INDIVIDUAL EXCELLENCE AWARDS (IEA) – ARTIE HELP GUIDE

Before you begin an application:

- Read the Program Guidelines
- View our recorded webinar that details the step-by-step process to complete an IEA Application
- Review our frequently asked questions, or FAQs

To begin an application:

Step 1: Log in or Register

- Navigate to oac.ohio.gov and find ARTIE Login under the Grants Tab or go directly to ARTIE at ohioarts council.smartsimple.com
- Returning users can log in with an email address and password.
- New Users must register for a new account. Register as an Individual Artist and enter your information.

Step 2: Open a New Application

- Select Begin a New Application. The next screen will show what applications are currently open.
- You will see Individual Excellence Awards. You can download the Guidelines PDF here too.
- Click Apply.
- The next time you log in to ARTIE, you will select Open an Active Application.
- Tip: As you work on your application, use the Save button to save your progress.
Step 3: Application Information

- If you are applying as a collaborative team, you will check “yes” and then enter in the collaborator’s name in the next field.

![Application Information](image)

Step 4: Narrative

- Enter your Summary & Philosophy. This is **anonymous**. Each is no longer than 250 words.
- The Summary is a description of the work submitted rather than a typical artist statement. The panel is viewing documentation of your work, so you will want to use this to fill them in on what they are seeing.
- The Philosophy tells panelists why you have created the work.
- Note: Again, this is anonymous. Panelists will not know your name. So, the narrative you submit should not include biographical information. If there is biographical information in these statements (your education, gallery representation, etc.), it will be removed. If there is important information that is necessary for the understanding of the work (e.g., your work explores your Latino heritage), it is fine to state this.
Step 5: Support Materials

- Select your Discipline.
- Select your Sub-Discipline. Please note: Interdisciplinary & Photography do not have Sub-Disciplines.
- Select 2d or 3d if applying in Visual Arts.
  - You can only submit one application for this program, and you cannot split disciplines in an application. *(For example: If you work in more than one discipline (Sculpture & Photography), you will need to determine which discipline is your strongest work. The Artist Programs office is available to assist you in this decision.)*
  - Please note: Support Material requirements change depending on the discipline. This will help you in determining which items in your portfolio to upload.

Note on Digital Image Preparation: In preparation for uploading your support material to ARTIE, please be sure that you size your digital images to be no more than a 2MB file size and in a **Square Format.** We suggest using a 1920 x 1920 ppi with black border on top & bottom or sides of your images. Please review Resizing Your Digital Images in the Quick Links or contact us if you need help!
• Once you have your discipline selected, click on **Digital Image Uploader**. This will open a new window.

![Digital Image Uploader](image1.png)

• Complete this form including the title, dimensions, and medium of the artwork being uploaded and click **Image Upload**

![Image Upload Form](image2.png)

• Browse to find the image on your computer and click **Upload**.

![File Upload](image3.png)
Once you’ve successfully uploaded an image, you can close this window by clicking the X in the top-right.
You will not see your image immediately on the Support Materials screen. You must click Save. Then the image will appear.
You can Reorder and Delete images as needed.
9-12 images are required.

Step 5 (cont.): Media Arts and Interdisciplinary – Specific Instructions

- Media Arts & Interdisciplinary have a sub-section of support materials to upload.
  - By clicking Open Work Sample Uploader, you can include video and audio works by pasting Vimeo, Youtube, or website links. Then, click Open Worksheet.
  - Complete the Audio Visual Upload Form.
  - At the bottom of the form, you will see a Add Work Sample button. Here you can upload schematics, PDF, sound, and video files (under 2MB).
  - Click Upload. Once upload is complete close that window. Then, click Save Draft on the Upload Form again.
○ Upon returning to the main ARTIE screen with your support materials, click **Save** again. The Uploaded Work Sample Files will appear below the Uploaded Digital Image files.
○ Panelists will receive all entered metadata from images and samples.

**Step 6: Survey, Preview, and Submit**

- In the Survey tab, we ask for demographic information for our reporting purposes. We do not share this information with the panel, so it does not affect your application before the panel.
- In the Preview and Submit tab, you can click the **Preview** button, and another window will appear showing a summary of the application. You can download a PDF for your record.
- You can check for errors with the **Check for Errors** button at the bottom on the screen.
- Be sure to check the box that states: *I have reviewed the application in full and by checking this box state that I am a resident of the State of Ohio and that I am not a student in a degree or certificate-granting program.*
Step 7: Submitted

- You will receive an email from ARTIE alerting you that your application was successfully submitted.
- There is an optional survey that allows you to give us some feedback on your application process.
- You will receive another email from ARTIE in early October alerting you to the details of the panel meetings which will be held in December.
ARTIST PROGRAMS AND PERCENT FOR ART

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