MCKNIGHT ARTIST FELLOWSHIPS

pillsbury
house + theatre
a center for creativity and community

2019 Application Guidelines
McKnight Fellowships for Community Engaged Artists

Administered by the Pillsbury House Theatre (PH+T)
Deadline: **Friday, October 11, 2019, at noon** (CT)
Application link: https://pillsburyhouseandtheatre.org/mcknight-artist-fellowships

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1. Fellowship Overview

The McKnight Foundation's Arts program is one of the oldest and largest of its kind in the country. Established in 1981, the McKnight Artist Fellowships provide annual, unrestricted cash awards to outstanding mid-career Minnesota artists in ten areas.

Ten arts organizations oversee the administration of the fellowships and structure their own programs to respond to the unique challenges of different creative disciplines. The Arts program supports the conviction that the arts cannot flourish or enhance community life without the ideas, energy, and drive of individual artists, and that artists cannot make these contributions without unfettered creative time.

The goal of the McKnight Community Engaged Artist Fellowships program is to identify talented Minnesota community engaged artists whose community engaged work is of exceptional artistic merit and who are at a career stage that is beyond emerging. The fellowship is limited to Community Engaged Artists who are at a stage beyond emerging. Community Engaged Artists, as defined for the purposes of this fellowship, are artists who use their artistic practice to engage relationship aimed at producing social transformation. And this intention drives choice and process throughout the conception, design, and implementation of their work.

The fellowship program supports established artists by providing significant financial assistance, by creating opportunities to meet with local and national art professionals, by organizing a public discussion series, and by working with the fellows to pilot new creative initiatives.

The Pillsbury House Theatre-administered fellowship program uses an independent jury of three arts professionals to competitively award **two (2) fellowships**. The fellowship runs for one year, *January 1, 2020– January 1, 2021, and includes:
- $25,000 (unrestricted) Fellowship funding may be used to enhance any aspect of the artist's life, such as overhead costs, the purchase of materials, travel, and other living expenses. Awards are subject to state and federal income tax guidelines.
- $3,000 in additional funds for a pilot initiative leading to the development of new community engaged work.
- Access to PH+T's facilities and equipment.
- Support from PH+T staff and menu of community resources and services.
- Fellowship Discussion Series; Fellows will select a national expert in the field to be in dialogue with throughout the term of their fellowship, culminating in a public discussion about community engaged practice.

2. Application Selection and Process

Jury Panel:
A three-member panel consisting of experienced and well-respected arts professionals selects the McKnight Fellows. The jurors are professionals with an appreciation for and knowledge of diverse community engaged art practices. All panelists are from outside Minnesota. PH+T intentionally seeks to build a review panel that includes members representing diverse ethnic, gender, sexual orientation, geographic perspectives and worldviews.

The McKnight Visual Arts Fellowship panelists remain anonymous during the selection process. The names of the panelists are revealed once the fellowship recipients are announced.

Review Process:
Applicants are evaluated and selected based on the transformative impact of their work as evidenced in submitted materials, and work samples. Consideration is given to accomplishments to date as well as promise for continued development and the impact

the fellowship will have on the artist. The panel will also be asked to consider the breadth of artistic practices among Minnesota community engaged artists, which include a wide range of media, aesthetic considerations, social engagement, relationship to defined community, and cultural traditions that might be influenced by race, ethnicity, gender, sexual orientation, and geography.

Jurors will use the following criteria when reviewing all submitted application materials:
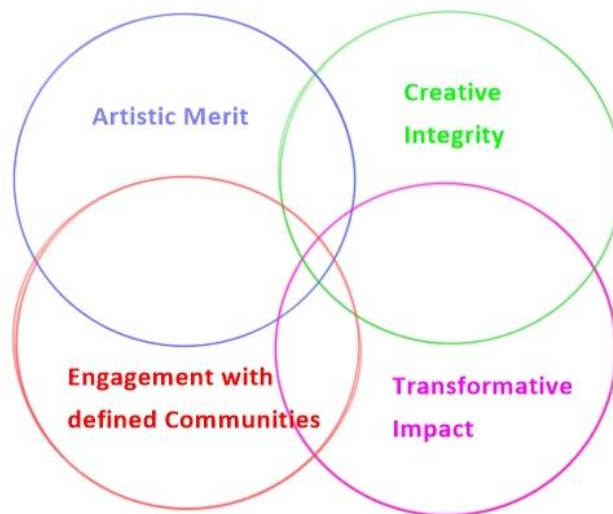
Artistic Merit: The artist presents a sustained commitment to community engaged art practice, risk-taking, and clear concepts and creative methodologies that advance social and artistic purposes beyond individual perspective or experience.

Transformative Impact: The artist's creative practice clearly creates social transformation; collective meaning making, collective empowerment, and social/political/cultural resonance, value, or change.

Creative Integrity: The artist's work demonstrates integrity and ethical use of material with specific cultural origins and context, demonstrates responsible social and/or environmental practice, disrupts and challenges dominant norms or standards, and models new forms of creative action.

Engagement with defined communities: There is a clear articulation of the role and relationship of the artist with the communities in which they are engaged. The artist engages in equitable creative practice which accounts for social/structural/systemic inequities.

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First Round: The jury panel reviews submissions for the first round. Their decisions will be tabulated and the 8 applicants with the highest numerical score will move onto the next round.

Second Round: In a conference call the three panelists discuss the top 4 applicants. Those applicants receiving the greatest interest will be contacted to schedule final in-person presentations. Email notification will be sent to all applicants not progressing to the final round by **Nov. 22, 2019**.

Final jury presentations for Finalists: The Program Director will notify by phone the artists identified for final review by **Nov. 22, 2019.** For the final round of jurying, the panel convenes in Minnesota to review presentations facilitated by the **4 finalists**. Finalists will be given $200 in resources to prepare their presentations. Following the in-person presentations the committee selects two fellowship recipients. The Program Director will work with any finalist resides outside the Twin Cities to make alternative arrangements to meet the jurors.

Notification: Upon completion of the final presentation, the Program Director will call the two fellowship recipients and email the other finalists of the results. The Program Office will notify all applicants via email of the jurors' final decision by **January 17, 2020**.

PH+T fellowship staff who oversee the McKnight Fellowship program do not contribute to the decision-making process or the selection of the McKnight Community Engaged Artist Fellows. The role of the staff is to provide clarity for the review process and to ensure that the panel review and discussion proceed in accordance with the program's guidelines.

3. Eligibility Requirements

Please read carefully. Applicants who do not meet all of the following criteria and expectations will not be considered and should not apply.

The intent of this program is to recognize and support midcareer artists living and working in Minnesota who demonstrate a sustained level of accomplishment, commitment, and artistic excellence. Artists who are eligible for these fellowships:

• Have or maintain MN residency for at least one year prior to application (i.e. since Oct. 11, 2018) and for the duration of the fellowship year.
• Are mid-career with a body of work that demonstrates a sustained level of accomplishment, commitment, and artistic excellence. Have at least eight (8) years of professional experience implementing community engaged art. Community engaged projects, public exhibitions, or initiatives undertaken as part of a degree-seeking program at an institution of higher learning will not be considered, i.e. senior or thesis exhibitions, juried student shows, etc.
• Create work that falls within an arts context. The fellowship is limited to Community Engaged Artists who are at a stage beyond emerging. Community Engaged Artists, as defined for the purposes of this fellowship, are artists who use their artistic practice to engage relationship aimed at producing social transformation. And this intention drives choice and process throughout the conception, design, and implementation of their work. Community engaged art is an umbrella term for different forms of artistic practice. Some examples include art

activism, community based art, place-based art, cultural organizing, participatory art, social practice. Whatever form they take, community-engaged art practices challenge the conventional terms by which arts are described, valued, and assessed. They strive to extend beyond elite perspectives, forms and institutions toward inclusivity, participation, equity, justice and social change. The Fellowship Director screens applicants to ensure eligibility.
• Be willing to participate in all aspects of the fellowship program, including some meetings, scheduled dialogue with national experts, and a culminating public discussion about their work.
• Can only apply to one 2019 McKnight Artist Fellowship in any artistic discipline (i.e. community engaged arts, visual arts, ceramics, printmaking, media arts, choreographers, dance, composers, musicians, playwrights, theater arts, writers. **UPDATE 8/22/19**: Due to the roll out of new McKnight Fellowships for Community Engaged Arts, Textile Arts, Book Arts, and Printmaking, artists that have applied in other program disciplines that did not receive a Fellowship in 2019 are eligible to apply for this program in 2019. This will only be allowed during the 2019 Fellowship year.
• Have not been a recipient of a McKnight Artist Fellowship within any artistic discipline in the last five years. Anyone who received a fellowship in any discipline in or before 2014 is eligible to apply.
• Demonstrate growth and ongoing artistry since their most recent McKnight Artist Fellowship.
• Are not staff, board, or immediate family of the McKnight Foundation or fellowship administrative partners.
• Are not enrolled full-time in an academic program.

4. Application Instructions/How to Apply
Application Deadline: Friday, October 11, 2019, at noon (CT)
Late or incomplete applications will not be accepted.

How to Apply:

Upload all work samples and documents via Submittable. Go **HERE** to access the online application site.

1. Click **HERE** to begin the application process. **Please note that the link will only be active during the specified application period: August 16, 2019 at 12:00am to October 11, 2019 at noon.**

2. Create an account for your online application with Submittable. When you click the "Apply Now" 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.

3. 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 McKnight

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

4. Organize your application materials. We strongly recommend that you assemble all of the application components in advance.

5. 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.

All applications must include the following:

1. Completed Entry/Contact Information Form

2. Proof of MN residency

3. Résumé

4. Artist Statement

5. Work sample List and Specifications

6. Work samples (up to 10 images)

7. One (1) Video Interview

Applications may include the following <u>optional</u> materials:

8. One (1) Video work sample

9. One (1) PDF work sample

10. Community diagram/map

1. **Completed Entry/Contact Information Form (required)**

2. **Proof of MN residency (required)**
Applicant must have or maintain MN residency for at least one year prior to application deadline (since Oct. 11, 2018). Please upload a copy of one of the following: MN driver's license (or MN identification card); a Tribal identification card; a utility bill in the applicant's name; lease; or other supporting documents.

3. **Résumé (required)**
Submit a current résumé that highlights your professional accomplishments and achievements, including projects, awards, and grants. Save your résumé as a PDF (.pdf).

4. Artist Statement (required)

Submit a current artist statement about your work (one page, 500 words). It may provide information about your background, the development or current direction of your work, or other information you would like to present to the panel.

We highly recommend that you:

• Make sure your statement speaks to the work samples you are submitting.

• To provide the jurors with some idea about how the fellowship will affect you and your work.

In your statement address at least one of the following statements/questions:

1. Describe the future direction of your work.
2. What will you do with the funds?
3. How will the fellowship programming benefit your community engaged practice?
4. Why is this a pivotal moment in your practice where receiving this fellowship will make a difference?

5. Work Samples: Images - up to 10 (required)

Provide documentation of up to TEN recent work samples (preferably within the last six to ten years) in JPG format. You may choose to include full and detail shots, but each file counts as one of the ten total images. Please do not submit composite images unless absolutely necessary and with prior fellowship office approval.

Image specifications:

• Images must be in JPG format.

• Individual files should not exceed 5 MB.

• Upload files in the order you would like them to be viewed. Each juror reviews applications individually, one image at a time, on a personal computer monitor.

6. One (1) Video Work Sample (optional)

Work sample video submissions should supplement, not replace or extend, the ten still images.

Video specifications:

• Videos will be accepted as mp4, mov, avi, mpg, 3gp, flv, webm, wmv, mkv, or m4v files.

• 3 minutes maximum in length.

• files should not exceed 250 mb.

• Please leave ample time for the upload.

7. Additional work sample PDF (optional)

For artists' work that involves text, artist books, book spreads, didactics, or texts that are unreadable in the images submitted. There is an option to upload an additional PDF. **Five page maximum. Limited to 5 MB.** The PDF attachment should supplement, not replace or extend, the ten still images. Therefore, any work referenced in the PDF must be indicated by at least one still image in the sequence of ten.

8. Work Sample List and Specifications (required)

Submit one PDF document that includes the following information about work samples submitted.

IMAGES:
- List files in order they have been uploaded.
- Provide: title, year, medium, dimension (H x W x D) in inches.
- (Optional) 500-character annotation describing the medium, context, or installation of a particular work. Info should provide the juror with a greater understanding of what they are viewing. Avoid personal commentary and interpreting the work for the jurors.

VIDEO: Optional
- Provide: title, year, medium, duration. Indicate whether or not there is sound.
- (Optional) 500-character annotation describing the content, context, or site of a particular work. Info should provide the juror with a greater understanding of what they are viewing.

PDF: Optional
- For artists' work that involves text, artist books, book spreads, didactics, or texts that are unreadable in the images submitted.
- Optional 500-character annotation describing the content, context, or site of a particular work. Info should provide the juror with a greater understanding of what they are viewing.

9. One (1) Video Interview (required)

Submit an informal summary video where you provide a glimpse of your artistic orientation, how your work engages community, and what issues or ideas you are engaging through your practice. We encourage you to keep this informal and low-tech. Don't worry about fancy editing, interviews shot via cell phones are great.

Video specifications:
• Videos will be accepted as mp4, mov, avi, mpg, 3gp, flv, webm, wmv, mkv, or m4v files.
• 2 minutes maximum in length.
• files should not exceed 250 mb.
• Please leave ample time for the upload.

10. Map of My Community diagram - (optional)

Artists may submit a "map of my community" a PDF formatted diagram of how your engagement work intersects with broader community context, or how you are situated in relationship to the community/communities you engage. This can be a sketch, a wireframe, a collage, a network map, or other visual representations.
- Submit as a single page 8.5"x11" diagram

This can be a sketch, a wireframe, a collage, a network map, or other visual representations. Submit as a single page diagram 8.5"x11"

Applying as a Collaborative Team

While the McKnight Artist Fellowships are traditionally awarded to single artists, we recognize that there are many contemporary artists who work as collaborative teams. If you are applying as a collaborative, make sure each artist involved meets the eligibility requirements. The images you submit should be of work created by the collaborative, not by the artists individually. Please include one résumé for the collaborative, plus one résumé for each of its members, in a single multi-page document. The Fellows Director can help guide groups interested in applying as collaborative teams.

5. Information Sessions and One-on-One Meetings
INFORMATION SESSIONS AND ONE-ON-ONE MEETINGS

You are welcome to attend a McKnight Information Session with Program Director Mike Hoyt.

INFO SESSIONS WILL BE POSTED ON THE MAIN FELLOWSHIP SITE.

Applicants are also welcome to schedule one-on-one meetings (in person, over the phone, or via video conference) with the program director before submitting their applications online. To schedule a meeting please call 612.787.3655. *Please note we will not be able to schedule one-on-one meetings the week prior to the deadline (Oct. 11, 2019).*

For further information, contact:

Mike Hoyt, Program Director
612-787-3655
mikeh@pillsburyunited.org

6. FAQs
Preparing and Resizing Images: Overview
Saving your Image as a JPG:
If your image is saved in a format other than JPEG (.tiff, .psd, .pict, etc.) it will not work. You can save your image as a .jpg in multiple ways. In Photoshop and most other image editing programs, you can go to File > Save As in the menu. Name the file, keeping the extension .jpeg. Under "Format," select "JPEG." You'll get a box called "JPEG Options," which lets you set quality. In general, a higher quality setting (10 or 12) is better, so long as the size does not exceed 5 MB

To Reduce File Size:

The steps will vary depending on the photo editing program you are using; see Resources section for photo-editing software options. Below are generalized instructions for Photoshop:

1. If possible, it is best to start out with an original uncompressed image file that has been prepped - cropped, adjusting contrast, adjusting color, sharpen, etc. Jpeg files work fine if a raw or tiff is not available.
2. Open the file in Adobe Photoshop.
3. Go to Image - Image Size to open the Image Size dialogue box.
4. Set Resolution to 72 ppi (pixels per inch; *Uncheck "Resample Image," before you change the resolution. Afterwards, recheck "Resample Image."*
5. Click OK.
6. Save As or Save for Web. Go to File > Export > Save for Web (Legacy) to open the Save for Web dialogue box.
7. Make sure the Setting is JPEG
8. Quality should be between 70-90
9. Make sure sRGB is checked.
10. Click Save
11. Save Optimized image as JPG in a folder that is easy to find on your computer.
12. Name it something easy to remember, like jeromeimage1.jpg.
13. Click Save (leave all other options as is, i.e., format, settings, slices)
14. You are now done with the first image. Now repeat these steps for the rest of the images you plan to upload to your application.

How will the jury see my application?
The jury will look at your applications using an online jurying platform via Submittable.
This means they will see each image individually at its full size (not as the small preview you see when you submit your application). Images will be viewed in the order you submit them (i.e., Image 1 will be first, Image 10 will be last). Title, media, and other information you submit with the images will be displayed with each image, and the jury will be able to view your résumé and artist statement as well.

Are the jurors' monitors calibrated?
No. It is possible that your color settings will differ very slightly from each juror's settings, but it will not make any appreciable difference to the jury's review of your work.

7. Resources

Photo Services:
FedEx Kinko's
Probably the most widespread and one-stop option, these stores have computers with Adobe Photoshop and Microsoft Word, can scan your slides or photographs and burn CDs. Visit www.fedex.com to find the location nearest you.

Springboard for the Arts has a great site to locate local professionals to document and digitize your work. Visit it online at their Art Service Directory.

Digital Imaging Software:

There are a variety of products that can help you format your images successfully. Packaged software is available to purchase as well as free downloadable software. Recently various websites are offering online image editing tools as well.

Adobe (http://www.adobe.com) currently provides two photo editing products—Adobe Photoshop and Adobe Elements--that are very popular among today's designers and artists. Adobe Elements, the less-expensive option, provides a free 30-day trial if you would like to try the program before purchasing.

Get Paint (http://www.getpaint.net), a free open-source program for Windows-based computers, can also help to format images successfully. If you are a Mac user, download **Gimp (http://www.gimp.org)**, a useful image-editing program.
Sumo (http://www.sumopaint.com), Aviary (http://aviary.com/home), and Pixlr (http://www.pixlr.com) are some of the few websites out there that offer image-editing right in the browser.

Books:

Numerous books and articles are available on the subject of digital photography and imaging. A trip to the local bookstore or camera shop, a visit to amazon.com, or an Internet search for something like "take good digital photographs" or "scanning slides" should turn up plenty of information sources. We've found that *Digital Photography: An Introduction* by Tom Ang is a helpful guide to the basics of the medium. Chapters 3 and 4 are especially helpful for turning your existing images into digital files. It retails for about $15.

Arts Advocacy Organizations:

MNartists.org

MNartists.org offers some "how-to" help with digitizing images. Their website has a list of technology resources and Arts Advocacy organizations. They periodically run workshops on digitizing images and uploading them to the Internet. www.mnartists.org

Film North

Film North provides free scanner access for mnartists.org artists. They also rent film, photo and editing equipment to members. Call for an appointment.
550 Vandalia St #120, St Paul, MN 55114
(651) 644-1912
http://myfilmnorth.org/

Springboard for the Arts

Springboard is a Twin-Cities based arts-advocacy organization that offers workshops, professional consultations and some technology services to working artists. Some services are free; you will have to pay for others.
308 Prince Street, Suite 270, St. Paul, MN 55101
651-292-4381
www.springboardforthearts.org

VSA Minnesota

VSA Minnesota works with arts organizations throughout the state to assist them in making their programs and services accessible to people with disabilities.
The Cowles Center, 528 Hennepin Avenue, Suite # 305, Minneapolis, MN 55403
612-332-3888 (voice/TTD/TTY)
http://www.vsamn.org/

Regional Arts Boards:

These organizations are affiliated with the Minnesota State Arts Board and the McKnight Foundation. They may be able to offer you computer access and assistance or direct you to someone near you who can.

Kittson, Marshall, Norman, Pennington, Polk, Red Lake, and Roseau counties:
Northwest Regional Arts Council
109 S. Minnesota St., Warren, MN 56762-1428
218-745-6733
http://www.northwestminnesotaartscouncil.org/

Beltrami, Clearwater, Hubbard, Lake of the Woods, and Mahnomen counties:
Region 2 Arts Council
303 Railroad St SW, Bemidji, MN 56601
218-751-5447
www.r2arts.org

Aitkin, Carlton, Cook, Itasca, Koochiching, Lake, and Saint Louis counties:
Arrowhead Regional Arts Council
424 W Superior St Suite 104, Duluth, MN 55802
218-722-0952
www.aracouncil.org

Becker, Clay, Douglas, Grant, Otter Tail, Pope, Stevens, Traverse, and Wilkin counties:
Lake Region Arts Council
133 South Mill Street, Fergus Falls, MN 56537
218-739-5780
www.lrac4.org

Cass, Crow Wing, Morrison, Todd, and Wadena counties:
Five Wings Arts Council
122 3rd St NE, Staples, MN 56479
218-895-5660
www.fwac.org

Big Stone, Chippewa, Cottonwood, Jackson, Kandiyohi, Lincoln, Lac qui Parle, Lyon, McLeod, Meeker, Murray, Nobles, Pipestone, Redwood, Renville, Rock, Swift, and Yellow Medicine Counties:

Southwest Minnesota Arts Council
114 N 3rd St, Marshall, MN 56258
507-537-1471
http://swmnarts.org/

Chisago, Isanti, Kanabec, Mille Lacs, and Pine counties:
East Central Regional Arts Council
112 Main St S, Braham, MN 55006
320-396-2337
http://www.ecrac.org/

Benton, Sherburne, Stearns, and Wright counties:
Central Minnesota Arts Board
220 4th Ave N, Foley, MN 56329
(320) 968-4290
www.centralmnartsboard.org

Blue Earth, Brown, Faribault, Le Sueur, Martin, Nicollet, Sibley, Waseca, and Watonwan
counties:
Prairie Lakes Regional Arts Council
22nd Ave NE, Waseca, MN 56093
507-833-8721
www.plrac.org

Dodge, Fillmore, Freeborn, Goodhue, Houston, Olmsted, Mower, Rice, Steele, Wabasha, and
Winona counties:
Southeastern Minnesota Arts Council
2778 D Commerce Drive NW Rochester, MN 55901
507-281-4848
www.semac.org

Anoka, Carver, Dakota, Hennepin, Ramsey, Scott, and Washington counties:
Metropolitan Regional Arts Council
2324 University Avenue West, Suite 114, St. Paul, MN 55114
651-645-0402
www.mrac.org

For software help:
Adobe Support
Adobe.com has tutorials and troubleshooting advice for Photoshop users.
www.adobe.com/support/photoshop/