Mary L. Nohl Fund Fellowships for Individual Artists 2014 Application Instructions

The 2014 Nohl Fellowship cycle is now open. Applications must be submitted no later than Thursday, October 2, 2014.

You must familiarize yourself with the **Guidelines** before beginning your application.

There have been some major changes to the online application process in 2014:
- Applicants will now be able to **leave and return** to their applications without having to begin a new application.
- There are new **character (word) limits** for the artist statement and for the work sample descriptions.
- The **artist statement** is now a text box, rather than an upload. You will still want to prepare your statement in advance, but you will be able to paste it into the text box.
- Applicants submitting **electronic media work samples** (JPGs) must now upload them into the online application. Applicants submitting time-based media work samples will do so by providing Vimeo links. **Applicants will no longer mail or drop off work samples.**

Applicants are required to apply online. If you do not have computer access or are unable to use the electronic form, please contact Polly Morris at (414) 446-8794. You will receive a paper copy of the guidelines and application via snail mail.

ONLINE APPLICATIONS
Clicking "Begin your online application" at the very bottom of the page will take you to the online application form. The column on the left of most screens (and occasionally at the top of the screen) will provide important information and links that will allow you to progress through the application. Applications must be completed and submitted online no later than **Thursday, October 2, 2014 at 11:59 pm.**

Once you have submitted your personal details on the first screen and generated an applicant ID, you will be able to save and return to your application by clicking the "save" link on the left-hand side (or occasionally the top) of each screen. See below for more information on how the "save" function works. Although you can save and return to the application, we recommend that you assemble all of the application components in advance. In addition, you will have many opportunities to edit your application as you progress, and a final opportunity to edit all sections of the application before submitting. **Do not use the "back" arrow to navigate within the application.**

This is the application sequence:

- You will first fill out the application form. You will be asked to choose your application category (Emerging or Established) and to provide your contact information. You will also be asked to answer a series of questions regarding your residency and student status. If you would like to view the questions on the application form, you may do so from the "Nohl Fellowship 2014 Application" web page, where you may download a PDF. Please note, this copy of the application is only for reference purposes. You must apply online. Once you click submit, you will see a screen with all of that information (you will have an opportunity to edit that screen prior to submitting your application) and an applicant ID. You will also see a link on the left that will allow you to save and return to the application.

- Next, you will be asked to enter your artist statement in a text box. Statements must not exceed 1500 characters (approximately 300 words). You will want to prepare your statement in advance as a text document, ready to paste it into the text box. Once you have submitted this information, you will see a review screen with your artist statement. If you need to edit the statement at this time, a link is provided for you to do so.

- You will then be asked to upload your Artist Biography. This document must be submitted as a PDF file. The Artist Biography may be created using any word processing software. Label the first page of each document with the name of the item (e.g., Artist Biography). Leave a margin of at least one inch at the top, bottom, and sides of all pages. Do not reduce type below 12-point font size. When you have completed the document, save it to your computer and convert it to PDF before attaching. If you don't already have software to convert files to PDF, there are many low-cost and free software packages that can do this. The National Endowment for the Arts lists several of them here: http://www.grants.gov/web/grants/support/technical-support/software/pdf-conversion-software.html. **Do not create PDFs of your electronic documents by scanning.** PDFs created this way are much larger, and of lower quality, than PDFs created through conversion programs. No attachment should be more than 2.5 MB. Once the upload is complete, a small file name should appear below the solid green bar in this format: ApplicantID#_artist_bio.pdf. You will not have an opportunity to review the file you have submitted, so please be careful to upload the correct one.

- You will then have to choose which work sample form to fill out (the choices are links in the left-hand column). If you are submitting electronic images (JPGs), click that link. If you are submitting time-based media, or a combination of time-based media and electronic images, click that link.

- The Time-Based Media Work Samples form will ask you to enter a Vimeo link to each of your samples and to provide additional information about the works

submitted, such as the relationship of the excerpt to the whole. This information is **optional**, and responses must be limited to 300 characters (approximately 60 words). Once you submit this form, you will be able to review it and edit it if necessary. Once you are satisfied with it, you will be able to submit electronic work samples (if you are submitting both kinds of work samples), or to proceed to the final application review.

- The Electronic Image Work Sample form will allow you to upload JPGs of your work samples and to provide additional information about the works submitted. You may discuss how the work was made, the materials, or any information of this kind that the jury may not be able to understand by viewing the image. This information is **optional**, and responses must be limited to 300 characters (approximately 60 words). Please read the information on Preparing Your Work Samples below carefully before uploading images. Once each upload is complete, a small file name should appear below the solid green bar in this format: ApplicantID#_work_sample_number(01, 02, etc.).jpg. Once you submit this form, you will be able to review it and edit it if necessary. You should be able to see thumbnails of the images submitted on the review form; if you do not see a thumbnail, your file has not uploaded properly and you must go back and try again. Keep in mind that when you return to edit the page where you have uploaded the images, the uploaded files and their file names will not be visible. However, they are still there. If you choose to replace any of the files, the original file will be overwritten and the file name will appear below the green bar again. When you proceed to the review screen for the electronic images, be sure that the correct image is displaying in the preview. **Do not use the "back" arrow to navigate within the application.** Once you are satisfied with this page, you will be able to proceed to the final application review.

- On the final review screen, you will be able to edit the following sections by clicking the links above each part of the form: Artist Details, Artist Statement, Time-Based Media Details (if relevant), and Electronic Media Details (if relevant). As mentioned above, you cannot review your Artist Biography. You must then click the link to submit your application.

- Once you have submitted your application, you will receive a reply e-mail with your unique Applicant ID (Emerging artists should have an ID that begins with "M"; established artists should have an ID that begins with "S") and a printout of the text portions of your submission (excepting your Artist Biography). It is your responsibility to save copies of all the materials you have submitted.

Saving and Returning
Once you have submitted your personal details on the first screen and generated an applicant ID, you will be able to save and return to your application by clicking the "save" link on the left-hand side (or occasionally the top) of each screen. Note that any **new** text information that you have entered into the screen will not be saved;

you will need to re-enter that information when you return to the application. However, uploaded PDFs or JPGs will be saved. (So if you have uploaded 7 electronic work samples, and want to return to upload 3 more, all 7 images will be there but you will need to re-enter the text information. You could also submit the unfinished Electronic Image Work Sample form with 7 images, which would save all of the information, and use the "save" link on a subsequent page to exit and return to the application.

When you click on "save," you will receive an email with a link and a 6-digit code that will allow you to re-enter your application. Each time you re-enter, you will be taken to the final review screen, from which you can navigate back to the different sections of the application by using the links provided. You will have to navigate to each section in turn from the final review screen. If you have not submitted your Artist Biography, you will be reminded to do so when you re-enter the application; if you have done so already, you will not be able to return to that screen. As when editing the Electronic Image Work Sample form within the application, the uploaded files and their file names will not be visible when you return to that screen. However, they are still there. If you choose to replace any of the files, the original file will be overwritten and the file name will appear below the green bar again. Do not forget to click the link to submit your application when you are finished.

APPLICATION COMPONENTS

Artist Statement
The Artist Statement should describe your approach to artmaking, recent developments in your artwork and/or aspirations for your artwork, and how your work samples relate to your work in general. (This is not a project grant; you do not need to submit a project.) The Artist Statement should not exceed 1500 characters (approximately 300 words). *Please cover the following points, as briefly as possible, in your Statement*: If you are intending to complete work in progress, what new production will take place during the fellowship period? Explain, as briefly as possible, why you have chosen to apply under either the Emerging Artist or the Established Artist category.

The artist statement is entered into a text box on the online form. We recommend that you prepare your statement in advance, as a text document, and paste it into the text box.

Artist Biography (Resumé or List Form)
Provide an Artist Biography detailing your professional accomplishments as an artist. Include, in list form, your education, awards or grants and year received, exhibitions, publications, reviews, and other relevant professional accomplishments. The Artist Biography should be typed in a standard 12-point font with 1" margins on all sides. Please do not exceed three (3) pages (Emerging Artists) or five (5) pages (Established Artists). Do not submit a narrative biography.

Partnerships and collaborative groups should include information on all participating artists, not to exceed five (5) pages. If possible, provide a history of work in collaborative situations outside of regular studio practice (e.g., exhibitions).

Work Samples
The Work Sample forms list your work samples in the order you would like them to be viewed. There is an index for electronic images and an index for time-based media. Though most artists will use one or the other, some artists will fill out a portion of each one. See **Preparing Your Work Samples**, below, for more information. No application will be considered complete without work samples.

Letter of Commitment for Partnerships/Collaborative Groups
If you are submitting an application on behalf of a partnership or collaborative group you must include a letter outlining the nature of the working relationships, with a commitment to work together through the fellowship period (November 2014-November 2015), signed by all members of the group. The letter may be emailed to pmorris@lyndensculpturegardenorg at the time of submission.

PREPARING YOUR WORK SAMPLES
General Requirements
All work samples should be of good quality, with well-focused and well-lighted images, or with clear video recordings. Please do not send originals; we handle your work samples carefully, but cannot accept liability for damage or loss.

• You must possess primary aesthetic responsibility for the finished project.
• Electronic images must be uploaded as JPGs to the online application form. They will be downloaded to a computer and viewed as JPGs on a 23" LCD monitor.
• If submitting film or video, you must provide a Vimeo link. To use Vimeo, you will need to register for a free account. Complete information on how to do so is available at vimeo.com. The Vimeo site also provides information on how to upload your work. All samples will be viewed on a 23" LCD monitor with speakers.
• This is an anonymous review. Applicants will be disqualified if they include information identifying themselves, other than that requested in these directions, on any of the work samples to be seen by jurors. Do not include any identifying information on the images themselves (other than artist signature if integral to work); do not include credits on film/video samples.
• Test all files and links before submitting.

Partnerships and Collaborative Groups: Work samples should, if possible, reflect prior collaborative projects.

Electronic Images (JPGs)
Emerging Artists must submit at least 6, and no more than 10 JPGs. Work submitted by Emerging Artists must have been created since October 2012. At least 4 distinct works must be presented unless images represent an installation, in which case at least 2 distinct works will suffice.

Established Artists must submit at least 6, and no more than 10 JPGs. Work submitted by Established Artists must have been created since October 2004, and at least half of the samples must document work created since October 2009. Recent work preferred. At least 4 distinct works must be presented unless images represent an installation, in which case at least 2 distinct works will suffice.

General Requirements for Digital Images
• Images must be in JPG format. Do not try to upload TIFFs, PDFs or any other non-JPG formats.
• Save images at 72 ppi.
• The longest side of each image should not exceed 1920 pixels.
• Save files as RGB.
• Individual files should not exceed 2 MB.
• You may submit images that show details, but they will be counted toward your total of 10 JPGs.
• Please do not incorporate multiple images within a single frame.

Image Order
Enter your JPGs into the electronic form in the order you want them to be viewed.

Time-Based Media
Film and video includes experimental, animated, documentary, and narrative works. This does not include works having a primary corporate, industrial or educational audience.

Emerging Artists should submit at least two and no more than three samples of work, at least one of which has been created since October 2012; total running time of cued sections not to exceed 5 minutes. Samples should represent at least two different works.

Established Artists should submit at least two and no more than three samples of work, at least one of which has been created since October 2009; total running time of cued sections not to exceed 10 minutes. Samples should represent at least two different works. Recent work preferred.

General Requirements
• Review time will be limited to a total of 5 minutes (Emerging Artists) and 10 minutes (Established Artists). Samples will be reviewed from the beginning; however, panelists are allowed to discontinue viewing before the review time has elapsed.
• Videos and films in 8mm, S8mm, 16mm, or 35mm format will be accepted as Vimeo links.
• Enter each film/video excerpt or video/media installation as one work sample on the online Time-Based Media Work Samples form. Include the Vimeo link for each sample in the appropriate box. You will have an opportunity to test your links prior to submitting.
• Indicate whether or not there is sound on the Time-Based Media Samples form.

• Please do not use time-based media to document static work. Two- and three-dimensional work should be documented in still images.

Sample Order
Place your selections in the order you want them viewed.

Video Uploading on Vimeo
To use Vimeo, you will need to register for a free account. Complete information on how to do so is available at vimeo.com. The information needed to upload work to Vimeo is also on their website. Vimeo allows applicants to upload better quality videos with larger dimensions, and to choose how to encode videos. However, it can take a long time to upload a video. Please leave sufficient time to do so before filling out your application. You will need your Vimeo link in order to complete your application. (Vimeo Plus members do not wait as long to upload.)

Naming Your Work Samples on Vimeo and Passwords
You may use the title of each video to name your work samples, or you may use "NohlSample1," NohlSample2," etc. Because this is a blind review, do not show any credits and do not include your name in the title of the upload. If you need to password-protect your work samples, please include a password in the text box for each sample.

Submitting Electronic Images and Time-based Media
If you plan to submit a combination of electronic images and time-based media, you will need to fill in a portion of each Work Sample form. All time-based media samples must be submitted as Vimeo links. All electronic image samples must be uploaded to the online form. Please contact Polly Morris at pmorris@lyndensculpturegarden.org (put "Nohl Fellowship" in the subject line) or at (414) 446-8794 to determine how much work of each type you may submit.