



Fairfax Poet Laureate Guidelines

Deadline: July 30, 2022

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Introduction

Fairfax County names the Fairfax Poet Laureate to honor a poet and elevate the visibility of poetry throughout the County. As Fairfax County's designated local arts agency, ArtsFairfax is honored to coordinate the selection and community engagement project of the Fairfax Poet Laureate.

Purpose of the Poet Laureate

Naming of the Fairfax Poet Laureate is a high honor that highlights the importance of poetry and the literary arts in Fairfax County. By designating a poet laureate, ArtsFairfax seeks to raise the visibility of poetry by celebrating and supporting a poet who can 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 while creating opportunities for connection between the Poet Laureate and Fairfax County communities.

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 opportunities:

- Lead activities during National Poetry Month (April);
- An inaugural reading;
- Consult with ArtsFairfax to create and execute a community service project to be accomplished during 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;
- Help build networks and opportunities for poets to read and engage new audiences with local businesses, book festivals, schools, and other venues;
- Provide an original poem at the end of the Poet Laureate term as a reflection on their tenure; and
- Represent Fairfax County at events as mutually agreed with ArtsFairfax.

Goals of the Poet Laureate Program

Through the Poet Laureate Program, ArtsFairfax seeks:

- To recognize and provide support for poets and writers;
- 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 (October 1, 2022-September 30, 2024) and will be awarded \$5,000 for each year. Supplemental funding will be used to support program activities, specifically the community engagement project, during their tenure.

Eligibility

Poets are requested to submit their qualifications for designation as the Fairfax County Poet Laureate. The selection of the Poet Laureate is based on the submissions, which will be reviewed by a panel of experts in the field of poetry.

1. Individuals must reside in Fairfax County for at least 12 months prior to the submission deadline. Submissions must include 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. The Poet Laureate must remain a resident of Fairfax County for the duration of their tenure.
 2. Individuals must be at least 21 years of age at the time of submission.
 3. Individuals must be actively working in and/or deriving income from poetry.
 4. Individuals must have demonstrated experience publishing and/or presenting original poetry including at least one work by an established press (please, no self-publications or subsidy press books), or a combination of at least two of the following: poetry journal, magazine, or website that are not predominantly self-curated, personal websites, or personal blogs.
 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, inform the design and participate in implementation of the community service project, lead or participate in workshops, readings and other activities around Fairfax County and the region.
- Individuals may not have been appointed Fairfax Poet Laureate previously.

Grant Restrictions

The Poet Laureate represents Fairfax County and ArtsFairfax, and their commitment to the art of poetry. Support provided to the Poet Laureate shall only be used to support legal activities. As the Poet Laureate, the individual cannot engage in political advocacy or proselytizing, or promoting any one faith over another or in events that would be inappropriate for a diverse, multicultural, and multigenerational audience.

Review Process

Following the Poet Laureate submission deadline, ArtsFairfax staff verifies eligibility and determines whether the submission is complete. Staff may contact poets for information if needed to make an eligibility determination. If a submitting poet is

determined to be ineligible, the submission will be rejected without evaluation. Incomplete submissions are subject to rejection without evaluation. If a submission is rejected, the applicant will be notified by e-mail.

All eligible submissions for 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.

The ArtsFairfax Board of Directors makes the final selection based on the recommendations of the panel and the overall goals of the Poet Laureate program. ArtsFairfax reserves the right to alter the monetary award and length of tenure if warranted by unforeseen conditions.

Evaluation Criteria

An advisory review panel comprised of 4-6 individuals who have no conflict of interest will review and evaluate each eligible submission on its own merit. ArtsFairfax selects panel members for their knowledge of or expertise in poetry, or other engagement in the poetry community. Panelists will evaluate each submission based on the criteria below:

- Record of professional poetry activity and achievement.
- Artistic merit.
- Poetry Engagement: Proposed Community Engagement Project

Evaluation criteria are equally weighted. Professional poetry activity and achievement may be demonstrated through evidence of poetry engagement (listing of 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.

Selection of the Poet Laureate is made on a competitive basis.

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 a submission will be released until all submissions have been reviewed and all award negotiations are concluded. ArtsFairfax will notify submitting poets of a final decision by September 2022.

Eligibility Status

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 Education 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 for appointment as the Fairfax County Poet Laureate, the poet 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 permits 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 permits a non-exclusive license to ArtsFairfax to publish the Poet Laureates' created work during their tenure.

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 October of their two-year tenure, the Poet Laureate will receive \$5,000.

Application Preparation Assistance

ArtsFairfax will conduct a free virtual information session to instruct prospective submitters on the application process. ArtsFairfax encourages attendance, but an applicant's attendance at the session will not affect the evaluation.

Wednesday, June 15, 2022
12:00 - 1:30 PM

The presentation will also be posted on ArtsFairfax's website. To register, visit <https://artsfairfax.org/poetry-in-fairfax-county/> and to obtain further information please contact Jackie Dubin by email at jdubin@artsfairfax.org or by telephone at 571-395-4621.

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 applicable.

- Poetry Portfolio: Submit up to ten examples of original poems published or unpublished, not to exceed 10 pages. Submit the document as a PDF or MS Word format file. Please submit work produced in the last three years.
 - Name the poem portfolio **Portfolio_First Name-Last Name**.
- 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, journals, magazines, e-zines, and websites.
 - For the publication list, include title, date of publication and publisher.
 - For poems published elsewhere, include poem title, collection or publication name, name of publisher and date of publication.
 - Name list of publications **Work Sample_First Name-LastName**.

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—of publications, readings, teaching or lecturing experience, awards, press, collections, and your own education (BA, BFA, MFA). If you have many years' of experience, you may want to include only "selected readings, workshops," with the most recent or prominent examples. Submit your resume in a MS Word or a PDF format. Name the file **RES_First Name-Last Name**.
- Supplemental 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. Materials must describe recent activities (within the last three years).
- Name each submission **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

Submission

All Poet Laureate submissions must be uploaded online at <https://artsfairfax.submittable.com/submit> no later than 11:59 pm ET on July 30, 2022. Late applications will not be accepted. The decision of ArtsFairfax on selection of the Poet Laureate is final.

ArtsFairfax is the nonprofit designated as Fairfax County's local arts agency. Dedicated to the belief that arts are essential to a thriving community, the ArtsFairfax mission is to expand support for and access to arts and culture opportunities for Fairfax County's more than 1.2 million residents. By offering informational, financial, and programmatic services, ArtsFairfax promotes the role of arts and culture to deepen social engagement, create a sense of place, and fuel economic growth. Incorporated as a 501(c)(3) since 1964, ArtsFairfax provides these services to all who contribute to and experience arts in Fairfax County, and is funded in part by the County, Virginia Commission for the Arts, and the National Endowment for the Arts, as well as corporations, foundations, and individuals.