Arts Council of Indianapolis

Journalism Fellowship Program

guidelines & application materials

deadline for application: January 30, 2015 5 pm

924 N. Pennsylvania Street
Indianapolis, IN 46204
(317) 631-3301
www.indyarts.org
Arts Council of Indianapolis
Journalism Fellowship Program

about the program
The Arts Council of Indianapolis exists to foster meaningful engagement in the arts by nurturing a culture where artists and arts organizations thrive. The Arts Council recognizes that a vibrant artistic community is built on deep engagement of audiences and patrons for artists and arts programs. As part of its mission, the Arts Council endeavors to ensure that central Indiana residents are well informed about and have meaningful engagement in local arts programs, which includes advancing local arts journalism that builds audiences and fosters critical thinking.

This year, the National Endowment for the Arts (NEA) is supporting that effort by funding a new program, the Indianapolis Arts Journalism & Audience Development Project. The program is a partnership with local university journalism schools at Butler University and IUPUI and our media partner The Indianapolis Star to create a quarterly arts insert in The Indianapolis Star. In addition, the Arts Council is developing a mobile app that will digitize quarterly print information for online access along with calendar and event information. Finally, Journalism Fellows will also receive in-depth engagement to the arts community in Indianapolis as facilitated by staff of the Arts Council of Indianapolis.

The Arts Council of Indianapolis Journalism Fellowship Program will award five (5) $2,000 fellowships to qualified and talented journalism students to research and write engaging articles on artists and arts organizations in music, dance, theatre, literature, media, and/or the visual arts. The fellowship program seeks to introduce and provide students with connections, and to build relationships with professional journalists and artists in central Indiana.

definition of a journalism student
Who is a journalism student? For the purposes of this fellowship program, we define a journalism student as any student enrolled in a journalism program at either Butler University or IUPUI and who shows exceptional promise. The student must have mastered the basic techniques in journalism, and be committed to pursuing a career in journalism after graduation. Additional considerations of a journalism student:
1. Eligible students will have been enrolled in or have been pursuing their journalism degree for at least one year. Preference will be given to students who have written about the arts in past publications or classroom papers.
2. A student who is not currently a full-time professional journalist. Those students pursuing an advanced degree while working part-time in journalism or as a freelancer are eligible.
3. The journalism student must be at least 18-years of age.
4. A student who has demonstrated a passion for and interest in arts journalism as their long-term professional full-time career.
eligibility requirements
Read through these eligibility requirements carefully. These are general eligibility requirements. Each student’s situation is different. It is the responsibility of the applicant to make the case in the application for meeting the eligibility requirements.
1. You must be enrolled as a student at Butler University or IUPUI.
2. You must be pursuing a journalism degree.
3. Demonstrated interest in the arts: theatre, music, dance, film, and/or visual arts.

deadline for applications
All application materials, attachments, and work samples are due at the Arts Council of Indianapolis office (*924 N. Pennsylvania St., Indianapolis, IN 46204) by Friday, January 30, 2015 by 5 pm. Incomplete applications and/or applications not submitted according to the instructions will be considered ineligible. No application materials or attachments will be returned to the applicant so please do not include originals.

overview of fellowship activities
The fellowship will be awarded for activities during the spring and summer of 2015 (March, 2015 to August, 2015). A minimum of 4 - 5 hours per week is expected during the fellowship. It is imperative that students will accommodate fellowship time into their normal schedule of course work and other extracurricular activities. Examples of fellowship activities include but are not limited to the following:
- Fellows will earn course credits as detailed and approved by their universities
- Fellows will complete a content curriculum, developing reporting skills, storytelling voice, and technical skills, and at least one content piece per week
- News media editors (features) and content creators will make one site visit to journalism classes on each campus where fellows are placed.
- Fellows will attend two brown bag sessions (one each semester) and held at the Arts Council of Indianapolis and led by newspaper editors and content creators. These sessions will also include dialogues with artists and arts administrators.

selection criteria and process
Fellowships will be awarded to applicants who are current journalism students. A committee of Arts Council and The Indianapolis Star staff will review the applications and select the finalists from the candidate pool. The committee will make their decisions based on the application materials, writing samples, attachments, and documentation. Applicants will be evaluated according to the following:
- overall excellence of the applicant’s work in journalism school
- evidence of a commitment to pursuing arts journalism as a career
- flexibility in student scheduling to meet the demands of the fellowship activities

Only finalists will be invited to interview for the fellowship. Finalists will be interviewed by staff from The Indianapolis Star and the Arts Council. Interviews will take place in early November and interviewees will be asked to meet to discuss their application materials as well as their interest in the fellowship and arts journalism.
administration and funding
The Arts Council of Indianapolis administers all aspects of the Journalism Fellowship Program. The fellowship program is funded through a grant from the National Endowment for the Arts with additional financial support from the Arts Council, various arts organizations, community partners, and individual contributions.

timeline
January 30, 2015 Deadline for submission of applications
February 2 – 13, 2015 Adjudication and interviews of fellows
February 23 – 27, 2015 Notification of fellowship awards by email
March – August 2015 Term of fellowship
August 2015 Payment awarded at completion of fellowship

fellowship awards
Five (5) fellowships in the amount of $2,000 will be awarded. Fellows must enter into a written agreement with the Arts Council of Indianapolis, which, when executed, has the legal effect of obligating the fellowship award, and which states the rights and obligations of the parties. The fellowship payment ($2,000) will be made in one installment and after receipt of the signed fellowship agreement and upon participation and completion in the experience portion of the fellowship; and the completion, receipt, and approval of a final grant report (consisting of a reflection of experience, copies/links of all materials produced, and goals for academic and professional future).

Each fellowship recipient will be required to submit an IRS W-9 form so that an IRS 1099 income statement can be issued by the Arts Council for the fellow’s tax records. All taxes and reporting of taxes will be the responsibility of the fellowship recipient.

contact information
Questions concerning the Arts Council of Indianapolis Journalism Fellowship Program which are not answered in the above guidelines should be directed to:

Ernest Disney-Britton
Director of Grant Services
(317) 631-3301
ebritton@indyarts.org
www.indyarts.org
Arts Council of Indianapolis
Journalism Fellowship Program

Deadline for submission: January 30, 2015
Deliver or mail all materials to: 924 N. Pennsylvania St.
Indianapolis, IN 46204

cover page information

Applicant Name:
Mailing Address:
City/State/Zip:
County of Residence: Evening Phone:
Email: Day Phone:

Please indicate your journalism concentration and projected year of graduation:
(e.g. print; electronic; radio; digital; multimedia)

Demographic Profile (optional):
Race/Ethnicity:
Age range: □ Under 20 □ 20 – 30 □ Over 30

Please indicate your eligibility for this fellowship program (all 3 boxes must be checked):
□ I certify that I have been working toward my journalism degree for at least 1 year.
□ I certify that I attend either Butler University □ or IUPUI □. (Indicate which university)
□ I certify that I am not currently working full-time for a media company.

BRIEF biographical description: (No more than three sentences)

certification

I, the undersigned, certify that 1) the foregoing information is true and correct; 2) I have read the guidelines for the Arts Council of Indianapolis Journalism Fellowship Program and agree to comply with the guidelines; 3) I agree to comply with all applicable local, state, and federal regulations.

Signature of Applicant Date

Arts Council of Indianapolis 924 N. Pennsylvania St., Indianapolis, IN 46204
**proposal narrative**

Please address the following questions. Do not exceed two (2) 8 ½” x 11” typed, single-spaced pages (use only one side of each page) and attach the pages to the back of your application packet. (Assume the reader does not know anything about you or your student work.) Be sure to answer each of the questions. Use no smaller than 12-point font and no less than one-inch margins. Be sure that your name is on BOTH pages of the narrative.

1. **Describe yourself and why you are interested in a career in journalism.**  
   (recommended length: ½ page)

2. **Why do you feel that journalism is an important issue for the arts today?**  
   (recommended length: ½ page)

3. **As a journalism student, what is your interest in the arts?**  
   (recommended length: ½ page)

4. **If awarded the fellowship, what are three story ideas that you have for The Indianapolis Star editors?**  
   (recommended length: ½ page)

**application instructions & checklist**

*Please read the application instructions carefully.* Incomplete applications or those who do not adhere to the requirements below will not be accepted.

1. Submit **ONE** complete application package that includes Page 1 (cover page) of the application

   - **Letter of intent** (discussing your interest in the fellowship and the experience you would bring to the program) (1 page)
   - **Professional resume** (no longer than 2 pages)
   - **Reference letters**: 2 letters of reference from university professors, employers, or other individuals concerning applicant's journalism and/or arts experience

2. Submit **ONE** set of journalism samples.

   It is important to submit examples of work completed during your time as a college student that best represent you and your work. We only need ONE set of the work samples to be submitted.

**SAMPLES REQUIRED:**

   - **Writing samples** (up to three) - to illustrate writing experience for print publications.  
     (ex. Newspaper article, review, journalism class assignment, printed program, etc.)
   - **Multimedia sample on CD** (only one) - to illustrate digital and multimedia experience (ex: audio story, video story, or video explaining why you want to pursue arts journalism; if multimedia piece explains why you want to pursue arts journalism, it must be substantially different than written component of this application)

*Do not send originals.* Be sure to label very clearly each piece with your name and the date the work was completed.
journalism sample list

In the expandable cells below, include a list of the subject of your writing/multimedia samples included with your application and as much information about each of the samples as possible (include names/titles of work, year completed, and any other pertinent information). Example below:

1. #1 – Review of *Concerto for Piano Winter* 2014 (applicant is the concert reviewer)

1. 

2. 

3. 

4. 