



**Brother Thomas Fellowship - 2019  
Application Guidelines**

**DEADLINE: 11:59PM on Monday, July 1, 2019**

Congratulations! You are among nearly 70 Greater Boston artists selected by a group of knowledgeable Nominators that can be considered for an unrestricted two-year \$15,000 Brother Thomas Fellowship Award in 2019.

To be considered for this award, you must be a resident of Greater Boston as defined at the end of these guidelines and must **complete the online application form by 11:59 PM, Monday, July 1<sup>st</sup>**. Collaborating artists or artist collectives will be considered as a single creative artist. A multidisciplinary panel convened at the Boston Foundation will review applications; artists will be informed of the outcome by the end of July. Awards will be publicly announced in October 2019.

The Brother Thomas Fund was established in 2007 to honor the legacy of Brother Thomas Bezanson, a Benedictine monk and world-renowned ceramic artist, who wanted the sale of his work to help other artists as his friends had helped him. To mirror the needs of artists as well as the wishes of the donor, Fellowships are awarded without stipulation as to how the funds are spent.

The goal of the fellowship program is to recognize and support a diverse group of Greater Boston artists who are working at a high level of excellence in a range of disciplines—the visual, performing, literary, media and craft arts—and to enhance their ability to thrive and create new work. The Boston Foundation also hopes that this award will bring the artists greater access to a variety of markets, including galleries, residencies and commissions, and that the importance of artists to the vitality of Boston will be more broadly recognized.

These guidelines provide a detailed explanation of the application process. For additional clarification about your application, please email [Brother.Thomas@tbf.org](mailto:Brother.Thomas@tbf.org).

For more information about the Fellowship, as well as a list of previous Fellows, see the Boston Foundation [website](#).

## APPLICATION PROCESS

Please submit the following documents or files through the online application platform (link provided below). The panel will consider only those applications submitted through this online platform.

BROTHER THOMAS [APPLICATION](#) LINK

Required documents and information include:

1. Contact information (use online form);
2. Resume or curriculum vitae (attach PDF or Word document);
3. A 1-page essay or letter to the panel describing how you imagine a Fellowship award might have a transformative impact on your career and enhance your ability to create new work **OR** a traditional 1-page artist statement (attach PDF or Word document);
4. Samples of work made (completed or in progress) since January 2015 in the format most appropriate to the medium in which you work and according to the instructions below; and
5. A list of work samples with relevant information (size, media, context) as described below (use online form).

## WORK SAMPLE INSTRUCTIONS

This awards process is not defined or limited by the artists' use of materials. Nominated artists are working in the visual, performing, literary, media and craft arts; some artists' work crosses or combines these broadly defined categories. Thus, it is up to the artist to submit work samples in the format that is most appropriate to their work.

You must submit work that was completed or in progress within the last 5 years, since January 2015.

Artists submitting work excerpted from a larger or longer piece should describe the context of the work on the list of work samples at the end of the online application. For example, the description of work excerpted from a film or manuscript should inform the panel of its place within the whole. With regards to installation work, please tell the panel where and how it is exhibited.

The online platform presents files in alphanumeric order. To ensure that the panel considers your work in the preferred order, number the file names of the work samples. For example, the work named "1. *Title of Piece*" will be the first piece viewed by the panel. Submit files of the highest quality and resolution to enable the panel to experience the details and complexity of your work and craft.

**Two- and three-dimensional work:**

Artists working in sculpture, new media, or installation may upload either 10 digital images **OR** a video of no more than 10 minutes running time. Please do not submit work samples in both media. Upload images in the following formats: JPG, GIF, TIFF, and PNG. Upload videos in any of these formats: MOV, AVI and MPG.

**Film, video and performance-based work:**

Please upload 1 to 5 videos, with a total cumulative running time of no more than 15 minutes, where indicated in the online application. You may include a single work, or up to 5 works or excerpts. Upload videos in any of these formats: MOV, AVI and MPG.

**Music/sound:**

Please upload 1 to 5 tracks with a total cumulative running time of no more than 15 minutes. You may include a single work or up to 5 pieces. In addition, you may include up to 10 pages of scores, lead sheets, lyrics or other performance notes, which should be uploaded as PDFs. Music can be uploaded in any of the following formats: MP3, MP4, M4a and WAV.

**Literature and Other Written Material:**

Writers may submit a manuscript or—in the case of performance-based work—a track/video, or both. Manuscripts should be 15 pages or less; a track/video cannot exceed 15 minutes running. Writers submitting both a manuscript and a track/video may not exceed the 15-minute/page limit. For example, a 10-page manuscript and a 5-minute track/video or an 8-page manuscript and a 7-minute track/video are acceptable. The work sample may be a single work or may include multiple excerpts or shorter works. Any title pages, character lists or the like will be counted as part of the 15 pages.

All written material should be submitted as a PDF or Word document in the following format:

- 8½" X 11" white page;
- Margins at least 1" on all sides;
- Typed in Times, Helvetica, or equivalent font, no smaller than 12 point in size;
- Pages numbered and labeled with the title at the top of every page; and
- When submitting prose, please use 1.5 line spacing minimum.

**Receipt of Applications:**

After you submit your application you will be redirected to a screen informing you that your application has been sent. You will also receive an email confirming receipt. If you don't receive this notification, please email [Brother.Thomas@tbf.org](mailto:Brother.Thomas@tbf.org).

### **GREATER BOSTON RESIDENCY REQUIREMENT**

All nominated artists for the Brother Thomas Fellowship must legally reside in one of the following Greater Boston cities/towns:

Arlington, Ashland, Bedford, Belmont, Beverly, Boston, Braintree, Brookline, Burlington, Cambridge, Canton, Chelsea, Cohasset, Concord, Danvers, Dedham, Dover, Duxbury, Everett, Framingham, Gloucester, Hamilton, Hanover, Hingham, Holbrook, Hull, Lexington, Lincoln, Lynn, Lynnfield, Malden, Manchester, Marblehead, Marshfield, Medfield, Medford, Melrose, Middleton, Millis, Milton, Nahant, Natick, Needham, Newton, Norfolk, North Reading, Norwell, Norwood, Peabody, Pembroke, Quincy, Randolph, Reading, Revere, Rockland, Rockport, Salem, Saugus, Scituate, Sharon, Sherborn, Somerville, Stoneham, Sudbury, Swampscott, Topsfield, Wakefield, Walpole, Waltham, Watertown, Wayland, Wellesley, Wenham, Weston, Westwood, Weymouth, Wilmington, Winchester, Winthrop, and Woburn.

### **REVIEW AND AWARD PROCESS**

The Boston Foundation will convene a panel of artists and arts professionals with a range of aesthetic perspectives to review applications. To ensure panelists are free of conflicts of interest, panelists will disclose any affiliations they or their immediate family members have with an applicant.

The review panel will seek to identify a diverse group of up to 11 artists who have made a firm commitment to their art, are working at a high level of excellence, whether or not that excellence has been recognized, and who may be at a catalytic moment in their life and career when a fellowship could have a transformative impact.

The Boston Foundation's Board of Directors names these artists Brother Thomas Fellows and makes the final awards. All artists will be notified by the middle of September. The Fellowship awards will be publically announced in October 2019.

For additional clarification, please email questions to [Brother.Thomas@tbf.org](mailto:Brother.Thomas@tbf.org).

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