Guide to the John Simon Guggenheim Memorial Foundation
Online Application

US & Canada 2021 Competition
TABLE OF CONTENTS

Guide to the John Simon Guggenheim Memorial Foundation Online Application

Overview ................................................................................................................... 1

Section One – Personal information ................................................................. 1

Section Two – Addresses .................................................................................... 2

Section Three – References ................................................................................ 2

Section Four – Positions ..................................................................................... 3

Section Five – Languages .................................................................................... 3

Section Six – Organizations ................................................................................ 3

Section Seven – Education .................................................................................. 4

Section Eight – Supporting documents .............................................................. 4

Career Narrative .................................................................................................. 4

List of Work .......................................................................................................... 4

Statement of Plans ................................................................................................ 5

Submitting (uploading) the three supporting documents ................................. 5

Final submission of the completed application ................................................. 6

Submission of work examples in support of your application ......................... 6

Notification of application results ...................................................................... 6

Helpful hints ......................................................................................................... 6
Guide to the John Simon Guggenheim Memorial Foundation Online Application

Overview

The application is completed and submitted electronically; there is no actual form to download and fill out by hand. The application is composed of eight sections:

- Personal 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 – Personal information

In this section of the application, you provide the following data: your name, birth date, birth place, gender, citizenship status, and whether you have previously applied to the Foundation. If you have previously applied using a different name (e.g., a pen name or alias) indicate that in the text field that appears after you check the box marked “Previously Applied.”

If you have a personal website, you should enter the address (URL) in the “Personal website” field. Please make sure that you enter a valid web address (e.g., www.johnsmith.com) and not an email address (e.g., johnsmith@email.com).

The competition is open only to citizens and permanent residents of the United States and Canada. If you are not a native-born citizen of the U.S. or Canada, you need to enter your permanent residency or naturalization information in the “Citizenship Note” box.

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 question@gf.org.

You are also required to enter your Project Title and Project Field(s) in this section of the application.

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. If you list both a home and an office address, please indicate which one 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 domain, @gf.org, to your address book or white 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.** References are usually contacted in mid-November. 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 domain, @gf.org, to their address books or white 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 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 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 by selecting the **Acknowledge** button.
Section Seven – Education

Please provide information about your education history, being as specific as possible. 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 Adobe Acrobat (PDF) format, unsecured (not password-protected) and all pages should be Letter-Size (8.5” x 11”) and portrait oriented. 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 2.5 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 7.

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 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 submitting later 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 creative work in general terms, 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; therefore, the statement of plans you submit must be self-contained. (The statement of plans is intended to be sent to references without requiring 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. 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 "n/a" or "not applicable." Non-required data fields may be left blank.

If all sections are acknowledged, submit your completed application by returning to your application’s home page, electronically sign your application by accepting the Terms and Conditions (which should now be visible in the rectangular box in the lower half of the page) and click the Final Submit button.

Submission of work examples in support of your application

After your application is submitted, you will receive an email confirmation, along with a PDF copy of your application. (Note that this PDF copy of your application will not include the three supporting documents, which presumably, you should already have in your possession.) You may also receive a separate email later with instructions about when to submit examples of your work. Please do not send work examples until you receive these further instructions.

Due to the COVID-19 pandemic, the Foundation is restructuring the work example submission process. Details on work example submissions will be posted on our Submission Materials webpage (https://www.gf.org/applicants/submission-materials/) in a few weeks. A revised version of this guide will be accessible as well.

Notification of application results

Applicants will be notified in April 2021 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.

In the Addresses and in the References section of the application, you are required to input email addresses. Please note that you will be required to type the email addresses twice. Do not use the auto-fill function of your browser. That is, sometimes your computer will "remember" an entry typed previously and will "fill in" the required data. If that happens when you re-enter your email address, simply delete the automatic entry and retype the address. If the problem continues, try a different browser (e.g., Chrome, Firefox, Safari, Opera, Edge, etc.).
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 http://www.pdfonline.com/convert-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 oriented. 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 question@gf.org.