

**FY 2023 Poetry Fellowships
Application Instructions**

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Applications that are determined to be incomplete or ineligible will be rejected without panel review.

For complete application guidelines, including information about eligibility requirements, application review criteria, and Frequently Asked Questions, please visit the National Endowment for the Arts Website here: <https://www.arts.gov/grants/creative-writing-fellowships>

If you have questions about your application, contact the Literary Arts staff at 202-682-5034 or LitFellowships@arts.gov.

OMB No. 3135-0112 Expires TBD

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1: APPLICATION FOR FEDERAL DOMESTIC ASSISTANCE - INDIVIDUAL FORM

NOTE: All asterisked (*) items and yellow fields on this form are required and must be completed before you will be able to submit the form. Do not type in all capital letters when completing the form. Enter information directly into the form. Do not copy from an old grant opportunity package or another document and paste into the form.

1. Name of Federal Agency: Pre-populated.

2. Catalog of Federal Domestic Assistance Number: Pre-populated.

3. Date Received: This will be filled automatically with the date that you submit your application; leave blank.

4. Funding Opportunity Number: Pre-populated.

5. Applicant Information:

a. Name and Contact Information: Enter your legal name and your email address. If you use a pen name, you will have an opportunity to list it with your Publications. All transactions with the NEA must be made using the applicant's legal name. Be sure to enter your email address (you will only be notified about the status of your application via email). Contact information must be valid through December 2022. You must notify us of any changes.

Due to restrictions from the Department of Homeland Security we are not able to send emails to alias addresses that forward to another email account. Do not enter this type of email address.

b. Address: Enter information for your permanent address. Information must be valid through December 2022. (If you live outside the U.S., submit your international address.)

Use Street 1 for your street address or post office box number, whichever is used for your U.S. Postal Service mailing address. Street 2 is not a required field and should be used only when a Suite or Room Number or other similar information is part of your address. Do **not** use Street 2 to provide a second address.

In the Zip/Postal Code box, enter the **full 9-digit zip code** (00000-0000) that was assigned by the U.S. Postal Service. If you do not know your full zip code, you may look it up at <https://tools.usps.com/zip-code-lookup.htm> .

c. Citizenship Status: If you are a permanent resident of the United States, provide your Alien Registration Number.

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d. Congressional District of Applicant: Enter the Congressional District that corresponds to your permanent address. Use the following format: 2 character State Abbreviation-3 character District Number. For example, if you live in the 5th Congressional District of California, enter "CA-005." If your state has a single At-Large Representative or your jurisdiction has a single Delegate, enter your 2-character state/jurisdiction abbreviation and "-000." If you need help determining your district, visit the House of Representatives website at <http://www.house.gov/> and use the "Find Your Representative" tool.

6. Project Information:

a. Project Title: Enter a project title that matches the title in the header of your writing sample. This may be the title of your complete piece or the title of the first piece in a writing sample that includes multiple pieces. Do not include your first or last name in your project title.

b. Project Description: In two or three sentences, briefly describe how you see your work being advanced by this fellowship. This may include writing, research, travel, etc. List the title(s) of the work(s) you are submitting. (Note: Our staff will see the project description, but the panelists will not. Our panelists will only review the submitted writing samples.)

c. Proposed Project Start Date/End Date: Enter your preferred beginning and ending dates. The beginning date must fall between January 1, 2023, and January 1, 2024, and the period of performance may extend up to two years. Your period of performance must begin on the first day of the month and end on the last day of the month.

7. Signature Block:

By clicking the "I Agree" box, you are certifying that your application is true and correct to the best of your knowledge and that you are in compliance with relevant federal requirements that can be found in the [Assurance of Compliance](#) section of these guidelines. The "Signature" and "Date Signed" boxes will be populated by Grants.gov upon submission of the application.

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2: COMPLETE AND ATTACH REQUIRED ITEMS TO THE ATTACHMENTS FORM

The "Attachments Form" is not a form in the conventional sense. Rather, it is a place to attach documents that you have completed and saved elsewhere on your computer.

1. The Attachments are non-form documents that **must be submitted as PDF files**.

Non-form documents can be created using any word processing software. When you have completed the document, save it to your computer and convert it to PDF before attaching. **Do not create PDFs of your electronic documents by scanning.** PDFs created by scanning are much larger, and of lower quality, than PDFs created from a word processing document.

Do not embed non-printable media files (video and/or sound) in your PDF documents. Static images (e.g., pictures) are acceptable. Do not enable any document security settings or password-protect any PDF file you submit to us.

IMPORTANT: No single attachment should be more than 2 MB.

2. Label the first page of each document clearly with the name of the item (e.g., Publications). Leave a margin of one inch at the top, bottom, and sides of all pages. Do not reduce type below 12-point font size. Do not type in all capital letters. Number pages sequentially. Excess pages will not be reviewed.
3. **Name your files as indicated below and attach them in the proper order.** Limit file names to 50 or fewer characters and use only the following characters when naming your attachments: A-Z, a-z, 0-9, underscore (_), hyphen (-), space, and period. If you do not follow this rule, your application may be rejected. You cannot change the name of a file on the Attachments Form. Therefore, make certain that each file is named correctly **before** you attach it.

When you open the Grants.gov Attachments Form, you will find 15 attachment buttons. By clicking on a button, you will be able to choose the PDF file from your computer that you wish to attach. Be sure to attach the proper file to the proper button as listed below.

THE ATTACHMENTS

ATTACHMENT 1: WRITING SAMPLE

To this button, attach one copy of your writing sample. The file name should be your last name followed by "Sample" (for example: Doe_Sample).

Your writing sample must be a minimum of 7 to a maximum of 10 typescript pages of poetry.

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Applicants may submit one or more poems as their writing sample, but the total cannot exceed 10 pages. If submitting multiple poems, combine them all into one PDF.

Your writing sample must be:

1. **From work that you have written in the time period that establishes your [eligibility](#), and for which you have sole artistic responsibility.** You may submit published work, unpublished work, or work in progress. Do not indicate whether or not the material has been published.
2. **Completely free of your first name, last name, initials, address, or any other marks that could identify you. If your first or last name appears in your writing sample or in your header, your application will be deemed ineligible. (For example, if your name is John Doe, neither John nor Doe may appear anywhere in your writing sample.)**
3. **Labeled to indicate title of the sample.** In the header of every page, include the title and page number in the upper right corner. The title should match the title entered as your Project Title in your Application for Federal Domestic Assistance form.
4. **In typescript and clearly readable.** Use a 12-point font and margins of at least one inch at the top, bottom, and sides of all pages. Do not submit more than the maximum number of pages that are allowed; **excess pages will be removed and not reviewed. [Click here for an example of how to format.](#)**

Remember to save your writing sample as a PDF in line with the guidance above (Step 2: Complete and Attach Required Items to the Attachments Form).

ATTACHMENT 2: PUBLICATIONS TO ESTABLISH ELIGIBILITY

To this button, attach the **Publications** document to establish your eligibility (document must be no more than 2 MB). The file name should be your last name followed by "Publications" (for example: Doe_Publications).

At the top of this page, list your legal name, your pen name (if applicable), and your email address. **Your name, initials, address, or other identifying information must not appear on any other page of the writing sample material that is submitted.**

List only the specific published works that establish your eligibility, not everything you have published (e.g., no resumes). (See [Eligibility](#) for details.) We collect this information only to verify eligibility; it is not provided to our reviewers.

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For each publication list the:

- Title, author
- Publisher (including name of magazine or press with physical address, web address, and phone number).
- Publication date (month and year, or volume/issue).
- ISBN or ISSN number, for a book in print.
- Number of pages of your material. (If your work appears in an anthology, this refers to your work within the collection, not the full book.)
- Page number(s) or an exact URL to your work if published online. If archived online, provide the exact URL of the archived piece.

Your Publications should be formatted like the examples below:

Book

Title/Author: *A Walk in the City*/ John Doe

Publisher: University Press, 1234 Main St., Springfield, IL, www.up.edu

Publication Date: 12/2009

ISBN or ISSN: 000-0-00-000000-0

of pages: 230

URL: n/a

Journal/Magazine

Title/Author: "Hidden Moon"/ Jane Doe

Publisher: Violet Journal, 44 Spring St., Mesa, AZ, www.violetjournal.org

Publication Date/ Volume-Issue: 10/2009/ Vol. 32 Issue 4 (Fall)

ISBN or ISSN: 000-0-00-000000-0

of pages: 5

Page # or URL: www.violetjournal.org/32-52/does

Anthology

Title of Your Work/Author/Translator: "Hidden Moon"/Jane Doe

Anthology Title/Editor: *Time Spent (Poems About Grantwriting)*, edited by M. Fed/Jill Deer

Publisher: Small Press, 6868 Elm St., Nashville, TN, www.smallpress.org

Publication Date: 06/2010

ISBN or ISSN: 000-0-00-000000-0

of pages: 14

Upon request, you must provide proof of eligibility to the National Endowment for the Arts in one or more of the following ways:

- a. The title page or cover with your name and the title of the work.

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- b. The copyright page with the publisher's information; publication date (month and year); ISBN or ISSN number, if a print publication; or URL, if publication is online only.

- c. The publication's stated selection criteria and editorial policy.

NOTE: When you check the Certification box on the SF 424-Individual form, you are certifying that all parts of your application, *including your publications that establish your eligibility*, are true and correct to the best of your knowledge.

Leave all remaining Attachment buttons blank.