

## GUIDELINES FOR THE FRANKLIN FURNACE FUND, 2016-2017

### 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.

The Franklin Furnace Fund 2016-2017 is supported by Jerome 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 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. Artists supported by funding from Jerome Foundation must live in the five boroughs of New York City or the state of Minnesota. Full-time students are ineligible.

### HOW TO PREPARE YOUR APPLICATION

Before you can access the Franklin Furnace Fund 2016-2017 application form, you must first complete a brief questionnaire that will help determine your eligibility. If eligibility is confirmed, you will be provided with a link to the online application. Information entered in the online form can be saved so that it may be completed in multiple sessions before submitting it for review. **Please remember to click on the 'Apply Now' button when you have completed your application.** You will receive a confirmation email when your application has been successfully submitted.

Please note that you may apply once as an individual and once as part of a collaborative.

If you have any technical problems with the online application form, please check Submittable's [Knowledge Base](#). You may also contact [support@submittable.com](mailto:support@submittable.com) or call 1-855-467-8264 ext. 3 and Submittable's support staff can help address your question. Please note that they are available Monday - Friday from 10am - 7pm Eastern Standard Time. 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 you are unable to use the online application form. If you can't use the online form, then download the Excel Application and email it to [proposals@franklinfurnace.org](mailto:proposals@franklinfurnace.org) after it has been completed. Write "Proposal 16-17" in the subject line.

*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 Kornis at [proposals\[at\]franklinfurnace.org](mailto:proposals[at]franklinfurnace.org).*

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### APPLICATION COMPONENTS

Applications submitted online may not exceed a total of 800 MB.

Please pay special attention to the required components of the application. Required components of the application include: Title, Contact Information, Mailing Options, Short Proposal, Resume, and Video Sample(s). While Video Sample(s) are required, you may mail samples in on CD/DVD/ flash drive if you would rather not upload video the online application form.

Please focus on writing a strong Short Proposal and be sure to select the best possible Video Sample(s), as these are the most important components of the application.

#### **I. Title, Required**

Please enter a title for your submission. If your proposed project has a title, please enter it in this field.

#### **II. 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.

#### **III. Proposal Information, Required**

Indicate whether you are applying on behalf of a collaborative and if yes, fill out the corresponding fields related to collaborative projects.

#### Resume (required)

Upload the most recent copy of your resume.

#### Press (optional)

You may upload a maximum of 2 press items.

#### Short Proposal (required)

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)

Full description of the proposed work. Please limit to 1000 words.

#### 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)

Website may be used as a supplement to other application material.

#### **IV. Video Sample(s), Required**

You are required to submit at least one video with your application. 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 proposal by either being video of your proposed project as a work in progress (“Proposed Project”) or a past project that gives an idea of the kind of work you do (“Past Project”). You may submit a brief description and a cue time in the Video Description text box to indicate where the panel should start watching – this is important because the panel is rarely able to watch your video(s) in full due to time constraints during the review process.

You may either submit your videos through the online form, or mail them in on a CD/DVD/flash drive to be played on a DVD player or as digital files. Video submitted online must be 300 MB or under. We do not accept links to streaming video, such as YouTube or Vimeo.

If you provide a video description, please keep it as brief as possible. You are limited to 150 words for description(s).

Though you may have to compress your video before uploading it to the application, please make sure the video’s appearance is of relatively good quality. For 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.

*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).*

#### **V. 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.

#### **VI. Mailing Options, Required**

How do you want your application material returned? (required)

Please complete this section even if you are not mailing in any materials.

Option 1: I will pick up my materials at Franklin Furnace’s office

After receiving a notification letter, please schedule a suitable time with us to pick up your application materials. After October 1, 2016, all application materials will become the property of Franklin Furnace.

Option 2: I will provide a self-addressed stamped envelope (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

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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.

Option 3: I do not need my application materials returned

You may choose not to have your materials returned. Please select this option if you are not mailing any materials or if you do not wish to have mailed 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.*

### **VII. Franklin Furnace Fund Survey, Required**

Please tell us how you heard about the Franklin Furnace Fund.

### **MAILING INSTRUCTIONS**

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

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:**

**2016-2017 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 (2016-17 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 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, 2016-** Deadline to submit all application materials.

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**June/July 2016-** A Selection Panel meets to review applications and select artists to receive the grants. The panel consists of five artists who meet for three-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 2016-** 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, 2016.

**Late August 2016-** 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 2016-** Official announcement of selected artists is posted at Franklin Furnace website and in a Special Goings On, Franklin Furnace's weekly electronic newsletter.

**September 2016-July, 2017-** 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 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).