



**FY 2019 MEDIA ARTS FELLOWSHIP
GUIDELINES AND APPLICATION**

Application Deadline:
January 15, 2019, 5:00 pm

Activity Period:
March 1, 2019 through February 28, 2020

Grant Amount: Up to \$10,000*

How to Submit:
Applications must be postmarked or hand delivered to the Northwest Film Center by 5 pm on January 15, 2019. Send applications to:
Oregon Media Arts Fellowship
Northwest Film Center
1219 SW Park Avenue
Portland, Oregon 97205

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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

The Oregon Arts Commission’s full strategic plan is available on our website at [www.oregonartscommission.org/booklets/Oregon Arts Commission Plan Booklet](http://www.oregonartscommission.org/booklets/Oregon_Arts_Commission_Plan_Booklet)

ABOUT THE NORTHWEST FILM CENTER

The Northwest Film Center is a regional media arts organization founded in 1971 to encourage the study, appreciation, and utilization of the moving image arts, foster their artistic and professional excellence, and help create a climate in which they may flourish.

The oldest media arts organization in the Northwest, the Center’s activities include year- round exhibition programs, classes and workshops for adults and youth, community-based media artist residency programs, and artist services including low-cost equipment access and the Oregon Media Arts Fellowship. In all, the Center serves 80,000 people annually.

The Center provides a creative space for individuals to cultivate their voices and for audiences to explore the region, the world, and the art of film. Through mutually supportive relationships, regional filmmakers are supported as artists, educators, mentors, and community leaders, strengthening cinema’s place in the creative, social, and economic sectors of the community.

ABOUT THE GRANT PROGRAM

Purpose of Grants

The purpose of Artist Fellowships is to honor Oregon's professional artists and their achievements while supporting efforts to advance their careers. Oregon Media Arts Fellowships provide financial and other support for production expenses to enable Oregon film or video artists to create or complete new work or works-in-progress. In selecting artists to receive Fellowships, the review panels look for Oregon artists of outstanding talent, demonstrated ability and commitment to the creation of new work.

The program is funded by the **Oregon Arts Commission** and administered by the **Northwest Film Center**. Visual or Performing artists may be eligible to apply for an Individual Artist Fellowship. More information is available at <https://www.oregonartscommission.org/grants/oregon-media-arts-fellowship>

Award Amounts

Fellowships are non-matching awards of up to \$10,000. 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 all applicants may not receive funding.

Payment Schedule

Grant awards will be paid within 2 months. Applicants should plan accordingly.

REQUIREMENTS & LIMITATIONS

Deadline

All applications must be submitted by hand delivery or postmarked no later than 5:00 p.m. on January 15, 2019, to be considered in the review process.

Send applications to: Oregon Media Arts Fellowship
Northwest Film Center
1219 SW Park Avenue
Portland, Oregon 97205

The Northwest Film Center will make every effort to safeguard application materials submitted, but is not responsible for loss or damage.

Eligibility

All applicants must:

- At the time of the application deadline
 - Have been domiciled in Oregon for at least one year (Domicile is a person's fixed, permanent and principal home for legal purposes);

- Be eighteen years of age or older;
- Have not received a Media Arts Fellowship in the prior five years; and
- Not be enrolled in a creative degree-bearing program either part-time or full-time.
- Submit only one Fellowship application per year;
- Submit an individual application. Joint applications from two or more artists are not accepted. While the Arts Commission and the Northwest Film Center acknowledge many artists work collaboratively, each grant will be awarded to only one individual artist.

LIMITATIONS

Media Arts Fellowships will not fund:

- reimbursement of expenses incurred outside the grant's defined activity dates;

The Oregon Arts Commission or Northwest Film Center may request more information and have final determination on eligibility.

HOW APPLICATIONS ARE REVIEWED

Northwest Film Center staff reviews submitted applications for eligibility, completeness and accuracy. Applications that meet grant application requirements are accepted.

Grant 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 grant awards.

Review Criteria

The following review criteria will be used to evaluate grant applications:

Artistic Merit

- Aesthetic quality of the applicant's submitted artwork;
- Artists' sustained professional achievement;
- Quality of the proposed project

Career Impact

- Potential for the artist's future contribution to the field.

Budget

- Applicant's perceived ability to complete the project as summarized and budgeted within the activity period.
- Appropriateness of the costs associated with the proposed activity.
- Balanced and accurate budget submitted with the application

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 for review. 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.

APPLICATION MATERIALS

Materials should be presented in the order below, on single-sided 8 ½" x 11" with one inch margin on the left. Do not staple. Do not include extra title pages, binders or other superfluous material. None of it is seen by the panel members.

Application Questions

1. *Application page* (later in this document) with signature at bottom.
2. *Application budget* (later in this document), followed by detailed budget if necessary.
3. *Project narrative* in no more than two pages, addressing the following:

Project Description

Describe the proposed Media Arts Fellowship activity in detail. Describe how the grant funds will be used. Clearly state the timeline for the project and what work this grant request will be used to support.

Impact

Explain what you propose to gain from the activity and how your involvement in that activity will impact and advance your work.

Planning

Describe the research and planning work you did to propose this activity. Describe what you will undertake following the activity to maximize the experience and its impact on your work or career as a film or video artist.

Support Material

4. *Resume* in no more than 2 pages outlining professional accomplishments.
5. *Brief story synopsis/dialogue sample* in no more than 2 pages *for narrative projects* only. DO NOT send completed scripts.
6. *Letter of support* from any partner(s) necessary to complete the project.
7. *Work sample description* (later in this document).

An index to the work sample(s) submitted including the following information for each sample: title, date, medium, total time, role of the artist in production, location and facility of production and additional production credits, etc., as well as start and end time of desired segment for review (if longer than 10 minutes).

8. *Work Samples*: 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 for review. 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 work for which the applicant had primary creative control. Represented work must be current, preferably within the past three years.

ASSISTANCE

Assistance with technical requirements and application scope is available from the Northwest Film Center staff prior to the application deadline. Applicants may also seek feedback after funding decisions have been made. Call 503-221-1156 or email ben@nwfilm.org with questions. [Copies of the guidelines are available online at http://www.oregonartscommission.org/grants](http://www.oregonartscommission.org/grants).

APPEAL PROCESS

The Oregon Arts Commission recognizes that procedural errors may occur in the application process. The Arts Commission 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 panel or the amount of the award.

Panel Appeal

Applicants considering an appeal should contact the Arts Commission at 503-986-0082 or arts.grants@oregon.gov for advice and guidance. Letters of appeal must be submitted to the Arts Commission's Executive Director within 30 days of the panel meeting. Appeals are reviewed and acted on by the Arts Commission's 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's Board, funds will be awarded only if they are available.

Eligibility Appeal

Applicants not meeting one or more of the eligibility requirements as determined by staff are encouraged to discuss the decision with staff. Appeals concerning eligibility determination may be made. Letters of appeal must be submitted to the Arts Commission's Executive Director within 15 days from the date of decision communication. Appeals are reviewed and acted on by an Arts Commission committee. The Arts Commission may request more information and has final determination on eligibility. All decisions made by the Arts Commission board or committees are final.

FINAL REPORTS (FOR FUNDED PROPOSALS ONLY)

A grant agreement will be sent to the address in the application. A W9 form will be included with the letter, 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 Oregon Arts Commission at any time may require additional information prior to awarding funds or during the grant period. If your opportunity changes in any way during the grant period, you are required to notify the Oregon Arts Commission in writing of the changes.

Grant recipients that have been previously funded by the Arts Commission must fulfill outstanding final reporting requirements before new grant funds will be distributed.

At the the completion of the one-year fellowship period, artists must submit a final report describing the activities undertaken during the Fellowship funding period and describing the impact of an Arts Commission Fellowship on the artists' professional career. The Final Report is due no later than 30 days from the completion of the funding period and may also include additional narrative questions.

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 applications.

If you have questions, please contact Ben Popp at ben@nwfilm.org or call 503-221-1156

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Deadline: January 15, 2019

Applicant Page

Applicant Name							
Mailing Address							
City		State		Zip		County	
Daytime Phone				Email			
US Congressional District Number		Oregon State House District Number		Oregon State Senate District Number			
Applicant Status		Race/Ethnicity		Discipline			

*To locate your legislative representative go to: <https://www.oregonlegislature.gov/>
(Under Find your Legislator)

Project Title	
Total Proposed Activity Cost	
Media Arts Fellowship Request	
Online Link to Work Sample (applicants will also submit full Work Sample Description Sheet later in document.)	
Password to Online Link	

I hereby certify that all of the facts, figure, and representations made in this application, including all attachments, are true and correct to the best of my knowledge.

Applicant Signature _____

(continued)

Applicant Name _____

Applicant Budget

*****do not use commas or dollar signs in this form*****

Category	Description	Amount
EXPENSES		
	A: TOTAL EXPENSES	
REVENUE**		
Applicant Cash		
Other Sources		
Other Sources		
Other Sources		
Other Sources		
Grant Requested	Media Arts Fellowship Requested	
	B: TOTAL REVENUE	

*** Please indicate if revenues are confirmed or pending.*

ALTERNATE FORMAT APPLICATION

Upon request, application materials will be made available in alternate format such as Braille, large type or on audiotape. For applicants who are hearing-impaired and require TTD/TTY assistance, call (800) 735-2900.

(continued)

Work Sample Description: An index to the work sample(s) submitted including the following information for each sample: title, date, medium, total time, role of the artist in production, location and facility of production and additional production credits, etc., as well as start and end time of desired segment for review (if longer than 10 minutes).

#	Filename	URL	Description
		(if one url leads to all files insert here) with password if any	
1			
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