



Hawai'i State Foundation on Culture and the Arts (HSFCA) Culture Fellowship

APPLICATION INSTRUCTIONS

ELIGIBILITY SECTION

- Begin your registration or update your registration in Hawai'i Compliance Express immediately.
- Make sure that you are compliant by the application deadline. You are required to upload your **compliant** certificate with your application.
- Any applications with Hawai'i Compliance Express certificates that are uploaded with a NOT COMPLIANT status will be ineligible.
- *NOTE: Your identifying information in Hawai'i Compliance Express for the compliance certificate **must match exactly** with your identifying information in Form W-9 that SFCA will need for contracting grants that are approved for funding.*

You will certify that you are an eligible individual to apply and upload your compliance certificate here. Upload your compliance certificate as soon as you obtain it.

Name your file - Compliance_Your Name.pdf
For example - Compliance_Individual Artist.pdf

APPLICANT FORM SECTION

The Applicant Form section includes additional information for your artist profile as well as questions further explaining your artistry.

- How did you find out about this grant? – select all that apply
- Primary Island – select one
- Preferred Pronouns (OPTIONAL) – select one if you wish to answer
- Race/Ethnicity (OPTIONAL) – If you choose to answer, please write those race/ethnicity you identify with here
- Years of Practice – select one
- Website (OPTIONAL)
- Tell us about your artistry – 2500 characters
- Keeping active with your artistry – 2500 characters
- Receiving the Culture Fellowship – 2500 characters
- Resume or CV (OPTIONAL): If you choose to upload a resume or CV, please name your file 'Resume_YourName.pdf'
- Type of Practice – select all that apply
- Artistic/Cultural Discipline(s) – select all that apply
- Populations Served – select all that apply
- School/Nonprofit Organization – (select all that apply)

PROJECT DESCRIPTION SECTION



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Project description questions will cover:

- What are your project activities?
- Your experience with this kind of project
- How, when, where will you do your project activities
- Who will the project benefit and how or why?
- How will you gauge project success?
- Project Title – 75 characters
- Award Request – select \$25,000
- Grant Category – select one of the four listed (each grant category is aligned with one SFCA strategic priority)
- Community Arts subcategory – select one choice from the list, if applicable
- Presenting & Performing Arts subcategory – select one choice from the list, if applicable
- How the project aligns with the grant category/strategic priority that you selected – 1000 characters
(You can refer to the project grant categories chart and the SFCA Strategic Priorities 2019-2023)
- Project Director = Your Name
- Preferred Phone Number = Your phone
- Project Summary – 250 characters (keep it clear and concise so that reviewers who read the list of projects that we compile understand how this relates to your project title and what the project is about)
- How will the project be accomplished – 2500 characters (i.e., what you will be doing as you carry out the project, how will you be implementing it)
- Project Start Date – no earlier than December 1, 2022
- Project End Date – no later than June 30, 2023
- Estimated Timeline – 1000 characters (when the proposed activities will take place – provide firm or estimated dates)
- Proposed Locations – 1000 characters (where the proposed activities will take place – provide firm or estimated activity locations)
- Proposed Islands – one or more islands that your project will directly serve – select all that apply from the list
- Your experience for implementing this project – 2000 characters (minimum one year experience with this type of project)
- Does the project directly serve Native Hawaiian artists – 1500 characters
- Intended audience and how they will be reached – 1500 characters (if you will be serving any of SFCA's priority underserved populations, include that information here)
 - Your project may serve general audiences.
 - Your project may serve one or more, target or SFCA priority underserved population
- Project Impact – 2000 characters (how/why is this project important, particularly for your audience)
- How will success be determined – 2500 characters. For example:



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- Quantitative measures – e.g., audience attendance, number of activities, number of locations, number of learners, schools served, etc.
- Qualitative measures – feedback from participants, your thoughts on how to improve the project, would you do anything different, etc.
- In other words, how will you know that your project is successful, that you did a good job, that you met your targets.

PROJECT BUDGET SECTIONS

Budget pages are necessary for fellowship contracting if your application is funded. These sections have very simple instructions for you to follow.

SUPPORT MATERIALS SECTION

Application Support Materials are required. They will be used to enhance the panelists' understanding and appreciation of your application narrative.

WORK SAMPLES

Types of Application Work Samples:

- One or two-page photos or photomontage
- One page with one to three embedded video or audio links with a short-annotated description. Choose your video and audio samples carefully, panelists may not have time to watch or listen to a long clip. Maximum of three to five minutes in length is sufficient.
- One or two-page news or magazine article about a similar type of work that you did in the past.

Some identifying and descriptive information to provide about your work samples/work evidence:

- What is it? – a title or name
- Who? – identify pertinent individuals, groups
- When? – if it is important for panelists to know when it took place
- Where? – if it is important for panelists to know where it took place
- Why? – relevance to your project

LETTERS OF RECOMMENDATION

One or two-page letters from a student, teacher, parent, project participant describing the value of their experience about a similar type of work that you did in the past.

CERTIFICATION SECTION

You will certify with an e-signature and date that all your application information is accurate and complete.