Guide to the John Simon Guggenheim Memorial Foundation Online Application

US & Canada 2022 Competition

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Overview

The competition is open only to citizens and permanent residents of the United States and Canada. All applicants must be citizens or permanent residents of the U.S. or Canada at the time of application.

When you create your application account, you must provide the following data: your name, date of birth, place of birth, gender (optional) and citizenship. If you are not a native-born citizen of the U.S. or Canada, you must provide your permanent residency or naturalization information in the "Citizenship Note" field.

The application form, which is completed and submitted electronically, is composed of eight sections:

- Application Information
- Addresses
- References
- Positions
- Languages
- Organizations
- Education
- Supporting Documents

You may complete the various sections in any order you wish. You may return to any part of the application to make changes, if necessary, until you submit the completed application to the Foundation. When all the required information has been provided, you must submit the application by selecting the "Final Submit" button no later than the deadline, September 17. Applications received later than September 17 will not be accepted.

Please focus your application on one project only. Applications that attempt to span too many disparate disciplines or include too many objectives are less competitive than those that propose a balanced, focused goal.

An applicant proposing a co-authored or co-created project **must** submit a joint application along with the other person; that is, each person must submit a separate application, indicating on each application that you are applying jointly.

Section One – Application Information

In this section of the application, you are required to enter information about your project: Project Title and Project Field(s).

If you have a personal website(s), you should enter the address (URL) in the Website field(s). Please make sure that you enter a valid web address (e.g., https://www.your-name.com) and not an email address (e.g., your-name@email.com).

Most applications are from individual applicants, but we do accept joint applications. **Joint applicants usually conceive of a project together and work equally on a project.** If they are awarded the Fellowship, both are named Fellows and share one award. If you are applying jointly with another applicant, enter the name of the person in the "Joint Applicant Name" field.

Please note that if two applicants are applying jointly, each person must submit a separate application, indicating on each application that you are applying jointly. We do not accept applications from more than two persons working together.

An applicant will often work with others in the pursuit of their proposed projects. In those instances, the collaborative nature of the project is merely discussed in the statement of plans, and the applicant applies as an individual. However, if the nature of a project is such that there are two equal contributors to the project, it is likely that both individuals should apply jointly. If you have any questions regarding joint applications, please contact our program officer at competition@gf.org.

When you have finished entering the required information in this section of the application, make sure you indicate that it is complete by selecting the **Acknowledge** button.

Section Two – Addresses

In this section of the application, you are required to provide your contact information: home address or office mailing address, email addresses, telephone numbers, etc. **Make sure you indicate whether your home or office is your preferred contact address.**

The Foundation will contact applicants only via email. To ensure that spam-filtering software does not block our emails, you should **add the Foundation's domains, @gf.org and @mail.gf.org, to your address book or approved list.**

Also, you are asked to provide the name and address information for an alternate contact – for example, a spouse, relative, friend, etc. We will only use this information to contact you in case we are unable to reach you via your home or office information. **Please do not enter your own name and contact information in this field.**

When you have finished entering the required information in this section of the application, make sure you indicate that it is complete by selecting the **Acknowledge** button.

Section Three – References

In this section, you are asked to provide the names and contact information for four persons who are familiar with your work and can comment on your abilities, especially in relation to your project proposal. Those who are familiar with your recent work and can comment on the whole course of your career will make the best references. Individuals who have a business or financial interest in your work – such as dealers, agents, and editors – would not be the most impartial references to provide and would not be considered especially useful. Please request the permission of each person whom you list as a reference before so listing them. It is your responsibility, not the Foundation's, to ensure the accuracy of a reference's email or mailing address.

The Foundation will contact all references only via email. Reference letter requests will be sent out on a rolling basis from late September to November as we process the applications in the competition. We do not accept reference letters from dossier services such as Interfolio.

To ensure that spam-filtering software does not block our emails to your references **you should instruct your references to add the Foundation's domains, @gf.org and @mail.gf.org, to their address books or approved lists.**

All statements by references to the Foundation are held in the strictest confidence. Consequently, you will not be contacted regarding the status of your references.

When you have finished entering the required information in this section of the application, make sure you indicate that it is complete by selecting the **Acknowledge** button.

Section Four – Positions

In this section, you may provide information about positions you hold or have held in past years: i.e., your employment or job history. The list of positions need not be exhaustive, and may be professional, academic, administrative or business in nature. Free-lance work or self-employment may be listed as well. If you have no positions to list, you may leave this section blank. If you hold an academic position, please list your job title in full as well as the name of the relevant academic department.

When you have finished entering whatever information you wish to provide, make sure you indicate that this section is complete (even if it's blank) by selecting the **Acknowledge** button.

Section Five – Languages

You may enter information about your foreign language skills and proficiency in this section of the application (for example, Spanish, French, Arabic, ASL, etc.). If you have no information to enter, you may leave this section blank.

When you have finished entering whatever information you wish to provide, make sure you indicate that this section is complete (even if it's blank) by selecting the **Acknowledge** button.

Section Six – Organizations

You may enter information about professional organizations, associations or societies of which you are a member. For example, if you have membership in an art society or learned society, enter the information. Do not put any job positions you have held in the Organizations section. If you are not a member of any type of professional organization, simply leave this section blank. Do not include social or casual memberships.

When you have finished entering whatever information you wish to provide, make sure you indicate that this section is complete (even if it's blank) by selecting the **Acknowledge** button.

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Section Seven – Education

Please provide information about your education history. When you have finished entering your data, make sure that you indicate that this section is complete by selecting the **Acknowledge** button.

Section Eight – Supporting Documents

You are required to submit three supplementary statements in PDF format:

- Career Narrative
- List of Work
- Statement of Plans

Documents MUST be in PDF format, unsecured (not password-protected) and all pages should be Letter-Size (8.5" x 11") and in portrait orientation. The initial view for all three documents should be set to "Page Only" not "Bookmarks Panel and Page." Use only standard fonts (Arial, Times New Roman, Georgia, etc.). Font size should be 12-point. Line spacing and margin size for all documents are your choice. Please make sure that all scanned PDFs are in portrait orientation. A PDF document with a file size equal to or greater than 3 MB cannot be uploaded. You may wish to examine your documents' properties before you upload them.

If you need assistance converting the supporting documents to PDFs, please consult the **Helpful hints** section of this guide on page 9.

Career Narrative

The **Career Narrative** is a brief prose account of your career, describing your previous accomplishments. Please do not substitute a resume. It should mention prizes, honors, and significant grants or fellowships that you have held or now hold, showing the grantor and the inclusive dates of each award. There is no page limit for the career narrative; however, most are no more than three to four pages in length.

List of Work

The **List of Work** is a chronological, comprehensive list of your work. **It is NOT the list of work examples that you may be later submitting in support of your application.**

If you are a scholar, scientist, or writer, the list should reflect your publications. For books, please provide exact titles, names of publishers, and dates and places of publication. Playwrights should also include a list of productions. **Scholars and scientists may provide hyperlinks to listed publications.**

If you are an artist or photographer, please include a chronological list of exhibitions or shows (citing dates and places), as well as a list of collections in which your work is represented. Forthcoming shows may also be mentioned. Work exhibited on websites and blogs alone does not constitute a sufficient record of accomplishment for our competition.

Choreographers should submit a list of performances, including locations and dates.

Composers should submit a chronological list of compositions, citing titles and dates; a list of your published compositions, citing the names of publishers and the dates of publications; and a list of recordings. First public performances should also be listed, giving names of performers and dates.

Film or video makers should submit a chronological list of films and/or videos, citing titles and dates of completion, and dates and places of major public showings of each.

Statement of Plans

The **Statement of Plans** is a concise description of the project you plan to work on during the Fellowship period. Applicants in science or scholarship should provide a detailed, but concise, plan of research, not exceeding three pages in length. Please note that, although it is common for scientific proposals to be written in first-person plural, we ask that the statement of plans be written in first-person singular. It should also be clear that the proposed project is indeed an individual initiative, and not a group-authored project. **Group projects will not be considered.**

Applicants in the arts should submit a brief statement of plans describing the proposed artistic project, not exceeding three pages in length.

Financial considerations do not play a part in our evaluations, and applicants should not include a budget in the statement of plans. When candidates are selected as Fellows, they are then asked to submit budget information for their projects.

In making our inquiries on your behalf, we make available to each person you name as reference only a copy of your Statement of Plans; consequently, the document must be *self-contained*. (The Statement of Plans is the only part of the application that is made available to references and should not require any additional information or attachments sent along with it to be understood, hence, self-contained.)

Submitting (uploading) the three supporting documents

As mentioned above, the three supporting documents must be in PDF format in order to be uploaded to your application. **It is required that you submit all three documents.** Applications missing documents will not be processed. The instructions on how to upload the documents are as follows:

1. Select **Browse** (or, **Choose File,** depending on your specific browser) to locate each of the PDF documents you wish to submit.

2. When you have selected the PDF documents select **Upload Files** to save the documents with your application.

Lastly, when you have uploaded all three of your supporting documents, make sure that you indicate that this section is complete by selecting the **Acknowledge** button.

Final submission of the completed application

When you have completed and acknowledged all eight sections of the application, you will be ready to submit your application to the Foundation for consideration. Acknowledged sections are indicated by small check marks next to the section names on your application's home page.

If a section is not acknowledged, enter the section, and acknowledge it. If you are unable to acknowledge the section, you have most likely missed filling out a required data field.
If there is a required data field that must be completed but is not applicable, you may enter "none," "n/a" or "NA." Non-required data fields may be left blank.

Submit your completed application by accessing the Review and Submit section. Read the text and acknowledge that you have reviewed your application for accuracy, then click the **Final Submit** button. If you would like a PDF copy of your application, you can download it in this section. (Note that this PDF copy of your application will not include the three supporting documents, which you presumably should already have in your possession.)

Submission of work examples in support of your application

After your application is submitted, you may also receive a separate email later with instructions about when to submit examples of your work. **Please do not submit work examples until you receive these further instructions.**

- Applicants in science need not submit examples of their work.
- Applicants in scholarship should submit examples of previous work, following the procedures described below.
- Applicants in all the arts **must** submit examples of previous work in order for their applications to receive full consideration by our advisers. **If you do not submit examples, you will not receive consideration.**

Our email regarding submission of examples will instruct you to log in to our **Work Example Submission** webpage. **Follow the directions on the webpage to upload the digital files and/or links that you are submitting in support of your application.**

Applicants for the 2022 competition should submit all work samples to the Foundation no later than December 13, 2021.

After you final-submit your work examples, you will receive an email confirmation listing the work examples that you submitted.

If you do not receive an acknowledgment of the receipt of your submitted work within a reasonable time, please contact the Foundation at competition@gf.org.

Types of work examples to submit

Recent work is generally the most pertinent. Applicants who are not directly covered in the following categories should follow the procedure outlined for the category closest to their own.

You should not exclusively submit examples that are co-created, co-directed, etc., unless you are applying jointly with another person. For us to properly evaluate your application as an individual artist, writer or scholar, most of your submitted work examples should not be jointly created works.

Painters, sculptors, and graphic artists should submit no more than twenty digital images of recent works (e.g., from the last five years). You may include different views of individual pieces if you wish. (Please note that separate images showing different views of an individual piece all count towards the twenty-image limit.) Each image should be in JPEG or PNG format.

We prefer the images to be uploaded in descending chronological order, that is, from most recent to the oldest work, but this is not mandatory. For example, photographers who prefer their images to be viewed in a certain order should upload the images in the sequence that they wish them to be viewed.

Installation or new media artists may submit samples as digital files or online links (follow instructions below for film and video makers).

All applicants in fine arts and photography should have a substantial record of gallery exhibitions to their credit, and a substantial list of collections in which their work is represented.

Poets, playwrights, screenwriters, scholars and writers of fiction and general nonfiction must submit examples of **published books** in **PDF format**; **do not submit journal articles, edited volumes, book chapters or essays**. Submit no more than three different titles. **Playwrights and screenwriters are permitted to submit unpublished manuscripts (in PDF format) since plays and screenplays are not always published.** Published writing not regarded as appropriate includes self-published works, publications for which the author has paid, and publications by publishers who do not engage in a process of critical review of submitted work. In addition, genre work (e.g., mysteries, romance, fantasy, etc.) is considered not competitive. We do not consider children's or young adult books.

For all writers, if you have mainly published in periodicals, or on websites, it might be premature for you to apply here at this stage of your career, given the rigorous nature of our competition.

Theatre or performance artists may submit videos of your work via online links or digital files (follow instructions below for film and video makers).

Composers may submit three recent full-length works as digital files or online links, along with accompanying PDF scores if the compositions are notated. Whenever possible, the scores and the recordings should be for the same works.

Photographers should submit no more than twenty digital images (follow the same instructions above for painters, sculptors and graphic artists). Photographers may also submit photography books as PDF files (no more than three separate titles).

Film and video makers should submit no more than three films or video works as digital files or online links. You should not exclusively submit examples that are co-created, co-directed, etc. unless you are applying jointly with another person. **Subtitles should be provided for all non-English language films**.

While film or video excerpts are acceptable submissions, we strongly encourage applicants to submit full-length works whenever possible. **Trailers should not be submitted.** If there are specific cue points in the work that you would like the jury to view, you can provide that information when you register the work online.

Choreographers should submit no more than three examples of choreographic works, as digital files or links, following the same instructions above for film and video makers.

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At the conclusion of the competition, the digital files will be discarded.

Notification of application results

Applicants will be notified in April 2022 of the official results via email.

Helpful hints

If you are unable to acknowledge a section of the application, make certain that all required data fields have been completed for that section.

Converting supporting documents to PDF format: Applicants with Apple (Mac OS) computers can usually convert documents to PDF format by selecting the "Save as PDF" option in the Print menu. Current versions of MS Word (Office 2010 and above) have a "Save to PDF" option, as well. Commercial products such as Adobe Acrobat Professional will also allow creation of PDF files. Applicants with PCs (Microsoft Windows) can also use free websites such as https://pdf.online/word-to-pdf, https://www.wordtopdf.com/ or use Google to find similar websites to convert documents to PDFs. The Foundation neither reviews, endorses, nor controls the content and accuracy of these websites, and therefore cannot be responsible for their content and accuracy. Your use of these websites is at your sole risk.

The Foundation cannot offer any support for the creation of PDFs. **Documents must be unsecured (not password protected) and pages should be Letter-Size (8.5" x 11") and portrait orientation. Use only standard fonts (e.g., Arial, Times New Roman, Georgia, etc.). Font size should be 12-point. Line spacing and margin size are your choice. Please make sure that all scanned PDFs are in portrait orientation.**

If you have any questions not covered here, feel free to email the Foundation's program officer at competition@gf.org.