

The Mary L. Nohl Fund Fellowships for Individual Artists 2011 Application Instructions

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

Applicants are strongly encouraged to apply online. You are not required to apply online in 2011, and paper application forms are still available. Refer to the appropriate instructions below for online and paper applications.

ONLINE APPLICATIONS

The “apply” button below will take you to the online application form. You must complete your entire application in one session; it is not possible to save it and return to it. Be sure to have all your materials ready in advance and in the form required. Applications must be submitted online no later than Thursday, October 6, 2011 at 11:59 pm.

- 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.
- You will then be asked to attach your Artist Biography and your Artist Statement. These documents must be submitted as PDF (portable document format) files. The Artist Biography and Artist Statement may be created using any word processing software. Label the first page of each document with the name of the item (i.e., 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/help/download_software.jsp#pdf_conversion_programs. **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 MB. Label the PDF files with your last name and the title of the document (e.g., Morris_Artist Biography) before attaching.
- Finally, you will be asked to fill out the Electronic Image Work Sample Index form and/or the Time-Based Media Work Sample Index form.

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 your submission. You will need to use your Applicant ID to label your work samples (see PREPARING YOUR WORK SAMPLES, below) prior to mailing them or dropping them off.

Online applicants must mail or drop off their work samples. Mailed work samples must be **postmarked no later than Friday, October 7, 2011**. If you are dropping off your work samples, they must be **delivered no later than 4 pm on Friday, October 7, 2011**. Your application package will not be considered complete without these items. Please include an identifier in the package (either a copy of your Submission Confirmation e-mail or a sheet of paper with your Applicant ID).

Return of work samples: Include a self-addressed, postage-paid mailer large enough to hold your work samples if you wish to have them returned. If you do not want your work samples returned or if you will pick up them up within 30 days of notification of results, please include a note to that effect.

Partnership/Collaborative Groups: If you are submitting an application on behalf of a partnership or collaborative group be sure to include a letter outlining the nature of the working relationships, with a commitment to work together through the fellowship period (November 2011-November 2012), signed by all members of the group, in your work sample packet.

The **delivery address** is:

Polly Morris
Lynden Sculpture Garden
2145 W. Brown Deer Rd.
Milwaukee, WI 53217

Late applications, or applications received via facsimile machine or email, will not be accepted. Keep a copy of all submitted materials for your records.

The link to the online application is here: <http://lydensculpturegarden.org/content/nohl-2011-application>

PAPER APPLICATIONS

Compile the Application Package

Materials should not be stapled, and should not be placed in folders or binders. All biographies and statements must be printed in 12 point font on white paper with margins of at least 1" on all sides. Please order your materials as follows and fasten with a paper clip:

1. One (1) copy of the completed application form, on top.
2. One (1) copy of your Artist Biography—full name on first page only.
3. One (1) copy of your Artist Statement—full name on first page only.
4. One (1) copy of the appropriate completed Work Sample Index/Indices.
5. An artist submitting an application on behalf of a partnership or collaborative must also submit a letter outlining the nature of the working relationships, with a commitment to work together through the fellowship period (November 2011-November 2012), signed by all members of the group.
6. Your work samples.
7. A self-addressed, postage-paid mailer large enough to hold your work samples if you wish to have them returned. If you do not want your work samples returned or if you will pick them up within 30 days of notification of results, please include a note to that effect.

Mail the application package and work sample materials under one cover, postmarked on or before **Thursday, October 6, 2011**.

Hand-deliver to the Lynden Sculpture Garden no later than **4:00 pm on Thursday, October 6, 2011**.

The **delivery address** is:

Polly Morris, Lynden Sculpture Garden, 2145 W. Brown Deer Rd., Milwaukee, WI 53217

Late applications, or applications received via facsimile machine or email, will not be accepted. Keep a copy of all submitted materials for your records.

APPLICATION COMPONENTS

Artist Biography (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).

Artist Statement

The Artist Statement should describe your approach to artmaking, recent developments in your art work and/or aspirations for your art work, and your goals for the coming year. (This is not a project grant; you do not need to submit a project.) The Artist Statement should not exceed one (1) page and should be typed in a standard 12 point font with 1" margins on all sides.

Please cover the following points in your Statement:

If you are intending to complete work in progress, explain 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. Describe how each work sample relates to your work in general.

Work Sample Index

The Work Sample Index lists 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. **Online applicants** will fill in these forms online; **paper applicants** will fill out the forms (or recreate them on a computer) and submit them with their application packet. See PREPARING YOUR WORK SAMPLES, below, for more information.

Work Samples

No application will be considered complete without work samples. See PREPARING YOUR WORK SAMPLES, below, for more information.

All work samples will be disposed of 30 days after notification of results **unless**:

- You include a self-addressed, postage-paid mailer large enough to hold your work samples in your application package or work sample packet.
- You include a note saying you will pick up your work samples within the time allotted in your application package or work sample packet.

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.
- If you submit a CD-R, be sure the disk is formatted for viewing on both Macintosh and PC platforms. We will download files to a computer.
- If submitting film or video, submit on DVD only. We accept the following formats: DVD-Video, QuickTime (.mov). We will play DVD-Video on a DVD player. QuickTime files will be downloaded to a computer.
- 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 sample material 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.
- Test all disks before submitting.

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

You may download a DVD authoring [tutorial](http://lyndensculpturegarden.org/content/nohl-2011-application) for users of Final Cut Pro and Studio Pro at <http://lyndensculpturegarden.org/content/nohl-2011-application>

Visual Artists

Emerging Artists must submit a CD-R with at least 6, and no more than 10 JPEGs. Work submitted by Emerging Artists must have been created since September 2009.

Established Artists must submit a CD-R with at least 6, and no more than 10 JPEGs. Work submitted by Established Artists must have been created since September 1991, and at least half of the samples must document work created since September 2006. Recent work preferred.

Digital Images on CD-R

- Images: At least 4 distinct works must be presented unless images represent an installation, in which case at least 2 distinct works will suffice.
- Must be in JPEG format. Do not submit TIFFs, PDFs or any other non-JPEG formats. No slide shows or PowerPoint presentations.
- Should not exceed 2 MB per image.
- Should have a maximum image size of 1920 pixels (wide) x 1080 pixels (tall).

Naming Your Image Files

Paper Applicants:

List files to be reviewed in priority order on the Electronic Image Work Sample Index. Name files with your last name and corresponding number (01, 02, 03, etc.) from work sample sheet. For example: "morris_01.jpg." We will rename your files to remove your name.

Online Applicants:

Enter files to be reviewed in priority order on the online Electronic Image Work Sample Index form. After you submit your application and receive your applicant ID, name files with your applicant ID and corresponding number (01, 02, 03, etc.) from work sample form. For example: "M0711_01.jpg."

Labeling Your Disk

Paper Applicants: Label your disk and case or envelope with your name (jurors will not see the physical disk or case).

Online Applicants: Label your disk and case or envelope with your applicant ID.

Time-Based Media

Film and video includes documentary, experimental, animated 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 five samples of work, at least one of which has been created since September 2009; total running time of cued sections not to exceed 5 minutes.

Established Artists should submit at least four samples of work, at least one of which has been created since September 2006; total running time of cued sections not to exceed 15 minutes. Recent work preferred.

General Requirements

- Review time will be limited to a total of 5 minutes (Emerging Artists) and 15 minutes (Established Artists); however, panelists are allowed to discontinue viewing earlier.
- Videos and films in 8mm, S8mm, 16mm, or 35mm format will be accepted only if transferred onto DVD.
- List each film/video excerpt or video/media installation as one work sample on your Time-Based Media Work Sample Index. Place your selections in priority order.
- Submit all works on one DVD, if possible. Format the DVD to include two links on the menu/title page for each piece: the first to the excerpt you wish the jury to review (please do NOT include credits) and the second to the entire piece. If the complete works are too long to include on the DVD, please submit them on separate DVDs (this is particularly important for Established artists, as the complete works will be used for studio visits). Indicate the viewing priority of each selection by assigning each chapter the corresponding number from the Work Sample Index (01, 02, 03, etc.). Do not include identifying information within the menu or the selection. Indicate whether or not there is sound.

Labeling Your Disk

Paper Applicants: Label your disk and case or envelope with your name (jurors will not see the physical disk or case) and "Work Samples." If you are submitting additional disks, label them with your name and the title of the piece.

Online Applicants: Label your disk and case or envelope with your applicant ID and "Work Samples." If you are submitting additional disks, label them with your applicant ID and the title of the piece.

Artists 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 Index. 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 you may submit.