



## GUAM COUNCIL ON THE ARTS & HUMANITIES AGENCY

Kahan I Kutturán Guåhan  
P.O. Box 2950 Hagåtña, Guam 96932  
Tel. (671) 300-1204-8 / Email: [info@caha.guam.gov](mailto:info@caha.guam.gov) (INQUIRIES ONLY),  
[grants@caha.guam.gov](mailto:grants@caha.guam.gov) (GRANT APPLICATIONS SUBMITTALS ONLY)

## FY 2023 Fellowship Program Guidelines

### Program Description

The Guam Council on the Arts and Humanities ("GCAHA") Fellowship Program seeks to recognize and encourage the creative development of emerging and professional artists by enabling them to set aside time to pursue their work. A limited number of unmatched Fellowships up to a **maximum amount of \$3,000** for creative artisans, are available in dance, folk and traditional arts, media arts, music, theater, visual arts and arts administration (see program policy for Fellowship categories.)

Fellowships are awarded to artists on Guam who demonstrate exceptional talent as emerging professionals in their respective disciplines and to well established artisans who have made significant contributions to their particular art forms. Professional grant review panels within each discipline will recommend funding for applicants based on the following review criteria:

### ELIGIBILITY

To apply for and to retain a Fellowship, an applicant must:

- Be a U.S. citizen or permanent resident of Guam;
- Be a Guam resident for not less than three (3) years prior to the grant submission deadline and to maintain residency during the duration of the grant period;
- Be not less than 18 years of age;
- Not be a degree seeking student at the time of application or during the duration of the grant period;
- Not have received a Fellowship Grant within the past two (2) years.

### PROGRAM POLICY

Priority for awards will be given to outstanding applicants who have never received a GCAHA Fellowship. Fellowship funds may be used for, but are not limited to, the following:

- Additional time to plan or create new works;
- Purchase supplies, materials and rental of equipment relevant to the production or new work; • Service or rental of facilities related to the artist's work;
- Research directly related to the artist's work;
- Off-island workshop and seminar opportunities for professional development (travel costs disallowed);
- Expenses associated with the presentation of artist's work (i.e. cost of exhibit, performance and publication).

Fellowships are available for:

#### **RANGE**

**Emerging Professional** (Career time requirement: 0-3 years) \$ 500 - \$ 1,000

**Individual Fellow** (Career time requirement: 3-5 years) \$ 1,500 - \$ 2,000

**Distinguished Fellow** (Career time requirement: 5+ years) \$ 2,500 - \$ 3,000

[NOTE: The GCAHA Board reserves the right to modify funding amounts at their discretion.]

### HOW TO APPLY

- Attend one **MANDATORY** Workshop at the Guam Council on the Arts and Humanities Agency (238 Archbishop F.C. Flores St, Suite 202, Agaña Guam) on Saturday, March 19, 2022 @09:00AM **OR** on Saturday, April 2, 2022

@09:00AM; **AND,**

- Complete an application form and submit the INITIAL application via email to [grants@caha.guam.gov](mailto:grants@caha.guam.gov) on or by Saturday, April 30, 2022 11:59pm;

After completing both items above, Fellowship applicants should complete and submit the FINAL application via email to [grants@caha.guam.gov](mailto:grants@caha.guam.gov) on or by Thursday, June 30, 2022 @11:59pm. **(APPLICANTS WHO (a) FAIL TO ATTEND AT LEAST ONE MANDATORY WORKSHOP AT THE GUAM COUNCIL ON THE ARTS AND HUMANITIES AGENCY (238 ARCHBISHOP F.C. FLORES ST STE 202), AND (b) WHO FAIL TO SUBMIT AN INITIAL APPLICATION ON OR BY APRIL 30, 2022 @11:59PM WILL NOT BE ELIGIBLE. APPLICANTS MUST COMPLETE BOTH ITEMS (a) AND (b);**

- Applications must have the following documents in electronic format (pdf or google drive download links, etc) included:
  1. Three (3) current professional letters of recommendation from individuals who can vouch for applicant's artistic endeavors and/or ability; and
  2. Resume or artist's biography; and
  3. Supporting materials specific to the appropriate artistic discipline. All materials should be clearly labeled with description of content and proper identification. Samples of work submitted must have been completed within the past two (2) years and will remain the property of GCAHA for future reference.

## REVIEW CRITERIA

In reviewing and evaluating Fellowship applications, the Grant Review Panel and the GCAHA will consider the following in order of priority:

1. The quality of the proposed project and its anticipated results;
2. The creativity and proficiency of artistic skills demonstrated in the work proposed or submitted;
3. Professional achievements and reputation as an artist as determined by applicant resume; and
4. Peer evaluation and support as determined by professional letters of recommendation.

## **ARTISTIC DISCIPLINE REQUIREMENTS**

Each fellowship discipline requires specific supplementary materials to be submitted with the application. All samples of the artist's work submitted for review should have been completed within the last two years.

**The GCAHA prefers supporting documentation in digital format, (pdf format attachments, Google Drive links for file viewing and/or downloads, etc). Applicants should limit and edit any video file to 10 minutes to facilitate panel review**

Other support materials (i.e. programs, press clippings, reviews, articles, etc.) as deemed appropriate by the applicant may be submitted in digital format. Limit to five examples (exceptions noted below).

## **DANCE**

Please provide video(s) examples of your work (video attachments and/or google drive links, etc.). Include name(s), completion date(s), and length of piece, as well as the music used and the name of the company performing the piece. Applicants should limit and edit work to 10 minutes to facilitate panel review.

## **FOLK ARTS**

Only traditional artists are eligible to apply under this category (creative artists should apply under the appropriate discipline categories). TRADITIONAL CRAFTS Artist's work that includes the title of the artwork, medium, dimensions and date work was completed. Please make sure that the upload clearly labels artist's name;

## **LITERATURE**

Limit of five (5) excerpts from published or unpublished anthologies, manuscripts, or other samples of work.

## **MEDIA ARTS**

Please submit one of the following where applicable to media arts discipline (i.e. film, radio and/or video samples) Please be sure that the submittal includes name, title of work, date the work was completed, and length (how long is your video, in minutes/hours) of work is clearly listed (you may provide a .pdf file enumerating the work you are submitting with your samples).

## MUSIC

Please submit:

- One 10-minute recording (with performers identified and length of each recorded work properly labeled).
- A copy of score(s) for recorded work(s).
- Other support materials as deemed appropriate by the applicant.

## THEATRE

Please submit examples of playwrights, costume and scene designers, etc. specific to theatre disciplines. Please make sure files and other support materials clearly note submitted work.

## VISUAL ARTS

Please submit the following:

- Ten (10) images of the artist's work which will include (for each submittal) the title of the artwork and medium.
- No more than five (5) additional items including photographs, catalogs of recent exhibitions, reviews, and other press clippings.

## LEGAL ASSURANCES

In the event that a grant is awarded as a result of this application, *the following terms and conditions shall be complied with as signified by the applicant's signature.* This application shall become a part of the legally binding contract between the applicant and the Guam Council on the Arts and Humanities Agency.

1. The **grant** cannot be assigned to a different project or transferred *without prior written approval* of GCAHA.
2. The **grantee** shall submit to GCAHA the dates, times and locations of the project to take place for on-site review by GCAHA. The grantee is requested to provide free admission to projects/events for review.
3. The **grantee** shall submit the completed **Final Project Report** form summarizing the project and expenditures to GCAHA **within fifteen (15) days of the project's competition.** The final 25% of the grant award will be made upon approval by GCAHA of the Final Project Report.
4. The **grantee** agrees to keep detailed attendance and participation records of the project herein.
5. The financial accounts shall be subject to audit by appropriate agencies of the Territory of Guam and /or the Federal Government. The **grantee** shall be responsible for the safekeeping and identification of records maintained to account for funds awarded herein. Said records must be kept in the grantee's files for a period of three (3) years after completion of the project.
6. Credit is to be given as such "This project is supported in part by a grant from the **National Endowment for the Arts, Guam Council on the Arts and Humanities Agency, a division of the Department of Chamorro Affairs, Government of Guam, and the Office of the Governor**", in all brochures, press releases, programs, publications, tickets, and other printed and electronic materials. When no printed matter is utilized, *verbal credit* shall be given prior to each performance or presentation.

It is mutually agreed that all parties shall comply with the Fair Labor Standards under Section 5(l) and Section 7(g) of the National Foundation on the Arts and Humanities Act of 1965; Title VI of the Civil Rights Act of 1964, as amended; Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency; Title IX of the Education Amendments of 1972, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; The Americans with Disabilities Act of 1990, as amended; The Age Discrimination Act of 1975, as amended; The National Environmental Policy Act of 1969, as amended; The National Historic Preservation Act (NHPA) of 1966, as amended; other National Policies such as debarment and suspension, the Drug Free Workplace Act, lobbying, Davis-Bacon and Related Acts (DBRA), as amended, the Native American Graves Protection and Repatriation Act of 1990, U.S. Constitution Education Program, Arts Endowment Enabling Legislation and Prohibition on use of funds to ACORN and The National Environmental Policy Act (NEPA) of 1969.

## AUTHORIZING SIGNATURE

The application form must be electronically signed by all applicants (form can also be printed, signed and scanned).



## CAHA FY 2023 FELLOWSHIP APPLICATION

Carefully review the Fellowship grant guidelines for filling out this form. Incomplete and illegible applications may invalidate your application. All applications must be typed or computer generated. Supplemental information is limited to one 8.5 x 11 page only. Please double-check all information you enter to ensure that it is correct. Applications submitted using prior versions of CAHA application forms will not be accepted. This application is best filled out using Adobe Acrobat Reader. You can download Adobe Acrobat Reader here: <https://get.adobe.com/reader/>

A.	1. Fellowship Applicant Name:	
	2. SSN:	
	3. Mailing Address:	
	4. City:	,Guam Zip Code:
	5. Website:	6. Social Media:
B.	1. Are you a permanent resident of Guam?	
	2. How long have you resided in the Territory of Guam?	
C.	1. Contact Person:	2. Phone:
	3. Email Address:	Title:
D.	Authorizing Official	
E.	Project Title:	
F.	Type of grant applying for:	
G.	GRANT PERIOD Start Date: <b>OCTOBER 1, 2022</b> End Date: <b>SEPTEMBER 30, 2023</b>	
H.	1. Individuals to benefit (#):	2. Artist(s) involved (#):
	3. Youth(s) benefitting (#):	
I.	1. Fellowship range:	
	2. Fellowship grant amount requested:	

## II. PROJECT DESCRIPTION

1. **What is the project and its purpose? What do you plan to do? When? Where? Please be as specific as possible.**

2.      **How will the requested funds be spent?**

## II. PROJECT BUDGET

### PROJECT BUDGET - CASH EXPENSES – MUST provide details of budget breakdown.

**DO NOT SUMMARIZE**

**EXAMPLE: 23 musicians for 16 hrs/ea @10hr.....23 x 10/hr x 16 hrs= \$3,680.00**

**A. Personnel / Artistic (Provide description and rate(s))**

	\$
	\$
	\$
<b>SUB TOTAL:</b>	\$

**B. Personnel / Administrative (Provide description and rate(s))**

	\$
	\$
	\$
<b>SUB TOTAL:</b>	\$

**C. Personnel / Technical-Production (Provide description and rate(s))**

	\$
	\$
	\$
<b>SUB TOTAL:</b>	\$

**D. Outside Artistic Fees & Services / Artistic (Provide description and rate(s))**

	\$
	\$
	\$
<b>SUB TOTAL:</b>	\$

**E. Outside Other Fees & Services (Provide description and rate(s)).**

	\$
	\$
	\$
<b>SUB TOTAL:</b>	\$

**F. Studio & Space Rental (Identify location and rate(s).)**

	\$
	\$
	\$
<b>SUB TOTAL:</b>	\$

**G. Travel & Per Diem (Identify who, where and why; may include mileage)**

	\$
	\$
<b>SUB TOTAL:</b>	\$

**H. Marketing & Promotion (Include publicity / promotion)**

	\$
	\$
<b>SUB TOTAL:</b>	\$

**I. Remaining Operating Expenses (Itemize) i.e., phone, postage, supplies/materials, others**

	\$
	\$
<b>SUB TOTAL:</b>	\$

**J. TOTAL PROJECT CASH EXPENSES \$ \_\_\_\_\_**  
**(LINE ITEM A TO I)**

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**CHECKLIST**

**(a) Applicants must attend one mandatory workshop at the Guam Council on the Arts and Humanities Agency (238 Archbishop F.C. Flores St., Ste 202), AND**

**(b) Applicants must have submitted an INITIAL application by the April 30, 2022 11:59PM deadline to [grants@caha.guam.gov](mailto:grants@caha.guam.gov).**

**\*\*NOTE: Applicants are required to complete BOTH items (a) and (b). Any FINAL application received by the June 30, 2022 11:59PM deadline WITHOUT THE REQUIRED DOCUMENTS, OR THAT HAVE NOT MET BOTH CONDITIONS (a) and (b) WILL NOT BE REVIEWED. Final applications must be emailed to [grants@caha.guam.gov](mailto:grants@caha.guam.gov).**

**(Did you include the following?)**

- ☐ 1. Detailed budget breakdown (cash expense)
- ☐ 2. Resume / Biography
- ☐ 3. Three (3) current letter (s) of personal recommendation
- ☐ 4. Samples of work (i.e., .pdf format, Google Drive link, etc.)

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**IV. LEGAL ASSURANCES**

In the event that a grant is awarded as a result of this application, *the following terms and conditions shall be complied with* as signified by the applicant's signature. This application shall become a part of the legally binding contract between the applicant and the Guam Council on the Arts and Humanities Agency.

1. The grant cannot be assigned to a different project or transferred *without prior written approval* of GCAHA.
2. The **grantee** shall submit to GCAHA the dates, times and locations of the project to take place for on-site review by GCAHA. The grantee is requested to provide free admission to projects/events for review.
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4. The **grantee** agrees to keep careful attendance and participation records of the project herein.
5. The financial accounts shall be subject to audit by appropriate agencies of the Territory of Guam and /or the Federal Government. The **grantee** shall be responsible for the safekeeping and identification of records maintained to account for funds awarded herein. Said records must be kept in the grantee's files for a period of three (3) years after completion of the project.
6. Credit is to be given as such **"This project is supported in part by a grant from the National Endowment for the Arts, Guam Council on the Arts and Humanities, Government of Guam, and the Office of the Governor"**, in all brochures, press releases, programs, publications, tickets, and other printed materials. When no printed matter is utilized, *verbal credit* shall be given prior to each performance or presentation.

It is mutually agreed that all parties shall comply with the Fair Labor Standards under Section 5(l) and Section 7(g) of the National Foundation on the Arts and Humanities Act of 1965; Title VI of the Civil Rights Act of 1964, as amended; Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency; Title IX of the Education Amendments of 1972, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; The Americans with Disabilities Act of 1990, as amended; The Age Discrimination Act of 1975, as amended; The National Environmental Policy Act of 1969, as amended; The National Historic Preservation Act (NHPA) of 1966, as amended;

other National Policies such as debarment and suspension, the Drug Free Workplace Act, lobbying, Davis-Bacon and Related Acts (DBRA), as amended, the Native American Graves Protection and Repatriation Act of 1990, U.S. Constitution Education Program, Arts Endowment Enabling Legislation and Prohibition on use of funds to ACORN and The National Environmental Policy Act (NEPA) of 1969.

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### **V. AUTHORIZING SIGNATURE**

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I, the undersigned, do certify that the information contained within this application, including all attachments and supporting materials, are correct and true to the best of my knowledge.

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Fellowship Applicant (Please Print):

Signature:

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Date of Application:

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**GCAHA USE ONLY**

**RECEIVED BY** \_\_\_\_\_

**DATE RECEIVED** \_\_\_\_\_

**TIME RECEIVED** \_\_\_\_\_

**APPLICATION NO:**