

APPENDIX J

Support Materials for Artists

Disciplines for deadlines on odd calendar years (2009, 2011, 2013)

Choreography, criticism, fiction/non-fiction, music composition, playwriting/screenplays, poetry

Please see discipline below for specific support material requirements.

Choreography (Work must have been completed within the last five years.)

You must submit:

1. One 10-minute sample consisting of excerpts from each of the two complete works.
2. Two complete works on separate 1/2 videotapes (VHS) or DVDs.
 - Screening notes, on a separate sheet of paper, may be included with the support materials to aid the audio/visual person in presenting your materials.

The panel will review a minimum of five to a maximum of 10 minutes of your sample during the initial review round. Keep this in mind as you select and cue materials. If you are scored into the second round then it is up to the discretion of the panel as to the next sample to view.

Music Composition (Work must have been completed within the last three years.)

You must submit:

1. One 10-minute sample consisting of excerpts from each of the two complete works.
2. Two complete works on separate audiocassettes or CDs
3. Score or lead sheet for each composition. Your name should only appear on the outside cover of each score or lead sheet. Indicate exactly where on the score the sample begins and ends, or list tracks. A computer rendering must be included for computer-generated work.
 - Screening notes, on a separate sheet of paper, may be included with the support materials to aid the audio/visual person in presenting your materials.

The panel will review a minimum of five to a maximum of 10 minutes of your sample during the initial review round. Keep this in mind as you select and cue materials. If you are scored into the second round, then it is up to the discretion of the panel as to the next sample to review.

Creative Writing (for all disciplines)

Manuscript Format:

- Four collated, typed manuscript sets; font no smaller than 11 point, with 1" margins on all sides. Manuscript may be stapled; plays and scripts may be bound.
- 8.5" x 11" plain paper (no photocopies from publications will be accepted).
- Cover sheet with name and address on each manuscript. (Your name should not appear anywhere within the body of manuscript.)
- Title page listing contents of manuscript on second page of manuscript.

Specific Discipline Requirements

Fiction/Non-Fiction (Work must have been completed within the last three years.)

You must submit **four** copies:

- 20-30 pages, double-spaced, of one recent work, or a selection of chapters from a larger work or series of smaller essays.

Poetry (Work must have been completed within the last three years.)

You must submit **four** copies:

- 10-15 pages of poetry, double- or single-spaced, no more than one poem to a page.

Playwriting/Screenplays (Work must have been completed within the last five years.)

You must submit **four** copies:

- One complete play or two complete one-act plays, single- or double-spaced. There is no page limit in this discipline.
- If the play is a musical theater piece, submit one copy each of the libretto, score, book and audio sample.

Criticism (Work must have been completed within the last five years.)

You must submit **four** copies:

- 30-50 pages of work. The category of criticism supports critical writing that investigates, evaluates or analyzes modern and contemporary art activity.
- Writers whose concern is solely historical are not eligible to apply in this category.

Disciplines for deadlines on even calendar years (2010, 2012, 2014)

Crafts, design arts/illustration, interdisciplinary/performance art, media arts, photography and visual arts

Design Arts/Illustration/Book Arts, Crafts, Photography, Visual Arts (Work must have been completed within the last three years.)

You must submit:

1. Nine to 12 digital images of at least nine different works. See *Preparing and Uploading Digital Images* for instructions on attaching your image to your OnLine Grant Application system (OLGA) application. Discs with images will not be accepted, images must be uploaded to OLGA.

Design Arts/Illustration/Book Arts

You may also submit:

2. Designers may submit either work that has been produced or constructed or drawings or proposals for work that has not been produced.
3. Illustrators may submit the publication in which the work has been included.
4. Architects, designers, landscape architects and urban-metropolitan planners may submit clearly identified blueprints, specs or maquettes.
5. Clothing and costume designers may include illustrations and drawings along with fabric swatches.
6. CD-ROMs/DVDs also will be accepted to show schematics.

Interdisciplinary/Performance Art (Work must have been completed within the last three years.)

You must submit:

1. Two but no more than three works, which may be a combination of digital images (no more than 12), videotapes (VHS), audio tapes, CD-ROMS, DVDs, manuscripts and scenarios
2. If submitting digital images see *Preparing and Uploading Digital Images* for instructions on attaching your image to your OLGA application. Discs with images will not be accepted, images must be uploaded to OLGA.
 - Note: If movement is an important part of a work, include appropriate documentation.
 - Screening notes, on a separate sheet of paper, may be included with the support materials to aid the audio/visual person in presenting your materials.

Media Arts

The media arts category is for artists working in film, video, audio, media installations and new technologies (computer-based work) that have primary responsibility for the finished project and are the originators of the artistic concept of the work.

The panel will review a minimum of five to a maximum of 10 minutes of your sample during the initial review round. Keep this in mind as you select and cue materials. If you are scored into the second round, then it is up to the discretion of the panel as to the next sample to review.

Audio Artists (Work must have been completed within the last three years.)

1. One 10-minute sample consisting of excerpts from each of the complete works.
2. Two to three complete works on separate audiocassettes or CDs.
 - Listening notes, on a separate sheet of paper may be included with the support materials to aid the audio/visual person in presenting your materials.

Filmmakers (One work from the past three years, one from the past five years.)

You must submit:

1. One 10-minute sample consisting of excerpts from each work submitted.
2. Two complete works on separate videotapes (VHS) or DVDs.
 - Screening notes, on a separate sheet of paper, may be included with the support materials to aid the audio/visual person in presenting your materials.

Video Artists (Work must have been completed within the last five years.)

You must submit:

1. One 10-minute sample consisting of excerpts from each work submitted.
2. Two works on separate videotapes (VHS) or DVDs.
 - Screening notes, on a separate sheet of paper, may be included with the support materials to aid the audio/visual person in presenting your materials.

Media Installation Artists (Work must have been completed within the last five years.)

You must submit:

1. One 10-minute sample consisting of excerpts from each work submitted.
2. One or two works with a combination of digital images, videotapes (VHS) or DVDs, CD-ROMS and diagrams that best document the work.
 - If submitting digital images see [*Preparing and Uploading Digital Images*](#) for instructions on attaching your image to your OLGA application. Discs with images will not be accepted, images must be uploaded to OLGA.
 - Screening notes, on a separate sheet of paper, may be included with the support materials to aid the audio/visual person in presenting your materials.

Preparing and Uploading Your Digital Images

It is essential that the digital images of your artwork are of the highest professional quality. The standards that apply to traditional slide documentation also apply to the digital-image format.

OLGA uses ZAPP technology, which makes use of the sRGB color space to strive for consistent image color. While saving your images in the sRGB color space isn't essential, you will have a more consistent result of what panelists will ultimately view. As with slides, what panelists will see can be affected by environmental factors such as ambient light and throw-distance of the projectors.

Image Specifications for OLGA

To apply to the Excellence Awards deadline through OLGA, please size your images to the following dimensions using photo-imaging software such as Photoshop:

Dimensions: 1920 pixels horizontal/1920 pixels vertical

File Format: Baseline JPG (do not use progressive JPG format)

Compression: The image file size must be less than 1.8MBs. To determine your file size please view the properties of your image file size while it is closed and not in Photoshop. Larger is not necessarily better. Please consult a professional vendor to determine if compression for your artwork is needed. PLEASE DO NOT SAVE YOUR JPG AS A PROGRESSIVE JPG FILE. Progressive JPGs will be read by the Web site, however, the large format images used during the panel will not display properly if the files were saved as progressive files.

Please size your images to be 1920 pixels on both edges. If your image is not square, please mask your image with black to bring your image to 1920x1920 pixels. No other size will be accepted for panel use. Please view more detailed instructions on how to format your digital images and specifications at: www.oac.state.oh.us/grantsprogs/guidelines/staticpages/imagepreparation.pdf

Upload instructions for OLGA

Specifics on how to upload your images to OLGA will be available through the OLGA Individual Excellence Awards application.