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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 16. Applications received later than September 16 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 all required information for this section of the application make sure you acknowledge that the section has been completed 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 contact information for a spouse, relative, friend, etc. This information will only be used to contact you if we are unable to reach you by using your home or office information. **Please do not enter your own name and contact information in this field.**

When you have finished entering all required information for this section of the application make sure you acknowledge that the section has been completed 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 all required information for this section of the application make sure you acknowledge that the section has been completed 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 acknowledge that this section has been completed 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 acknowledge that this section has been completed 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 that you acknowledge that this section has been completed 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 acknowledge that this section has been completed 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 pages should be Letter-Size (8.5” x 11”) and portrait oriented. Use only standard fonts (New Times Roman, Arial, 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 10.

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 list of your work. Note that it is not simply the list of work examples (e.g., 18 digital slides, 3 books, 20 photographic prints, etc.) that you may be later submitting in support of your application.

If you are a scholar, scientist, or writer, the list should reflect 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 should 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 meant 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 acknowledge that this section of the application has been completed 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 field which must be completed but is not applicable, you may enter "n/a" or "not applicable."

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, 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.

- 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 competition website using your username and password and complete our Work Example Registry System. Follow the directions on the registry page to submit the information regarding the work examples you are submitting in support of your application. Note that you cannot send or upload physical media via this registry system. If you are submitting any physical media (e.g., books, scores, photographic prints, digital images, Blu-ray discs, DVDs, compact discs, etc.), they must be mailed to the Foundation via postal mail or courier delivery.

Applicants for the 2020 competition should submit all work samples to the Foundation no later than November 13, 2019.

After you complete the work example registry, you will receive an email confirmation with a printable list which must accompany the actual work examples sent to the Foundation. Mail your items to the following address: John Simon Guggenheim Memorial Foundation, 90 Park Avenue, New York, NY 10016, USA.
Please note that everything is submitted at your own risk and expense. Although we take every reasonable care of all work received, the Foundation receives publications, CDs, photographs, and other items on the understanding that it is not responsible for their accidental loss or damage from fire or any other cause while in its charge or course of transmission. We advise you not to send unique works, and to retain copies of all items submitted.

**Discs and flash drives will not be returned.** Only books, manuscripts, photographic prints, and scores will be returned, subject to the following provisions: The Foundation will not pay return mailing charges and will only return work if adequate payment is included by the applicant. For more complete information follow this link to read the return policy.

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

**Types of work examples to submit**

Recent work is generally the most pertinent. Except as indicated for books, include only one copy of each example submitted. Applicants who are not directly covered in the following categories should follow the procedure outlined for the category closest to their own. Remember to include the itemized list which should accompany the actual work examples you are sending to the Foundation. You should use the printable list that is emailed to you after completing the work example registry, but you may also use a list you create yourself. If you create your own list, make sure you include the address to which the material should be returned.

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 eighteen digital images of recent works (last five years) on a CD, DVD, or USB flash drive. The images should be organized in descending chronological order, from the most recent work to the oldest work. 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 eighteen-image limit.) Each image should be in JPEG format, and no more than 3 megabytes in file size. To ensure excellent image quality, it is recommended that you review the burned disc on a computer other than the one it was created on.

The name of each digital image file should be identified using the following format:

```#
## LastName Title of Work
#
```

where,
```
## is a two-digit number, starting with 01 (zero one).
Most recent work should have number 01, next one 02, etc.
```

LastName Title of Work consists of the applicant’s last name and the title of the work.
For example, applicant John Smith would submit the following image files on a CD/DVD/flash drive:

01 Smith Self-Portrait  
02 Smith Portrait of Mother  
03 Smith Untitled, 04 Smith Color Study, 05 Smith Nude …  
17 Smith Still Life2  
18 Smith Landscape3

Include a printed list of the images submitted on the CD/DVD/USB flash drive, giving the title, dimensions, medium, and date of completion of each work. You should use the list that is emailed to you after you final submit your work example registration, but you may also use a list you create yourself. **Installation or new media artists** may submit samples via online links, DVD, Blu-ray, or USB flash drive (follow instructions below for film and video makers). If you think that further explanation of the work is required, attach a description to your list.

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; **do not send journal articles or essays.** 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. Manuscripts will not be accepted except from playwrights (since plays are not always published). **Send no more than three different published works** (it would be helpful to have two copies of the most recent work). Include a list of the items submitted, giving the title, publisher, and date of each, as well as the address to which the material should be returned. **Theatre or performance artists** may submit videos of your work via online links, DVD, Blu-ray, or USB flash drive (follow instructions below for film and video makers). 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.

**Composers** may submit three recent full-length works on optical discs (CD, DVD, or Blu-ray), USB flash drive, or via online links, along with accompanying scores if the compositions are notated. Whenever possible, the scores and the recordings should be for the same works. **Please note that we require paper scores, not PDFs.** Every item should be labeled with your name and the title and date of the work. **Do not use adhesive-backed labels on your optical discs; use permanent markers to write on the discs.** Enclose the list summarizing the items (which is emailed to you after you final submit your online registration).

**Photographers** should submit no more than twenty prints, mounted or unmounted, and no longer than 32 inches along the largest dimension. The total weight of your prints (including the shipping container) should not exceed 40 pounds. **Portfolios which exceed these requirements will not be accepted. They will be disqualified and returned at your own expense.**

If your prints are normally displayed at a larger size, you may include an explanatory note with
your prints. Each photograph should be labeled with your name and the title and date of the work. Enclose the list summarizing the items (which is emailed to you after you final submit your online registration).

**While prints are the preferred form for photography submissions**, the twenty examples may be submitted as JPEG files, especially if the work is intended to be presented in that format (follow the same instructions above for painters, sculptors and graphic artists). Photographers may also submit photography books (no more than three separate titles) if the work is normally presented in that format.

**Film and video makers** should submit no more than three films, via online links, DVD, Blu-ray, or USB flash drive. If your film or video examples are available online, there is no need to mail anything to the Foundation. You may simply register the links and passwords (if any are required to access the files).

If you are submitting physical media, each film submitted should be labeled with your name, the title and date of the film. **Do not use adhesive-backed labels on your optical discs; use permanent markers to write on the discs.** Enclose the list summarizing the items (which is emailed to you after you final submit your online registration) along with your media.

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 encourage applicants to submit full-length works whenever possible. **Trailers should not be submitted.** If there are specific cue points that you would like the jury to view, you can provide that info when you register the information about the videos in the online work example registry.

**Choreographers** should submit no more than three examples of choreographic works, via online links, DVD, Blu-ray or USB flash drive, **following the same instructions above for film and video makers.**

**Return of work examples**

**The Foundation will not return any supporting material unless payment arrangements have been made, nor will it retain material once the competition is over.**

**Please do not send stamps to cover shipping costs. Do not send self-addressed envelopes affixed with stamps or dated pre-metered postage.**

**Discs and flash drives will not be returned.** Only books, manuscripts, photographic prints, and scores will be returned.

To ensure the return of supporting material, the following options are available:

The most preferred option is to set up an account with FedEx or DHL and send us your account number when you submit your material. We will return materials by FedEx Ground/Home
Delivery (FedEx International Economy for overseas delivery), or DHL International Express for overseas delivery unless otherwise requested.

For additional information, visit the DHL or FedEx websites.

If you cannot set up an account with FedEx or DHL, you can arrange to have your work returned by regular postal mail. Simply indicate that you would like your work returned by postal mail; we will contact you after the conclusion of the competition and let you know how much the cost will be to return your material. You may then send us a check in U.S. dollars (made out to the John Simon Guggenheim Memorial Foundation) for the shipping amount. Please do not send a check before you are contacted.

If you are in the New York City area, you may also come by our office to retrieve your material. You must call or email us beforehand so that your material can be prepared for pickup and the building security can be alerted to your visit.

If you require further information or assistance, please call us at 212-687-4470 or email us at fellowships@gf.org.

If applicants for the 2020 competition do not arrange for the return of their supporting materials by April 30, the Foundation may at its discretion dispose of those materials.

Notification of application results

Applicants will be notified in April 2020 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 internet 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 internet browser (e.g., Chrome, Firefox, Safari, 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., New Times Roman, Arial, 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](mailto:question@gf.org).