

Arts Council of Fairfax County Strauss Fellowships Guidelines and Application



Deadline: January 19, 2009

Arts Council of Fairfax County
4022 Hummer Road
Annandale, VA 22003
(703)642-0862
www.artsfairfax.org

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Introduction

The Arts Council of Fairfax County creates and nurtures an environment in which the arts and artists can flourish, and is designated as Fairfax County's local arts agency. Through partnerships with schools, individual artists, arts organizations, and other cultural and community groups, the Arts Council promotes and encourages excellence in the arts by initiating and supporting programs, activities, and policies that inspire, nurture, and reflect the cultural diversity of Fairfax County.

Purpose of the *Strauss Fellowships*

The Arts Council of Fairfax County awards *Strauss Fellowships* to support and encourage Fairfax County's finest creative artists in all disciplines. *Strauss Fellowships* recognize professional working artists' achievements and their demonstrated history of accomplishments; they promote artists' continued pursuit of their creative work. *Strauss Fellowships* are an investment in the sustained growth and development of the arts in Fairfax County as well as a way to honor artists' commitment to an artistic discipline, their professional activity in Fairfax County, and their contributions to the quality of life in Fairfax County.

This is a competitive grant program where the recipients are determined by their work's merit. No specific project needs to be carried out with the funds granted – *Strauss Fellowships* award outstanding achievement in work that has already been completed.

About William A. Strauss

William A. Strauss (1947-2007) was a speaker, writer, historian, playwright, theater director, and performer from McLean, Virginia. Bill co-founded The Cappies, an international high school theater program with its roots right here in Fairfax County. Through The Cappies, students attend and review each others' plays and musicals, publish their reviews in major newspapers, and vote for awards that are presented at Cappies Galas. He produced numerous Cappies events, and he advised the student creative teams that wrote the musicals *Edit:Undo* and *Senioritis*. For his initiative in starting this unique program that supports a larger recognition of youth in the arts, Bill was recognized by the Arts Council of Fairfax County as a recipient of the Jinx Hazel Arts Citizen of the Year award. In addition, he was co-founder and director of the professional satirical troupe *Capitol Steps*; he was playwright of three musicals and two plays; he held graduate degrees from Harvard Law School and the Kennedy School of Government; he was co-author of ten books and a lecturer and consultant for numerous public and private organizations about generational trends. The *Strauss Fellowships* are named in Bill's memory so that his important legacy in support of the arts will be known to artists for years to come.

Amount of *Strauss Fellowships*

Strauss Fellowships range from \$1,000 to \$5,000. The number of *Strauss Fellowships* awarded each year varies depending on the number of applicants.

Eligibility

All applicants must meet the following criteria to apply for a *Strauss Fellowship*. Staff reviews all grant applications for eligibility prior to the review process.

1. Individuals must be at least 18 years of age at the time of the application deadline.
2. Individuals must be actively working in and/or deriving income from the discipline of the application.
3. Individuals must have exhibited, performed, presented and/or published artistic work in a public context that demonstrates an ongoing commitment to their artistic discipline.
4. Individuals must be identified as a primary creator or author of work(s) described in the application.
5. Individuals must be a resident of Fairfax County for at least 12 months prior to the application deadline. Residency must be in the applicant's name. Residency is based on the applicant's physical residence [home], not on a P.O. Box, studio/workspace, or other property owned by the applicant. Grantees must remain residents of Fairfax County for the duration of the grant period.
6. Individuals must not be enrolled as an undergraduate student in a degree or entry level certification program related to the specific discipline of this application.
7. Individuals must not have received a *Strauss Fellowship* from the Arts Council in the immediate three years prior to the grant application period.

Grant Restrictions

All *Strauss Fellowships* must:

- Support activities, programs, or projects occurring within Fairfax County, the City of Fairfax, or the City of Falls Church;
- Have qualified artistic, scholarly, administrative, or management leadership (either professional or volunteer) capable of completing any grant-supported activities, programs, or projects;
- Occur within the dates of July 1, 2008 and December 31, 2009.

Strauss Fellowships cannot be used for:

- Fundraising activities, such as capital campaigns or endowment campaigns;
- Construction or renovation projects;
- Political advocacy costs;
- Debt retirement.

Matching Requirements

Many grant programs require the grant recipient to provide matching funds that equal or exceed the amount of the grant. *Strauss Fellowship* recipients are not required to provide any matching funds.

Funding Categories

A limited number of *Strauss Fellowships* are available to professional creative artists living in Fairfax County. Artists working in the disciplines described below are eligible to submit a *Strauss Fellowships* application.

Choreography

This category includes choreographers working in all aspects of dance.

Creative Writing

This category includes creative artists writing in fiction or creative nonfiction.

Dance Performance

This category includes all aspects of dance intended for public performance.

Film/Video

This category includes all aspects of film/video intended for public viewing.

Music Composition

This category includes composers working in all aspects of music.

Music Performance

This category includes all aspects of music performance intended for public performance.

Theater Performance

This category includes all aspects of theater intended for public performance.

Visual Arts

This category includes all aspects of two and three dimensional art in any media.

Review Process

Following the grant application deadline, Arts Council of Fairfax County staff determines whether an applicant is eligible and whether an application is complete. Staff may contact applicants for information needed to make an eligibility determination. If an applicant is determined to be ineligible as an official applicant, the application will be rejected without evaluation. Incomplete applications are subject to rejection without evaluation. If an application is rejected, the applicant will be notified by mail.

All eligible applications for the *Strauss Fellowships* are evaluated by panel review. Panelists will include arts professionals with a particular knowledge of or expertise in the segments of the arts community that are eligible to apply to the Arts Council for funding.

The Arts Council of Fairfax County Board of Directors makes the final funding decisions on the basis of the evaluations by the panels and the overall goals of the *Strauss Fellowships* and of the Arts Council of Fairfax County.

Evaluation Criteria

An advisory review panel, usually comprised of 5-9 individuals who have no conflict of interest, will review and evaluate each eligible application on its own merit. The Arts Council of Fairfax County selects panel members for their diverse backgrounds, expertise in a particular arts discipline, and/or knowledge of the community. Panelists will evaluate each grant request based on the criteria below:

1. Applicant's record of professional arts activity and achievement.
2. Artistic merit, originality, and innovation of the applicant's work.
3. The award of the grant's potential to result in significant development in the career of the applicant or audience appreciation of the art form.

Strauss Fellowships are awarded on a competitive basis. Review meetings are open to the public and applicants.

Conditions of a Grant

Strauss Fellowship recipients must agree to comply with the following conditions.

Announcement of Award

No information about the status of an application will be released until all applications have been reviewed and all award negotiations are concluded. The Arts Council will notify applicants of final decisions by April 30, 2009.

Duration of a Grant

Activities supported by *Strauss Fellowships* may be carried out between July 1, 2008 and December 31, 2009. Recipients have until December 31, 2009 to spend these funds.

Eligibility

Grant recipients must continue to meet all *Strauss Fellowships* eligibility requirements during the grant period. Grant recipients are required to notify the Arts Council of Fairfax County Grants Administrator in writing of any major changes to their circumstances such as a change in residency, performance plans, exhibitions, or similar relevant factors.

Publicity

By submitting a *Strauss Fellowships* application, the applicant grants the Arts Council of Fairfax County a non-exclusive license to use, reproduce, record, exhibit, edit, broadcast, and perform in any manner and by any means or media of every nature, whether known or unknown, the name, biography, trademark, performance, film/video, photograph, recording, choreography, compositions, literary works, artwork, and any and all copyrighted materials owned or controlled by applicant (including, but not limited to, any and all materials submitted in support of the *Strauss Fellowships* application), singularly or in conjunction with other materials, solely in and in connection with the promotion, advertising and marketing of the *Strauss Fellowships* and/or the Arts Council of Fairfax County.

Use of Funds

While *Strauss Fellowships* may be used for a broad range of activities, grant funds may not be used for fundraising activities, such as capital campaigns or endowment campaigns, construction or renovation projects, political advocacy costs, or debt retirement. All *Strauss Fellowship* funds must be expended during the grant period.

Payment and Reporting Procedures

Grant recipients are required to submit a final narrative report and a final financial checklist at the end of the grant period.

Attendance at Arts Council Annual Meeting

Grant recipients are required to attend the Arts Council's annual meeting. This meeting is typically held in January.

Grant Preparation Assistance

The Arts Council of Fairfax County will conduct a free grant preparation workshop to instruct prospective applicants on how to complete a *Strauss Fellowships* application. The Arts Council strongly encourages attendance by all potential applicants. An applicant's attendance at a workshop will not affect the evaluation of the application.

The grant preparation workshop will be held Tuesday, January 6 at 7 p.m.

The workshop will be held at the Arts Council's offices, located at 4022 Hummer Road in Annandale, and will run approximately one hour.

For further information or directions, please contact Jeannette Thomas, Grants Administrator, by e-mail at jthomas@artsfairfax.org or by telephone at (703) 642-0862, ext. 4.

Grant Writing Tips

- Write clearly and concisely.
- Do not use jargon.
- Check narrative and other text for grammar and spelling errors.
- Do not repeat information.
- Keep in mind that the Arts Council staff does not participate in panel discussions. The application must stand on its own merits.
- Verify that all contact information in your application is correct, including e-mail addresses and phone numbers.
- Use the Arts Council Grant Administrator as a resource. If you have any questions, call at (703) 642-0862, ext. 4, or e-mail to grants@artsfairfax.org.

The Application Package

An application requesting funding from the *Strauss Fellowships* should include one (1) original copy and seven (7) identical copies with the following materials in the following order:

1. Form A, with original signature in blue or red ink
2. Narrative (not to exceed two pages)
3. Resume
4. Eligibility Checklist
5. Proof of Residency in Fairfax County for the past 12 months (i.e., a copy of a lease, rental agreement or mortgage, or matching billing statements (utility bills) for a 12 month cycle up to the present month. **ONLY INCLUDE IN ORIGINAL COPY.**
6. Photocopy of valid public identification (such as a driver's license, passport, or similar government-issued form of identification). **ONLY INCLUDE IN ORIGINAL COPY.**
7. Work samples with cover sheet
8. Supplemental Materials with cover sheet

All *Strauss Fellowships* applications must be received (not postmarked) at the Arts Council of Fairfax County no later than January 19, 2009 at 5 p.m.

Application Formatting

1. You must complete all pages using at least 11 pt. Times New Roman, Arial, or Helvetica font. The application is available in Word format by sending an e-mail request to grants@artsfairfax.org or by downloading it online at www.artsfairfax.org.
2. Use a margin of not less than 1" on all four sides.
3. **DO NOT STAPLE ANY PAGES.** You may separate the sets of copies with paper clips or binder clips. Please do not use any additional separators or title pages to divide parts of the application from one another.
4. **DO NOT** send notebooks, folders, binders, or plastic sheet protectors.
5. All submissions must be typed on a computer or typewriter. Handwritten or hand-printed applications will be returned.

Work Samples

Applicants are required to submit samples of their work with their application materials. The samples should reflect the highest professional standards in the quality of artwork documented and in the manner in which they are presented. *Strauss Fellowships* are a competitive grant program; applicants are encouraged to submit the strongest examples of their work. The panel's judgment will be based upon the quality of the work submitted.

Applicants must include a cover sheet that describes the work samples that you are submitting. The description should include the work's name, as well as date of creation and date of performance/publication if appropriate. Work samples could include digital reproductions, CD-ROMs, DVDs, or published works. Clearly indicate cue positions on the cover sheet. Due to the number of applications received, the panel will normally review only between three-to- five minutes of recorded material per applicant.

CD-ROM or DVD submissions must be compatible with PCs. If the material is not compatible with our system, the applicant will be asked to resubmit. Videos should be submitted in a platform-independent player format or in QuickTime with the file suffix labeled as .qt or .mov on CD-ROM or DVD. Limit each film/video entry to a maximum running time of five minutes.

Instead of submitting a CD-ROM or a DVD, you may provide links to online videos. For example, if you have three work samples on YouTube, you may provide the web addresses for those three samples on the cover sheet instead of providing a CD-ROM or a DVD. Each online film/video entry is limited to a maximum running time of five minutes.

Work samples should best represent your creative ability and be of the highest possible recording quality. Promotional materials will not be accepted as a work sample.

CHOREOGRAPHY

This category includes choreographers working in all aspects of dance.

- Submit up to three recent examples of original compositions as a three to five minute sample in multimedia format on a CD-ROM or DVD.
- Samples may be excerpts or complete dances.
- You are strongly encouraged to submit work produced in the last three years.
- Clearly indicate the cue number on the cover sheet. To assist the panel, indicate which sections show solo or ensemble work.
- A cover sheet must be attached. Describe exactly the applicant's participation in each of the projects demonstrated as well as indicate other source material used. Include the applicant's name, title of work and date of completion, as well as a brief description of the piece and applicant's role in the development and execution of the

project. In the case of documented, professional, or group projects, applicants should fully describe their personal contributions.

CREATIVE WRITING

This category includes creative artists writing in fiction or creative nonfiction.

- Submit up to three clearly organized work samples including, in manuscript form, up to 15 typed pages per sample.
- You are strongly encouraged to submit work produced in the last three years.
- Work samples should best represent your creative ability. For the purposes of this grant, reviews of other artist's work are defined as criticism and are not eligible for consideration.
- Handwritten samples are not acceptable. Do not submit bound materials. List the artist's name and work title on the document[s].
- A cover sheet must be attached, including the applicant's name, title of work, date of completion, whether work has been published or not [if published, name of publisher and date of publication]. In the case of documented, professional, or group projects, applicants should completely describe their personal contributions.

DANCE PERFORMANCE

This category includes all aspects of dance intended for public performance.

- Submit up to three recent examples of original compositions as a three to five minute sample in multimedia format on a CD-ROM or DVD.
- Samples may be excerpts or complete dances.
- You are strongly encouraged to submit work produced in the last three years.
- Clearly indicate the cue number on the cover sheet. To assist the panel, indicate which sections show solo or ensemble work.
- A cover sheet must be attached. Describe exactly the applicant's participation in each of the projects demonstrated as well as indicate other source material used. Include the applicant's name, title of work and date of completion, as well as a brief description of the piece and applicant's role in the development and execution of the project. In the case of documented, professional, or group projects, applicants should fully describe their personal contributions.

FILM/VIDEO

This category includes all aspects of film/video intended for public viewing.

- Submit up to three recent examples of original film/video as a three to five minute sample in multimedia format on a CD-ROM or DVD.
- Samples may be excerpts or complete films/videos.
- You are strongly encouraged to submit work produced in the last three years.
- Clearly indicate the cue number on the cover sheet.
- A cover sheet must be attached. Describe exactly the applicant's participation in each of the projects demonstrated as well as indicate other source material used. Include the applicant's name, title of work and date of completion, as well as a brief

description of the piece and applicant's role in the development and execution of the project. In the case of documented, professional, or group projects, applicants should fully describe their personal contributions.

MUSIC COMPOSITION

This category includes composers working in all aspects of music

- Submit up to three recent examples of original compositions as a three to five minute sample in multimedia format on a CD-ROM or DVD.
- You are strongly encouraged to submit work produced in the last three years.
- Submit up to 10 pages of scores or lyric sheets for the work samples submitted.
- A cover sheet must be attached. Describe exactly the participation in each of the projects represented in the materials as well as indicate other source material used. Include the applicant's name, title of work, date of completion, whether work has been published or not [if published, name of publisher and date of publication]. In the case of documented, professional or group projects, applicants should fully describe their personal contributions.

MUSIC PERFORMANCE

This category includes all aspects of music performance intended for public performance.

- Submit up to three recent examples of music performances as a three to five minute sample in multimedia format on a CD-ROM or DVD.
- You are strongly encouraged to submit work produced in the last three years.
- Clearly indicate the cue number on the cover sheet. To assist the panel, indicate which sections show solo or ensemble work.
- A cover sheet must be attached. Describe exactly the applicant's participation in each of the projects demonstrated as well as indicate other source material used. Include the applicant's name, title of work and date of completion, as well as a brief description of the piece and applicant's role in the development and execution of the project. In the case of documented, professional, or group projects, applicants should fully describe their personal contributions.

THEATER PERFORMANCE

This category includes all aspects of theater intended for public performance.

- Submit up to three recent examples of theater performances as a three to five minute sample in multimedia format on a CD-ROM or DVD.
- You are strongly encouraged to submit work produced in the last three years.
- Clearly indicate the cue number on the cover sheet. To assist the panel, indicate which sections show solo or ensemble work.
- A cover sheet must be attached. Describe exactly the applicant's participation in each of the projects demonstrated as well as indicate other source material used. Include the applicant's name, title of work and date of completion, as well as a brief description of the piece and applicant's role in the development and execution of the

project. In the case of documented, professional, or group projects, applicants should fully describe their personal contributions.

VISUAL ARTS

This category includes all aspects of two and three dimensional art in any media.

1. Digital format

- Submit your 14 best high-resolution images on a CD-ROM or DVD in viewing priority. For three dimensional art, submit up to three views. Submissions must be in JPEG format with a file suffix of .jpg or .jpeg.
- Images can be submitted as a PowerPoint presentation.
- You are strongly encouraged to submit work produced in the last three years.
- Label each image with your last name (all lower case), underscore (_), first name (all lower case), underscore (_) and then a two digit number starting with 0. For example, label the first image doe_joe_01; the next image doe_joe_02, etc.
- A cover sheet must be attached, including the applicant's name, title, medium, or programs used, size and date of completion, as well as a brief description of the piece and applicant's role in the development and execution of the project. In the case of documented, professional or group projects, applicants should completely describe their personal responsibilities.

2. Multimedia format

- Submit three recent examples of original work as a three to five minute sample in multimedia format on a CD-ROM or DVD.
- You are strongly encouraged to submit work produced in the last three years.
- A cover sheet must be attached, including the applicant's name, title, medium, or programs used, size and date of completion, as well as a brief description of the piece and applicant's role in the development and execution of the project. In the case of documented, professional or group projects, applicants should completely describe their personal responsibilities.

Supplemental Materials

Submission of additional, supplemental materials is optional, but strongly encouraged. Materials must describe recent activities (within the last three years). You can submit up to 10 items. Supplemental materials could include, but are not limited to, programs, brochures, catalogs, posters, newsletters, other promotional materials, newspaper reviews, articles, testimonials, letters of support, or awards.

Applicants must include a cover sheet that describes the supplemental materials that you are submitting.

Submitting Your Application

All *Strauss Fellowships* applications must be received (not postmarked) at the Arts Council of Fairfax County no later than January 19, 2009 at 5 p.m. You must submit one original of your application and seven copies of your application.

- Applications may not be faxed or transmitted electronically.
- Send applications attention the Grants Administrator, Arts Council of Fairfax County, 4022 Hummer Road, Annandale, VA 22003. Applications must be received in the offices of the Arts Council on or before the deadline. It is not a postmark deadline.
- If you wish to use the U.S. Post Office or a delivery service such as FedEx or UPS, please select a service with a guaranteed delivery date.
- Late applications will not be accepted. The Arts Council strongly recommends that you hand deliver your application. Applications that are late due to post office or other delivery services delays will not be accepted.

Reminder

- Incomplete, faxed, handwritten and/or late applications will not be eligible.
- Be sure that all required signatures are provided.
- Be sure that you have provided one original and seven copies of the application package.
- Be sure that your application complies with all formatting requirements on page 9.
- Be sure that your application is collated in the order listed on the APPLICATION CHECKLIST at the end of this document.

Appeals Process

Unless there are grounds for an appeal, all funding decisions of the Arts Council are final. Arts Council funding decisions may be appealed only upon the following grounds:

1. The Applicant's grant application was denied based on criteria other than those set forth in the applicable guidelines, where the application of such improper criteria was open and obvious and there was also no legitimate basis for denial under the applicable guidelines;
2. The Applicant's grant application was denied based on the grant panel's failure to apply the applicable guidelines, where such failure is open and obvious and not merely a subjective evaluation of the merits of the application;
3. The Applicant's grant application was denied based on the grant panel's failure to consider relevant evidence presented in support of the grant application, where such failure was both open and obvious and not merely the result of the Applicant's failure to properly identify or present such evidence; and/or
4. The Applicant's grant application was denied as the direct result of an undisclosed conflict of interest between the Applicant and a member of the grant panel, where, but for such conflict, the Applicant's grant application would not have been denied.

Other than the grounds listed above, there are no other grounds for an appeal, including, but not limited to, general dissatisfaction with the process, dissatisfaction with the amount awarded, dissatisfaction with the qualifications of the members of the grant panel, disagreement with an opinion of a member of the grant panel, or the Applicant's desire to submit additional evidence.

To file an appeal, an Applicant must submit a written appeal request directly to the Arts Council. Such appeal must be received by the Arts Council within fourteen (14) calendar days of the date of the applicant's notification letter from the Arts Council with regard to the funding decision being appealed. An appeal must state the grounds for the appeal and provide clear and convincing evidence in support of such grounds. No evidence or supporting materials which could have been provided as part of the Applicant's original grant application will be considered.

All appeal requests will be reviewed by the Grants Committee of the Arts Council's Board of Directors. Appeals will be reviewed within sixty (60) calendar days from the date the written appeal request was received by the Arts Council. If the Grants Committee determines that there exist grounds for an appeal, the Grant Committee will re-evaluate the application. All decisions of the Grant Committee with regard to any re-evaluation will be final. If the Grants Committee determines that there are no grounds for an appeal, then the original decision of the grant panel shall become final without further recourse or reconsideration. All decisions of the Grants Committee with regard to appeal requests are final without further recourse or reconsideration.

Arts Council of Fairfax County 2009 Strauss Fellowships Application Form A

Completed application must be received by 5 p.m. on January 19, 2009.

Name		
Mailing Address	City	Zip Code
Home Street Address (not P.O. Box)	City	Zip Code
Website	E-mail address	
() _____ Home Phone	() _____ Mobile Phone	() _____ Fax

Check the appropriate Fairfax County magisterial district for your street address:

- | | | | |
|--------------------------------------|---------------------------------------|--------------------------------------|---|
| <input type="checkbox"/> Braddock | <input type="checkbox"/> Lee | <input type="checkbox"/> Providence | <input type="checkbox"/> City of Fairfax |
| <input type="checkbox"/> Dranesville | <input type="checkbox"/> Mason | <input type="checkbox"/> Springfield | <input type="checkbox"/> City of Falls Church |
| <input type="checkbox"/> Hunter Mill | <input type="checkbox"/> Mount Vernon | <input type="checkbox"/> Sully | |

Check all appropriate artistic disciplines that describe(s) your work:

- Choreography
- Creative Writing
- Dance Performance
- Film/Video
- Music Composition
- Music Performance
- Theater Performance
- Visual Arts

The artist's signature is required.

I the undersigned attest to the accuracy of the information submitted in this application and that I am a legal resident of Fairfax County and plan to remain a Fairfax County resident during the grant period. I will comply with all applicable federal, state, and local laws as well as all compliance requirements as described in the Guidelines.

Signature _____	Date _____
Print Name _____	

**Arts Council of Fairfax County 2009 Strauss Fellowships
Narrative Questions (Response not to exceed two pages)**

In narrative form, answer the following questions and requests for information as they apply to your application in **two pages or less**.

Explain how you plan to use the awarded funds, how it will affect your artistic development and why it is important that you receive a *Strauss Fellowship* at this time. You may describe activities such as researching and developing a proposed idea; taking time off from secondary employment; or underwriting expenses incurred in the presentation of a final work including publication, readings, and/or documentation. If funds are to be used for creating work, you should state whether you are beginning, continuing, completing, and/or presenting work. You may include aesthetic issues and concerns related to the activities you describe.

Arts Council of Fairfax County 2009 Strauss Fellowships Eligibility Checklist

Name _____

- | | | | | |
|--|--------------------------|------------|--------------------------|-----------|
| I am at least 18 years old. | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| I am actively working in and/or deriving income from the discipline of the application. | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| I have exhibited, performed, presented and/or published artistic work in a public context that demonstrates an ongoing commitment to my artistic discipline. | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| I am a primary creator or author of work(s) described in the application. | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| I have been a resident of Fairfax County for at least 12 months prior to the application deadline. Residency must be in the applicant's name. Residency is based on the applicant's physical residence [home], not on a P.O. Box, studio/workspace, or other property owned by the applicant. You must provide proof of residency (i.e., a copy of a lease, rental agreement or mortgage, or matching billing statements (utility bills) for a 12 month cycle up to the present month. | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| I am not enrolled as an undergraduate student in a degree or entry level certification program related to the specific discipline of this application. | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| I have not received a <i>Strauss Fellowship</i> from the Arts Council in the immediate three years prior to the grant application period. | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |

I the undersigned certify that I meet all the eligibility requirements described in the *Strauss Fellowships* Guidelines and Application.

Applicant Signature/Date

Print Name

Arts Council of Fairfax County 2009 Strauss Fellowships Application Checklist

Use this checklist to ensure that your application is complete and in the following order. Applicants must submit one original plus nine copies of your application materials, for a total of eight copies of your application package.

Original Copy and seven (7) Identical Copies should be in the following order:

- Form A, with original signature in blue or red ink
- Narrative (not to exceed two pages)
- Resume
- Eligibility Checklist
- Proof of Residency in Fairfax County for the past 12 months (i.e., a copy of a lease, rental agreement or mortgage, or matching billing statements (utility bills) for a 12 month cycle up to the present month. **ONLY INCLUDE IN ORIGINAL COPY.**
- Photocopy of valid public identification (such as a driver's license, passport, or similar government-issued form of identification). **ONLY INCLUDE IN ORIGINAL COPY.**
- Work samples with cover sheet
- Supplemental Materials with cover sheet

Remember

- You must complete all pages using at least 11 pt. Times New Roman, Arial, or Helvetica font.
- Use a margin of not less than 1" on all four sides.
- **DO NOT STAPLE ANY PAGES.** You may separate the sets of copies with paper clips or binder clips. Please do not use any additional separators or title pages to divide parts of the application from one another.
- **DO NOT** send notebooks, folders, binders or plastic sheet protectors.
- All submissions must be typed on a computer or typewriter. Handwritten or hand-printed applications will be returned.