

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.
 - You have lived in New York State, and/or one of the Indian Nations located therein for the past two consecutive years: all of 2018 & 2019.
 - 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 have not received a Fellowship in the last five years, 2015, 2016, 2017, 2018 or 2019.
 - If you are applying as a collaboration (up to 3 artists working together on a regular basis) all names are listed in your application form.
 - If you have applied in more than 1 category (applicants can apply in up to 2 categories each cycle), you have indicated this in your application form.
 - 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 2019/2020 panelist.
- Before you upload your **VISUAL ARTS** *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 your work samples where necessary
 - All of your work sample files are less than 4MB
 - Any detail images are clearly labeled as "detail" in the title of the image
 - No more than 10 artworks are represented in your application
- Before you upload your **LITERARY** *Work Samples*, check to make sure:
 - Your work sample file is a .pdf
 - You have included up to 20 pages, **12 point font, double spaced (poetry submission can be spaced at the artist's discretion)**
 - You have included a title page with the title of the work and the date of completion
 - Your name is not present anywhere in your descriptions, file names, or title page
 - You have not included any scanned excerpts from books or periodicals in published form

- Your manuscript is in English
- Ensure that the work you have selected is your strongest, remembering you don't need to include all 20 pages if your work is represented with fewer
- **Do not** include a Résumé or CV in your .pdf

☐ Before you upload your **MEDIA Work Samples**, check to make sure:

- Image files are .jpg and/or .mov/.mp4
- 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 image files are numbered 01 to 08 and your videos 01 & 02
- You've added descriptions to your work samples where necessary
- All of your images work sample files are less than 4MB & Videos are less than 2GB
- Any detail images are clearly labeled as "detail" 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:

- You describe how your work would be produced in its intended medium
- If your work should be viewed or interacted with in a certain way, you explain this here
- If your work uses specialty equipment, explain why and how it was used
- If need be, you have itemized each work or group of works to better explain your work samples

☐ Before you upload an *Excerpt Explanation (optional)*, check to make sure:

- You have explained the work samples submitted and contextualized their placement within your larger work
- 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.