are not acceptable. All applications must be typed or computer generated. Supplemental information is limited to one page only. Please double-check all information to ensure that it is correct.

**I. GENERAL INFORMATION:**

A.	Applicant Name:		
	SSN or TIN:		
	Mailing Address:		
	City:	Guam	Zip Code:
B.	Are you a U.S. Citizen?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Are you a permanent resident of Guam?		
	How long have you resided in the Territory of Guam?		
C.	Contact Phone Number (s):		
D.	Fellowship Discipline:		
E.	Fellowship Project Title:		
F.	Start Date:	End Date:	
G.	Individuals to Benefit (#):	Artist(s) Involved (#):	
	Youths to Benefit (#):		
H.	Fellowship Amount Requested: \$		

**II. PROJECT DESCRIPTION:** Describe as briefly as possible the proposed Fellowship project and its purpose. What do you plan to do? When? Where? How is project to be accomplished? How are non-matching Fellowship funds to be spent and what are anticipated professional or creative results of project?

**GCAHA USE ONLY:**

Application No.:
Date Received:
Grant Amount Requested:

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### III. FELLOWSHIP PROJECT BUDGET

(Please attach a detailed summary of Actual *Cash Expenses*, Actual *Cash Income* and Actual *In-Kind Contributions* anticipated for project)

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		PROJECT BUDGET
A.	Personnel – Artistic	\$ _____
B.	Personnel – Administrative	\$ _____
C.	Personnel – Technical	\$ _____
D.	Outside Artistic Fees & Services	\$ _____
E.	Outside Other Fees & Services	\$ _____
F.	Studio & Space Rental	\$ _____
G.	Travel & Per Diem	\$ _____
H.	Marketing & Promotion	\$ _____
I.	Remaining Operating Expenses	\$ _____
TOTAL Project Budget		\$ _____

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#### Legal Assurances

In the event that a grant is awarded as a result of this application, *the following terms and conditions shall be complied with* as signified by the applicant's signature. This application shall become a part of the legally binding contract between the applicant and the Guam Council on the Arts and Humanities Agency.

1. The **grant** cannot be assigned to a different project or transferred *without prior written approval* of GCAHA.
2. The **grantee** shall submit to GCAHA the dates, times and locations of the project to take place for on-site review by GCAHA. The grantee is requested to provide free admission to projects/events for review.
3. The **grantee** shall submit the completed **Final Project Report** form summarizing the project and expenditures to GCAHA *within fifteen (15) days of the project's competition*. The final 25% of the grant award will be made upon approval by GCAHA of the Final Project Report.
4. The **grantee** agrees to keep careful attendance and participation records of the project herein.
5. The financial accounts shall be subject to audit by appropriate agencies of the Territory of Guam and /or the Federal Government. The **grantee** shall be responsible for the safe keeping and identification of records maintained to account for funds awarded herein. Said records must be kept in the grantee's files for a period of three (3) years after completion of the project.
6. Credit is to be given as such "This project is supported in part by a grant from the **National Endowment for the Arts, Guam Council on the Arts and Humanities Agency, a division of the Department of Chamorro Affairs, Government of Guam, and the Office of the Governor**", in all brochures, press releases, programs, publications, tickets, and other printed materials. When no printed matter is utilized, *verbal credit* shall be given prior to each performance or presentation.

It is mutually agreed that all parties shall comply with the Fair Labor Standards under Section 5(l) and Section 7(g) of the National Foundation on the Arts and Humanities Act of 1965; Title VI of the Civil Rights Act of 1964, as amended; Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency; Title IX of the Education Amendments of 1972, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; The Americans with Disabilities Act of 1990, as amended; The Age Discrimination Act of 1975, as amended; The National Environmental Policy Act of 1969, as amended; The National Historic Preservation Act (NHPA) of 1966, as amended; other National Policies such as debarment and suspension, the Drug Free Workplace Act, lobbying, Davis-Bacon and Related Acts (DBRA), as amended, the Native American Graves Protection and Repatriation Act of 1990, U.S. Constitution Education Program, Arts Endowment Enabling Legislation and Prohibition on use of funds to ACORN and The National Environmental Policy Act (NEPA) of 1969.

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#### Authorizing Signature

I, the undersigned, do certify that the information contained within this application including all attachments and supporting materials is correct and true to the best of my knowledge.

Applicant Signature: \_\_\_\_\_

Name (Please Print): \_\_\_\_\_

Date of Application: \_\_\_\_\_

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