

The Lillian Orlowsky and William Freed Grant 2021 Grant Guidelines

Purpose

The late Lillian Orlowsky and William Freed were students of Hans Hofmann who studied with him in both New York and Provincetown. They were active at the Provincetown Art Association and Museum (PAAM) as artist members, instructors in the summer school, and they served on a variety of committees throughout their 50 years on Cape Cod. Lillian, in particular, was sensitive to the challenges artists face, especially those working against the mainstream or outside of popular schools of art. Her desire to provide financial support to mature artists through this generous endowment gift speaks to her passionate commitment to art created regardless of the demands and whims of the marketplace.

Grants are offered to American painters aged 45 or older who demonstrate financial need. The primary emphasis is to promote public awareness and a commitment to American art, as well as encouraging interest in artists who lack adequate recognition.

Eligibility Requirements

- Applicants must be American painters aged 45 years or older on or before the deadline.
- For the purposes of this grant, painting is considered the application of various wet media (oil, acrylic, gouache, ink, tempera, watercolor, egg tempera, casein, enamel) on paper, canvas, fabric, or wood. This includes fresco. This **excludes** mixed media, encaustic, collage, dry pastels, digital paintings, prints, and work in graphite or drawings. The use of multiple paint mediums is allowed (ie mixing acrylics with oil paints). Do not submit images in ANY of these excluded mediums. Only paintings will be considered.
- A need for financial support must be clear and demonstrated.
- Applications must be submitted by an individual working artist or collaborators in an artist group; organizations cannot apply.
- Only one application may be submitted per individual during each round of funding.
- Applicants must be either citizens of the United States or have permanent residency in the United States, though they can be presently living abroad.

Review Process Complete and on-time applications are reviewed by the Grant Review Committee. The jurors of the Committee are comprised of three nationally renowned artists, art historians, or curators. Incomplete or late applications are not reviewed. The review process is anonymous. Your name therefore should only be on the Personal Information section of the Application Form.

Review Criteria The review criteria for the grant are artistic quality, creative ability as evidenced by images of work submitted, and financial need.

How to Apply Artists interested in applying should:

1. Review the grant guidelines to ensure eligibility before you begin the application.
2. Read the Frequently Asked Questions (FAQs). If you have additional questions regarding eligibility that are not answered, please contact us.
3. Complete an application as described below or apply online at www.paam.org/grant.

Application postmark/online submission deadline: Thursday, April 1, 2021 at 5pm EST. Incomplete or late applications will not be reviewed.

This is an anonymous application. All applications are processed by PAAM staff and assigned a number before the jurors receive your materials. Your name should only appear on the Personal Information section of the Application Form.

For paper applications:

Please submit two (2) hard copies of the application which includes: Personal Information, Image List, Artist Statement, Financial Disclosure, Essay, and Resume. You do not need to use this particular document or format. If you'd prefer to retype the information, you are welcome to do so as long as all the information that is asked is answered.

Please submit two (2): CD/DVD or Flash drives with ten (10) Digital Images: Each image should be formatted as a JPG and should be 1800 pixels on the longest side at 300 DPI, or as close as possible. They can be larger than 1800 pixels. If you are having trouble correctly sizing or saving images, please see our Image Tip Sheet. The images should be named in the numerical order in which you'd like the images viewed (i.e. 1, 2, 3) and the title. EX: "1. My Favorite One". The CDs/DVDs/Flash drives should be identical, having the same ten (10) images on both. You are also welcome to use underscores as opposed to periods in the titles.

Please also submit one (1): Self Addressed Stamped (SAS) postcard for acknowledgement of receipt of the application.

Application Preparation: Do NOT bind or staple materials together. Please use paper clips or spring clips only. Please use standard letter sized (8.5 x 11") paper of regular stock (28lbs).

Mailing Instructions: Please send only what is requested; unsolicited materials will not be reviewed or returned.

Submit complete application to: The Lillian Orlowsky and William Freed Grant, Provincetown Art Association and Museum, 460 Commercial Street, Provincetown, MA 02657

Application checklist:



2 sets of the application

2 identical cds or flash drives with images



1 self-addressed stamped postcard



This page does not need to be sent with the completed application.

The Lillian Orłowsky and William Freed Grant

Last Four Digits of Your SS#: Click or tap here to enter text.

Application Page 1 of 6

PERSONAL INFORMATION

Name: Click or tap here to enter text.

Mailing Address: Click or tap here to enter text.

Phone: Click or tap here to enter text.

Email: Click or tap here to enter text.

Website: Click or tap here to enter text.

Age: Click or tap here to enter text.

Date of Birth: Click or tap here to enter text.

What is your residency status?

US Citizen Permanent Resident Other: please specify Click or tap here to enter text.

Have you applied to The Lillian Orłowsky and William Freed Grant before?

Yes No

How did you hear about this grant?

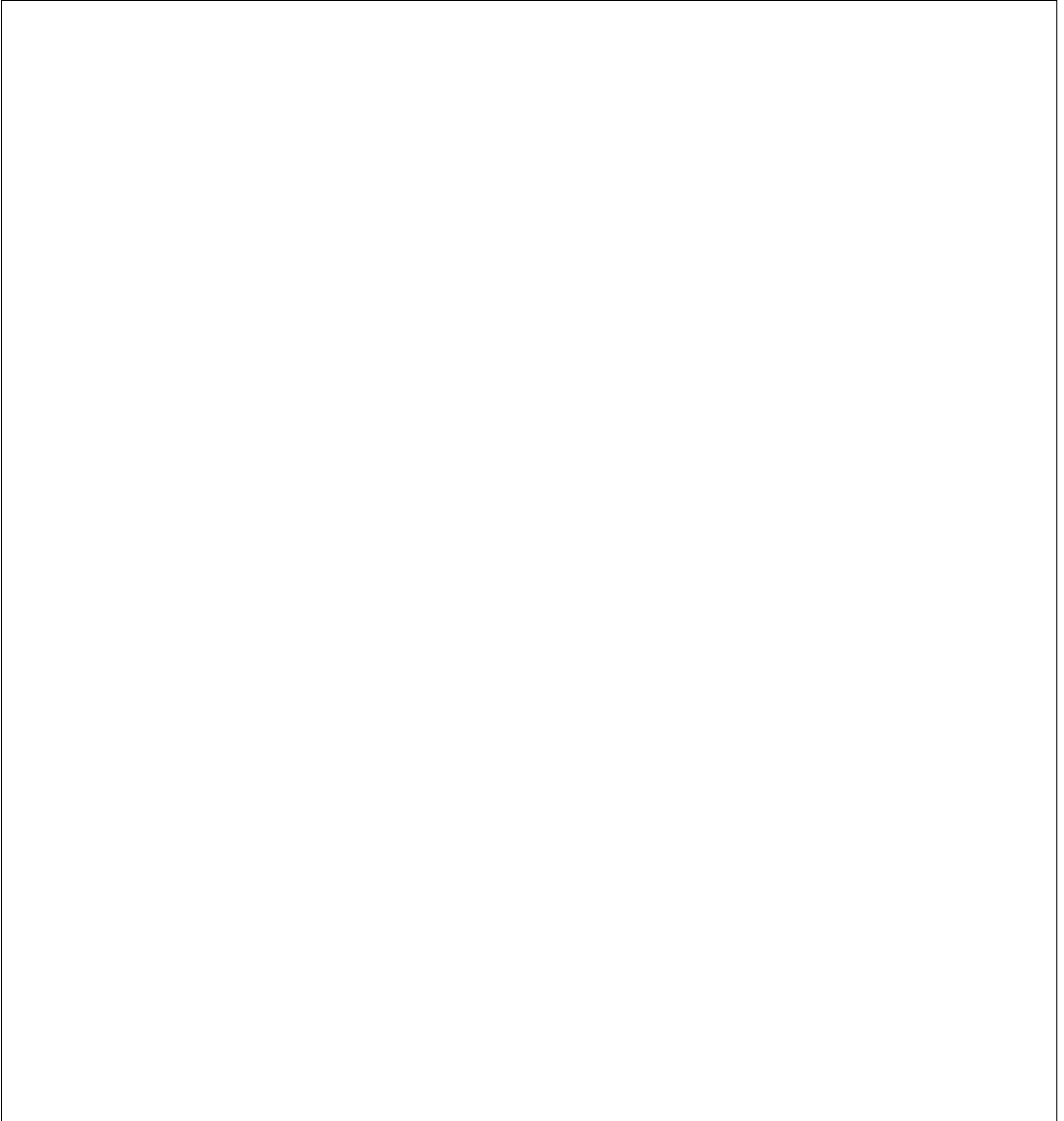
Click or tap here to enter text.

Image Identification List

Title	Year	Dimensions (H" x W")	Medium (please be specific)
1. Click or tap here to enter text.			
2. Click or tap here to enter text.			
3. Click or tap here to enter text.			
4. Click or tap here to enter text.			
5. Click or tap here to enter text.			
6. Click or tap here to enter text.			
7. Click or tap here to enter text.			
8. Click or tap here to enter text.			
9. Click or tap here to enter text.			
10. Click or tap here to enter text.			

Artist Statement

A statement of no more than 500 words that expands on the images you presented; you may give details about your process and practice; how painting fits into your practice – is it central or do you also work in other media; what inspires you to create the work; or any other relevant background information about the body of work presented.

A large, empty rectangular box with a thin black border, intended for the artist to write their statement. The box occupies most of the lower half of the page.

FINANCIAL DISCLOSURE

Based on 2019 or 2020 Finances

The following information is required to fairly and accurately evaluate your financial need based on your 2019 or 2020 finances (as many people have not yet completed their 2020 finances at this time). This information will be held in complete confidence. You should NOT include tax statements or other financial documents, this form is all the financial information we require.

How many people reside in your household?

Adults: [Click or tap here to enter text.](#) Children (age 18 or younger): [Click or tap here to enter text.](#)

W2 Reporting

List the wages, tips, and other compensation from employment as reported on W2 Income Tax Forms (excluding art sales).

Applicant: [Click or tap here to enter text.](#)

Spouse: [Click or tap here to enter text.](#)

Schedule C Reporting (if applicable)

Schedule C shows profit or loss from a sole proprietorship (self-employment).

Annual Art Sales Gross Applicant: [Click or tap here to enter text.](#)

Other Schedule C Gross Applicant: [Click or tap here to enter text.](#)

Schedule C Total Expenses Applicant: [Click or tap here to enter text.](#)

If you file a Schedule C for an occupation other than an artist, please specify: [Click or tap here to enter text.](#)

Annual Art Sales Gross Spouse: [Click or tap here to enter text.](#)

Other Schedule C Gross Spouse: [Click or tap here to enter text.](#)

Schedule C Total Expenses Spouse: [Click or tap here to enter text.](#)

If your spouse files a Schedule C for an occupation other than an artist, please specify: [Click or tap here to enter text.](#)

Additional Annual Income

List all other sources of income such as Social Security, SSI, pensions, annuities, IRA Distributions, military pay, disability, public assistance, Temporary Assistance for Needy Families, monetary contributions from outside sources, unemployment benefits, grants/scholarships, alimony, child support, inheritances, trusts, capital gains, lottery winnings, settlements, rental real estate, royalties, partnerships, S Corporations, additional financial assistance in excess of tuition, etc.

Applicant total annual additional income, category and amount: [Click or tap here to enter text.](#)

Spouse total annual additional income, category and amount: [Click or tap here to enter text.](#)

Combined Net Worth of Applicant and Spouse

Real Estate Assets (including those in trust) less mortgage: [Click or tap here to enter text.](#)

Current Checking and Savings Balances: [Click or tap here to enter text.](#)

Current Investment Balances including retirement: [Click or tap here to enter text.](#)

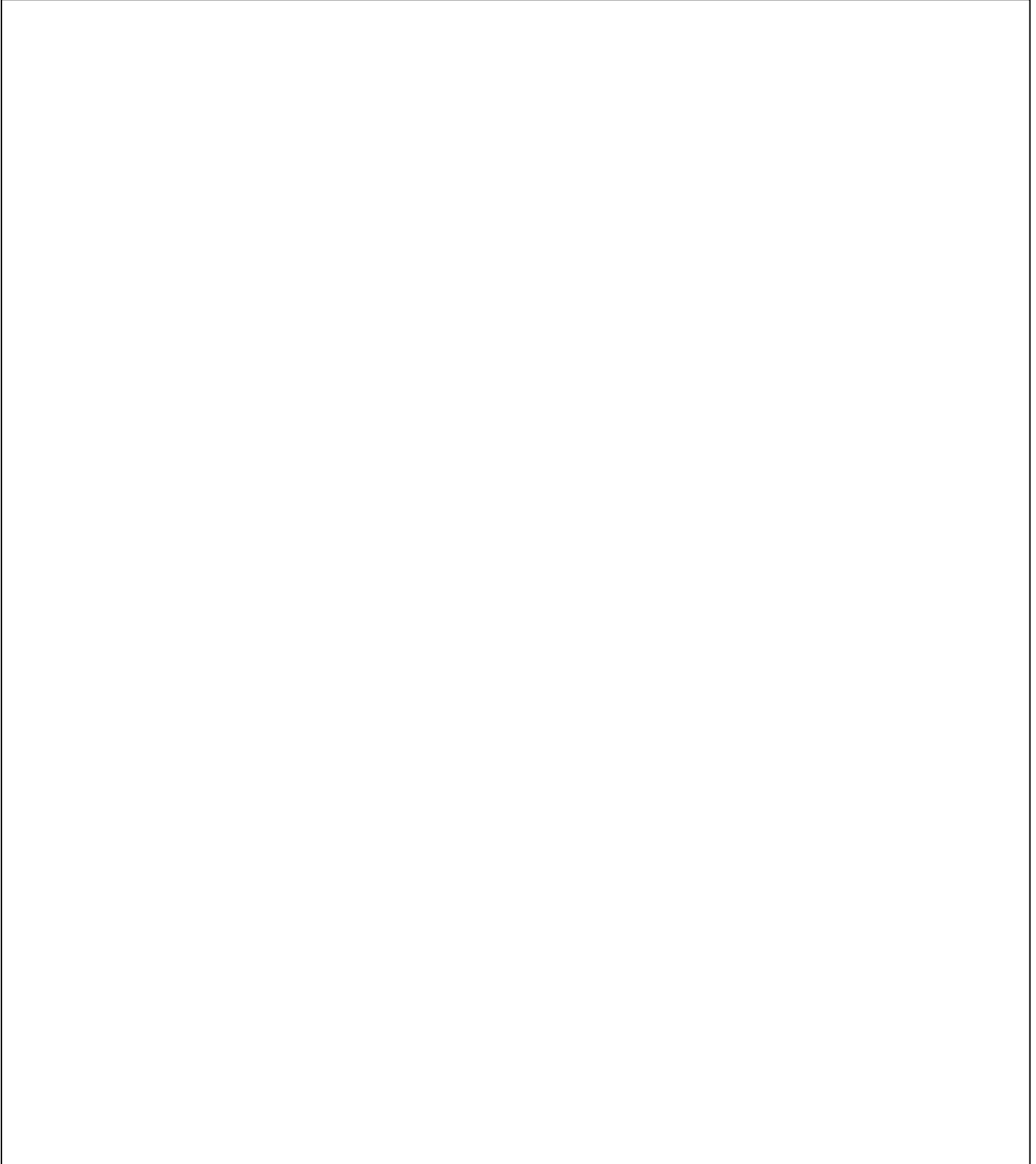
If any income from 2019 or 2020 is substantially different from 3 past years or you foresee them being substantially different in the next year, please explain: [Click or tap here to enter text.](#)

Please note: Recipients will need to submit a 1040, W-9, and Schedule C*

I understand that if I am award recipient, I may need to submit my 2019 or 2020 financial forms such as 1040 and Schedule C forms to verify income and financial need. I also understand that I will need to complete a W-9 form, as the award is considered taxable income.

Essay

How would the grant help you in your practice? (Maximum of 500 words)

A large, empty rectangular box with a thin black border, intended for the user to write their essay response to the question above. The box occupies most of the page below the question.

Resume

A one-page, one-sided current art resume, listing your exhibition record, grants, awards, and other art-related professional activities. If you are having difficulty with space please follow this format for exhibitions: number of artists included (solo/duo/group exhibition), gallery title, location, and year(s) of the exhibition. Your name should not appear on your resume. Please either use the space below, or attach a separate sheet of paper (one-page only, please).

2021 Frequently Asked Questions (FAQs)

Guidelines

How do I apply for a grant? The Lillian Orlowsky and William Freed Grant application, including instructions, is available online at www.paam.org/grant. We recommend using the online application though there is also a paper application available.

If you chose to submit an online application, you do not need to mail any materials. If you chose to mail your materials, you may not submit an online application. Only one application will be accepted (either online or mailed) per applicant. If you've submitted an online application you do not need to mail anything to us, your application is complete.

Which disciplines are funded through the grant? This grant is only for painters. For the purposes of this grant, painting is considered the application of various media (oil, acrylic, gouache, ink, tempera, watercolor, egg tempera, casein, enamel) on paper, canvas, fabric, or wood. This includes fresco. This excludes mixed media, encaustic, collage, dry pastels, chalk, digital paintings, prints, and work in graphite or drawings. The use of multiple paint mediums is allowed (ie mixing acrylics with oil paints). Do not submit images in ANY of these excluded mediums as they will not be reviewed. Only paintings will be considered.

When is my application due? Applications must be submitted, postmarked, or hand-delivered by Thursday, April 1, 2021 at 5pm EST. Late applications are not accepted.

Is there an application fee? No, there is no fee to apply.

Is the grant application process anonymous? Yes, all applications are processed by PAAM staff and assigned a number before the jurors receive your materials.

How is my work evaluated? Your work is evaluated by the Grant Review Committee, which is made up of three nationally renowned artists, art historians, or curators.

Two of us work together and want to apply, can we? Artist groups or duos may apply. Multiple artists applying together must have an established history of collaboration. Artist groups should complete one essay, one resume, one artist statement, one image identification list and one set of images. Each group member should submit individual personal information and financial disclosure sections.

Do I need to be a US citizen to apply? You must be either a citizen of the United States or have permanent residency in the United States, though you can be presently living abroad.

I am a US citizen living abroad, may I apply? Yes, as long as you're either a citizen of the United States or have permanent residency in the United States, you are welcome to apply.

Do I need to live on Cape Cod? Massachusetts? New England? No, the application process is anonymous so we do not take into consideration where applicants are from.

Can I complete the application online? Yes, the online application is available at www.paam.org/grant. Alternatively you may download the paper application and mail or hand-deliver it to PAAM.

Can I get a printed copy of the grant application? The application can be downloaded from www.paam.org/grant or emailed to you as the application must be typed.

I'm having trouble entering information into the form you sent me, is it okay if I answer all the questions in a Word document and the formatting is changed? Yes, we do not need the information in the specific format that we provided. As long as the all the information we requested is there then your application will be reviewed.

I have an application form from previous years. Can I use it? We have made an exception for the 2021 round in which the 2020 application is accepted. In general, we make changes annually so we encourage you to use the specific application for that year.

I made a mistake on the application, what can I do? You can send or submit an updated version if it is submitted/postmarked before the deadline. Please let us know clearly that you would like to replace part of the application that we have already received as only one application per person will be accepted.

Will the same people be reviewing the complete application or different people reviewing different parts? The same jurors review the whole application.

Who are the jurors? The jurors are nationally renowned artists, art historians, or curators. They are announced after the recipients are chosen and their information will be online at www.paam.org/grant. There is a new group of jurors each year.

How many grants are awarded? The number of awards varies annually as determined by the jurors.

May I email my images? No. You must either submit your digital images with your online application or include images via CDs/DVDs/Flash Drives with your application materials.

May I send in 35mm slides? No. You must either submit your digital images with your online application or submit digital images on CDs/DVDs/Flash Drives. If you are unsure of how to prepare your digital images, see our Image Tip Sheet.

Which images should I submit? We encourage you to submit a suite of works which are related to one another. A cohesive body of work often allows jurors to get a better feeling for you as an artist. Also, work created in the past few years exemplifies that you are continuing to work and creating new works, which many jurors feel is important. We recommend you submit at least five (5) works from the last few years. These are our recommendations and not required. In addition, we encourage you to submit clear, high resolution images.

I want to include a detail of a work. Does that count as one of my ten (10) images? Yes, jurors will only look at a total of ten (10) images from each applicant.

Can I submit diptychs or triptychs? In order for a piece to be considered a diptych or triptych they must be fastened together. Two or three pieces which are not connected are counted as multiple single pieces.

My signature is visible on the images, will this disqualify me? No, you will not be disqualified. If it is possible to crop it out without losing part of the image then feel free to do so.

Are you primarily interested in funding one kind of painting? No, we have no restriction regarding style, school, technique or subject matter as long as the work falls within the category of painting.

Will the images be viewed on a MAC or PC? Images are viewed on a PC.

How many images will be viewed at a time? One image is viewed at a time. Images are digitally projected onto a wall. All ten images will be seen and reviewed in each round.

May I submit work that has been framed, exhibited, or sold? Yes.

What is an artist statement? An artist statement is a one-page written piece that expands on the images you presented; you may give details about your process, what inspires you to create the work, or any other relevant background information about the body of work presented.

My name appears in exhibition titles in my resume, should I cover them up or remove them? Your name should not appear in your resume. It can either be removed or covered up.

Do I need to specify in my essay how much money I'd like? No, specific requests are not considered.

Is there a limit on how long the resume or essay should be? The resume should be one page (one-sided) at most. The essay should be a maximum of 500 words. If you are having difficulty with space in the resume, please follow this format for exhibitions: number of artists included (solo/duo/group exhibition), gallery title, location, and year(s) of the exhibition.

Why do you require financial information? This grant is legally bound by The Lillian Orlowsky and William Freed Grant and the wishes set forth in said organization's definitions. The grant was created to help artists in financial need.

Is there a financial cut off for applicants? No, we do not have a set cut off for finances.

Why do you request financial info from 2019 or 2020? Many people have not yet completed their 2020 taxes and finances, so we allow info from either year in hopes of making it easier on you.

How much money can I receive through the grant? Grants range up to \$30,000 annually. The total number of grants awarded changes annually. The size of the grant is determined by the jurors and requests are not considered. There are no reporting requirements, nor stipulations about the use of grant funds. Recipients receive payment in two installments. This is subject to change without notice.

Should I request a certain amount of money? No, requests will not be reviewed by the jurors.

Do I need to submit tax forms? No, applicants do not need to submit tax forms. The Financial Disclosure section of the Application Form is the only financial information required. However, recipients may be asked to submit a form 1040 and Schedule C to verify your income in another capacity.

Is the grant taxable? Yes. According to IRS Publication 525, the grant money you receive is taxable income and must be reported on your tax return.

Are there any requirements about how the grant money is spent? No. Grant money can be spent however you deem necessary.

Do I need to provide proof of income and proof of income from selling paintings? We do reserve the right to request proof of financial information from grant recipients. However, at this time you only need to provide the financial information that is requested in the Financial Disclosure section.

Do I need to include a financial breakdown of items in my essay? No, you do not need to include a financial breakdown in your essay. If you feel it is necessary, you may include this information in your essay, but the jurors will be able to consult your Financial Disclosure section of the application form when necessary.

When will grant announcements be made? Grant recipients receive an official notification letter via email or mail. Notification letters go out by July 1, 2021. There is no personal feedback given by jurors.

What is the reconsideration policy for the grant? All decisions made by the Grant Review Committee are final.

I missed this year's deadline. When may I next apply? If you've missed this year's application deadline, applications for the 2022 grant cycle are accepted beginning in late 2021.

May I reapply? Yes, you can reapply; however, grant recipients cannot apply for five years after winning.

Will you review drafts of applications? Unfortunately, due to staffing and time limitations, we are unable to review drafts.

What if I have more questions? We encourage you to reread the instructions and the FAQs and then contact Grace Ryder-O'Malley at gryderomalley@paam.org.

For online applications:

Can a draft of the online application be saved? No, the application cannot be saved so please prepare all the materials before beginning.

Will the online application automatically enter in commas and decimal points in the financial section? No, please be careful when entering financial information to clarify the amount you intend to enter. Do not enter cents as the online application does not let you enter in commas or decimal points. In the past we have had applicants who seemed to have mistakenly entered \$1200000 as opposed to \$12000. You can see this makes a huge difference in your perceived financial situation through an unintended oversight.

What size should my images be? Images must be saved in JPG format at 1800 pixels on the longest side at 300 DPI, larger, or as close as possible. You will not be disqualified if they are not this exact size. Files must be 3MB or smaller. When resizing an image, you cannot make it larger than when it was originally saved so you may need to rephotograph the work at a higher resolution.

I've submitted an online application, do I need to also send in a paper copy or send images via cd/flash drive or submit a SAS postcard? No, once you've submitted an online application, your application is complete. You should not submit anything by mail. We do not need you to send in images on a flash drive or cd and we do not need your SAS postcard as you should have received an email notification of completion upon submission of the application.

Do I have to submit all the items? It says I can upload a pdf or enter in the info, do I need to do one of these? Yes, in order to have your application reviewed you need to submit each of the requested items (personal information, 10 images, image list, artist statement, financial disclosure, essay and resume). You are given the option to either upload a pdf or copy and paste the information but you must do one or the other.

Can I submit my application online after Thursday, April 1, 2021 at 5pm EST? No, applications received after the deadline of Thursday, April 1, 2021 at 5pm EST will not be reviewed.

For paper applications:

For paper applications: your name should only appear on the Personal Information section. It should not appear on your Financial Disclosure section, Essay, Resume, Artist Statement, Image Identification List, CDs/DVDs/Flash Drives, or CD covers.

How many forms should I submit? You should submit two (2) copies of the Application Form plus two (2) CDs/DVDs/Flash Drives and one (1) SAS postcard.

Can I submit my images on CDs, DVDs or Flash Drives? Yes, you are welcome to submit images on CDs, DVDs, or Flash Drives. Please note that they will not be returned.

How many CDs/DVDs/Flash Drives should I submit? Two (2) identical CDs/DVDs/Flash Drives should be submitted.

What should the CDs/DVDs/Flash Drives have on them? Each CD/DVD/Flash Drive should contain your ten (10) images.

What should I write on my CDs/DVDs/Flash Drives? CDs/DVDs/Flash Drives should be labeled with the last four (4) digits of your social security number.

How should I label the images on my CDs/DVDs/Flash Drives? The images should be numbered in the order in which you'd like them viewed (ie 1, 2, 3) and title. EX: "1 My Favorite One".

What size should my images be? Images must be saved in JPG format at 1800 pixels on the longest side at 300 DPI, larger, or as close as possible. You will not be disqualified if they are not this exact size. When resizing an image, you cannot make it larger than when it was originally saved so you may need to rephotograph the work at a higher resolution.

If my images are less than 1800 pixels, will they be accepted? Yes, the 1800 pixel size is a suggestion. We encourage you to submit the highest resolution images as possible.

Is there a way to type directly into the application form? Yes, the application is available as either a Word Document or a PDF, both of which can be typed into depending on the software you have. If you have Microsoft Word or Pages, the Mac Version, you shouldn't have any problem opening this document and completing it. If you don't have a word processing software that can open word documents, we'd recommend you either use a free online pdf filler such as www.formswift.com, www.docthub.com, www.pdfescape.com or Google Forms.

Can I get my materials back? We are unable to return any materials. All materials are shredded or disposed of. None of these items are used by PAAM. Please do not send original works of art.

Should I send materials in two separate envelopes? Can the work be stapled? Materials should be sent in one envelope. Please do not staple materials together.

Can my name be on the mailing envelope? Yes, your name can appear on the mailing envelope. Your application materials will be removed from the envelope before the jurors see them.

Do I need a SAS postcard if I'm hand-delivering my application? You do not need a postcard if you're hand-delivering your application.

The Lillian Orlowsky and William Freed Grant 2021 Image Tip Sheet: Preparing Images

Your ten images need to be saved in JPG format at 1800 pixels on the longest side at 300 DPI. Not sure how to do this? Read below.

Get high quality photographs taken of your work! Once a digital image has been taken, you can't make it better quality so you want to make sure that whoever is photographing your work is taking high resolution images. You'll be able to scale the photos down if needed.

What is a JPG? JPG is a file format; all photo files should be saved in this format.

What is DPI? DPI stands for dots per inch and refers to resolution (how good or bad the quality of a photo will be). The greater the DPI, the better quality the image.

35mm Slide Conversion: If you are an artist who shoots only in slide film to document your work, your slides can be scanned and converted to a digital file format at most photo labs. Often photo labs offer picture CDs that also come with basic photo-editing software which saves images in JPG format. They may also be able to size the images for you; be sure to ask.

Re-sizing Image Files: If you do not have a photo editing software program such as Microsoft Photo Editor or Adobe PhotoShop, there are numerous free photo-editing software programs available on the internet. We supply directions on how to use PicResize, a free software that can be accessed online. (PAAM does not endorse any particular software products; this is an example of the many image-editing programs available)

Go to <http://www.picresize.com/>

Select the image you'd like to resize

Select Continue

Choose "Custom Size" And select pixels from the drop down box (you can either select percentage or pixels)

Enter 1800 in either the height or width box and leave the other box empty

Skip the special effects section

At the bottom, you'll see "save as"; make sure .jpg is selected

Click Resize pic

You'll then see a new screen that says "Success! Please Select a Task"

You'll want to select "save to disk" so you can save the newly-resized image

It will then ask you where to save the image and what to name it

After saving it, you're all done and can resize the next image

Another option is to use Microsoft Picture Manager, which comes with most PC computers and is a basic photo editing program.

Go to the Start button

Select MyPhotos

Double-click on the image you'd like to resize

Select Edit Pictures from the toolbar across the top of the screen and then select Resize. You'll now see the current size of your image

Select "Custom width x height"

In one of the dimensions enter 1800. The program will adjust the other dimension for you as to not stretch your image. If the image is tall then the height should be 1800 pixels. If the image is wide, then the length should be 1800 pixels

It will say 1800 x pixels or number x 1800 pixels

You'll see "Original Size" and "New Size". The new size should have one of the dimensions be 1800 pixels. If it does, you can click okay to change the size of the image. If you don't click okay after changing the dimensions, the image will not change

Once you've selected okay, go up to "File" and "Save As" to save your new image

After saving it, you're all done and can resize the next image

Saving Image Files:

Each image file must be named correctly.

Begin with the number corresponding to its order in your ten images followed by a period. (If you'd like it to be viewed as the fifth image, type 5.)

Then type the title of the work.

Ultimately, the file name should look something like this: 5.StillLife