



New York City Media Arts Program

Program Guidelines Application Requirements Review and Funding Process

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Program Guidelines

The Jerome Foundation operates a grant program for **individual media artists who reside within the five boroughs of New York City**. Street addresses are preferred; however, Post Office boxes are acceptable, but only when proof of residency is also provided (such as a valid driver's license, or photocopies of utility bills mailed to the applicant). This program serves film and video artists who work in the genres of experimental, narrative, animation and documentary production. Effective March 1, 2005, this program will **no longer** support installation, new media or interactive work, which are subsidized in other Foundation programs. It also **does not** support commercial, industrial, informational or educational work. Full-time students are not eligible to apply.

This program awards production grants to *emerging* artists who make creative use of their respective media. The Foundation supports artists whose work shows promise of excellence. These artists will most often be in the early stages of their careers and will not have had the support needed to achieve major recognition for their work. However, it is important to note that this program is not designed for students or people with little to no background as principal creators in media arts. Factors used to assess whether or not an applicant is emerging include production record/history, exhibition record, awards, grants, peer recognition, career stage, and critical response to the work. Only applicants who have total creative control of their projects qualify for support. This person is usually identified as the Director. The Foundation understands that this person may also wear "other" hats, such as Producer, Writer, Editor, etc. Producers, editors, crew people and writers (who are not in creative control of the project) do not qualify for this program.

The Foundation operates this individual grantmaking program in two parts. The first, receiving the majority of the funds, awards first-time grants to emerging artists. The second awards, on a more competitive basis, grants to previous recipients for the production of new works. Applicants in the second category must still be considered emerging artists. The program endeavors to support previous recipients whose work displays a significant opportunity for creative growth and development. In both parts of the program, preference is given to work in which the artist's voice is clearly apparent.

This program no longer requires project budgets of \$200,000 or less. Budgets of any size are allowed. All budgets will be given the same consideration. Applicants with small budgets are welcome and encouraged to apply. The level of support offered by Jerome Foundation ordinarily ranges between \$10,000 and \$30,000. In the second part of the program, grants made to previous recipients, there is no budgetary ceiling, but levels of support remain the same.

Subject matter of the proposed project is secondary to evidence of emerging talent except in cases where the subject clearly requires special expertise. The applicant must show evidence of having the capability to handle the subject matter. In instances where the artist wishes to move from one genre of media arts to another, it would be wise to explain why such a move is being made.

The Foundation places emphasis on funding projects in their early stages. Requests for productions that are more than half completed are eligible but represent a lower priority. Supplementary grants will not be considered for projects previously funded by the Foundation.

Artists provided with support through this program must draw their grant funds within one year of notification of the grant. Production must also begin within the same one-year window. Exemptions to this policy, such as personal emergencies, must be approved by Foundation staff.

Application Procedures

Artists apply as individuals, or as two-person teams with equal responsibility, to the Foundation office in St. Paul, Minnesota. This program does not accept fiscal sponsors. The application should include the following items: **(PLEASE DO NOT STAPLE OR BIND)**

- a) a completed Application Cover Sheet
- b) project description (two to three typewritten pages preferred)
- c) complete expense budget, with cash and in-kind (donations) items clearly marked
- d) list of secured and potential sources of income for the project
- e) résumé for applicant and co-applicant (if applicable)
- f) statement specifying the applicant's role(s) in production
- g) for projects with a major narrative (dramatic) element, a 10-consecutive page excerpt of the script (this does not apply to documentaries)
- h) production start and completion dates
- i) a list of titles, dates completed, formats and running times of the sample works to be submitted for Panel review. Applicants must submit work samples on VHS, 16mm, or DVD formats. Please **do not** send work samples to the Foundation office - we will write to let you know when and where to send them. Work samples are usually requested several weeks before the review panel convenes and you will be asked to deliver them to a venue in New York City. Applicants who will be out of town for extended periods of time should arrange to have someone else handle the delivery of their work samples. In the event that two artists apply as co-applicants, work samples are required from each person. VHS work samples should be cued at the section to be viewed. The Jerome Foundation is not responsible for damage to materials during transmittal or viewing. Applicants are strongly encouraged to present more than one work sample. Separate tapes are preferred but not required for work samples. If an in-progress sample of the proposed work is available, applicants should submit this along with a completed work sample. The program gives preference to applicants who show current work. **(WORK SAMPLES CANNOT EXCEED A COMBINED RUNNING TIME OF 20 MINUTES. DO NOT SEND WORK SAMPLES WITH THE APPLICATION. THEY WILL BE REQUESTED AT A LATER DATE.)**

THERE ARE NO DEADLINES FOR APPLICATION. Applications may be submitted at any time during the year. Please allow up to seven months for review.

Review and Funding Process

For the purpose of thoughtful review, the Foundation convenes a Media Arts Panel three times each year in New York City. The panel is composed of artists, curators and other specialists within the New York City media arts community. The Foundation aims for diversity in opinion and training, and replaces one panel member per year for the purpose of rotating points of view.

The panel recommends to the Foundation projects that reflect great potential. The Foundation's Board of Directors makes all final decisions on grant awards. It takes up to seven months from the initial submission of a proposal to the Foundation Board's decision.



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Grant recipients are required to submit annual progress reports. A final financial and narrative report is due upon completion of the project. There is no deadline for the completion of funded projects; however, the Foundation expects recipients to make steady progress.

All applicants will be given the names of artists receiving support and persons serving on the Review Panel. Declined applicants are free to contact the Foundation office for panel feedback/comments. Declined applicants are eligible for reapplication one year following the declination. Grantees must complete their funded projects and submit a final financial and narrative report before being eligible to reapply. Grantees may not substitute a different project for the film or video for which a grant was received. Doing so will result in the Foundation recalling the grant.