



## NATIONAL MUSEUM *of* WOMEN *in the* ARTS

# **LIBRARY FELLOWS PROGRAM** **Guidelines & Application** **for Submitting Proposals for Artist Book Grant**

### **Objective**

The objective of the Library Fellows program is to encourage and promote the creation of artists's books and to support NMWA's Library and Research Center and book art programs.

### **Amount of Grant**

The Library Fellows program provides up to \$12,000 annually for the production of an artist book in an edition of 125. An additional \$1,000 is provided for the artist to create 500 copies of a promotional brochure for the book, as well as \$1,000 for the artist to travel to the Library Fellows' annual meeting to present her book upon completion.

### **Deadline**

Proposals must be postmarked on or before June 30, annually. No exceptions.

### **Eligibility**

The artist who is responsible for the overall creation, design and realization of the book must be a woman. Technical assistance in developing the book edition by both women and men is acceptable. Collaborative projects between two or more artists are allowed.

Only new books will be considered. Previously published books or books that are versions of books previously published or planned for publication will not be considered.

## **Review and Selection Process**

Shortly after the June 30 deadline, a Selection Committee of the Library Fellows meets to look at the proposals received and to ensure that they are complete. At this time the Committee decides which proposals to recommend for review by the Library Fellows at their annual meeting in the fall. At the meeting, the Fellows view the mockups and images, and vote to select the winner of the competition. The Fellows reserve the right to withhold the grant if the proposals do not meet their standards.

Images of previous winning books are available on the NMWA website at:  
<http://www.nmwa.org/library/artistbook.asp>

## **Evaluation Criteria**

1. The aesthetic and intellectual value of the project
2. Originality of the project
3. The artist's previous achievements in the field of book arts
4. The quality, thoroughness, and clarity of the artist's proposal
5. The potential market and audience for the book
6. Appropriateness of budget

## **Proposal**

The proposal must include:

1. Completed application form, which includes a brief summary of the project
2. A detailed description of the proposed book, describing:
  - Background
  - Description of text
  - Description of imagery
  - Description of composition/physical description/structure (including: sheet size, printing process used, typeface, binding, number of pages)
  - Description of how the artist intends to produce the book (i.e. will the artist do the work herself, or contract out to others; names of binders, printers, etc.)

The description should be sufficiently clear and detailed to give the Library Fellows a complete understanding of the final product, as most of the Fellows will read the proposals before seeing the mockups and slides.

3. A mockup/dummy of the book as the final product will appear in form and content. When the final product will differ from the mockup, the differences should be described in detail.

4. Up to 20 high-resolution digital images of book-related artwork, with accompanying checklist. The checklist must be numbered and must include: title, date, medium, and dimensions in inches. If the images represent work related to the proposed book, please indicate this as well. Non-book-related images are accepted.
5. An estimated, itemized budget in US\$, for an edition of 125 books. Typical line items on the budget are: materials, printing, assembly, binding, labor, and equipment. A single number cost estimate will not be accepted.
6. The artist's résumé.

- ALL PROPOSALS MUST INCLUDE **5 COPIES** OF THE APPLICATION FORM, BOOK DESCRIPTION, IMAGE CHECKLIST, BUDGET, AND RÉSUMÉ.
- INCOMPLETE PROPOSALS OR PROPOSALS WITH BUDGETS THAT EXCEED THE \$12,000 LIMIT WILL NOT BE CONSIDERED.
- PLEASE DO NOT SEND ANY ADDITIONAL MATERIALS (CATALOGUES, ARTICLES, BOOKS, ETC.) THESE MATERIALS WILL NOT BE REVIEWED BY THE LIBRARY FELLOWS.

### **Application and project time line**

Proposals must be postmarked on or before June 30. Artists will be notified of receipt of their proposals within one month. Artists with incomplete or ineligible proposals also will be notified at this time.

The Library Fellows have their annual meeting in the fall each year, and artists are notified of the Fellows' selection no later than two weeks after the meeting.

Once the selected artist is notified, she will receive a contract with the National Museum of Women in the Arts, which must be signed and returned to the museum immediately. The payment schedule is included in the contract. The artist will receive the funds in three equal installments over the course of her work. The final installment will be sent once the copies of the book are received by the museum. The artist must complete the book by October 1<sup>st</sup> of the year after receiving the award, so that there is enough time to make copies available for the Fellows at their annual meeting. The artist will be expected to attend the annual meeting to present her book (NMWA will cover up to \$1,000 in travel expenses), and to help with the decision on pricing the book.

### **Copyright**

The copyright of the book is owned jointly by the artist and the National Museum of Women in the Arts.

### **Distribution of the book**

Each artist's book supported by the Library Fellows is produced in a limited edition of 125 signed and numbered copies. The artist keeps 25 copies, which she may distribute as desired. Each Library Fellow receives one copy of the book, as a benefit of membership. The Library and Research Center keeps three copies in its collection. The remaining copies are sold by the NMWA museum shop, and the money generated by the sales helps to support the Library and Research Center and the book arts program. The price of the book will be decided by the artist, together with the members of the Library Fellows at the annual meeting at which the artist presents her book.

### **Promotion of the book**

Each Library Fellows book will be promoted in the NMWA magazine *Women in the Arts* and exhibited for one year (or until the next book is published) in the museum's Library and Research Center. The museum will issue a special press release and distribute it to the press, other media, art libraries and collectors of artists' books. This winning artist is asked to submit a list of collectors/institutions interested in the artist's work. The artist is also responsible for designing and printing a promotional brochure (500 copies), which the museum will distribute with the press release. The text for the brochure must be approved by the museum before printing. Examples of excellent brochures produced by previous winners are available upon request.



## NATIONAL MUSEUM *of WOMEN in the ARTS*

### Library Fellows Grant Application Form

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ **E-mail (required):** \_\_\_\_\_

Title of book project: \_\_\_\_\_

Total budget for project (not to exceed \$12,000): \$ \_\_\_\_\_

Summary of project (Type here or attach):

#### **Application checklist:**

1. Completed application form (5)
2. Detailed description of the proposed book (see guidelines for specifics) (5)
3. A mockup of the book as the final product will appear in form and content.
4. Up to 20 digital images of book-related artwork (5 copies of checklist)
5. An estimated, itemized budget (in US\$) for an edition of 125 books (not to exceed \$12,000) (5)
6. Artist's resume (5)
7. Stamped, self-addressed packing materials for return of proposal

**Please mail applications by June 30<sup>th</sup> to:**  
**Library Fellows Program**  
**Library and Research Center**  
**National Museum of Women in the Arts**  
**1250 New York Ave., N.W.**  
**Washington, D.C. 20005**

