

GUIDELINES FOR THE FRANKLIN FURNACE FUND, 2015-2016

PROGRAM DESCRIPTION

The Franklin Furnace Fund awards grants annually to emerging artists to enable them to produce major performance art works in New York. Grants range between \$2,000 and \$10,000 based on the peer review panel allocation of funding received by Franklin Furnace.

Franklin Furnace has no curator; each year a new panel of artists reviews all proposals. We believe this peer panel system allows all kinds of artists from all over the world an equal shot at presenting their work. Every year the panel changes, as do the definitions of "emerging artist" and "performance art." So if at first you don't succeed, please try again.

Artists from all areas of the world are encouraged to apply; however, artists selected by the panel are expected to present their work in New York. Full-time students are ineligible.

The Franklin Furnace Fund 2015-2016 is supported by Jerome Foundation, The SHS Foundation, the NYC Department of Cultural Affairs in partnership with the City Council, and by general operating support from the New York State Council on the Arts. Artists supported by funding from Jerome Foundation must live in the five boroughs of New York City or the state of Minnesota.

HOW TO PREPARE YOUR APPLICATION

Please apply to the Franklin Furnace Fund 2015-2016 using our [online form](#). Once you sign up for an account you may log in to apply to the Franklin Furnace Fund. If you have applied in years past, you may use your same login information, but you will have to complete a new application. Your information can be saved so that it may be completed in multiple sessions before you submit it. **Please remember to click on the Submit Application button when you have completed your application.** You will receive a confirmation email when your application has been successfully submitted.

If you have any technical problems with the online application form, please contact support@fluidreview.com and the software application providers can help address your question. For other questions, please contact Jenny Kornis at [proposals\[at\]franklinfurnace.org](mailto:proposals[at]franklinfurnace.org).

The Microsoft Excel form is still available but please only use it if the online form gives you difficulty. If you can't use the online form, then download the Excel Application and email it to proposals@franklinfurnace.org after it has been completed. Write "Proposal 15-16" in the subject line.

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Our application process is meant to be as accommodating as possible to everyone. If you are unable to submit materials electronically, we will also accept physical applications. If you have any questions about this please feel free to contact the Program Coordinator, Jenny Korn at [proposals\[at\]franklinfurnace.org](mailto:proposals[at]franklinfurnace.org).

APPLICATION COMPONENTS

Aside from Contact Information and Mailing Options, the only required portions of the Franklin Furnace Fund application are the Brief Proposal and Video Sample(s). Please focus on writing a strong Brief Proposal and be sure to select the best possible Video Sample(s), as these are the most important components of the application.

1- Contact Information, Required

Please provide the contact information requested. Please also let us know if your email address or home address changes during the course of this process so we can keep in touch with you.

2 – Proposal Information, Required

Brief Proposal (required)

A 100-word summary proposal. The summary is a critical component of your application; it is the first piece of information that the selection panel reviews and it is a major factor in their deliberations. Therefore, be sure that the summary is clear, concise and only 100 words long.

Long Description (optional)

A full description of the proposed work. Please limit to 1000 words. You may also mail in a more detailed description of your proposed work. For more information about sending in a detailed description, please see section 5 – Mailing Options.

Budget (optional)

Specify planned expenses. If you have other funding sources for your project please indicate this in your budget. Please limit to 200 words.

Website (optional)

A website may be used as a supplement to other application material.

3 – Video Sample(s), Required

You are required to submit video with your application. Your video sample(s) are a critical component of your submission, so choose wisely. You may submit up to two ten-minute videos. Please make sure each one illuminates your

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proposal by either being video of your proposed project as a work in progress (“Proposed Work”) or a past project that gives an idea of the kind of work you do (“Support Material”). You may submit a brief description and a cue time for each video from where the panel should start watching – this is important because the panel may not be able to watch your full video(s).

You may either submit your videos through our online form, or mail them in on a disc to be played on a DVD player or as digital files. Video submitted online must be 300 MB or under.

If you provide a video description, please limit it to 100 words or fewer.

Video will be projected on a standard definition projector so when you compress them please make sure their appearance is of relatively good quality. For good instructions on how to do this, it's highly recommended that you check out this website: <http://vimeo.com/help/compression>. If after following these instructions, your file is still too big for the online form then try lowering the data rate. Also, the dimensions for HD video should be no bigger than 1280x720. Since our projector only projects Standard Definition there should be no loss in quality from using this dimension.

The above paragraph describes the preferred format of video we'd like to receive, but if you are unable to meet these guidelines for any reason at all, then we are open to whatever you have: slides, videotapes, audio CDs, etc. If you have any questions about this please feel free to contact the Program Coordinator, Jenny Korn at [proposals\[at\]franklinfurnace.org](mailto:proposals[at]franklinfurnace.org).

4- Images, Optional

You may submit up to ten images with descriptions. These can be uploaded through the online form or mailed in on a disc. Images submitted through the online form must be 500 KB or under in size.

5- Mailing Options, Required

Application Return (required)

Please select one of the following options for returning your application materials after the selection process:

- a. SASE: Please submit a self-addressed, stamped envelope (SASE) large enough to return all of your materials. Use postage stamps. Do not use meter strip postage for your SASE as they expire the same day they are issued. If you apply from outside the U.S.A., do not use international stamps. Instead, please include international vouchers for the postage required.
- b. Pick-Up: After receiving a notification letter, please schedule a suitable time

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with us to pick up your application materials. After October 1, 2015, all application materials will become the property of Franklin Furnace.

c. Do not return. You may choose not to have your materials returned.

Although the greatest care is taken in handling your application, we are not responsible for accidental loss or damage to your material. We cannot return your application materials unless you provide a SASE with sufficient postage.

Supplementary Materials (optional)

You may also submit your resume, a description list for your images and video, and up to 2 reviews of previous work/press. The video and images may be submitted through the online form, but all the other items (press and resume) must be mailed in.

Please write your name on every object you mail in! This should be the same name used on the application.

Please don't put sticker labels on your discs as this may jam the computer.

MAILING INSTRUCTIONS

Due to space limitations, please try to submit your application materials in one 9" x 12" or smaller envelope. Send your application to:

If mailing an ENVELOPE, please send to:

**2015-2016 Proposals
Franklin Furnace Archive Inc.
Pratt Institute
200 Willoughby Avenue
Brooklyn, NY 11205**

If mailing a PACKAGE, please send to:

**Receiving for Pratt Institute
379 Dekalb Avenue
Att: Franklin Furnace (2015-16 Proposals)
ISC Building, Rooms 209-211
Brooklyn, NY 11205**

You may deliver your application in person by bringing it to our office at Pratt Institute, 200 Willoughby Avenue, ISC Building, Rooms 209-211 from 10am to

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6pm, Monday to Friday. Please call (718) 687-5800 first to make sure that someone will be available to receive it.

APPLICATION TIMELINE

April 1, 2015- Deadline to submit all application materials.

June/July, 2015- A Selection Panel meets to review applications and select artists to receive the grants. The panel consists of five artists who meet for four consecutive days at Franklin Furnace. Every year the panel is composed of new members. Franklin Furnace staff acts as moderators but does not make any decisions. Franklin Furnace does not record the panel's discussion and cannot give feedback.

Late July/early August, 2015- Franklin Furnace sends out response letters by regular mail informing artists of the panel's decision. After this letter is sent, applications that have included a SASE are returned to the artists. Artists who have chosen to pick up their application may do so no later than October 1, 2015.

Late August, 2015- After Franklin Furnace receives the completed Release Form, Honorarium Form, Bio and Project Description Form from the selected artists, a check for 50% of the grant is sent.

September, 2015- Official announcement of selected artists is posted at Franklin Furnace website and in a Special Goings On, Franklin Furnace's weekly electronic newsletter.

September, 2015-July, 2016- Ideally the artist will present their piece within a year. Five weeks before the performance the artist meets with Franklin Furnace staff to discuss documentation plans and publicity, whereupon the second check for 40% of the grant is issued. The artist receives a third and final check for 10% of the grant after completion of their project, if and only if Franklin Furnace receives: 1) visual documentation provided on portable media suitable for general viewing; 2) completed Final Report form with factual information and a final description of the event; 3) program or printed material crediting the Franklin Furnace Fund and its supporters.

PRIVACY POLICY

Unless otherwise specified herein, Franklin Furnace Archive, Inc. will not disseminate personal information obtained from donors, members, artists, visitors and others without their permission. Donors' names and donation levels will be publicized, although donors will be given the option to make their

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donations anonymous. As a condition of funding, recipients of funding from Franklin Furnace Archive, Inc. must permit Franklin Furnace Archive, Inc. to publicize their names and documentation of their projects.

FOR QUESTIONS CONTACT JENNY KORNS, FRANKLIN FURNACE PROGRAM COORDINATOR, at [proposals\[at\]franklinfurnace.org](mailto:proposals[at]franklinfurnace.org).