



FY 2018

Larry Neal Writers' Award

APPLICATION GUIDELINES

Deadline: Friday, April 27 2018 at 4:00PM EDT

Government of the District of Columbia
Commission on the Arts and Humanities
200 I (Eye) Street, SE, Suite 1400
Washington, DC 20003

TABLE OF CONTENTS

The Larry Neal Writers’ Awards Description	3
Mayor’s Arts Awards (MAA) Description	4
Successful Larry Neal Writers’ Award Application	4
Eligibility Requirements	5
Application Process	5
Review Process.....	6
Finalist Notification	6
Contact Information.....	6
Review Criteria	7
Checklist	7
Addendum A: Work Samples and Supplementary Materials.....	8
Addendum B: Application Categories, Justification Narrative and Suggestions	9
Addendum C: Application Sample.....	11



NOTICE: Applicants must read the entire guidelines prior to submitting an application. For questions or additional information, please contact the Commission on the Arts and Humanities (CAH).

AWARD NOMINATIONS

FY 2018

The Larry Neal Writers' Award

Presented at the 33rd Annual Mayor's Arts Awards

Application Release Date: Friday, March 30, 2018
Submission Deadline: Friday, April 27, 2018 at 4:00 PM (EDT)

Introduction

DC Commission on the Arts and Humanities (CAH) is soliciting nominations from individual writers who reside in the District of Columbia for the Larry Neal Writers' Award. The award nomination process is competitive.

The Larry Neal Writers' Award

The Larry Neal Writers' Award commemorates the artistic legacy and vision of Larry Neal, the renowned author, academic and former Executive Director of the DC Commission on the Arts and Humanities (CAH). Awards are presented for the artistic excellence of adult, youth and teen writers residing in the District of Columbia. Awardees will be announced at the 33rd Annual Mayor's Arts Awards.

Mayor's Arts Awards (MAA)

The Mayor's Arts Awards are the most prestigious honors conferred by the city on individual artists, teachers, nonprofit organizations and patrons of the arts. This year, the DC Commission on the Arts and Humanities will present the 33rd Annual Mayor's Arts Awards. Artists and Organizations will be recognized in seven categories: Excellence in Visual Arts, Excellence in Dance, Excellence in Theatre, Excellence in Music, Excellence in Design Arts or Media, The Mayor's Award for Arts Education, and The Larry Neal Writers' Awards. Special Awards will be given to individuals and organizations, recognizing their outstanding support to DC arts, humanities and creative industries.

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Successful Larry Neal Writers' Award Applications

- **Make sure that your submission is right for the award.**
The applicant should know the intent of the award and the required application components. Read the criteria for each award category carefully. Be realistic. It is a very rigorous and competitive process. If the individual and/or organization you have in mind does not meet the stated qualifications, you should not submit an application packet.
- **Submit a concise, well written application packet.**
Complete, well-written, but concise application packets are more likely to be successful. Use an active voice when writing.
- **Provide a complete overview of your submission.**
A peer review process, using very specific, clearly defined scoring criteria, is used to review and rate the awards submissions. Only the information in the packet that is electronically submitted is considered. Please do not assume that the reviewers will know the candidates work — you must include all of your accomplishments in the packet submittal.
- **Create a unique picture of your work.**
This process is competitive. Your application packet must stand out among all the others that have been submitted if your candidate is to be selected for this prestigious award. Put yourself in the reviewers' shoes. Your application will be judged by creative peers. Make sure your application clearly describes the uniqueness of your candidate.
- **Solicit information from others to strengthen the application.**
Be sure to solicit information from others to strengthen the submission. Also, two heads are better than one — invite some colleagues to give you feedback and other ideas about the accomplishments of your candidate and how you've presented it. Their insights may make your application more robust.
- **Be objective.**
Submit objective information to support testimonials or statements made by colleagues whenever possible. Review all application materials for consistency before submitting the electronic packet.
- **Make an impact.**
Clearly describe how the specific, unique qualifications and contributions of your candidate or program have made a distinct impact in the individuals and/or organizations creative profession and community.
- **Organize.**
Don't wait until the last minute to prepare your submission. Maintain an awards file. Most criteria remain very constant from year to year and changes in procedure are minimal. Gather

materials early and allow plenty of time for review. Compile all application materials prior to initiating the online application process. Though you can "save" what you've done and go back later to complete the packet, it will make your submission process much smoother and hassle-free if you have all the necessary components compiled before you begin.

Nomination & Eligibility Requirements

- The awards are limited to individuals who reside in the District of Columbia.
- Individuals may self-apply or apply on another candidate's behalf for an award. Additionally, individuals may apply in multiple award categories where appropriate.
- Separate applications are required for each category.
- Individuals cannot apply in a category that they have been awarded in for a period of at least 2 years.

All entries must adhere to the following guidelines:

- All entries must be previously unpublished (including internet publications);
- The author's name **MAY NOT** appear anywhere on the writing sample. CAH staff will code each application to ensure it is reviewed on the merits of the work alone;
- The writing sample must include a title, as well as the Division and Category (see below);
- The writing sample must be typed in 12 point Times New Roman, Arial or similarly readable font and be double-spaced;
- One inch margins should be set on all sides of document; and
- **Entries that do not meet the eligibility rules may be automatically disqualified.**

Application Process

All Larry Neal Writers' Awards guidelines are available www.dcartz.dc.gov. CAH utilizes an online application portal. All applications must be submitted online by the deadline, 4:00 pm, Friday, April 27, 2018. Incomplete or late applications, or applications which do not follow the instructions, will be ineligible for review. The submission period is from March 30, 2018 to April 27, 2018. CAH will not accept mailed, emailed or hand-delivered copies of nomination applications.

Application Procedure:

1. Review the FY18 Larry Neal Writers' Award guideline [PDF] thoroughly and determine eligibility of the nominee.
2. Visit www.dcartz.dc.gov and go to the [Events](#) tab and select [Programs and Events](#). Select [Larry Neal Writers' Award](#) and scroll to the bottom of the page and select <https://dcarts.slideroom.com/#/login/program/36099/vj18hUE082> to register and sign in:

(To reset the password select "Forgot your password?")

3. Once fully registered, the nominator must select the desired award category(s).
4. Complete the application questions and narratives.
5. Upload all required documents, supplementary material, work samples and W9.

6. Submit the nomination by 4:00pm on the deadline date.

The application process is highly competitive. The applicant is fully responsible for the content of their application packages. An automated confirmation of an application's submission does not guarantee an application's eligibility for review by the Advisory Review Panel. CAH staff is not permitted to make corrections to applications on behalf of the applicant. CAH staff will review applications for completeness and contact the applicant for any incomplete documents within five business days of the deadline. The applicant is responsible for updating their application within five business days of CAH's notification. Incomplete applications will not be forwarded to the Advisory Review Panel for consideration.

Review Process

All applications are scored according to the Larry Neal Writers' award category: The evaluation criteria are specific to each award category and listed in each award category guidelines.

A panel of distinguished writing professionals will review and score each submission according to its artistic excellence in the appropriate literary genre. CAH uses a blind review format, and each submission is assigned a unique identification number so that panelists do not know the identities of the applicants prior to the awards ceremony. CAH staff evaluates applications for eligibility, but do not review the writing samples. The review processes takes into consideration general standards of decency and respect for the diverse beliefs and values of the American public consistent with the National Foundation on the Arts and Humanities Act, as amended in 1990.

The evaluation process will also take into consideration general standards of decency and respect for the diverse beliefs and values of the American public consistent with The National Foundation on the Arts and Humanities Act, as amended in 1990.

Finalist Notification

Finalists will be announced approximately 8 weeks before the awards ceremony. During that time, we encourage finalists to share the big news and to invite friends and family to attend the awards ceremony. Winners will be announced during the awards ceremony.

Contact Information

For more information regarding the Larry Neal Writers' Awards presented at the 33rd Mayor's Arts Awards, or work sample submissions and the nomination process, please contact Ebony C. Brown, Special Events Manager at ebony.brown@dc.gov or JaKenna E. Martin, Special Events Associate jakenna.martin@dc.gov or (202) 724-5613.

Review Criteria

Distinguished writing professionals will review each submission according to its artistic excellence in the appropriate literary genre. CAH uses a blind judging format, and each submission is assigned a unique identification number so that panelists do not know the identities of applicants prior to the awards ceremony. CAH staff evaluates applications for eligibility, but do not review writing samples. The evaluation processes takes into consideration general standards of decency and respect for the diverse beliefs and values of the American public consistent with the National Foundation on the Arts and Humanities Act, as amended in 1990.

Evaluation Criteria:

- Presentation (formatting, spelling, grammar, punctuation, neatness)
- Structure (well-developed, logical flow and effective sequencing)
- Technique (linguistic diversity, literary devices, audience engagement)
- Creativity (imaginative writing, originality of thought)

Application Checklist

The following is in addition to the required narrative questions within the online application. This checklist includes all mandatory and supplementary documents required to submit the Larry Neal Writers' Awards application. Documents must be uploaded prior to the application deadline.

MANDATORY DOCUMENTS

- Work Samples and Supporting Materials– see Addendum A - Section 1 for more information on Work Sample Requirements.
- Justification Narrative is a statement describing why the nominee is deserving of being honored in the selected award category and the correlation of the applicant's artistic history to the selected category.
- Signed W-9 (Request for Taxpayer Identification and Certificate)

FAILURE TO SUBMIT MANDATORY DOCUMENTS WILL AUTOMATICALLY RESULT IN DISQUALIFICATION.

ADDENDUM A: WORK SAMPLES AND SUPPLEMENTARY MATERIALS

The DC Commission on the Arts and Humanities (CAH) values and emphasizes artistic excellence in all programs within all disciplines. This section contains detailed information on the CAH's requirements and suggestions regarding artistic and humanities content.

Arts and Humanities content and/or merit is one of several criteria on which an application is reviewed. Other criteria include: District impact and engagement, artistic expertise and history as dictated within the program guidelines. Arts and Humanities content and/or merit content is demonstrated to the Advisory Review Panel through the applicant's:

- **Section 1 - Work samples;**
- **Section 2 – Justification Narrative**
- **Section 3 - W9**

Of these, the work sample carries the most weight because it must contain the clearest depiction of the nominee's best work(s). All applicants must submit arts and/or humanities work samples.

The guidelines on what to submit within a work sample submission depend on the applicant's arts and/or humanities discipline. ***Applicants must adhere to the work sample requirements below in order to be eligible for consideration.***

- **Section 4 – General suggestions from CAH staff**

Section 1 - Work Samples

Work samples are a critical to each application and are carefully considered during application review. The CAH strongly recommends that applicants pay close attention to the content of work sample submissions.

The guidelines on what to submit within a work sample submission depend on the applicant's writing division and category. ***Applicants must adhere to the work sample requirements below in order to be eligible for consideration.***

Work samples must be no more than two years old. Any work samples dated before this must demonstrate the nominee's work over a period of time. Submitting older work samples will make the application ineligible for consideration. Please contact the nominee to obtain the most up to date information for uploads.

ADDENDUM B: APPLICATION CATEGORIES, NARRATIVE JUSTIFICATION AND SUGGESTIONS

THE LARRY NEAL WRITER'S AWARD: (FOR INDIVIDUALS ONLY-ADULT, TEEN, and YOUTH)	
ADULT (AGE 18 AND OLDER):	
FICTION:	One unpublished short story, not to exceed 3,000 words, double-spaced.
DRAMATIC WRITING:	One unproduced double-spaced play or double-spaced screen play. All plays and screen plays must include a two-page contextualizing the selection submitted. Entries will be judged on the summary and maximum of 3,000 words submitted.
POETRY:	One poetry application must contain three unpublished poems (one poem per page). The applicant will be judged on the quality of all three submissions.
YOUTH (GRADES 4 – 8) AND TEEN (GRADES 9-12):	
POETRY:	Two unpublished poems (one poem per page).
FICTION:	One unpublished short story, not to exceed 500 words, double-spaced.

Section 2- Justification Narrative

The justification narrative is very important to the overall application package during the review process. In many cases it is used to teach, persuade and inform the Advisory Review Panelists on why the individual and/or organization you are nominating should receive the award.

Things to think about when creating your justification narrative:

- Provide a brief statement about the individual you are nominating;
- Provide reason(s) that detail why the individual should receive the award;
- Provide information that will support and strengthen your reasoning

Section 3 - General Suggestions from CAH Staff

When creating and preparing Work Samples, Support Materials and Résumés, the CAH recommends considering the following:

- Select recent, high quality work samples that relate as directly to the application as possible;
- Less is more. Oftentimes, adding more than the recommended number of work samples to your application will weaken the application;
- Carefully chosen work samples tend to make the biggest impact and create the strongest artistic impression;
- Advisory Review Panelists are required to review each applicant's work samples; however, they are not guaranteed to review multiple work samples within the same application;
- Each work sample and document must be labeled clearly so that panelists can identify what they are reviewing;

ADDENDUM C: APPLICATION SAMPLE

FORMS:

1. **Nominee Name: (Required)**
2. **Street Address (Required)**
3. **Telephone: (Required)**
4. **Email: (Required)**
5. **Contact Person: (Required)**

6. Question Type: Drop Down

Which age group are you applying under? (Required)

Choices*

- Age 18 and Older
- Youth (Grades 4 – 8)
- Teen - Grades 9-12

7. Question Type: Drop Down

Which category are you applying for under the Larry Neal Writers' Award? (Required)

Choices*

- Fiction
- Dramatic Writing – Adult ONLY (AGES 18 and OLDER)
- Poetry

8. Question Type: Multiple Choice

Please indicate whether you are self-nominating or nominating on behalf of an individual and/or organization. (Required)

Choices*

- self-nominating
- nominating on behalf of

9. Question Type: Multiple Choice

Is the individual and/or organization aware of this nomination? (Required)

Choices*

- yes
- no

Attachments:

1. **Justification narrative:** Provide a statement describing why the nominee deserves recognition in the selected award category. How does the nominee demonstrate artistic excellence and what attributes make your nominee successful in their chosen discipline? (Refer to award category definitions) **(Required)**
2. **Media Description:** Please provide a brief statement describing each media sample with a name or tag of each sample.
3. **Work sample and Uploads:** Provide a statement describing the work samples in detail. Describe how and why the artistic and/or humanities content of the work sample best represents the

nominee's body of work. Please refer to Addendum A: Work Sample and supplementary material section 1 in the Mayor's Arts Awards application guideline to find out the work sample requirements. **Please submit a range of work that clearly demonstrates your artistic development over a period of time. (Required)**

4. **W-9 (Required)**

Media:

Provide 3 -3 items

Allowed Media Types:

- PDFs (up to 20MB each)