



# 2023 Artist Fellowship Guidelines: Performing Arts

Application Deadline:  
Thursday, October 13, 2022, 5:00 p.m.

Funding Period:  
January 1, 2023 - December 31, 2023

Para asistencia en español llame al 971-345-1641

Applications must be submitted through our online portal:  
<http://oregon4biz.force.com/OAC/s/login/>

Award Amount: \$5,000

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## About the Oregon Arts Commission

### Vision

The Oregon Arts Commission envisions a future where communities celebrate creative expression, artists and arts organizations thrive through robust public support, the arts are recognized as an essential economic driver and Oregon is recognized as a leader for equity and inclusion in the arts.

### Mission

To enhance the quality of life for all Oregonians through the arts by stimulating creativity, leadership and economic vitality.

### Strategic Plan

View the [Arts Commission's strategic plan online](#).

## About the Fellowship Program

The Fellowship Program honors Oregon's professional artists and their achievements while supporting efforts to advance their careers. Arts Commission review panels look for outstanding talent, demonstrated ability and a commitment to the creation of new work.

The Arts Commission offers Fellowships in multiple artistic disciplines in alternating years:

- Visual Arts (including crafts, drawing, painting, photography, printmaking, sculpture, mixed media, new media, fashion, graphic design and industrial design).
- Performing Arts (choreography, dance, music composition, music performance, theater, performance art, storytelling and puppetry).
- Funding partnerships with Literary Arts and PAM CUT (Portland Art Museum, Center for an Untold Tomorrow, formerly the Northwest Film Center) support fellowships in Literary and Media Arts.

Artists from underserved communities, including (but not limited to) rural communities and communities of color, are especially encouraged to apply.

### Award Amounts

Awards are up to \$5,000, with no matching funds required. There is no pre-determined number of Fellowships to be awarded. The Arts Commission determines awards based on number of applications and available grant funds. There are limited resources and not all applicants receive funding.

## Requirements & Limitations

### Deadline

All applications must be submitted through our [online portal link](#) no later than 5:00 p.m. on the deadline date to be considered for review. The Arts Commission is not responsible for late applications and cannot guarantee processing of applications submitted after the published deadline.

### Eligibility

The Arts Commission has final determination on eligibility and may review eligibility at any time or request more information as necessary. At the time of application, all applicants must:

- Be 18 years of age or older;
- Have not received an Oregon Arts Commission Fellowship in the prior five years;
- Have been domiciled in Oregon for at least one year (domicile is a person's fixed, permanent and principal home for legal purposes);\*
- Not be enrolled (either part- or full-time) in a creative degree program;
- Submit an individual application. While the Arts Commission acknowledges that many artists work collaboratively, awards will be made only to individual artists; and
- Submit only one Fellowship application per calendar year.

\* If selected for a Fellowship, you may be required to provide proof of your domicile status. Acceptable proof is described in [Oregon Administrative Rule 735-016-0030](#).

## How Applications are Reviewed

Arts Commission staff reviews submitted applications for eligibility, completeness and accuracy. Applications that meet program requirements are accepted for further review. Applications are then reviewed by a panel of professionals with experience in the arts and other fields relevant to the grant program. The Arts Commission considers panel recommendations for funding and determines final awards.

Documentation of the artist's work is the most important component of the application and artists are strongly advised to submit well-documented and clearly identified work samples. Fellowships are awarded primarily based on the creative excellence presented in the applicant's work samples. All work samples should be clear, legible and/or audible reproductions of the applicant's work.

Membership on review panels changes every review cycle. Applicants should not assume that panelists have any prior knowledge of their work. To nominate a potential panelist, fill out a [nomination form](#).

## Review Criteria

The following review criteria will be used to evaluate applications (0 is the lowest score):

### Artistic Merit (0 to 40 points):

- Artistic quality as demonstrated by the submitted work samples.

### Sustained Professional Achievement (0 to 40 points)

- Ongoing and sustained professional achievement as demonstrated through qualifications, accomplishments and experience of the artist through their career up to the present as shown through the submitted resume and/or narrative statement.

### Potential for Future Contribution (0 to 20 points)

- The potential for the artist's future contribution to the field, which may include but is not limited to exploration of material, techniques or concepts, creation or performance of new work, sustaining artistic cultural traditions and/or community impact.

# Application Materials

## Application Questions

1. **Discipline:** Select the discipline from the dropdown options that best describes your artistic practice.
2. **Artistic Practice:** Describe your artistic practice. What do you do or make? What materials or processes do you use? (max 1,500 characters)
3. **Intent:** Describe your intention, purpose or motivation for creating in your artistic practice. What is the intended meaning of the work? What have you accomplished through your artistic practice or hope to accomplish? (max 1,500 characters)
4. **Areas of Interest:** What conceptual, aesthetic or material directions are you interested in addressing through your future creative work? Does this continue the work you are already doing or will it take you in new directions? Please explain. (max 1,500 characters)
5. **Link to Work Samples and Additional Materials:**
  - o Additional Materials (described below) must be submitted via a single shareable URL that links to a Dropbox folder, Vimeo album, Google Drive or similar file sharing service. You will copy and paste the link into the application.
  - o If you cannot enclose *all* files in one folder/link, which is strongly preferred, link instead to a PDF that describes files and provides individual links.
  - o Provide a password if one is required to access the provided link.

## Additional Materials

The following additional materials are required (see submission instructions under Link to Work Samples and Additional Materials above).

- **Resume:** A PDF file outlining professional accomplishments and experience related to your artistic career (no more than two pages). If you do not have an artist resume, you may provide a narrative statement (no more than one page) that describes your artistic career and professional accomplishments through time. The resume or narrative statement must include dates.
- **Work Sample Description:** A PDF document with the following information for each sample:
  - o Title
  - o Date
  - o Medium
  - o Measurements, such as dimensions, total time or page length
  - o For longer audio, video or written samples, indicate where the review panelist should focus their attention (i.e. read from page 4 to 6; start viewing at 3:26 and end 4:12)
  - o If applicable, location and facility of production and additional production credits.
  - o If the work sample reflects work with others, provide a description of the applicant's role in the work (i.e. dancer in red).

- **Up to 5 Work Samples**, which may include the following. Total combined running time of all audio and video submissions not to exceed 10 minutes.
  - Still or moving image files depicting individual pieces, installations, designs, models or products.
  - Audio file formats: AIFF, WAV, XMF or MP3.

## Assistance

Para asistencia en español llame al 971-345-1641.

Assistance with technical requirements and application scope is available from Arts Commission staff prior to the application deadline. Applicants may also seek feedback after funding decisions have been made. See Contact Information below.

## Accessibility

Upon request, Arts Commission application materials will be made available in an alternate format such as Braille, large type, or audiotape. For applicants who are hearing-impaired and require TDD assistance, please call 800-735-2900.

## Appeal Process

The Arts Commission recognizes that procedural errors may occur in the application process and is committed to acknowledging errors and rectifying the effects. Appeals may not be made on the basis of an applicant's disagreement with an assessment of how the application met the review criteria, the judgment of a review panel or the amount of the award.

Applicants considering an appeal should contact the Arts Commission for guidance (see Contact Information below). Letters of appeal must be submitted to the Arts Commission Executive Director within 30 days of being notified of whether you were selected to receive funding. Appeals are reviewed and acted on by the Arts Commission board. Appeals may result in an approval of an award or an increase in the award amount if the applicant can satisfactorily document that the application was misrepresented or improperly reviewed through no fault of the applicant. If the appeal is supported by the Arts Commission board, funds will be awarded only if they are available. All decisions made by the Arts Commission board or committees are final.

## Contact Information

For questions related to eligibility, application questions, feedback or program-specific matters: Eleanor Sandys, 971-707-3004, [eleanor.sandys@biz.oregon.gov](mailto:eleanor.sandys@biz.oregon.gov).

For questions related to technical assistance, technical issues with the grants system, decision appeals or final reports: 971-304-5044, [arts.grants@biz.oregon.gov](mailto:arts.grants@biz.oregon.gov)

## If You Receive an Award

### Receiving Payment

An award contract will be sent to the email address in the application. Before payment can be processed, a signed copy of the contract must be returned to the Arts Commission. A W-9 form will be included, which must be completed for tax purposes. Awardees will receive a

1099 at the end of the calendar year. Artists are responsible for verifying the tax liability for the award.

The Arts Commission at any time may require additional information prior to awarding funds or during the funding period. Award recipients that have been previously funded by the Arts Commission must fulfill outstanding final report requirements before new funds will be distributed. Awardees may be subject to periodic monitoring by the Arts Commission and must retain fiscal records for a period of three years following completion of the funding period.

### **Payment Schedule**

Awards will not be paid out until after the start of the calendar year. Applicants should plan accordingly.

### **Final Report**

To help the Arts Commission report on the results of public funding, award recipients must submit a final report within 30 days of the completion of the funding period. Please track the following information, which will be collected on the Final Report:

- Describe the activities undertaken during the Fellowship funding period.
- Describe the impact of the Fellowship on your artistic career.

Final report data will not be reviewed by the Arts Commission's grant panels and does not affect current or future applications. This information will be used by the Arts Commission for reporting purposes and is required with the final report for funded projects.