

Transformation Award Guidelines (Stage 2) 2018

How to Apply

- You have the option to apply for Stage 2 online or on paper.
- All applications and work samples must be **received** in Leeway Foundation's office by **Monday, October 1, 2018. This is not a postmark deadline.**
- **We do not accept applications sent by email or fax.**
- Application materials may be mailed or delivered in person to:

Leeway Foundation
Attn: LTA Stage 2
The Philadelphia Building
1315 Walnut Street, Suite 832
Philadelphia, PA 19107

Materials may be dropped off after hours or on weekends and holidays through the mail slot in our office door.

Applicant Support Sessions

Applicant support sessions specifically designed to address Stage 2 work samples will be offered at the following times:

- Session 1: Tuesday, August 14, 5:30 PM - 7:00 PM
- Session 2: Friday, August 17, 1:30 PM - 3:00 PM

These sessions will be identical. Attendance is optional but highly recommended. Both will be held at Leeway Foundation, 1315 Walnut Street, Suite 832. To RSVP, email rsvp@leeway.org or call 215.545.4078.

Work Samples

REQUIREMENTS

Work samples are crucial to the review panel's evaluation of your practice. The samples you select should provide an overview of the range and multi-year span of your artistic and/or cultural practice. The review panel is interested in samples that clearly and powerfully demonstrate your art for social change work over the span of the past five years or more.

- At least one work sample must be from the past five years (2013 to 2018).
- You may submit your work samples on a CD, DVD, or USB drive, or upload them electronically via Dropbox: <http://bit.ly/LeewayLTA2>
- All applicants are responsible for ensuring that their CD, DVD, or USB drive works correctly and that the files are accessible.
- Links to personal or organizational websites are not accepted.

One member of the panel will review the full-length work samples you submit. The entire panel will review your selected excerpts.

You may choose to submit samples from multiple disciplines; however, **we strongly encourage you to choose one discipline in which you have established skill and expertise.** This discipline should be consistent with the art for social change practice you described in your Stage 1 application.

Leeway is providing you with a check for \$100 to help offset the costs of compiling and duplicating your work samples and documentation.

APPROVED FORMATS

Video: .mov or .mp4 files uploaded via Dropbox or submitted on DVD or USB drive.

Audio: .aiff or .mp3 files uploaded via Dropbox or submitted on CD or USB drive.

Documents: .doc or .pdf files uploaded via Dropbox or submitted on CD or USB drive.

Images: .jpeg files uploaded via Dropbox or submitted on CD or USB drive.

LABELING WORK SAMPLES

Use a permanent marker to label CDs or DVDs with your artist name, phone number, and the title of the work samples. Please label USB drives with your artist name and phone number.

The naming convention for files uploaded via Dropbox or submitted on CD, DVD, or USB drive is the first eight letters of the applicant's last name followed by the item number. Numbers should be sequential. For example: Smith01.jpg, Smith02.jpg, Smith03.jpg. Do not use any punctuation, symbols, or spaces in the file names.

ARTISTIC DISCIPLINE

In Stage 1, we asked you to identify a primary and secondary (if applicable) artistic practice. You are strongly encouraged to submit work samples that align with the practice you selected.

LITERARY ARTS

Non-fiction, fiction, plays, screenplays

- Submit two full-length literary work samples and select one excerpt from each of these full-length samples.
- Each full-length sample should be no longer than 60 continuous pages. Each excerpt should be no longer than 10 continuous pages. Each excerpt must be submitted as a separate file from the full-length sample.
- The full-length samples submitted must be completed works that have been published, produced, or performed in some form. Works in progress will not be accepted.
- Make sure your name, the page number, and the title of the work are listed in the upper right-hand corner of each page.
- Work samples must be typed double-spaced on 8.5" x 11" white paper, with at least 1" margins and type size no smaller than 11 points. Samples not conforming to these standards will not be accepted.
- Hard-copy samples must be printed on one side of the page only. Double-sided copies will not be accepted.
- If you do not have access to a digital version of the manuscript, photocopies of books will be accepted. Otherwise, books, magazines, or photocopies of commercial publications will not be accepted as work samples and should not be sent under any circumstances.

Poetry and spoken word artists who work on the page should:

- Submit up to 14 poems, not to exceed 60 pages total.
- From these, select five to seven poems as your excerpt, not to exceed 14 pages total.
- Make sure your name, the page number, and the title of the work are listed in the upper right-hand corner of each page. Each poem should be clearly labeled if it exceeds one page.
- Work samples must be typed on 8.5" x 11" white paper, with at least 1" margins and type size no smaller than 11 points. Samples not conforming to these standards will not be accepted.
- Hard-copy samples must be printed on one side of the page only. Double-sided copies will not be accepted.
- If you do not have access to a digital version of the manuscript, photocopies of books will be accepted. Otherwise, books, magazines, or photocopies of commercial publications will not be accepted as work samples and should not be sent under any circumstances.

Spoken word artists who primarily record should:

- Submit up to 14 poems as individual audio tracks, not to exceed 120 minutes total.
- From these, select five to seven poems as your excerpt, not to exceed 10 minutes total.

Spoken word artists who primarily perform live should:

- Submit up to 14 poems recorded on video in a live or staged performance, not to exceed 120 minutes total.
- From these, select five to seven poems as your excerpt, not to exceed 10 minutes total.

MEDIA ARTS

Film, video, podcasts, and other time-based art forms

- Submit two full-length media work samples and select one excerpt from each of these full-length samples.
- Each full-length sample should not exceed 120 minutes. Each excerpt should not exceed five minutes. Each excerpt must be submitted as a separate file from the full-length sample.
- Compilations, promotional videos, and trailers will not be accepted.

MULTIDISCIPLINARY

- Review guidelines for the primary mediums in your multidisciplinary work, and then divide work sample amounts based on the number of mediums you are choosing to represent (e.g., one documented performance that does not exceed 120 minutes, and one 60-page literary sample for someone who is a performance artist and novelist).
- It is recommended that multidisciplinary artists work with the program director to determine the best approach to combined work samples.

MUSIC

Composition, music, spoken word, producing, deejaying, singing, and songwriting

- Submit two full-length audio works (e.g., an opera, EP, or LP) and select one excerpt from each of these full-length samples.
- Each full-length sample should not exceed 60 minutes. Each excerpt should not exceed five minutes. Each excerpt must be submitted as a separate file from the full-length sample.
- If you have a performance clip available, you may submit it according to the performance guidelines (see below).
- Musical scores and song lyrics will not be accepted.

PERFORMANCE

Dance, choreography, spoken word, storytelling, acting, directing, and puppetry

- Submit two full-length works and select one excerpt from each of these full-length samples. We will not accept compilation videos or trailers.
- Each full-length sample should not exceed 120 minutes. Each excerpt should not exceed five minutes. Each excerpt must be submitted as a separate file from the full-length sample.
- You may submit choreography/directing, solo performances, or monologues. However, we suggest that one of the samples be of you performing. Please indicate in the work sample description where you appear.

VISUAL ARTS

Book arts, crafts, documentary photography, fiber arts, installation, painting, printmaking, sculpture, web-based imagery, and works on paper

Visual artists who work in time-based media should follow the media arts guidelines (see previous page).

Visual artists who work in time-based media on the internet should follow the guidelines for websites (see bullet point below).

- Submit up to 14 images. You may submit two detail views per image.
- From these 14 images, select five to seven as your excerpt. You may submit two detail views per excerpt image.
- For artists working in an online format, such as curation on social media, submit 14 screenshots of posts. We will not accept links to online social media profiles as a work sample.
- For artists whose work is web-based, submit a screen capture video up to 10 minutes in length that shows navigation through the website. We will not accept links to websites as a work sample.
- From this video, select 3-5 minutes as your excerpt. The video must show the imagery and interactivity of at least three pages on the site. The excerpt must be submitted as a separate file from the full-length sample.
- Applicants whose work depends on scale for overall impact are strongly encouraged to submit at least one image demonstrating size. In general, an installation shot will suffice.
- File size should be sufficient for clear display at 1024 x 768 resolution. Highly detailed images often look better if set at a higher resolution than required.
- For book arts, graphic novels, and comics, submit no more than 14 pages of finished panel-to-panel art that tell the story. Select pages from up to two full books. You must select continuous pages from each book. For each page, you may submit two detail views.

VISUAL ARTS (continued)

- From these 14 pages, select 5 to 7 continuous pages as your excerpt. Detail views for each excerpt can be included.
- For artists working in an online format such as curation on social media, submit 14 screenshots of posts. We will not accept links to online social media profiles as a work sample.
- From these 14 images, select 5 to 7 as your excerpt.
- For artists whose work is web-based, submit a screen capture video up to 10 minutes in length that shows navigation through the website. We will not accept links to websites as a work sample.
- From this video select 3-5 minutes as your excerpt. The video must show the imagery and interactivity of at least 3 pages on the site. The excerpt must be submitted as a separate file from the full-length sample.

Award Status Notification

Award notification letters are mailed 10 to 12 weeks after the application deadline. Prior to receiving the award check, awardees must complete a W-9 tax form and provide their legal name. Please contact Leeway if this presents any difficulties for you.

Applicants who do not receive an award may contact Leeway for review panel feedback.

Award Details

AWARD PERIOD

The 2018 Leeway Transformation Award period is January 2019 to December 2019.

RESIDENCY

Awardees must have lived continuously in Bucks, Camden, Chester, Delaware, Montgomery, or Philadelphia County since April 2016. You must maintain residency in one of these six counties through the award period ending December 31, 2019.

AWARD PAYMENT

Each awardee will receive an initial payment of \$14,000. The remaining \$1,000 will be disbursed once you provide Leeway with the details of your community sharing event (see below).

COMMUNITY SHARING EVENT

Awardees must create an opportunity to share their art or cultural work with others free of charge. This community sharing event can be as small or large as you want. For example, you could offer a workshop, do a read-through of a play for a classroom, produce a poetry reading, or create a public art project. Once you provide Leeway with the details or plans for the event, the remaining \$1,000 of your award payment will be disbursed.

FINAL REPORT

All awardees must submit a final report to Leeway by March 15, 2020. The report form is available online or as a downloadable PDF at leeway.org/grants/reports.

AWARD ACKNOWLEDGEMENT

Awardees are required to acknowledge the award in their artistic biographies and in published materials (e.g., websites and interviews) for at least four calendar years after receipt of the award, using the following phrase: **[Name] is a recipient of the 2018 Leeway Transformation Award.**