

Mary L. Nohl Fund Fellowships for Individual Artists 2018 Application Instructions

The 2018 Nohl Fellowship cycle is now open. Online applications must be submitted no later than **Thursday, October 4, 2018 at 5 pm.**

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

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

HOW TO APPLY

1. At the bottom of this page, you will find a link labelled “Begin your online application.” Click this link to begin the application process. Please note that the link will only be active during the specified application period, **September 4, 2018 at 11 am to October 4, 2018 at 5 pm.**

2. Create an account for your online application with Submittable. When you click the “Begin your online application” button below, it will take you to the Submittable “Sign In/Sign Up” page. You will be prompted to create a Submittable account or to log in if you already have an account.

To create your account you will need to provide your email address, a password, and your first and last names. Once you create your account, you will be taken to the “Welcome to Submittable” page. This page contains information about Submittable. To enter the Nohl Fellowship application, click “Continue.”

If you already have an account, once you sign in you will be taken directly to the application.

3. Organize your application materials. We strongly recommend that you assemble all of the application components prior to beginning your application. Detailed instructions are below, under “Application Components.”

- Contact and eligibility information
- Artist Statement: 300 words maximum
- Artist Biography: Up to 3 pages (Emerging Artists) or 5 pages (Established Artists), in list form.
- Work Sample: 6-8 images (Emerging or Established Artists); OR up to 5 minutes of video (Emerging) or up to 7 minutes of video (Established); OR a proportional combination of still images and time-based media. You will also be asked to provide identifying information for each work sample.

4. Upload your application materials. Required fields are marked with an asterisk. When you are finished, **do not forget to click the “Apply” button to submit your application.** You must agree to the Terms of Use by checking a box prior to submitting.

SPECIAL INSTRUCTIONS

Saving and Returning

Once you set up your account you can preview all the application questions. You can then log in and out of the application as many times as you wish before the deadline to add or edit materials. If you return using the link at the bottom of this page, you will be taken directly to the application once you sign in. If you return by signing in through submittable.com, you will find your saved application in the upper left corner under “Submissions.”

Please be sure to **save** the information you have entered before logging out (there is a “Save Draft” button at the bottom of the application form). You do not have to complete the application in one session; however, once you have submitted your application it is final. When you submit your application, you should see a screen that says “Success” and you should receive a confirmation email from the Bradley Family Foundation (this is the legal name of the Lynden Sculpture Garden). If you do not receive an email, log back into your account and try submitting again. Although you will not be able to alter your application once you have submitted, you will continue to have access to your application materials via your Submittable account.

Partnerships and Collaborative Groups

If you are applying as a partnership or collaborative group, the application will be submitted by a single lead applicant. There is a space on the application form to provide the name of the collaborative group, and another place for listing the members of the partnership/group and their county of residence. Please submit demographic information for the lead applicant; we may contact you if we require additional information. Partnerships/collaboratives must also upload a letter outlining the nature of the working relationships, with a commitment to work together through the fellowship period (November 2018-November 2019), signed by all members of the group. Additional instructions for collaboratives appear below, under “Application Components.”

Anonymous Review

Please note that the Nohl Fellowship program uses an anonymous review process. Applicants can be disqualified if they include information identifying themselves, other than in the specific instances noted below, in any of their application components.

APPLICATION COMPONENTS

Artist Information

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 eligibility questions regarding your residency and student status.

Demographic Information

We collect information about applicant year of birth, gender, and race/ethnicity solely for research purposes. Any and all information submitted (or not) is completely voluntary and will have no effect on fellowship award decisions.

Artist Statement

The Artist Statement is entered into a text box on the Submittable form. We recommend that you prepare your statement in advance, as a text document, and paste it into the text box. These boxes have limited formatting options. You can try your text in advance in a basic text program, such as .txt or .rft, to determine what might be lost. Your name should not appear anywhere in the statement.

The Artist Statement may describe your background, your approach to artmaking (medium, process, form, content, subject, themes, engagement with communities), 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 and you do not need to submit a project. However, it is helpful to the jurors to have some idea of the future direction of your work so that they can determine what impact a fellowship would have. The Artist Statement should not exceed 300 words. (Please note that word counters vary, and you may need to edit your statement slightly once you paste it into the online form.)

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 in either the Emerging Artist or the Established Artist category.

Artist Biography (Résumé or List Form)

The Artist Biography is prepared in advance and uploaded into the online form. It 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). Your name or contact information should not appear anywhere on your Artist Biography except in your list of exhibition titles and publications (if necessary). Remove all contact information, including information in the headers and footers. **Do not submit a narrative biography.**

Prepare an Artist Biography or CV focusing on your exhibition/screening history and detailing your professional accomplishments as an artist. Include, in list form, and if relevant, your education, awards or grants and year received, exhibitions/screenings, publications, reviews, and other professional milestones.

Partnerships and collaborative groups should prepare a single document that includes information on all participating artists, not to exceed five (5) pages. Identify individual members as “Artist A” (the lead applicant), “Artist B,” etc. If possible, provide a history of work in collaborative situations outside of regular studio practice (e.g., exhibitions) using the heading “Collaborative Work.”

Information on preparing a professional artist résumé is available at the College Art Association web site: <http://www.collegeart.org/standards-and-guidelines/guidelines/resume>.

Work Samples

General Requirements

Work Samples should be of good quality, with well-focused and well-lighted images, or with clear video recordings. For those submitting paper applications, please do not send originals. We handle your work samples carefully but cannot accept liability for damage or loss. All work samples are viewed collectively by the jurors, one image or video at a time, in succession, on November 9. No application will be considered complete without work samples.

- You must possess primary aesthetic responsibility for the work submitted.
- For partnerships and collaborative groups, work samples should, if possible, reflect prior collaborative projects.
- Electronic images must be uploaded as JPGs. They will be downloaded to a computer and viewed as JPGs on an LCD monitor.
- Film or video must be uploaded as mp4, mov, avi, mpg, 3gp, flv, webm, wmv, mkv, or m4v files. All samples will be viewed on an 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.**

The Work Sample portion of the form is divided into two sections: one for electronic images and the other for time-based media. Though most artists submit either electronic images or time-based media, some artists submit both (see below for directions for mixed samples). Work Samples within each category are uploaded in the order you would like them to be viewed.

You will be asked to provide additional details about the works submitted: title, year, materials, and dimensions for electronic images; title, year, run time of excerpt, total run time of piece, and whether there is sound for time-based media. Be clear and precise; terms like “mixed media” do not help jurors understand your work.

You may also submit additional contextual information for each work sample. This information is **optional**, and responses must be limited to 60 words. For electronic images, you may discuss how the work was made, the materials, the scale, or any other information that the jury may not be able to understand by viewing the image. For time-based media, you might explain the relationship of the excerpt to the whole. Do not repeat information that is in your artist statement or repeat information from one sample to the next.

As you edit your application, you may change the order of your Work Samples within a category. Once you have uploaded at least two samples, arrows will appear to the left of each thumbnail that enable you to move samples up or down the list. Identifying information will remain with the image or video as it moves. Before submitting your application, check that all individual work samples are in the correct order.

Preparing Your Work Samples: Electronic Images (JPGs)

Emerging Artists must submit at least 6 and no more than 8 JPGs. Work submitted by Emerging Artists must have been created since October 2016. 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 8 JPGs. Work submitted by Established Artists must have been created since October 2008, and at least half of the samples must document work created since October 2013. Recent work strongly preferred. At least 4 distinct works must be presented unless images represent an installation, in which case at least 2 distinct works will suffice.

- Images must be in JPEG format.
- Save images at 72 ppi.
- Individual files should not exceed 2 MB.
- Upload files in the order you would like them to be viewed.
- Name files this way: lastname.firstname.1, lastname.firstname.2, etc. (For example, morris.polly.1.jpg)
- You may submit images that show details, but they will be counted toward your total of 8 JPGs.
- Do not incorporate multiple images within a single frame unless absolutely necessary. You must have the fellowship administrator's approval in advance (email pmorris@lyndensculpturegarden.org and put "Nohl Fellowship" in the header).

Preparing Your Work Samples: Time-Based Media

Film and video includes experimental, animated, and narrative works. It does not include works having a primary corporate, industrial, or educational audience. For feature-length narrative films, including documentaries, jurors will be looking for works that push the boundaries of the form (this could include the delivery of the

content, the approach to ideas, and the way the film is shot, among other things). If you are documenting performance, it must be performance within a visual art context.

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

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 2016; total combined running time of excerpts 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 2013; total combined running time of excerpts not to exceed 7 minutes. Samples should represent at least two different works. Recent work preferred.

Review time will be limited to a total of 5 minutes (Emerging Artists) and 7 minutes (Established Artists). Samples will be reviewed from the beginning and in the order uploaded; however, panelists are allowed to discontinue viewing before the review time has elapsed.

- Videos and films will be accepted as mp4, mov, avi, mpg, 3gp, flv, webm, wmv, mkv, or m4v files.
- Upload each film/video excerpt or video/media installation as one work sample and in the order you would like them to be viewed. Please leave ample time for the upload.
- Name files this way: lastname.firstname.1, lastname.firstname.2, etc. (For example, morris.polly.1.mv4.) Because this is an anonymous review, **do not show any credits**.
- Indicate whether or not there is sound.

Submitting Electronic Images and Time-based Media (Mixed Samples)

Applicants are permitted to submit a mix of still images time-based media if they are relevant to their practice. However, the quantities of each type of work you submit will be different. In mixed samples, all electronic images are viewed first, then all time-based media samples.

For **emerging artists**, one still image is the equivalent of 37.5 seconds of time-based media, so for each JPG you submit, subtract 37.5 seconds from the 5-minute total of video (e.g., you could submit 4 JPEGs and 2.5 minutes of video).

For **established artists**, one still image is the equivalent of 52.5 seconds of time-based media, so for each JPG you submit, subtract 52.5 seconds from the 7-minute total of video (e.g., you could submit 4 JPEGs and 3.5 minutes of video).

If you have any questions about the kind and amount of work you can submit, please contact Polly Morris at pmorris@lydensculpturegarden.org (put "Nohl Fellowship" in the subject line) or at (414) 446-8794.