



A PROGRAM OF MID-AMERICA ARTS ALLIANCE

## Artist INC LIVE Fellowship Application Guidelines



MID-AMERICA ARTS ALLIANCE

EMPOWERING COMMUNITY THROUGH ART

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## About the Program

[Artist INC LIVE](#) is a professional development seminar designed to address the challenges that artists of all disciplines face in the professional components of their creative practices. Artists learn and grow together through artist facilitator mentoring, small peer support groups, and large group topic exploration, all while developing a multi-disciplinary network of local creative peers.

Twenty-five creatives are selected through a streamlined application process to engage in the eight-week seminar led by a team of five artist peer facilitators.

Now in its 13th year, Artist INC has been completed by more than 1,500 artists in the Mid-America Arts Alliance region and beyond. Artist INC LIVE is a program of the [Mid-America Arts Alliance](#) and is supported by the National Endowment for the Arts, the Windgate Foundation, and the State Arts Agencies of Arkansas, Kansas, Missouri, Nebraska, Oklahoma, and Texas.

### Application Support

We know for many applicants this is their first time applying for an artistic opportunity. For that reason, the Artist Services team at Mid-America Arts Alliance provides application support through one-on-one meetings and drop-in office hours.

For more information about the grant, drop-in office hours, and to sign up for application support one-on-ones, please visit the [Artist INC Apply](#) page.

# Application Requirements

## Who is an ARTIST?

If you engage in a creative practice, you are an artist. Our definition of artist is broad and includes, but isn't limited to, creative workers, visual artists, performers, writers, music creators, culture bearers, makers, artisans, storytellers, social conveners, idea purveyors, imaginaries, visionaries, teaching artists, and organizers.

**M-AAA encourages those who self-identify as Black, Indigenous, People of Color (BIPOC); LGBTQ+; and/or disabled to apply.**

## Eligibility

To be eligible to apply for an Artist INC LIVE Fellowship, you must:

- Be an individual with a creative practice of any discipline, at any stage of your career
- Should reside within 60 minutes commute of an Artist INC LIVE community location
- Commit to attending the eight Artist INC LIVE session dates in person (barring illness or emergency).
- Must be 18 years of age or older at time of application
- Not be a student enrolled in an undergraduate program.

## When: Timeline

November 2022 – January 2023: Application Open  
February – March 2023: Panel Review  
February – April 2023: Notification  
March – June 2023: Artist INC LIVE 8-week Seminar

Application timeline is different for each community. For specific information about the 2023 Artist INC LIVE Fellowship application deadlines and seminar dates, please visit the [Artist INC Apply](#) page.

Applications are open for the following communities:

[Houston / Fresh Arts](#)

[Topeka / ArtsConnect](#)

[Wichita / Harvester Arts](#)

[Little Rock / Arkansas Arts Council](#)

Please visit the [Artist INC Community](#) page to see if there is a programming coming near you.

## How to Apply?

Click [here](#) to access the application portal.

The application selection process takes into consideration the applicant's creative practice, readiness for the program, and contribution to a balanced cohort.

Applicants are asked to complete the online application form. Applicants facing difficulties completing online submissions should contact the Artist Services team at [artistservices@maaa.org](mailto:artistservices@maaa.org). Artist Services working hours are Monday through Friday 9am - 5pm CST. If you reach out, expect a response within 48 hours or 2 business days.

## Application Overview

The application form will have five sections to complete:

1. **Contact Information:** Basic information about yourself and how we can contact you.
2. **Application Information:**
  - **Creative Discipline**
  - **Optional: What identities do you hold that you believe are relevant to share?**  
*Including but not limited to race, ethnicity, disability, class, sexual orientation, gender identity, caregiver, parent (or guardian) with child(ren), veteran/active duty military, rural resident, English as a second language. For example, "I am a Taiwanese American cis-gender female, first generation immigrant living in rural Arkansas." (max 100 words)*
  - **Describe your creative practice**  
*In your own words describe your artistic practice. Provide a written response (max 300 words) describing your work, your primary motivation for creating work, and/or projects and accomplishments you're excited about. \*Option to submit as an audio/video file*
  - **What do you want your arts career to look like five years from now? How do you think the Artist INC program will advance your practice and/or career?**  
*In your own words, share your goals and aspirations for your career, where do you see your arts career five years from now? Provide a written response (max 300 words). \*Option to submit as an audio/video file*
3. **Work Sample and Description Uploads**

Options:

  - 1) *Provide a URL Link to a website that reflects your current creative practice (including, but not limited to personal website, social media, or other website that feature or provide examples of your creative practice.)*  
OR
  - 2) *Include up to a total of four artwork samples reflect your current creative practice (see FAQ for image upload requirements)*

#### **4. Accessibility Information (optional)**

*Mid-America Arts Alliance is committed to serving all of our constituents. More art for more people means that arts experiences should be accessible to all. Please let us know how we can increase access and provide any accessibility support for you to participate in the program. For more information on M-AAA commitment to accessibility, please visit <https://www.maaa.org/about/accessibility/>*

#### **5. Demographic Information**

*Our organization values diversity, seeking to be inclusive and accessible to all applicants. For this reason, we request information on race/ethnicity, gender, and other identifiers of all applicants. To learn more about how M-AAA is addressing equity, please visit <https://www.maaa.org/about/addressing-equity/>*

### **Program Cost**

If you are selected to participate in Artist INC, there is a \$150 fee. The participant fee should not deter you from applying! If you are accepted to the program and the cost is financially infeasible at the moment for you, there are scholarships and waivers available.

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## **Selection Process**

### **How are the applications evaluated by a panel?**

Great care is taken to minimize bias and ensure diversity and inclusion in all its definitions including demographics (gender, age, and ethnicity) and artistic discipline (including visual, performing, literary, and film). We ask the panel reviewers to affirm they have reviewed implicit bias documents and video, read our Equity and Diversity statement and [M-AAA's Strategic Plan and Values](#) prior to beginning their review process.

During the review process, the panel reviewers will consider the review criteria and select a statement for each application:

- *I recommend FOR this application to advance in the Artist INC Fellows selection process*
- *I am unsure, but inclined to recommend FOR this application to advance in the Artist INC Fellows selection process*
- *I am unsure, but inclined to NOT recommend this application to advance in the Artist INC Fellows selection process*

- *I do NOT recommend this application moving forward to advance in the Artist INC Fellows selection process*

## Review Criteria

Creative Practice  
Program Readiness  
Balanced Cohort

**Creative Practice:** Based on the work sample and narrative statements, panelists will consider the applicant's creative practice. Selected artists show a commitment to their craft shown in their body of work, and motivation to expand and deepen their practice within a creative community.

**Program Readiness:** Based on the narrative statements, panelists will determine the applicant's program readiness. Selected artists will demonstrate the desire to advance their career, express a desire to grow their knowledge base and learn from peers, as well as an interest in sharing their work and process as part of a network of artists.

**Balanced Cohort:** Panelists will consider the overall balance of the group of fellows to ensure a broad representation of communities, issues, perspectives, and experiences. There is a focus to include populations that have been historically underserved by arts programming including those limited by ethnicity, economics, disability, or geography.

Applications with the highest degree of consensus will advance to the next step of the Artist INC Fellow selection process. The panel reviewers will convene to recommend a balanced cohort of fellows that includes representation of a wide range of creative practices and diverse perspectives.

## Who makes the decision regarding who gets accepted into the program?

M-AAA staff does NOT make any selection decisions: panels of community members, artists, arts leaders in your community do! M-AAA staff members are here to administrate the application and panel process, and we're available to answer questions and help applicants with their applications.

A typical review panel is made up of five people:

- A minimum of two panel members will be BIPOC individuals.
- A minimum of two panel members will be practicing artists.
- All members of the panel will be members from your local and regional community, including but not limited to artists, arts leaders, arts administrators, organizers, gallerists, curators, educators, arts supporters, and business owners..etc.

M-AAA is committed to a peer review process that provides fresh and diverse input from an ever-changing field. In addition, M-AAA will consider age, gender, disability, sexual orientation, geography, discipline of arts experience, relationship to arts and culture (e.g. being an artist, arts administrator, or arts enthusiast), and other factors when curating its application review panels.

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## Additional Information

### Tips and Troubleshooting

- Carefully verify that you have typed your email address into the online application form correctly. Your email address is how you access your saved application.
- Compose the answers to your narrative questions in a word processing document (i.e., Microsoft word or Google Docs) and then copy and paste answers into the online
- As you are working in the online application, **save frequently**. That way we can help you retrieve your application information if your computer crashes or if files become/are lost.
- Remember to click the “Submit” button on the application form when you are fully satisfied with your responses.
- Work well in advance of the [deadline](#). If you’re going to have a technical problem, it always happens when the clock is ticking.

### Frequently Asked Questions

**I have a disability – what kind of assistance can the Artist Services team provide me with my application?**

Applicants who need assistance completing an application should contact Artist Services staff members ([artistservices@maaa.org](mailto:artistservices@maaa.org)) in advance of the deadline. For individuals with disabilities for whom writing the application is prohibitive, we can arrange for transcription support if an applicant discloses their needs. We are committed to helping applicants put forward their strongest applications. Our team is small but mighty and we are happy to work with you if any part of the process presents an obstacle. If you require any additional accommodation or



service or if you are experiencing any accessibility issues with the application, please reach out to us at least three weeks prior to the deadline.

**I'm not comfortable writing or communicating in English – what kind of assistance can the Artist Services team provide me with my application?**

Applicants who need assistance completing an application should contact Artist Services staff members ([artistservices@maaa.org](mailto:artistservices@maaa.org)) in advance of the deadline. Should you prefer to apply in Spanish and receive an application and guidelines in Spanish, kindly email us or you can find it on the [Artist INC Apply](#) page. Once we receive your application, we will work with a translator to translate it into English. The panelists will receive your translated application. We recommend you notify us at least three weeks prior to the application deadline as we work with outside translation services.

**Before I even think about applying for this grant, what are the TWO most important things I need to know?**

1. First, the Artist Services team is here to help you with your application – it is a big part of our job. Your email will not annoy us but please understand that it might take us a bit to respond since we are working through requests from other applicants.
2. Second, read the Application Guidelines at least twice before contacting the Artist Services team as that document will answer 95% of your questions. That way we can spend our time together focusing on your application.

**I've been accepted as an Artist INC Fellow!! Now what do I do?**

Congratulations! First things first, please reply and confirm your fellowship spot with the Artist Services team! You will be receiving Welcome and Intake emails from the Artist Services staff, and information in preparation leading up to the start of the seminar. Please don't hesitate to email the Artist Services team ([artistservices@maaa.org](mailto:artistservices@maaa.org)) if you have any questions throughout the process.

**What if I cannot attend the seminar because circumstances have changed?**

Before deciding to decline your fellowship due to changing circumstances or any other reason, we recommend you reply and reach out to the Artist Services team to see if we can make accommodations for you to participate. If you do decide to decline your fellowship, it is totally fine to do so. It will have no bearing on future applications you might submit to Mid-America Arts Alliance.

**What are the requirements for submitting artwork samples for the application?**

When submitting artwork samples, you have two options:

- 1) *You can either copy and paste an URL of your website or social media that reflects your current work. OR*

**2) You can submit up to 4 artwork sample files along with a short work sample description.**

If you are electing to submit artwork sample files, please read carefully the technical parameters below:

*Include a minimum of one artwork sample, up to a total of four samples. All uploaded files should be titled with the name of the artist and title of work (for example: Liao\_Waterfall.jpg).*

You may mix and match the following.

- Visual (1 MB max. each)
- Audio (1 minute = 1 sample)
- Video (1 minute = 1 sample)
- Literary (2 pages = 1 sample)

Samples may be uploaded OR provided as html links, under the Work Sample Description section. All uploaded files should be titled with the name of the artist.

- o Visual: 1MB max. per uploaded image. Accepted formats are jpeg, jpg, or pdf.
- o Audio: Audio work should be shared through a streamable link. (You can upload your audio files for free using a service such as SoundCloud.). You do not need to edit your audio samples down to submission time limits. If you link to longer audio samples, please provide information in your Work Sample Description as to where listeners should begin and end listening. (i.e., "Start at 3:03:03 and end at 4:04:04.").
- o Video: Video work should be uploaded to a streaming service such as YouTube or Vimeo and shared via URLs. You do not need to edit your video samples down to submission time limits. If you link to longer video samples, please provide information in your Work Sample Description as to where reviewers should begin and end listening. (i.e., "Start at 3:03:03 and end at 4:04:04.").
- o Literary: Written work should be uploaded as .pdf files. You may submit one or more typed, double spaced work samples in a 12 point font. You do not need to edit your literary samples down to submission page limits. If you link to longer submissions, please provide information in your Work Sample Description as to where readers should begin and end.

**Work Sample Description (narrative response)**

*Please include a short Work Sample Description in the application in the narrative response section below the corresponding uploaded sample that describes and provides information to help panelists understand and navigate the submitted work samples. If your Work Sample is an URL (video, audio), please include the URL in this section. When applicable, include the following for each work sample corresponding to the order the samples are submitted: artist name; title of the work; website address; medium; dimensions; date of completion or performance or publication; running time; and number of pages and other details regarding the creative development, inspiration, or relevance of the work. Clearly indicate selections intended for review including portion (i.e. URL – "Video Titles" – view from 1:36 to 3:06).*

Remember, you can download [Artist INC Application Examples](#) as a reference and to see examples of a successful completed application. If you have any questions or technical issues about formatting or uploading images, please don't hesitate to contact the Artist Services staff ([artistservices@maaa.org](mailto:artistservices@maaa.org)). We're here to help!

## Links

[Artist INC Application Guidelines — English \(pdf\)](#)

[Artist INC Application Guidelines — Spanish \(pdf\)](#)

[Artist INC Application in Print + Fillable PDF – English \(pdf\)](#)

[Artist INC Application in Print + Fillable PDF – Spanish \(pdf\)](#)

[Artist INC Application Checklist \(pdf\)](#)

[Artist INC Application Example #1 \(pdf\)](#)

[Artist INC Application Example #2 \(pdf\)](#)

[Artist INC Application Panel Rubric \(pdf\)](#)

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## Contact Information

Website	<a href="https://artistinc.art/">https://artistinc.art/</a>
Email	<a href="mailto:artistservices@maaa.org">artistservices@maaa.org</a>
Phone	816-800-0929
Facebook	<a href="https://www.facebook.com/ArtistINC/">https://www.facebook.com/ArtistINC/</a>
Instagram	<a href="https://www.instagram.com/artist_inc_official/">https://www.instagram.com/artist_inc_official/</a>

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