

Creative Workforce Fellowship (CWF)

PROGRAM OVERVIEW

This document provides an overview of the Creative Workforce Fellowship (CWF), a program operated by the Community Partnership for Arts and Culture (CPAC) and generously funded by Cuyahoga County citizens through Cuyahoga Arts and Culture (CAC). It includes the purpose, process and definitions of the CWF.

For any additional questions, concerns or information, please contact CPAC at info@cpacbiz.org or (216) 575-0331 x2. You can also use the online question submission form at www.cpacbiz.org.

Introduction

A unique public-private partnership has been formed between Cuyahoga Arts and Culture (CAC) and the Community Partnership for Arts and Culture (CPAC). This partnership will focus resources to develop and benefit Cuyahoga County's **creative workforce**. CPAC received a grant from CAC that expands CPAC's support of Cuyahoga County's arts and culture sector to include direct financial investment through the Creative Workforce Fellowship (CWF).

Purpose

Cuyahoga County is fortunate to have a population of literary, media, performing and visual artists who are at the forefront of their respective professions. These members of the creative workforce are the **entrepreneurs** of the arts and culture sector, testing new artistic concepts and bringing forth new ideas that expand Cuyahoga County's rich arts and cultural traditions. Artists add considerable value to Cuyahoga County, whether it is through the direct economic impact of artists' work, helping school systems improve educational outcomes, rebranding and revitalizing struggling neighborhoods or enriching the lives of our community's residents.

The purpose of the Creative Workforce Fellowship (CWF) is to:

1. Sustain Cuyahoga County's rich history of arts and culture by supporting its creative workforce;
2. Establish a supportive environment for artists, **creativity**, and **innovation**; and
3. Increase awareness of Cuyahoga County's creative workforce and their professional contributions to the county.

Summary

The centerpiece of the CWF is a one-year, \$20,000 Fellowship that artists can use for career development and to begin, add to or complete a body of work. Several other benefits will be offered to **Fellows** in recognition of the fact that artists also have important non-financial needs. These include:

- A one-year paid membership in the Council of Smaller Enterprises (COSE) Arts Network (www.cosearts.org).
- A tuition waiver to attend CPAC and COSE's Artist as an Entrepreneur Institute (www.cpacbiz.org/business/ent.shtml).
- Inclusion in a professionally designed catalogue of Fellows' work and accomplishments.

The CWF is open only to artists who are currently living in Cuyahoga County and who can prove residency in the county continuously for two years prior to the application deadline. A Creative Workforce Fellow is required to remain a resident of Cuyahoga County for the term of the one-year Fellowship. Applicants will be required to submit at least one form of documentation per year as proof of residency.

Applicants must be 18 years of age or older to qualify. Students enrolled in any full-time degree-granting programs seeking 12 or more credit hours per semester are not eligible to apply, as full-time students have access to a broad array of scholarships and grants from the institutions they attend.

There are two cycles of the program. One cycle focuses on artists working in **crafts, design, media** and **visual arts**. The second cycle concentrates on artists working in **dance, interdisciplinary, literature, music** and **theatre arts**. Participation is open to **originating** and **interpretive artists**.

Process

The CWF has a two-part application process. **Application Part 1** includes the information that will be for CPAC's internal use only. We will use this information to determine applicants' eligibility to participate in the program and to select a highly-qualified review panel. **Application Part 2** includes the materials that the panel will review during the CWF adjudication process.

For information about CWF dates and deadlines, to register for a CWF workshop or to access the **guidelines** and Part 1 and Part 2 of the application, please visit www.cpacbiz.org/business/cwf.shtml or contact CPAC at 216-575-0331, x2, or info@cpacbiz.org.

The CWF assembles a **peer panel** for the selection process. Artists and arts professionals who represent the art forms in a particular cycle and who reside outside the region will be selected to serve on the CWF peer review panel to recommend CWF recipients. Fellowship awards are determined primarily on the quality of each artist's body of work as represented in **Work Samples**. Panelists also consider each applicant's **Fellowship Statement** of what they would aim to achieve during the Fellowship Year to advance their career or body of work. Applicants are **anonymous** to the panelists throughout the review and selection process. Panelists rely on two adjudication criteria:

1. Quality of the Work (As submitted and contained in Work Samples) – 90%
 - Creativity in style and concept
 - Innovative use of the medium
 - Technical proficiency or craftsmanship
 - Relevance and quality of audio-visual materials
2. Quality of the Fellowship Statement – 10%
 - Clearly articulates how the Fellowship would advance work and professional aspirations (the CWF is not a project-based grant)

All panelists complete and submit a **conflict of interest** form. Subsequently, they receive the Work Samples and Fellowship Statements (without any reference to applicants' names or identities) to study approximately five weeks prior to the panel review meeting. Each applicant is assigned a primary and secondary reviewer, based on the applicant's discipline and subcategory, who review the application in depth. The panelists convene in Cleveland for a multi-day adjudication session. The first day begins with a closed panel orientation. The forum then opens to the public with the first round of adjudication mid-day. The subsequent days consist of discussion and scoring outlined below.

The public adjudication proceedings are as follows:

First Round: Panelists see or hear up to one minute of the submitted Work Samples for each applicant. The primary and secondary reviewer will start discussion on the strengths and weaknesses of the work as documented in these Work Samples. The panel is then invited to offer any additional comments. Each panelist uses a silent ballot to rank the work as:

0. Not Fellowship-ready; or
1. **Fellowship-Ready**.

Applicants designated Fellowship-Ready by the majority of the panel, which amounts to a total score of 4 or more, advance to the second round as prospective CWF Fellow candidates for panel review.

Next Round(s): Panelists further review Work Samples and the Fellowship Statements. The primary and secondary reviewers can at this time request that the panel see or hear Work Samples at a specific image number, track point or page.

Those applicants that received a score of 4 in the first round are voted upon again. If they receive at least 5 votes from panelists in this round, they advance for further consideration. In the next round, those that received a score of 5 (including the 4's that advanced to 5's) will be voted upon and require at least 6 votes from panelists to advance for further consideration.

The applicants who at this time have received a score of 6 or 7 will then be reviewed as final candidates for the Fellowship.

The panelists' deliberations in the next round(s) will end when the final Creative Workforce Fellows have been selected. The panel will agree upon final recommendations for the 20 Fellows along with 2 **Seth Rosenberg Prize** recipients. Please note, there is no quota or requirement for the panel to recommend any number of Fellows from any given discipline.

The CWF adjudication is open to the public to attend and observe the deliberations. The dates, time periods and location of the peer panel adjudication will be publicly announced and each applicant will receive notification of this information by e-mail.

There are no presentations or communications required or allowed by CWF applicants during the adjudication. Panelists do not communicate with applicants or attendees while the panel is in session. To do so would compromise the adjudication process principles (particularly, applicant anonymity and impartial review for all applicants). Any applicant attempting to communicate with a panelist is immediately disqualified. CPAC staff is available to answer questions from the applicants in attendance, the audience and the panelists.

The review, selection process, and final recommendations of Creative Workforce Fellows are not subject to appeal. Following the adjudication, and prior to public announcement of the Fellows, the panel recommendations will be presented to CPAC's Board of Trustees for **ratification**.

Uses

Fellowship awards are given as a resource to assist artists in researching, developing or completing a body of work. Each award can be expended for any purpose that advances the Fellow's artistic work and professional development. The primary restrictions on the use of CWF funding are as follows:

1. The award cannot be used to eliminate existing debt; and
2. The award cannot be used to begin, continue or satisfy obligations for a degree-granting program.

Questions?

If you have a question or need clarification about the CWF please address your question to info@cpacbiz.org or **216-575-0331, x2**, or access the online CWF question submission form at www.cpacbiz.org.

Glossary of CWF terms

aggregate demographic information: the demographic profile of an entire group (in this case, CWF applicants as a group), where the demographic information of any individual member of the group cannot be determined.

anonymous: lacking any unique notations or images that would reveal an applicant's identity, e.g. name, nickname, head-shots, etc. An exception to this rule is made for images of the applicant when these images are central to the work, e.g. actor, dancer, performer, etc.

application part 1: the information that will be internal to CPAC for documenting applicants' eligibility and giving CPAC an understanding of what types of panelists can best assess the applicant pool's work. No information from Part 1 of the application will be shared with the panelists. The panel will, however, be aware of the applicant's discipline category as it is a component of the Applicant ID Code. Part 1 includes proof of Cuyahoga County residence, contact and demographic information, discipline category and a certification and liability release.

application part 2: the materials the panel will study and review for the CWF adjudication process, as well as a cover sheet that provides CPAC with an applicant's updated contact information. It includes the applicant's Work Samples, contact information, the Work Samples Form and the Fellowship Statement.

conflict of interest: a condition that prevents a panelist from judging an applicant in an impartial manner. A conflict of interest exists if a panelist, any member of a panelist's immediate family or any business owned by a panelist and/or the panelist's family member is associated with an applicant as: a director, trustee, officer, manager or employee of an entity or person employing, engaging or otherwise affiliated with the applicant; a paid advisor; an independent contractor who has received fees or payment within the preceding two years; a contributor, investor or buyer of \$1,000 or more of the applicant's works or services in any capacity; or one who holds a position or financial interest that would prevent a fair evaluation. CPAC staff will determine, at their sole discretion, if a conflict of interest exists. If one does exist, an alternate panelist will review that applicant.

craft: including artists working in all functional materials such as fiber, glass, leather, metal, paper, plastic, wood, etc.

creative workforce: professions that rely on creation and presentation of original or interpretive artistic works; e.g. painters, designers, actors, poets, etc.

creativity: a process of thinking that naturally generates new ideas, forms and concepts.

dance: including artists working in all creative movement, such as ballet, ballroom, contemporary, hip hop / break-dance, ethnic, folk, jazz, modern, tap, etc.

design: including all artists whose work addresses functional use or mass consumption, such as architecture, fashion, graphics, industrial product creation, interior decoration, landscape architecture, etc.

entrepreneur: an individual that innovates (see innovation), finds resources for innovation and accepts responsibility for the outcomes.

Fellow: a recipient of CWF resources that aid in his or her artistic development and present the means to begin, add to or complete a body of work.

Fellowship-Ready: the term used to designate an applicant is prepared to take on the one-year Fellowship and to be considered in the deliberations for selecting the 20 recipients.

Fellowship Statement: a one-page essay (see application) describing plans for the Fellowship year, what the applicant would achieve as a CWF Fellow and how that achievement advances his or her career.

guidelines: a document that guides applicants through the CWF application line by line, and provides them with definitions, an eligibility checklist and timeline.

innovation: the process of identifying and solving problems by improving on or changing the existing environment.

Interdisciplinary: represents fusion work that incorporates more than one discipline into a cohesive work. This differs from “multi-disciplinary”, an artist who works in multiple disciplines.

interpretive artist: a person who performs work of, or derives their work from, others' creations; e.g. actor, conductor, dancer, director, instrumentalist, vocalist, etc.

literature: including artists working in all forms of writing, such as children's literature, creative nonfiction, experimental, fiction, poetry, etc.

media: including artists working in creative applications of technology, such as animation, computer art/new media, film, radio, video, etc.

music: including artists who work in rhythm and tone, such as classical, jazz, blues, popular, opera, experimental / new music, world music / ethnic / folk, etc.

originating artist: a person who creates the works that are presented; e.g. choreographer, composer, designer, librettist, lyricist, playwright, writer, etc.

words in **bold** are defined in the glossary on pages 5 - 7

peer panel: a group of experts in various disciplines convening to adjudicate Fellowship applications; panelists are independent of applicants and CPAC staff.

ratification: the process of CPAC's Board of Directors to approve and accept the peer panel recommendations.

Seth Rosenberg Prize: an award to recognize the two applicants selected by the peer review panel who would step into a Fellowship in the event that one of the Fellowship recipients is unable to accept the award. The Seth Rosenberg Prize includes a monetary award of \$2,500, a one-year membership to the COSE Arts Network and a tuition waiver to CPAC's Artist as an Entrepreneur Institute. Seth Rosenberg was a recipient of the inaugural 2009 Fellowship and a strong supporter of emerging artists. CPAC established this award following his untimely passing in 2009 to commemorate his exceptional accomplishments as an artist and Cuyahoga County citizen.

specific demographic information: the demographic profile of an individual (in this case, individual applicants to the CWF program). CPAC will not share this information with any individual or organization outside of the CPAC staff.

theatre: including artists working in live performance, such as children's theatre, circus/clowning/ mime/puppet, experimental theatre, improvisational theatre, musical theatre, spoken word/ storytelling, stage, etc.

visual arts: including artists working in visual aesthetics through devices such as drawing, mixed media, painting, photography, printmaking and sculpture.

Work Samples: material that exemplifies the applicant's creative abilities to the peer panel; e.g. video, audio-recording, .jpg images, etc.

Creative Workforce Fellowship

a program of

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