arts&humanities
council of montgomery county

IDA F. HAIMOVICZ VISUAL ARTS AWARD
For Montgomery County High School Juniors

2022-2023 AWARD GUIDELINES

SUBMISSION DETAILS

APPLICATION DEADLINE: Friday, December 16, 2022 at 11:59 p.m.

Award notifications will occur in February 2023.

All applications and relevant materials must be submitted online through AHCMC's application portal: https://artsandhumanities.smapply.io/

Late applications and materials will not be accepted.

The Mission of the Arts & Humanities Council of Montgomery County

The Arts & Humanities Council of Montgomery County (AHCMC), in partnership with the community, cultivates and supports excellence in the arts and the humanities, expands access to cultural expression, and contributes to economic vitality in the region.

Equity & Inclusion

With the acknowledgement and understanding that access to resources has been historically limited for certain groups of people, AHCMC is committed to cultural equity within all funding activities and to serving communities that have been traditionally underrepresented in mainstream funding, discourse, leadership, and resource allocation, including but not limited to, Black, Indigenous, Native American, Latinx, Chicanx, Arab, MENASA (Middle Eastern, North African, South Asian), Asian, Pacific Islander, and other communities of color, socio-economically disadvantaged communities, differently abled individuals and/or people with disabilities, and Two-Spirit, Lesbian, Gay, Bisexual, Transgender, Queer, Intersex, and Asexual constituents. AHCMC recognizes that language is fluid, and the intersectional justice movement is redefining terminology regularly. This list is not exhaustive and will be updated periodically as language continues to shift over time.

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Introduction

The *Ida F. Haimovicz Visual Arts Award* is a competitive award open annually to all Montgomery County, MD high school juniors. Established in 1998, this award uplifts the unique and authentic voices of three high school juniors who demonstrate a commitment to the visual arts. Ida F. Haimovicz, who developed her artistic talent late in life, wanted to encourage young people to develop and pursue their talent in visual art while they are young.

Purpose

This award benefits three high school juniors enrolled in a public or non-public high school in Montgomery County MD who demonstrate a commitment to the visual arts.

The 2022-2023 *Ida F. Haimovicz Visual Arts Award* will be presented to three recipients following a juried selection process that is based upon the merit of the original submitted work and the applicant's commitment to the visual arts discipline, not financial need.

Award

The awardee who receives the highest, cumulative score is given an award of $1,500, a mentorship with a visual arts professional, and a solo exhibition presented in conjunction with an award ceremony. In addition, two runner-up awardees will receive $750 each and a one-on-one meeting with the mentor.

The mentorship provides award winners an opportunity to learn from a visual arts professional, gain insights about the artistic process and visual arts-related careers. The schedule and scope of the mentorship will be collaboratively designed and mutually agreed upon by the awardee and the mentor.

2022-2023 *Ida F. Haimovicz Visual Arts Award* Estimated Timeline

Application Preparation Webinars	November 2022
Application Deadline	December 2022
Panel Review	January 2023
Award Announcement	February 2023
Award Ceremony	To Be Determined 2023

Important Notes

- Work samples must be the applicants' own work; collaborative works or group projects **will not be accepted**.
- 2022-2023 *Ida F. Haimovicz Visual Arts Award* applicants may not also apply for the 2022-2023 *Fran Abrams Creative Writing Award*.
- Work that makes use of photographs, published images, and/or other artists' works, must show substantial and significant development beyond duplication through manipulation of materials, processes, and/or ideas of the source.
- Work samples should be from work created within the last three years.
- Work samples can include but are not limited to work created for school credit.
- Incomplete submissions **will not be accepted**.
- Applicants who need assistance or accommodation to complete this application should contact AHCMC grants staff.

Applicant Eligibility Requirements

Individuals eligible to apply must have met all the following eligibility requirements **by the published deadline**:

- Resides in Montgomery County, MD;
- Is able to provide AHCMC with a Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN) prior to receiving the award disbursement;
- Is enrolled full-time during the fall of 2022 and spring of 2023 of their high school junior year in a public, private, or home school located in Montgomery County, MD; and
- Will be graduating high school in the spring of 2024.

Visual Arts Disciplines

The artwork submitted must demonstrate the applicant's proficiency in any of, or combination of, the following visual arts disciplines:

- Painting (i.e., acrylic, oil, watercolor, tempera, etc.)
- Drawing (i.e., charcoal, pencil, pastel, etc.)
- Photography
- Printmaking (i.e., screen-printing, lithography, etching, etc.)
- Digital media & film (i.e., graphic design, digital illustration, animation, etc.)
- Mixed media (i.e., fiber-based arts, collage, assemblage, etc.)
- Sculpture (i.e., woodwork, metalwork, glass, etc.)
- Ceramics

Review Panel Process

All eligible applications are evaluated by a panel of artists, arts administrators, and arts education professionals in an open panel review process. Panelists are chosen to represent a cross-section of professionals qualified to provide expert knowledge of the visual arts and arts education. AHCMC staff make every effort to ensure that the panel is diverse in all respects.

AHCMC staff review applications for eligibility and completeness, but do not score. Staff manage all administrative and logistical tasks necessary to conduct a successful panel review, provide panelists all documentation necessary to evaluate applications effectively, inform the panel in matters of AHCMC policy and procedures, and facilitate panel meetings. Panelists are provided with the eligible applications and support materials approximately four weeks prior to the panel review meeting to allow sufficient time for their evaluation. All eligible applications are evaluated based on the following AHCMC Evaluative Criteria: Supporting Activities, Aspirations, and Originality & Creativity (described in detail below).

The panel convenes to discuss and provide scores for each application. Panel meetings are open to applicants who wish to observe; however, applicants are not permitted to make any comments or participate in any way during the panel meeting. Applicants may not contact panelists before or after the panel meeting regarding their application review. Once the application deadline has passed and the panel has received the application for review, AHCMC staff will not forward updates from the applicant to the panel.

AHCMC grants staff use the applicant's panel score to recommend the awardees to AHCMC's CEO. AHCMC's CEO has final authority to approve the recommended awardees.

Panel scores and comments are available to all applicants upon request after the award notification has been publicly announced. Applicants are **highly encouraged** to schedule a feedback appointment to review panel scores and comments by contacting Ana-Alicia Feng, Grants Assistant Manager, at AnaAlicia.Feng@creativemoco.com or (301) 565-3805 ext. 21.

Evaluative Criteria

Panelists evaluate and score all 2022-2023 *Ida F. Haimovicz Visual Arts Award* applications based on the extent to which the application addresses the following Evaluative Criteria. An applicant's commitment to all Evaluative Criteria should thread through the entire application, including the narrative and work sample(s).

Supporting Activities (20 points)

- ✓ Describes how the applicant engages with the visual arts, which can include in-school and out-of-school activities;
    - o Applicants are encouraged to share if they find it challenging to engage with the visual arts outside of school hours due to other responsibilities or commitments;

Aspirations (40 points)

- ✓ Clear commitment to the visual arts;
- ✓ Describes visual arts goals; and
- ✓ Demonstrates interest in developing skills that apply to the visual arts.

Originality & Creativity (40 points)

- ✓ Demonstrates creativity, originality, and strong conceptualization;
- ✓ Identifies and explains key concepts and emotions explored through the work; and
- ✓ Articulates how the medium(s) and techniques are used to communicate the intended theme(s).

The Online Application Process

All applications and relevant materials must be submitted online through the AHCMC SurveyMonkey Apply (SM Apply) grants portal: https://artsandhumanities.smapply.io/. For specific questions about SM Apply, please contact Ana-Alicia Feng, Grants Assistant Manager, at (301) 565-3805 ext. 21, or AnaAlicia.Feng@creativemoco.com.

1. Go to https://artsandhumanities.smapply.io/ and login to your SM Apply account using your username and password.
    a. If you do not have an account, create one by clicking the green "Register" button in the upper right-hand corner. Complete all necessary steps to activate your account.
2. Select "Programs" in the upper right-hand corner to view open opportunities.
3. Find the box that reads "2022-2023 Ida F. Haimovicz Visual Arts Award" and select the green "More" button.
4. Click the green "Apply" button on the right-hand side.
5. Complete all required tasks marked with an asterisk (*).
6. Submit your application by clicking the green "Submit" button on the left-hand side.
    a. Applications cannot be submitted unless all required tasks are marked as complete.
    b. Applications that are complete but not submitted by the deadline **cannot be reviewed.**

Required Application Materials

All documents except for work samples must be submitted as PDFs. (See the work sample directions below for information about acceptable file formats.) Contact AHCMC grants staff if you need help converting your documents to PDFs.

A completed, online application includes:

1. **Completed Narrative**
   - [Download a template of the application under the "Application + Templates" tab on the AHCMC website by clicking here](). **Please note that templates are for the applicant's reference only and all applications and materials must be submitted through SM Apply**.
2. **High School Transcript**
   - Applicants must upload a PDF copy of their current high school transcript verified by the original signature of their guidance counselor. This signature verifies that the applicant's grades are up to date and that the applicant is on track to graduate with a high school diploma in the spring of 2024.
     - Homeschooled applicants may have their current high school transcript signed by their primary instructor if a guidance counselor is not available.
   - **Transcripts will only be used to verify eligibility; transcripts are not sent to the panel and do not impact the evaluation process**.
3. **Homeschool Notification Form (required for homeschooled students only)**
   - All homeschooled applicants must submit a Homeschool Notification Form signed by a parent or guardian who verifies that the student is homeschooled and that they comply with Maryland State Department of Education homeschooling regulations.
   - **The Homeschool Notification Form will only be used to verify eligibility; this form is not sent to the panel and does not impact the evaluation process.**
4. **Work Samples Cover Page**
   - Fillable form in SM Apply with the work sample number, title of each work, medium(s) used, dimensions (unframed), and year completed.
5. **Work Sample(s)**
   - Upload **no more than 10 work samples** of original work created within the last three years that demonstrate the applicant's visual arts practice. **Work samples must be no more than 10 files or 10 pages total.**
   - At least five pieces must be work that the applicant would feel comfortable exhibiting publicly.
   - Work samples must be of finished work; however, work does not need to be matted or framed for the review process.
   - Applicants may submit work samples for a combination of disciplines.
   - Work samples should demonstrate the applicant's own work, not work created by others.
   - Work samples may be submitted in any one or combination of the file formats below.
     - Images: Maximum 10 images, up to 4 MB per file, which can be uploaded individually or formatted as one PDF.
     - Video: Maximum 2 videos, up to 100 MB per file, no more than five minutes combined.
       - The SM Apply link feature only supports links to YouTube and Vimeo.
       - If using the SM Apply link feature for YouTube or Vimeo, use the full

hyperlink at the top of your browser instead of shorthand links (i.e., use the full https://www.youtube.com link, not https://youtu.be).
- Applicants may choose to use the SM Apply link feature or embed the links in a document and upload it as a PDF.
- If providing links to websites other than YouTube or Vimeo, links must be embedded in a document and uploaded as a PDF. For each link, the entire link should be visible.
- Make sure that links are not broken.
- Make sure that the content from hyperlinks is viewable and does not require a password.
- If the submitted video and/or audio is more than five minutes combined, applicants must include instructions for which segments are relevant. (Ex: Please click on the YouTube hyperlink to watch the video from 0:47 to 4:10.)

6. **Completed AHCMC Reporting Data Form**
   - **This form corresponds with AHCMC's reporting obligations. Responses will not be factored into eligibility or the panel review for the 2022-2023 *Ida F. Haimovicz Visual Arts Award*.** All responses will be kept confidential. Responses will only be shared publicly in the aggregate.

Application Preparation Assistance

Applicants are highly encouraged to contact AHCMC grants staff with any questions **prior to the application deadline**.

Application Preparation Webinars

AHCMC staff will hold free preparation webinars to provide assistance to students applying for the *Ida F. Haimovicz Visual Arts Award*. While attendance is not required, AHCMC strongly encourages all potential applicants to attend a webinar. Whether or not an applicant attends a webinar will not be a factor in evaluating the application. Please go to https://www.creativemoco.com/find-opportunities/newsletters/ to join our email list and receive notifications about opportunities, deadlines, and webinars.

Personal Appointments

Personal appointments with AHCMC staff are available for students who are unable to attend a webinar or who need additional assistance or accommodation to complete the application. Appointments can include assistance with the content of the application such as a draft review, and/or assistance with navigating the online application system. Consultation services in languages other than English are available by appointment.

Personal appointments must be scheduled **at least two weeks prior to the application deadline**. **Drafts for review must be submitted at least two weeks prior to the application deadline.** To schedule an appointment, contact Ana-Alicia Feng, Grants Assistant Manager, at (301) 565-3805 ext. 21, or AnaAlicia.Feng@creativemoco.com.

Post-Award Information

Applicants are strongly encouraged to read this section carefully before submitting an application.

Award Recipient Responsibility

As conditions for accepting the award, award recipients understand and agree to honor the following obligations:

- The award recipient will work with a visual arts mentor designated by AHCMC;
- The award recipient must attend the award ceremony;
- The award recipient must agree to abide by any deadlines determined by the mentor and AHCMC staff regarding the preparation needed to display artwork. **Artwork that is not ready for display by the date communicated by AHCMC staff and the mentor may be disqualified**;
- AHCMC reserves the right to promote the Student Awards and publicize the students works on AHCMC's website and digital publications;
- AHCMC agrees to credit the award recipient by name and include copyright symbol on the images of the work. AHCMC will not use the recipient's works for monetary advantage; and
- AHCMC reserves the right to publish the name of the recipient and the recipient's high school in press releases to publicize the *Ida F. Haimovicz Visual Arts Award*.

Award Disbursement

The full award will be disbursed to the award recipient following AHCMC's receipt of:

- A W-9 form with the award recipient's Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN);
- The Bill.com contact form and the creation of a Bill.com account, allowing direct deposit of funds to the award recipient's bank account[1];
- The Intellectual Property Release Form; and
- The Media Release Form.

The Bill.com contact form, Intellectual Property Release Form, and Media Release form must all be signed by both the award recipient and a parent and/or legal guardian of the award recipient.

Important Reminders & Tips

- Applications must be submitted online through AHCMC's application portal **by 11:59 p.m. on the posted deadline. Late applications will not be accepted.**
- Applications that are emailed, delivered in person, faxed, or submitted in any fashion other than the online application system will not be accepted.
- **Follow the instructions in SM Apply carefully.**
- Write clearly and concisely—do not use jargon. Remember that the panelists who are reading the application may be unfamiliar with the applicant's work.
- Keep in mind that AHCMC staff do not participate in panel discussions—the application must stand on its own.
- Be sure to reference the evaluative criteria when preparing and writing the application.
- Before submitting, proofread the application for readability and content.
- **To avoid unanticipated technical glitches, do not wait until the day of the deadline to submit.**

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[1] AHCMC uses a paperless payment process to disburse awards. Bill.com is an online system that allows AHCMC to send secure E-payments.

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Questions?

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