



**ARTSFAIRFAX**

Fairfax Poet Laureate  
Information Session

15 June 2022

# Meet *Our Team*



Linda Sullivan  
President and CEO  
lsullivan@artsfairfax.org



Lisa Mariam  
Senior Director of Grants and Services  
lmariam@artsfairfax.org



Debbie Mueller  
Director of Development  
dmueller@artsfairfax.org



Allison Mui Mitchell  
Communications Director  
amui@artsfairfax.org



Manuela Quintero Fehr  
Digital Media and Outreach Manager  
mqintero@artsfairfax.org



Gaffar Shareef  
Business and Operations Manager  
gshareef@artsfairfax.org



Jackie Dubin  
Grants Manager  
jdubin@artsfairfax.org



Hope Cagle  
Education Manager and Accessibility Officer  
hcagle@artsfairfax.org



Emily Stone  
Development Manager  
estone@artsfairfax.org

# Agenda

- Introductions
- About ArtsFairfax
- Fairfax Poet Laureate
- Inaugural Poet Laureate
- Term and Award Amount
- Eligibility
- Review Process
- Evaluation Criteria
- Responsibilities
- Submittable online application



## What We Do

**MISSION** ArtsFairfax is dedicated to expanding support for and access to arts and culture opportunities for all of Fairfax County.

### Community Engagement

Arts Directory and Events Calendar  
Artist Residencies  
Fairfax Poet Laureate  
County Master Arts Plans

### Fairfax Arts Community

Competitive Grant Programs  
Professional Development  
Marketing & Promotional Services  
Creative Spaces Toolkit

### Annual Events

ArtsFairfax Awards  
Fairfax Arts Advocacy Day

### ArtsFairfax by the Numbers

**200+** arts organizations served  
**\$500k+** distributed in grants annually

2667 Prosperity Avenue, Suite A | Fairfax, VA 22031 | [ArtsFairfax.org](http://ArtsFairfax.org)

# Fairfax 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.

# Fairfax Poet Laureate Role

- 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

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To recognize and provide support for poets and writers;

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To use the arts and humanities to engage people in cross-cultural and community-wide exchange of ideas, stories, and culture;

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To encourage wide participation in poetry through diverse cultural programming available to all residents of Fairfax County;

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To promote opportunities for poets, literary organizations, and writers to create, present, and celebrate their creative endeavors; and

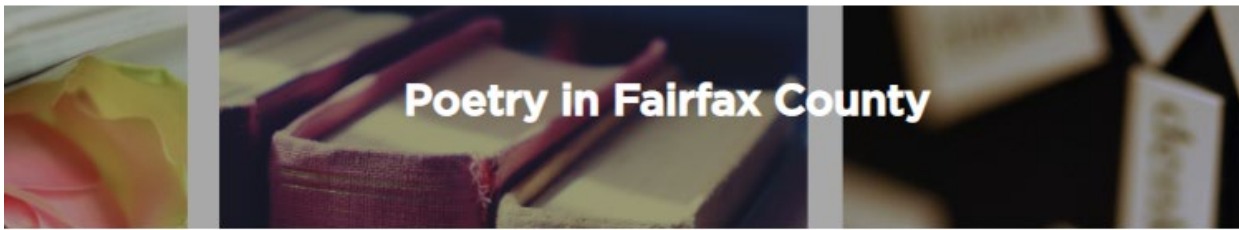
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To be a catalyst for increased private sector support for poetry and other literary activities through leveraged public funding.

# Inaugural Poet Laureate

- ArtsFairfax's Inaugural Poet Laureate, **Nicole Tong**, has brought poetry to countless Fairfax residents through poetry **readings, presentations, interviews, and workshops.**
- During her tenure, Ms. Tong curated community readers to celebrate **National Poetry Month.**
- Her community engagement project, **Poetry Lives Here**, celebrates living poets, and culminated in a poetry program with the **students at the Fairfax County Juvenile Detention Center.**





# Poetry in Fairfax County

ArtsFairfax is selecting the next Fairfax Poet Laureate. This position is a high honor and an opportunity for a Fairfax County poet to actively engage the community in poetry. Visit the link below to learn more!

## Key Dates

- Ⓞ **June 3, 2022** Application Opens
- Ⓞ **June 15, 2022 at noon** Information Session (Zoom)
- Ⓞ **July 30, 2022** Application Deadline
- Ⓞ **September 2022** Announcement of Poet Laureate

[REGISTER FOR INFORMATION SESSION](#)

[FAIRFAX POET LAUREATE GUIDELINES](#)

[APPLY HERE](#)

## Explore Poetry



Poetry Lives Here

[READ MORE](#)



Poetics: A Word From Nicole Tong

[READ MORE](#)



National Poetry Month

[READ MORE](#)



All About Poetry

[READ MORE](#)



Learn about the Fairfax Poet Laureate Program

[READ MORE](#)



2020-2022 Fairfax Poet Laureate

[READ MORE](#)

# Poet Laureate Eligibility

- 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 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 journals, magazines, or websites that are not predominantly self-curated, personal websites, or personal blogs.

# Poet Laureate Eligibility Cont.

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.

# Required Eligibility Documents

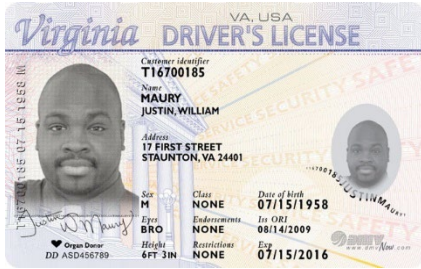
## Identification

- **Provide a photocopy of a valid public identification** (such as a driver's license, passport, or similar government-issued form of identification).

## Proof of Residency

- 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.

Proof of Residency may be submitted as one document.



**Jan 31, 2014** **Customer Bill**  
 DOMINION CUSTOMER 12345 MAIN STREET ANYWHERE, VA 12345

**Billing and Payment Summary**

Account # 0123456789 Due Date: Feb 24, 2014

Total Amount Due \$ 226.33

To avoid a Late Payment Charge of 1.5% please pay by Feb 24, 2014.

Previous Amount Due: \$ 221.82  
 Payments as of Jan 30: \$ 221.82CR

**Explanation of Bill Detail**

Customer Service 1-866-DOM-HELP (1-866-366-4357)

Previous Balance	221.82	
Payment Received	221.82CR	
Balance Forward		0.00
Residential Service (Schedule 1)	01/01-01/30	
Distribution Service kWh		40.35
Electricity Supply Svc.(ESS)		
Generation		108.89
Transmission		13.51
Fuel		55.75
Sales and Use Surcharge		1.15
State,Local Consumption Tax		2.93
Utility Tax		3.75
<b>Total Current Charges</b>		<b>226.33</b>
<b>Total Account Balance</b>		<b>226.33</b>

**Usage History**

Mo	Yr	kWh
Aug	12	2144
Sep	12	1835
Oct	12	1352
Nov	12	1298
Dec	12	1369
Jan	13	1637
Feb	13	1316
Mar	13	1252
Apr	13	1307
May	13	1692
Jun	13	1892
Jul	13	2572
Aug	13	1895

**Meter and Usage**

Current Billing Days: 30

**Billable Usage**

Schedule 1 01/01-01/30 1895

Total kWh 1895

**Measured Usage**

Meter: 00023456789 01/01-01/30

Current Reading 31735

Previous Reading 29840

Total kWh 1895

**Important Customer Information from Dominion Virginia Power**

Striking an underground powerline while digging can cause serious injury or death. Please call 811 before you dig. It's free and it's the law. Call 811 to play it safe. Visit 'Manage Your Account' on www.dom.com or call us to join our Budget Billing and Automatic Bank Draft Plans. They are free services.

Please detach and return this payment coupon with your check made payable to Dominion Virginia Power. Please see reverse side for mailing address change instructions.

Bill Date Jan 31 14

Please Pay by 02/24

\$ 226.33

**Payment Coupon**

Amount Enclosed

Account No. 0123456789

DOMINION CUSTOMER  
 12345 MAIN STREET  
 ANYWHERE, VA 12345

Send Payment to:  
 DOMINION VIRGINIA POWER  
 P O BOX 26543  
 RICHMOND VA 23290-0001

888 1234567890 0000018633 0000018633 91



Passport Card Sample



# Selection Timeline

Poet Laureate Application Deadline

Announcement of Laureate



Poet Laureate Advisory Panel meets to select Laureate

# Review Process

Following the application deadline:

- **ArtsFairfax staff determines whether a submission is eligible and complete.**
  - Staff may contact applicants for information needed to make an eligibility determination.
  - If an applicant is determined to be ineligible, 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 a panel of poets and literary arts professionals.**
  - The ArtsFairfax Board of Directors makes the final decision on the basis of the panel recommendation.

# Poet Laureate Evaluation Criteria

A **Review Panel comprised of 5-6 poets and other professionals** with a particular knowledge of, or expertise in poetry or otherwise engaged in the poetry community will review and evaluate each eligible application on its own merit. These individuals will have no conflict of interest and will evaluate each application based on the criteria:

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



# Term and Award Amount

- The Fairfax Poet Laureate will serve a **two-year term**:
  - October 1, 2022 - September 30, 2024
- They will receive **\$5,000 each year** of their term.
- Additional funds will be available to support program activities during their tenure, including publication of a chapbook of the laureate's work.

# Work samples

Work Samples and Supplemental Materials are mandatory. Materials should describe recent (within the last three years) activities.

1. **Cover Sheet** includes 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.

- **Poetry Portfolio:** Submit up to 10 examples of original poems published or unpublished, not to exceed 10 pages.
- **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.

**Please refer to the guidelines for specific instructions.**

# Supplemental Materials

- **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.
- **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.
- **Materials must describe recent activities** (within the last three years).

# Resume

- **Resume** 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).

# Terms & Conditions

- The Poet Laureate must agree to comply with the terms and conditions as specified in the guidelines.
  - **Announcement of Award in September:** No information about the status of an application will be released until all applications have been reviewed and the ArtsFairfax board approves final awards at the end of March.
  - **Eligibility:** Grant recipients must continue to meet all Artist Grant Poet Laureate eligibility requirements during grant period.
  - **Publicity**
  - **Use of Funds**
  - **Acknowledgement of ArtsFairfax**
  - **Payment and Reporting Procedures**

# Acknowledgement of ArtsFairfax

**The Fairfax Poet Laureate is required to acknowledge ArtsFairfax for the duration of their term. Your success is our success. By working together, we raise the profile of the arts in the county.**

**ArtsFairfax** is your brand umbrella

- Acknowledge ArtsFairfax in all print materials and digital communications
- Include #ArtsFairfax in your social media channels

## **Cross-Promote Your Events:**

- Add ArtsFairfax's calendar to your Web site
- Share your activities on ArtsFairfax Facebook and Instagram @artsfairfax.

## **See the Grant Communication Kit**

- <https://artsfairfax.org/grant-communications-kit-and-branding-guide/>

# Application 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 ArtsFairfax 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.
- Log out of your Submittable account when you're not actively working in the application.
- Ensure links to work samples are live and public.

# Submitting your application

To begin your application, visit

<https://artsfairfax.submittable.com/submit>

Poet Laureate applications must be submitted on-line no later than July 30, 2022 at 11:59 pm ET (midnight). Late applications will not be accepted.



# Contact Us

## **Lisa Mariam**

Senior Director of Grants  
and Services

ArtsFairfax

2667 Prosperity Avenue,  
Suite A, Fairfax, VA  
22031

Office: 703-642-0862 x1

Direct: 571-395-4617

Fax: 703-712-8599

[lmariam@artsfairfax.org](mailto:lmariam@artsfairfax.org)

<http://artsfairfax.org>

## **Jackie Dubin**

Grants Manager

ArtsFairfax

2667 Prosperity Avenue,  
Suite A, Fairfax, VA  
22031

Office: 703-642-0862  
x109

Direct: 571-395-4625

Fax: 703-712-8599

[jdubin@artsfairfax.org](mailto:jdubin@artsfairfax.org)

<http://artsfairfax.org>

**Thank you**