



## NYSCA/NYFA Artist Fellowship 2018/2019 Discipline Specific Guidelines

### Architecture/Environmental Structures/Design

#### Application Deadline:

**January 23, 2019 11:59 PM EST**

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#### Discipline Definition

This category includes environmental design; the making of places, spaces, constructions, and landscapes; traditional and experimental forms of architecture (built or unbuilt); functional art & design objects; and/or work made for hire. NYFA recognizes that architecture is typically a collaborative process, but applicants should only submit work for which they are able to demonstrate they played the primary design role.

#### Application Requirements

Support Materials for Architecture/Environmental Structures/Design applications include:

- **Work Statement** – up to 100 words
- **Excerpt Explanation** – up to 400 words
- **Technical Statement** – up to 200 words (optional)
- **Cultural Statement** – up to 400 words (optional)
- **Work Samples** – up to 10 digital images with descriptions

#### Work Samples

Work samples are a representation of your artistic work created within the last five years. This is the most important part of your application, as it will be the primary point of review. Keep in mind the panel reviews a large volume of material in quick succession, therefore, it is very important that you present your work clearly.

**Review Process:** Architecture/Environmental Structures/Design applications are reviewed over the course of 3 rounds. Visual work samples will be shown in the order they are uploaded, one at a time, and are viewed on laptops, as well as projected at roughly 50" x 70" per image via high-definition digital projectors. NYFA uses an Epson LCD Projector, PowerLite Home Cinema 2000 Model: H56ZA (lamp type ELPLP78) to project work. Please consider this when editing your work samples.



In the 1st round, applications are assigned a number and reviewed anonymously. In this round panelists are directed to review your work samples, corresponding descriptions, and Excerpt Explanation. Moderators will read aloud the title, materials, dimensions, and date of your 1st and 6th work samples.

Your supplementary statements will be reviewed alongside your work samples in the later rounds.

*Please note, panelists will not look at websites of any kind during the application review process. Submitting any work that has been awarded a NYSCA/NYFA Artist Fellowship in the past will automatically disqualify your application.*

**Work Sample Inventory:** Applicants can submit **up to 10 digital images**. You do not need to submit all 10 work samples if you feel your practice is represented well with fewer.

We do not recommend that applicants upload composite images. However, composite images are accepted as work samples as long as they depict different views/components of a singular piece. Each application can only have up to 10 artworks represented through the work samples. Images of diptychs, installations, and multi-part works are not considered composites.

**Work Sample Descriptions:** Before you upload your files to your application, you will need to name your files. **Do not label any work samples with your name.** Instead, label each uploaded work sample starting with a number 01 through 10, followed by the title of the work. Number your files in the order you would like them to be reviewed.

After your work samples have uploaded, you will be able to provide descriptions for each submitted work sample, including title, date, materials, dimensions, and additional information (location, client, etc.).

**File Format:**

File name: label each image starting with a number 01 through 10, followed by the title of the work, ex. *01\_Landscape.jpg*

Dimensions: 1024 pixels is the maximum dimension size for the longest side of the image

Resolution: minimum of 72 dpi

File size: No larger than 4.0 MB (each image)

File format: .jpg

When formatting your images, RGB is the recommended color profile for screen viewing and your image resolution should be *at least* 72 dpi to avoid pixelation. You can use image editing software such as Photoshop or Preview to edit, resize and format your images.

**Support Statements**

Only the Excerpt Explanation is reviewed alongside work samples in the first round. Other support statements are available to the panelists in the later rounds of review.



**Work Statement:** A statement explaining your artistic vision as directly related to your submitted work samples. This is not an artist statement, but should instead reflect only the ideas and inspiration relevant to the work submitted. Up to 100 words.

**Questions to consider for your Work Statement:**

1. What is this work about?
2. What is the intended outcome of the work?
3. How does this work represent the primary concerns and intentions of your artistic practice?

**Excerpt Explanation:** A supplemental statement further explaining the context, concept, and execution of your work sample(s). This statement can also explain how the excerpted work sample(s) relate to the entire original piece. Within the Excerpt Explanation you can itemize each submitted Work Sample and talk about them individually. Up to 400 words.

**Questions to consider for your Excerpt Explanation:**

1. What information is needed to give context to your work samples?
2. Consider itemizing your excerpt explanation, describing each work sample.

**Technical Statement (Optional):** A supplemental statement describing the key technical aspects of the work. Use this statement to highlight your role in creating/executing the work. Be sure to note whether your work samples represent documentation of a performance, installation, experience, or etc. You can also describe the circumstances in which the viewer/audience should experience the work and include instructions on how to navigate your work if it's interactive. Please state the circumstances in which each submitted project was produced and whether the work is built or unbuilt. Up to 200 words.

**Questions to consider for your Technical Statement:**

1. Was this work created for a client/office, or is it a personal project?
2. What specific techniques are integral to creating the work?
3. How is this work meant to be experienced in its intended situation?

**Cultural Statement (Optional):** A supplemental statement describing how your work is rooted in a specific cultural technique, tradition or community. Up to 400 words.

**Write a Cultural Statement if:**

1. Your practice stems from a specific and/or unique cultural tradition
2. The understanding of your work is dependent on the context of a cultural community

Please email [fellowships@nyfa.org](mailto:fellowships@nyfa.org) with any questions.



*NYSCA/NYFA Artist Fellowships are administered with leadership support from New York State Council on the Arts with the support of Governor Andrew M. Cuomo and the New York State Legislature.*

## Quick Tips Before You Submit!

- Read the Application Guidelines and Discipline Specific Guidelines thoroughly!
- Ensure you meet all Eligibility requirements:
  - You are at least 25 years or older.
  - You are a current New York State resident, and/or a resident of one of the Indian Nations located therein.
  - Have you lived in New York State, and/or one of the Indian Nations located therein for the past two consecutive years: all of 2017 & 2018.
  - If you are a past NYSCA/NYFA Artist Fellow, none of the work samples you have submitted have previously received an award.
  - You are not currently enrolled in a degree-seeking program of any kind.
  - You are the originator of the artwork submitted.
  - You have not received five NYSCA/NYFA Artist Fellowships.
  - You are not a NYFA employee, a member of the NYFA Board of Trustees or Artists' Advisory Committee, immediate family member of any of the above, or an immediate family member of a 2018-2019 panelist.
- Before you upload your *Work Samples*, check to make sure:
  - Image files are .jpg
  - Your images are not pixelated, and that they are in focus
  - All images are 1024 pixels on the longest side
  - All images are *at least* 72 dpi (can be a higher resolution if necessary)
  - Your name is not present anywhere in your descriptions or file names
  - Your files are numbered 01 to 10 in the order you want them to be reviewed
  - You've added descriptions to all of your work samples where necessary
  - All of your work sample files are less than 4MB
  - Any detail images are clearly labeled as such in the title of the image
  - No more than 10 artworks are represented in your application
- Before you upload your *Work Statement*, check to make sure:
  - Your work statement is concise, referencing only the work in your application
  - Your statement doesn't use "art speak"
  - You use simple clear language, with concrete descriptions
  - You avoid quoting or referencing other artists by name
  - You do not use speculative language such as "I am trying to, or I seek to..." but rather, "I am"



- Before you upload a *Technical Statement (optional)*, check to make sure:
  - Your technical statement describes how your work was made and what techniques or specialty equipment was used to create the work
  - If your work should be viewed or interacted with in a certain way, you explain this here
  - If the work is interactive, this statement should also explain what the intended outcome is
  - If need be, you have itemized each work or group of works to better explain your work samples
  
- Before you upload an *Excerpt Explanation*, check to make sure:
  - You have explained the work samples submitted and contextualized their placement within your practice
  - Your excerpt explanation does not repeat your work statement
  - Within the excerpt explanation you can itemize each submitted work sample and talk about them individually
  
- Upload a *Cultural Statement (optional)*:
  - This statement should outline how your work is connected to a cultural community. You should only use this statement if you feel it is integral to the interpretation of the work.

**Once submitted, you will no longer be able to make changes to your application!**

You will receive an automatic confirmation notification from Submittable once your application has been successfully submitted. If you do not see this confirmation, please contact [fellowships@nyfa.org](mailto:fellowships@nyfa.org).

Application **Deadline:**

**Wednesday, January 23, 2019 at 11:59PM EST**

Applications submitted after the stated deadline will not be accepted and no exceptions will be made. We highly recommend completing your application before the deadline to allow time for work samples to upload and to avoid potential technical problems.

***Thank you for your application!***

Contact us at:  
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