

## The Lillian Orlowsky and William Freed Grant 2022 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 as seen in the financial disclosure section.
- 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 these 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 online at [www.paam.org/grant](http://www.paam.org/grant).

**Required Submission Materials:** Responses can either be entered directly into the online application or uploaded as pdfs to the online application.

1. Personal Information: name, contact info, age, residency status
2. 10 jpg images
3. Image list of your 10 images including title, date, dimensions, and medium
4. 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.
5. Financial Disclosure (see details below)
6. Essay of 500 words or less on how the grant would help you in your practice
7. Resume of 500 words or less

Application submission deadline: Friday, April 1, 2022 at 5pm EST. Incomplete or late applications will not be reviewed.

## Required Financial Information

This is the information based on your 2020 or 2021 finances you'll submit to fairly and accurately evaluate your need in the online application.

1. **Household Size**

The number of people who reside in your household, including Adults and Children (age 18 or younger).

2. **W2 Reporting**

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

3. **Schedule C Reporting (if applicable) for yourself and spouse**

Profit or loss from a sole proprietorship (self-employment).

- Annual art sales gross
- Other Schedule C Gross
- Schedule C Total Expenses
- Specific schedule C occupation if other than an artist.

4. **Additional Annual Income for yourself and spouse**

All other sources of income, category and amount, 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.

5. **Combined Net Worth of Applicant and Spouse**

- Real Estate Assets (including those in trust) less mortgage
- Current Checking and Savings Balances
- Current Investment Balances including retirement

6. **Financial differences/changes/shifts**

A brief explanation of any significant financial changes in the past 3 years or the near foreseeable future.

## 2022 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](http://www.paam.org/grant).

**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 by Friday, April 1, 2022 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 grant must be submitted online [www.paam.org/grant](http://www.paam.org/grant).

**I made a mistake on the application, what can I do?** You can send or submit an updated version if it is submitted 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](http://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 submit your digital images with your online application.

**May I send in 35mm slides?** No. You must submit your digital images with your online application. 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. 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 a maximum of 500 words. 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 painters 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 2020 or 2021?** Many people have not yet completed their 2021 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 submitted information. If you are a recipient who does not have to file tax returns, we will work with you on a one-on-one basis 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, 2022. 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 2023 grant cycle are accepted beginning in late 2022.

**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 Milisa Moses at [mmoses@paam.org](mailto:mmoses@paam.org).

**Can a draft of the online application be saved?** Yes, draft information is saved for up to 15 days on the same computer and browser used to begin the application.

**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.

**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 Friday, April 1, 2022 at 5pm EST?** No, applications received after the deadline will not be reviewed.

## 2022 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