

ARTIST DEVELOPMENT FELLOWSHIPS 2007-2008

A Program of the Office for the Arts at Harvard (OFA) and the Office of Career Services (OCS)

■ ■ ■ INSTRUCTIONS TO APPLICANTS ■ ■ ■

Please submit **FOUR (4) sets of the following materials**. One set should be marked as **Original** and should contain the originals of each of the required documents. The other three sets may be photocopies. Each set of materials should be arranged in the following order and **paperclipped** in the upper left-hand corner.

1. APPLICATION FORM

Complete the application form on the next page and submit the form as your application cover sheet.

2. CURRENT RESUME (do not staple)

Indicate significant activities, achievements, and work experiences that demonstrate your interests and potential achievements, especially as these reflect your artistic activities and interests. **Do not exceed two pages.**

3. PROJECT PROPOSAL (do not staple)

In a statement of not more than 750 words, please summarize: your artistic background and/or interests; the project you wish to undertake; the structure of the project; who else will be involved in your project and their credentials; specific outcomes you anticipate and ways in which the project will foster creative growth in your practice of the arts; how you will share the results of your work upon completion with members of the Council on the Arts and members of the Harvard community. (N.B.: your project need not result in a completed work of art.)

4. BUDGET PROPOSAL (do not staple)

Complete the attached form according to instructions, or submit a similar one-page form of your own with the same information, itemizing your expenses and sources of income to offset those expenses.

In addition, the following material should be included with the set marked as **Original** (do not paper clip or staple):

TWO LETTERS OF RECOMMENDATION

One of these must be from a faculty member and the other must be from an individual qualified to comment on your artistic credentials, promise, and project plan. While not preferred, recommendations from peers will be accepted as long as (a) the relationship between peers is clearly defined (e.g., co-actor, writer-director, director-actor) and (b) the recommender must have demonstrated competency in the art field in which they are offering comments. Both recommendation letters should focus on your artistic skills, talent, and promise, and comment on how this specific opportunity would foster your artistic development. Please provide a copy of the attached fellowship description to your recommenders. Letters should be addressed to "The Council on the Arts: Artist Development Fellowships" and be submitted **in person by the applicant along with other application materials**, in sealed envelopes with the recommender's signature across the seal. **Letters are due on Thursday, January 10 at 12 noon. Even if you encounter problems collecting these letters, you must still submit all other application materials before the 12 noon deadline.** Recommendations are not transferable to other competitions.

FELLOWSHIPS OFFICE REGISTRATION

Complete the form at <http://www.ocs.fas.harvard.edu/fellowships/FellowshipsRegistration.htm>, if you have not already done so for this or another fellowship. You must register once each academic year with the Fellowships Office in order to submit completed applications.

Complete applications must be delivered to the Fellowships Office, Office of Career Services, 54 Dunster Street by the deadline. **Late applications will not be accepted.**

DEADLINE: THURSDAY, JANUARY 10, AT 12:00 NOON.

■ ■ ■ APPLICATION FORM IS ON THE NEXT PAGE ■ ■ ■

**ARTIST DEVELOPMENT FELLOWSHIPS
2007-2008**

■■■ PLEASE TYPE OR PRINT NEATLY IN THE SPACES BELOW ■■■

NAME (LAST, First and Middle Initial):	CLASS YEAR:
HOUSE AFFILIATION:	CONCENTRATION:
COLLEGE ADDRESS:	HOME ADDRESS:
E-MAIL ADDRESS:	HOME TELEPHONE NUMBER:
COLLEGE TELEPHONE/CELL PHONE NUMBER:	STUDENT I.D. NUMBER:

PLEASE LIST THE NAMES AND TITLES OF YOUR RECOMMENDERS:

- 1.
- 2.

BRIEF SYNOPSIS OF YOUR PROPOSAL:

BRIEF DESCRIPTION OF YOUR CAREER PLANS, AS FAR AS YOU KNOW THEM:

LOCATION(S) OF YOUR PROJECT WITH APPROXIMATE LENGTH OF STAY (If your project involves travel to a foreign country, please list the language(s) of your destination(s) and your proficiency in each):

■■■ SIGNATURE REQUIRED ■■■

I affirm that the foregoing statements and attached materials are true and accurate representations, to the best of my understanding.

SIGNATURE:	DATE:
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■■■ RETURN TO THE FELLOWSHIPS OFFICE BY THURSDAY, JANUARY 10, AT 12:00 NOON. ■■■

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BUDGET

NAME AND CLASS YEAR (type or print): _____

Please fill in all categories with exact figures or the most accurate estimates you have at the present time.

EXPENSES:	RESOURCES:
PROJECT DURATION: From: _____ to: _____	PERSONAL OR FAMILY FUNDS:
PLEASE ITEMIZE YOUR EXPENSES RELATING TO THIS PROJECT. MOST COMMONLY, THESE WILL INCLUDE FOOD AND LODGING, EQUIPMENT AND SUPPLIES, TRAVEL, AND OTHER EXPENSES REQUIRED FOR YOUR PROJECT:	OTHER GRANTS OR AWARDS (confirmed) * :
	OTHER RESOURCES (please itemize):
	TOTAL RESOURCES:
	* NOTE: YOU MUST INFORM THE FELLOWSHIPS OFFICE IF YOU RECEIVE ANY AWARD FOR THIS PROJECT AFTER YOU SUBMIT THIS APPLICATION.
	PLEASE LIST PREVIOUS AWARDS YOU HAVE RECEIVED FROM THE OFFICE FOR THE ARTS OR THE OFFICE OF CAREER SERVICES:
TOTAL EXPENSES:	AMOUNT REQUESTED (subtract resources from expenses):

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