



## New Jersey State Council on the Arts New Jersey Heritage Fellowship Fiscal Year 2024 Grant Program Guidelines

This document is also available [in Spanish](#). (Este documento también está disponible [en español](#).)

### **ABOUT THE NEW JERSEY STATE COUNCIL ON THE ARTS**

The New Jersey State Council on the Arts (Arts Council) is a division of the New Jersey Department of State, created in 1966 by Public Law Chapter 214 and consists of 17 Governor-appointed members, and three ex-officio members representing the New Jersey Secretary of State, the Senate, and the Assembly. The Arts Council's volunteer members are supported by a professional staff who carry out its programs and services from the state capital in Trenton.

### **WHAT WE BELIEVE**

We believe the arts are central to every element we value most in a modern society including: human understanding; cultural and civic pride; strong communities; excellent schools; lifelong learning; creative expression; and economic opportunity.

### **OUR MISSION: GIVEN TO US BY THE PEOPLE OF NEW JERSEY**

In 1966, the Legislature passed, and the governor signed, a bill creating the New Jersey State Council on the Arts and directing us to do all that is necessary and appropriate to: support, encourage, and foster public interest in the arts; enlarge public and private resources devoted to the arts; promote freedom of expression in the arts; and facilitate the inclusion of art in every public building in New Jersey.

### **HOW WE ARE FUNDED**

Public support for the arts in New Jersey comes from a dedicated, renewable revenue source - the Hotel/Motel Occupancy Fee - established in 2003. Additionally, the Arts Council receives an annual, competitive grant from the National Endowment for the Arts.

As the largest funder of the arts in New Jersey, the Arts Council is committed to providing both annual and multi-year grants to New Jersey's nonprofit arts organizations and artists. Strategic, responsive, and responsible grantmaking is the Arts Council's highest priority, ensuring programs and services are equitable, accessible, and have the greatest possible statewide impact. For more information about the Arts Council, visit: [www.artscouncil.nj.gov](http://www.artscouncil.nj.gov).

### **APPLICATION ASSISTANCE AVAILABLE**

The following assistance is available to help you compose and submit your application.

1. Application workshops/webinars. Please check the Council's [website](#) for details and schedules.

2. Staff is available to help with questions specific to your application. Program Officers are reachable by telephone and email, or you may schedule an appointment for in-depth application form questions.

Nominators may ask questions and receive assistance by contacting Kim Nguyen, Program Officer for Folk & Traditional Arts at 609-292-4495 or by email to [kim.nguyen@sos.nj.gov](mailto:kim.nguyen@sos.nj.gov).

## **ABOUT THIS PROGRAM**

### **HERITAGE FELLOWSHIP AWARDS**

To honor and preserve our State's highly diverse cultural heritage, the New Jersey State Council on the Arts will award New Jersey Heritage Fellowships to master folk and traditional artists (see the [Special Guidance](#) for more information). These fellowships recognize artistic excellence, lifetime achievement, and contributions to our state's traditional arts heritage.

Heritage Fellowship Awards are one-time, \$20,000 awards to individual practicing New Jersey folk and traditional artists to help them pursue their artistic goals. Fellows are selected through an evaluation process by an independent panel of peer reviewers. Panelists review the applications submitted, including letters of support and work samples, and score the work based solely on the evaluative criteria listed in these guidelines (page 5).

Nominees must have a record of continuing artistic accomplishment, and must be actively participating in their art form, either as practitioners or as teachers.

Nominators may submit one or more nominations (using a separate form for each submission).

Nominations may be submitted by an individual or group. Artists may self-nominate, provided they can obtain and provide all required letters of support from community members. All nominators must provide the name and contact information of the individual who will be responsible for all communication with Arts Council staff regarding the nomination, including receiving correspondence, making updates or changes, and receiving feedback.

Multiple Notices of Intent to Nominate of the same nominee will be reviewed by staff prior to approval for nomination, with only the strongest nomination being approved for submission for review. In this instance, all nominators will be informed.

### **HOW AWARD FUNDS MAY BE USED**

Artists may use Heritage Fellowship awards to pursue work in their artistic discipline, including purchasing supplies, renting studio space, or otherwise freeing their time. Fellowship funds may not be used for travel outside of the country, study as a matriculated student in either a graduate or undergraduate program, or to purchase permanent equipment (equipment with a resale value exceeding \$350 or having a life span over three years). Heritage Fellowship awards are not granted on the basis of need or to undertake projects; submissions that express the artist's financial need or describe projects needing funding will not be considered.

## WHAT ARE THE FOLK AND TRADITIONAL ARTS?

As defined by the [National Endowment for the Arts](#), the folk and traditional arts are rooted in and reflective of the cultural life of a community. Community members may share a common ethnic heritage, cultural mores, language, religion, occupation, or geographic region. These vital and constantly reinvigorated artistic traditions are shaped by cultural values and standards that are passed from generation to generation, most often within family and community, through demonstration, conversation, and practice. Genres of artistic activity include, but are not limited to, music, dance, crafts, and oral expression.

## NOMINATION REQUIREMENTS

Recipients will be selected on the basis of nominations from the public, or self-nominations submitted with ample support materials provided by both the artist and others. Nominations may be for an individual artist only. Nominations will not be accepted for groups (duos, ensembles, etc.) Nominees must be citizens or permanent residents of the state of New Jersey, and may receive the Fellowship once in a lifetime. The nominee must be a current, permanent New Jersey resident at the time of application (the date the application is submitted) *and* at the time of award (July 2023).

Nominations of deceased individuals will not be considered. No payment will be made to the estate or heirs of a deceased recipient.

## TIMELINE

November 29, 2022: Program Guidelines released

December 2022 - February 2023: Technical Assistance available ([Details can be found online.](#))

**January 5, 2023: Deadline for submission of Notice of Intent to Nominate forms**

January 24, 2023: Nomination forms made available in SAGE\* to approved nominators

**February 23, 2023: Deadline to submit nominations**

March 2023: Panel review process takes place

July 25, 2023: Awards approved and announced at the Council's Annual Meeting

\* *SAGE is the State's System for Administering Grants Electronically*

## HOW TO MAKE A NOMINATION

**Nominations must be preceded by a Notice of Intent to Nominate form, sent by email per the instructions below, and approved by the State Arts Council;** once the Notice of Intent to Nominate is approved, all nomination materials must be submitted online in the SAGE system. Each individual nomination must have a separate nomination package. Nomination materials (except the Notice of Intent to Nominate) that are emailed, mailed, or faxed cannot be accepted.

Effective nominations frame the artist’s work through quality work samples, as well as letters of support from community members, persons with expertise in the nominee’s genre, and the nominee’s artistic peers. It is the responsibility of the nominator to frame the nominee’s work, cultural background, and lifetime achievements in the letter of nomination. While nominations will be reviewed by a panel of experts in the field of folk and traditional arts, nominators should not assume panelists will have pre-existing familiarity with the nominee or their specific cultural tradition.

A nomination will be considered incomplete and will not be reviewed without work samples and support materials submitted in the SAGE system by the deadline. The work samples submitted should include both recent and historical high-quality examples of the nominee’s work. Nominators are encouraged to use high-quality photos or video that effectively show the quality of the artist’s work.

### **NOMINATION INSTRUCTIONS**

***Please Note: All forms must be submitted in English.***

**Step 1** – Submit Notice of Intent to Nominate via email, as two attachments- the form, and the letter of support. Send these to [kim.nguyen@sos.nj.gov](mailto:kim.nguyen@sos.nj.gov), and cc [rachelle.rivera@sos.nj.gov](mailto:rachelle.rivera@sos.nj.gov). Use the subject line “Heritage Fellow Nomination”. The Notice of Intent to Nominate form is available [here](#).

Optional attachment: If the information is not included as a weblink or in the nomination letter, please attach a PDF document of a résumé or short biography that outlines the career of the nominee(s), a list of major public appearances or exhibitions by the nominee(s), and the titles of published works, if any.

**Step 2**- Council staff will review the Notice of Intent to Nominate form to ensure the nominated artist meets eligibility criteria, and to verify the art form as a folk and traditional genre.

*Nominations will only be accepted for artists that are actively practicing and/or teaching in the folk and traditional arts. (Contact [Kim Nguyen](#) for more information and see [Special Guidance document for eligibility here](#).) Artists may see other programs the Council offers for artists at [our website](#).*

*Once a Notice of Intent to Nominate has been approved, Council staff will contact the nominator with authorization to submit a full and complete nomination. Submission instructions will be provided at that time. The instructions will include a username and password to log in to the SAGE system to access the complete nomination application, and to upload all materials to complete the nomination.*

Nominators should be prepared to submit the following application materials in the SAGE system, once the Notice of Intent to Nominate has been approved:

- A nomination statement/letter
- Letters of support. These letters must include at least one letter from each of the following supporters: community member(s), person(s) with expertise in the nominee’s genre, and the nominee’s artistic peer(s). (Minimum of 3 support letters, maximum of 5, plus the nominators’ letter, totaling 20 pages)
- Artist’s bio/resume(s)

- A link to the artist’s website or other online resource where the artist’s work can be seen. This constitutes the required work samples and can be supplemented with optional uploads as noted below.

**Note: The minimum requirements to nominate an artist are the letters of support noted above, an artists’ resume/bio, and a weblink with examples of the artists’ work. The optional materials listed below are not required.**

- Optional: images, videos or other uploads of the artists’ work. These are most important should the artist’s website not offer a complete picture of their work throughout their career.
- Optional: up to two additional documents in the work sample category of “other written materials.” See instructions below.
- DO NOT submit documents as Microsoft Word files. Each attachment must be a PDF and the file size limit is 1 MB (megabyte).
- Panelists will review no more than 20 minutes total of all combined required and optional work samples, videos, and other materials.

DO NOT embed non-printable media files (video and/or sound) in your PDF documents.

DO NOT enable any document security settings or password-protect any PDF file or website you submit.

The SAGE submission instructions will clearly describe the file types, sizes, etc. that are accepted to complete the nomination process in SAGE. Incomplete nominations will not be considered.

### **FOR MORE INFORMATION**

Nominators may ask questions and receive assistance by contacting Kim Nguyen, Program Officer for Folk & Traditional Arts at 609-292-4495 or by email to [kim.nguyen@sos.nj.gov](mailto:kim.nguyen@sos.nj.gov).

Arts Council staff will work primarily with the nominator listed in the Notice of Intent to Nominate form. Please provide the name and contact information for the nominator who will be responsible for the nomination submission.

### **DEADLINE FOR NOMINATIONS**

**Notice of Intent to Nominate forms must be submitted according to the instructions above by 4:00 PM EST on January 5, 2023.**

**Nominations must be submitted online in SAGE no later than 4:00 PM EST February 23, 2023.**

Fellowships will be announced in the summer of 2023.

Late, ineligible, and incomplete nominations will not be reviewed.

## **REVIEW OF NOMINATIONS**

Nominations are reviewed by an advisory panel of folk and traditional arts experts and at least one knowledgeable layperson.

The selection criteria for this award are:

- Artistic excellence of the work samples provided
- Significance, over time, within the artist's particular artistic tradition
- The artists' contributions to living cultural heritage

All materials submitted in support of a nominee should demonstrate the highest quality work samples and describe the nominee's depth of engagement, accomplishment, and standing in their community. Panelists will not be permitted to do additional research on nominees and will only evaluate the nominee based on the materials submitted.

## **NOTIFICATION**

Heritage Fellowship Award recipients will be approved and announced at the State Arts Council public meeting in July 2023. All nominators and nominees will be notified in writing of the State Arts Council's decision. The decisions of the State Arts Council are final and may not be appealed.