



ELIZABETH L. MAHAFFEY ARTS ADMINISTRATION FELLOWSHIP - FY2012

The Department of Economic and Community Development (DECD), Connecticut Office of the Arts (COA), and its *Elizabeth L. Mahaffey Arts Administration Fellowship* annually recognizes an accomplished Connecticut arts administrator. This award acknowledges the important role that arts administrators play in the development of the state’s arts organizations. The fellowship was established to honor “Betsy” Mahaffey who, in a long career at the Connecticut Commission on the Arts, aided the professional development of arts administrators in in the state.

PROGRAM TIMELINE	Application Deadline	Friday, February 3, 2012
	Award Notification	March 2012
	Funding Period	March 15, 2012 - December 31, 2012
	Final Report Due	60 days after completion or no later than February 28, 2013

APPLICATION MUST BE RECEIVED (NOT POSTMARKED) BY 4:00 P.M. ON FRIDAY, FEBRUARY 3, 2012

WHO MAY APPLY

Eligible Applicants

- Arts administrators employed by Connecticut non-profit arts organizations or involved in ongoing arts programs of non-arts organizations.
- Applicants must have at least seven years of professional experience as an arts administrator and three years at their current organization.
- Individuals must be full-time residents of the state and have lived and worked in Connecticut for a minimum of three years at the time of the application.

Ineligible Applicants

- Arts administrators employed as consultants, contractors, subcontractors, or through other free-lance arrangements.
- Unpaid (volunteer) administrators.
- COA advisory council members, staff, and members of their immediate families.
- Past recipients of the Mahaffey Arts Administration Fellowship

WHAT WE FUND

One fellowship of \$2,500 will be awarded. Funds are to be used for professional development activities and may include:

- Fees for classes, workshops or seminars.
- Costs associated with attending conferences or professional meetings, including travel.
- The purchase of other items related to professional development.

REVIEW PROCESS

Applications will be reviewed based on the following criteria:

- Applicant’s record of accomplishment in the field of arts administration.
- Applicant’s impact on his or her organization and the community which it serves.
- Applicant’s future goals and desire for continued career achievement.

**APPLICATION
MATERIALS**

Applications for the Elizabeth Mahaffey L. Arts Administration Fellowship consist of several required forms along with a narrative of approximately two (2) pages.

All applications must include the following items arranged in the order listed:

1. A completed application form (2 pages).
2. A narrative, of approximately two (2) pages, answering three questions posed on the application.
3. An updated resume or curriculum vitae.
4. Two (2) letters of support, including a letter from the applicant's immediate supervisor or a letter from the chairman of the board of the organization that employs the applicant; and a letter from someone outside the organization.
5. National Standard Data Collection form - one copy of 3-page form
6. *Optional*, supplemental materials such as samples of work, news clippings or other materials that support the applicant's professional achievements (no more than two).

**GRANTEE
RESPONSIBILITIES**

You must read the Connecticut Office of the Arts Grant Overview Guidelines, as all guidelines are strictly enforced. Note the following sections:

- Award Notification/Grant Payment
- Grantee Responsibilities
- Credit & Publicity Responsibilities
- Reporting Requirements
- Grant Cancellations

HOW TO APPLY

The deadline for applications is **Friday, February 3, 2012**. Applications must be received (not postmarked) in the Constitution Plaza office of DECD/COA by 4:00 p.m. of this date. If hand-delivered, applicants must request and retain a receipt from the staff person accepting the hand-delivered application, regardless of delivery date. No application or parts thereof will be accepted after the deadline. E-mail or fax submissions will not be accepted.

All mailed applications shall be sent to:

David Bahlman, Director of Culture
Elizabeth L. Mahaffey Arts Administration Fellowship
Department of Economic and Community Development
Connecticut Office of the Arts
One Constitution Plaza, 2nd Floor
Hartford, CT 06103

Applicants must follow all instructions and provide accurate and complete information in all sections as stated in the guidelines. Failure to do so will render your application ineligible for review.

The Elizabeth L. Mahaffey Arts Administration Fellowship application form is available at www.cultureandtourism.org on the Elizabeth L. Mahaffey Arts Administration Fellowship program page.

Forms are “fillable” PDF files that you can save to your computer and print.

Questions regarding the application process may be addressed to Rhonda Olisky at 860-256-2752 or by email at rhonda.olisky@ct.gov

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Department of Economic and Community Development (DECD)
Connecticut Office of the Arts (COA)
One Constitution Plaza, 2nd Floor
Hartford, Connecticut 06103
Main Telephone: 860-256-2800
Web Site: www.cultureandtourism.org