



ELIZABETH L. MAHAFFEY ARTS ADMINISTRATION FELLOWSHIP

The Connecticut Commission on Culture & Tourism's (CCT) *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 the state.

APPLICATION DEADLINE

MUST BE RECEIVED (NOT POSTMARKED) BY 4:00 P.M.

Thursday, January 20, 2011 for the funding period March 15 – December 31, 2011

PROGRAM TIMELINE

Application Deadline	January 20, 2011
Committee Review	February, 2011
Award Notification	March, 2011
Final Report Due	January, 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.
- CCT board 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

CCT will review applications 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.

Funding recommendations will be presented to the CCT board for approval.

APPLICATION MATERIALS

The Elizabeth Mahaffey Fellowship application form and the National Standard Data Collection form are available to download from CCT's web site. They are Portable Document Format (PDF) files that can be electronically filled in, printed and mailed to CCT. Faxed or electronic submissions will not be accepted.

Applications must include the following items arranged in the order listed:

1. A completed application form (2 pages) with the original signed in blue ink.
2. A 2-page narrative answering three questions posed on the application.
3. An updated resume or curriculum vitae.
4. Three 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 (3 pages - available on CCT web site).
6. Optional supplemental materials such as samples of work, news clippings or other materials that support the applicant's professional achievements.
7. Four photocopied sets of items 1-4 only.

GRANTEE RESPONSIBILITIES

Please read the CCT Grant Overview Guidelines available on the agency web site. Note the following sections, beginning on page four:

- Grantee Responsibilities
- Credit & Publicity Responsibilities
- Reporting Requirements
- Grant Cancellations

HOW TO APPLY

All CCT applications must be **received** (not postmarked) on or before the due date. No application or parts thereof will be accepted after the deadline. E-mail or fax submissions will not be accepted.

If hand-delivered, applications must be **received** by 4:00 pm on January 20, 2011. Applicants must request and retain a receipt from the CCT staff person accepting the hand-delivered application, regardless of delivery date.

All mailed applications shall be sent to:

Kathleen DeMeo, Program Manager
Elizabeth L. Mahaffey Arts Administration Fellowship
Connecticut Commission on Culture & Tourism
One Constitution Plaza, 2nd Floor
Hartford, CT 06103

Applicants will be notified of receipt of their application via e-mail within two weeks of the deadline. Questions regarding the Fellowship may be addressed to the Program Manager at 860-256-2735 or kathleen.demeo@ct.gov.

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