



# **Fairfax Poet Laureate Program Guidelines**

Deadline: January 9, 2020

ARTSFAIRFAX  
2667 Prosperity Ave.  
Fairfax, VA 22031  
(703) 642-0862  
[www.artsfairfax.org](http://www.artsfairfax.org)

**TABLE OF CONTENTS**

**Introduction** ..... 2

    Purpose of the Poet Laureate ..... 2

    Role of the Poet Laureate ..... 2

    Poet Laureate Term of Service ..... 2

**Eligibility** ..... 2-3

**Grant Restrictions** ..... 3

**Review Process** ..... 4

**Evaluation Criteria** ..... 4

**Conditions of the Poet Laureate Award** ..... 4

    Announcement of the Award ..... 5

    Eligibility ..... 5

    Publicity ..... 5

    Publication ..... 5

    Use of Funds ..... 5

    Payment and Reporting Procedures ..... 5

**Application Preparation Assistance** ..... 5

**Work Samples, Resume and Supplemental Materials** ..... 6-7

**Submitting Your Application** ..... 7

**Appeals Process** ..... 7-8

## Introduction

As Fairfax County's designated local arts agency, **ARTSFAIRFAX** creates and nurtures an environment in which the arts and artists flourish. Through partnerships with schools, individual artists, arts organizations, and other cultural and community groups, **ARTSFAIRFAX** 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 Poet Laureate

The Fairfax Poet Laureate is both a high honor and very competitive program, whose intent is to showcase poetry and the literary arts. By designating a poet laureate, **ARTSFAIRFAX** seeks to raise the visibility of poetry by supporting a leadership role for a poet to engage new audiences, create new opportunities for poetry to be shared, and encourage the creation of poetry and other literary works. The Poet Laureate program recognizes a professional poet's achievements and their demonstrated history of accomplishments, and it promotes their continued pursuit of their creative work.

## Role of the Poet Laureate

The Fairfax Poet Laureate serves to build awareness and appreciation of poetry through public readings, workshops and/or presentations in communities, schools, libraries and other public settings in diverse areas of the county. The selected Poet Laureate will have the following leadership responsibilities:

- Lead activities during National Poetry Month (April), including an inaugural reading;
- Create and execute a community service project in consultation with **ARTSFAIRFAX**—setting a theme and specific goals for their tenure. Project activities will use the arts and humanities to help foster literacy among young people, expand audiences and appreciation for poetry, and create engaging cultural experiences for county residents;
- Build networks and opportunities for poets to read and engage new audiences with local businesses, book festivals, schools and other venues;
- Make a selection of their poems for publication as a chapbook and compose a final poem at the end of term as a reflection on their tenure as poet laureate.; and
- Officiate at different ceremonies within the county.

## Goals of the Poet Laureate Program

Through the *Poet Laureate Program*, **ARTSFAIRFAX** seeks:

- To recognize and provide support for poets and writers at critical stages in their creative lives and professional careers;
- To use the arts and humanities to engage people in cross-cultural and community-wide exchange of ideas, stories and culture;
- To encourage wide participation in poetry through diverse cultural programming available to all residents of Fairfax County;
- To promote opportunities for poets, literary organizations and writers to create,

- present, and celebrate their creative endeavors; and
- To be a catalyst for increased private sector support for poetry and other literary activities through leveraged public funding.

### Poet Laureate Term of Service

The Poet Laureate will serve a two-year term (April 1, 2020-March 30, 2022) and will be awarded \$5,000 for each year. Additional funds will be available to support program activities during their tenure, including publication of a chapbook of the laureate's work.

### Eligibility

All applicants must meet the following criteria to apply for Poet Laureate. Staff reviews all grant applications for eligibility prior to the review process.

1. Individuals must reside in Fairfax County for at least 12 months prior to the application deadline. Applicant must provide proof of residency. 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.
2. Individuals must be at least 21 years of age at the time of the application deadline.
3. Individuals must be actively working in and/or deriving income from poetry.
4. Individuals must have published at least one work by an established press (please, no-self publications or subsidy press books).
5. Individuals must be identified as a primary author of work(s) described in the application.
6. Individuals must not be enrolled as an undergraduate student in a degree or entry level certification program related to poetry or writing.
7. For the specified two-year period, the individual must be willing and able to promote poetry, design and implement the community service project, lead or participate in workshops, readings and other activities around Fairfax County and the region.
8. Individuals must not have received an Artist Grant from **ARTSFAIRFAX** in the immediate five years prior to the grant application period.

### Grant Restrictions

The Poet Laureate award shall only be used to support legal activities. As the Poet Laureate, an individual cannot engage in political advocacy or proselytizing, promoting any one faith over another or in events that would be inappropriate for a diverse, multicultural and multigenerational audience.

### Review Process

Following the grant application deadline, **ARTSFAIRFAX** staff verifies eligibility and

determines 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 e-mail.

All eligible applications for the Poet Laureate are evaluated by panel review. Panelists will include poets and other professionals with a particular knowledge of, or expertise in poetry or otherwise engaged in the poetry community. The panel meeting is open to the public.

**ARTSFAIRFAX** Board of Directors makes the final funding decisions based on the evaluations by the panel and the overall goals of the Poet Laureate program and of **ARTSFAIRFAX**.

### **Evaluation Criteria**

An advisory review panel comprised of 4-6 individuals who have no conflict of interest, will review and evaluate each eligible application on its own merit.

**ARTSFAIRFAX** selects panel members for their particular knowledge of, or expertise in poetry or otherwise engaged in the poetry community. Panelists will evaluate each grant request based on the criteria below:

1. Applicant's record of professional poetry activity and achievement.
2. Artistic merit of the applicant's work.
3. Poetry Engagement: Proposed Community Service Project

Evaluation criteria are equally weighted. Professional arts activity and achievement may be demonstrated through evidence of poetry engagement (readings, workshops, lectures etc.) listing of works, awards, honors, etc. Examples of artistic merit include reviews/critical responses/acclaim, originality, innovation, impact, mastery and reach.

Designation of the poet laureate is awarded on a competitive basis. Review meetings are open to the public and applicants are encouraged attend.

### **Conditions of the Poet Laureate Award**

The selected poet laureate 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. **ARTSFAIRFAX** will notify applicants of final decisions by March 2020.

#### **Eligibility**

The Poet Laureate must continue to meet all the program eligibility requirements during the appointment period. The Poet Laureate is required to notify the **ARTSFAIRFAX** Grants Manager in writing of any major changes to their circumstances

such as a change in residency, performance plans, or similar relevant factors.

### **Publicity**

By submitting an application for the Poet Laureate, the applicant grants **ARTSFAIRFAX** 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, performance, film/new media, photograph, recording, literary works, 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 Poet Laureate application), singularly or in conjunction with other materials, solely in and in connection with the promotion, advertising and marketing of the Poet Laureate and/or **ARTSFAIRFAX**.

### **Publication**

The Poet Laureate grants a non-exclusive license to **ARTSFAIRFAX** to publish a chapbook of their work and its use during the tenure of the poet laureate. The Poet Laureate also grants a non-exclusive license to **ARTSFAIRFAX** to publish the poet laureates' final poem at the end of their tenure.

### **Use of Funds**

Although the Poet Laureate will be engaged in a broad range of legal activities, the individual in their role as laureate cannot engage in political advocacy or proselytizing, promoting any one faith over another or in events that would be inappropriate for a diverse, multicultural and multigenerational audience.

### **Payment and Reporting Procedures**

- The Poet Laureate is required to submit a brief final report of their activities at the end of each year.
- At the end of their tenure, the Poet Laureate will compose a final poem as a reflection on their term as poet laureate.
- Each April of their two-year tenure, the poet laureate will receive their award of \$5,000.

### **Application Preparation Assistance**

**ARTSFAIRFAX** will conduct a free information session to instruct prospective applicants on how to complete an Artist Grant and Poet Laureate application. **ARTSFAIRFAX** encourages attendance by potential applicants. An applicant's attendance at the session will not affect the evaluation of the application.

Wednesday, November 13, 2019  
12:00 - 1:30 PM  
Location: Mosaic Community Space

The presentation will also be posted on **ARTSFAIRFAX's** website.

To register and obtain further information please contact Kimber Craine, by e-mail at [kcraine@artsfairfax.org](mailto:kcraine@artsfairfax.org) or by telephone at (703) 642-0862, ext. 6.

## Required Proof of Eligibility

### Identification

Please provide a scan (PDF format) or photo (jpeg format) of a valid public identification (such as a driver's license, passport, or similar government-issued form of identification). Name the document as **ID\_First Name-Last Name, example ID\_Joe/Jane-Doe**. Do not include blank spaces in the file name.

### Proof of Residency

Please provide a copy of your 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. Combine all documents in one PDF file and upload. Name the document as **PR\_First Name-Last Name, example PR\_Joe/Jane-Doe**. Do not include blank spaces in the file name.

## Work Samples, Resume and Supplemental Materials

Submission of Required Documents, Work Samples and Supplemental Materials are mandatory. Acceptable file upload types are listed below and in the upload section of the application. Work Samples and Supplementary Materials should describe **recent** (within the last three years) activities.

You may include links to work samples and supplementary materials including large video files using the required cover sheet.

Submit required documents in **pdf, doc, docx, jpg, mp3, mp4, wav, mov, xls, xlsx format**.

### 1. Cover Sheet

Please name submission. **CS\_First Name-Last Name.pdf**. include a listing of the following:

- Link to video introduction (see below)
- Work samples and supplemental materials (including links to online media) with a brief description.

### 2. Work Samples

Applicants are required to submit samples of their poetry. The poems, published or unpublished, should reflect the highest professional standards and be representative of your work. The panel's judgment of artistic merit will be based upon the quality of the work submitted. Each poem should include the work's name, date of creation and date of publication if appropriate

- Poetry Portfolio: Submit up to ten examples of original poems published or unpublished, not to exceed 7 pages. Submit the document as a PDF or

MS Word format file. You are strongly encouraged to submit work produced in the last three years.

- Submit a list of publication credits up to one page. Include individual publications of your work, followed by inclusion of your poems published as part of collections, magazines or e-zines.
  - For the publication list Include title, date of publication and the publisher.
  - For poems published elsewhere, include poem title, collection or publication name, name of publisher and date of publication.
- For poem portfolio, Name it: Portfolio\_Your Last Name
- For list of publications, Name it Work Sample\_First Name -Last Name,

### **3. Supplemental Materials and Resume**

The panel's judgement of professional poetry activity and achievement will be based in part on the extent of engagement in the poetry community as evidenced in the supporting materials.

- Resume (up to two pages) is a list of your achievements. It should take the form of an organized list—not a paragraph--publications, readings, teaching or lecturing experience, awards, press, collections, and your own education (BA, BFA, MFA). If you have many years' worth of experience, you may want to only include "selected reading, workshops," the most recent or prominent examples. Submit your resume in a MS Word or a PDF format. Name the file as RES\_First Name-Last Name. Materials must describe recent activities (within the last three years).
- Supporting materials could include, but are not limited to, programs and other promotional materials for readings or workshops, newspaper reviews, articles, testimonials, letters of support, or awards. You can submit up to 10 items.
- Name each submission with SM\_ First Name- Last Name\_01. For example, label the first submission SM\_ Joe/Jane-Doe \_01; the next submission SM\_ Joe/Jane-Doe \_02, etc.
- Digital video introduction (up to five minutes). Choose a favorite poem/poet, describe why you appreciate the work/poet and how the poem/writer's poetics intersect with and amplify the experiences of county residents. This serves both as an introduction and how you would present this topic to an audience. Create a Web link (Use YouTube or Vimeo) to be included on the cover sheet.

#### **Required Documents:**

1. Identification
2. Proof of Residency
3. Work Samples
4. Supplemental Materials
5. Resume
6. Personal Video
7. Cover sheet for Work Samples and Supplemental Materials.

## Submitting Your Application

All Poet Laureate applications must be submitted on-line at <https://artsfairfax.submittable.com> no later than January 9, 2020 at midnight. Late applications will not be accepted.

## Appeals Process

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

1. The Applicant's 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 application was denied based on the 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 application was denied based on the panel's failure to consider relevant evidence presented in support of the 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 application was denied as the direct result of an undisclosed conflict of interest between the Applicant and a member of the panel, where, but for such conflict, the Applicant's 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 panel, disagreement with an opinion of a member of the 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 **ARTSFAIRFAX**. Such appeal must be received by **ARTSFAIRFAX** within fourteen (14) calendar days of the date of the applicant's notification letter from **ARTSFAIRFAX** regarding 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 **ARTSFAIRFAX**'s Board of Directors. Appeals will be reviewed within sixty (60) calendar days from the date the written appeal request was received by **ARTSFAIRFAX**. 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 regarding appeal requests are final without further recourse or reconsideration.