

# Creative Writing: Prose

## GUIDELINES

CFDA No. 45.024

OMB No. 3135-0112 Expires TBD

## Program Description

The National Endowment for the Arts (NEA) Literature Fellowships program offers \$25,000 grants in **prose** (fiction and creative nonfiction) and **poetry** to published creative writers that enable recipients to set aside time for writing, research, travel, and general career advancement. Applications are reviewed through an anonymous process in which the criteria for review are the artistic excellence and artistic merit of the submitted manuscript. Through this program, the NEA seeks to sustain and nurture a diverse range of creative writers at various stages of their careers and to continue to expand the portfolio of American art.

The program operates on a two-year cycle with fellowships in prose and poetry available in alternating years. For FY 2024, which is covered by these guidelines, fellowships in **prose (fiction and nonfiction)** are available. Fellowships in poetry will be offered in FY 2025 and guidelines will be available in January 2024. You may apply only once each year.

Competition for fellowships is extremely rigorous. We typically receive more than 1,600 applications each year in this category and award fellowships to fewer than 3% of applicants.

## We Do Not Fund

- Individuals who previously have received *two or more* Literature Fellowships (in poetry or prose) or Translation Fellowships from the National Endowment for the Arts.
- Individuals who have received *any* Literature Fellowship (in poetry or prose) or Translation Fellowship from the National Endowment for the Arts on or after January 1, 2015.
- News reporting.
- Scholarly writing. (Writers who are engaged in scholarly work may wish to contact the [National Endowment for the Humanities](#).)
- Work toward academic degrees.

## Deadline and Announcement Dates

Applications must be submitted electronically through Grants.gov, the federal government's online application system. The Grants.gov system must receive your validated and accepted application no later than 11:59 p.m., Eastern Time, on March 8, 2023. Late applications are not accepted.

Expect notification of awards and rejections no earlier than December 2023. Our support of a project may begin any time between January 1, 2024, and January 1, 2025, and extend for up to two years.

## Application Calendar

Category	Application Deadline	Earliest Announcement of Grant Award or Rejection	Earliest Beginning Date for NEA Period of Performance
Literature Fellowships: Prose	March 8, 2023	December 2023	January 1, 2024

Applicants are required to use Grants.gov. See "How to Apply" for further information.

### **Late applications will not be accepted.**

In the event of an emergency (e.g., a hurricane or a SAM, Grants.gov or NEA systems technological failure), the National Endowment for the Arts Chair may adjust application deadlines for affected applicants. If a deadline is extended for any reason, an announcement will be posted on our website.

Do not seek information on the status of your application before the announcement date that is listed above.

### **If you have questions:**

**Email:** [LitFellowships@arts.gov](mailto:LitFellowships@arts.gov)

**Call:** 202-682-5034



Individuals who need assistance accessing this document may contact the NEA's Office for Accessibility at 202-682-5532 or the Office of Civil Rights at 202-682-5454 / [CivilRights@arts.gov](mailto:CivilRights@arts.gov).

## Award Information

### Grant Amount

Fellowships are for \$25,000.

## Eligibility

You are eligible to apply in Prose if you meet the following requirements:

- You are a citizen or permanent resident of the United States.
- You have not received two or more Fellowships (in poetry, prose, or translation) from the National Endowment for the Arts. If you have received any award from the National Endowment for the Arts, you must have submitted acceptable Final Reports to the NEA by their due date(s).
- You have not received any National Endowment for the Arts Literature Fellowship (in poetry or prose) or Translation Fellowship on or after January 1, 2015 (FY 2015).
- This is your only application to the NEA for FY 2024 individual support. You may not apply for both a Literature Fellowship under this deadline and a Translation Project under the January 12, 2023 deadline.
- You have had published, between January 1, 2016, and March 8, 2023:
  - At least five (5) different short stories, works of short fiction, excerpts from novels or memoirs, or creative essays (or any combination thereof) in two or more literary magazines, journals, anthologies, or publications that regularly include fiction and/or creative nonfiction as a portion of their content; *or*
  - A novel or novella; *or*
  - A volume of short fiction or a collection of short stories; *or*
  - A volume of creative nonfiction.
  - Work must have been published for the first time with an eligible publisher between these dates, not only reprinted or reissued in another format during this period. Eligible publishers have a competitive selection process and offer some service or services to their writers, such as editing and proofreading; formatting and design; and/or promotion, marketing, and distribution. Student-led publications and publications that primarily print work by persons who are affiliated with a particular academic institution are not eligible.
  - You may use digital, audio, or online publications to establish eligibility, provided that the publisher has a competitive selection process and offers professional editing. If the online publication or website no longer exists, you must provide, upon request, sufficient evidence that your work once appeared online. If sufficient evidence cannot be provided, the online publication will not be eligible.

**The following content may not be used to establish eligibility:**

- Pre-publication material, such as galleys, proofs, and advance reader's copies.
- Work that has appeared in a publication for which you are the editor, publisher, or staff.

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- Collaborative work.
- Scholarly writing.
- Instructional writing.
- News Reporting.
- Book reviews.
- Editorials/letters to the editor.
- Interviews.

See "How to Apply" for the documentation required to demonstrate eligibility.

**IMPORTANT:** Your application will not be eligible if incorrect or insufficient publication information is provided. Ineligible applications will be rejected without panel review.

## How to Apply

### **Application Deadline: March 8, 2023**

We strongly recommend that you submit your application no later than March 3, 2023 to give yourself ample time to resolve any problems you might encounter. The Grants.gov system must receive your validated and accepted application no later than 11:59 p.m., Eastern Time, on March 8, 2023. **You take a significant risk by waiting until the day of the deadline to submit.** Late applications will not be accepted.

These application guidelines provide all of the information you will need to submit an application. Please read these instructions in their entirety before you begin the application process. We suggest you keep them open while you complete your application as they contain links to information you will need.

Electronic application through Grants.gov is mandatory. If you are unable to submit your application electronically, you may request a waiver. A waiver will be granted for the following reasons only:

- Internet access is not available within a 30-mile radius of your address.
- Disability prevents you from submitting your application electronically.

Your waiver request must be in writing and must be received at the National Endowment for the Arts at least three weeks before the application deadline. [Click here for more information on waivers.](#)

WAIVER POP UP BOX:

### **Requesting a waiver: Literature Fellowships**

If you are unable to submit your application electronically, you may request a waiver. A waiver will be granted for the following reasons:

- Internet access is not available within a 30-mile radius of your address.
- Disability prevents you from submitting your application electronically.

Contact the Literary Arts staff at 202-682-5034 or by email at [litfellowships@arts.gov](mailto:litfellowships@arts.gov) for more information on how to submit your waiver request. Waiver requests must be in writing and must be received at the NEA at least three weeks before the application deadline, or no later than 5:30 p.m., Eastern Time, on February 15, 2023.

Individuals who need assistance accessing this document may contact the Office of Accessibility at [Accessibility@arts.gov](mailto:Accessibility@arts.gov) or call 202-682-5532 or the Office of Civil Rights at [CivilRights@arts.gov](mailto:CivilRights@arts.gov) or 202-682-5454.

## To Apply:

Step 1: Register with Login.gov and Grants.gov

Step 2: Go to the grant opportunity package

Step 3: Follow the application instructions

Step 4: Submit your electronic application

## Step 1: Register with Login.gov and Grants.gov

Before submitting an application to the NEA, you must register or renew your registration with Login.gov and Grants.gov. It is your responsibility to create and maintain this registration.

Registration is a one-time process, which can take a day or more to complete. To allow time to resolve any issues that may arise, we strongly advise that you do not wait until the day of the application deadline to register. You will not be able to submit your application if you fail to successfully register with Login.gov and Grants.gov.

### New Applicants:

1. Register with Login.gov
  - Go to [Create an account](#) to set up your Login.gov account. This account will allow you to access many government websites, including Grants.gov.
2. Register with Grants.gov
  - Click: [Register](#) and click the red button that says “Get Registered Now” at the bottom of the screen.
  - Next, fill out the contact information, choose a Username and Password, and then click “Continue” at the bottom of the screen.
  - Grants.gov will email you a temporary code to verify your email address. Enter this code where instructed on the Registration page
  - Under the “How would you like to proceed?” heading, be sure to select the **Add Individual Applicant Profile** option to apply for funding opportunities on your own behalf. [See here for more information on adding a profile.](#)
3. Link your Login.gov and Grants.gov accounts
  - Click the “Login” button in Grants.gov, you will be prompted to link accounts, this is a one-time action.
  - After linking accounts, you will always use the Login.gov username and password to sign in to Grants.gov.

### Returning Applicants

1. If you have not already created a Login.gov account, go to [Create an account](#)
2. Link your Login.gov and Grants.gov accounts
  - Click the “Login” button in Grants.gov, you will be prompted to link accounts, this is a one-time action.
  - After linking accounts, you will always use the Login.gov username and password to sign in to Grants.gov.



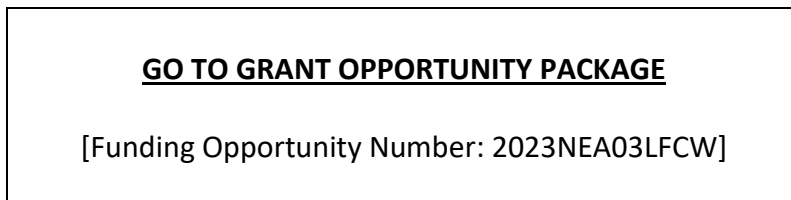
The NEA does not have access to your Login.gov or Grants.gov accounts. If you have any questions about or need assistance with these sites contact them directly:

- **Login.gov Help:** Consult the information posted in their [Help Center](#), or use their [online form](#) to submit a question.
- **Grants.gov Contact Center:** Call 1-800-518-4726, email [support@grants.gov](mailto:support@grants.gov), or consult the information posted on the Grants.gov website at [Support](#). The Grants.gov Contact Center is available 24 hours a day, 7 days a week.

Maintain documentation (e.g., screenshots with dates, emails with Grants.gov Support, etc.) of your efforts to register before the deadline.

## Step 2: Go to the Grant Opportunity Package

Access the application package on Grants.gov by clicking on the link below.



1. Clicking the link above will take you **directly** to the pre-populated application package in Grants.gov.
2. The Grants.gov “View Grant Opportunity” screen will open, click the red “Apply” button.
3. You will be prompted to enter your Login.gov Username and Password.
4. After logging in, to create a Workspace application:
  - a. Fill in the Application Filing Name field with your legal name, then
  - b. Click the **Create Workspace** button.
5. Upon a successful creation, you will be directed to the Manage Workspace page, where you can begin working on the application.
6. You can access each required form online by clicking “Webform” OR you can download the forms to your computer by clicking “Download”.

If you decide to download the forms, you will first need to verify your PDF software. To download the forms, you must have a version of Adobe Reader that is supported by Grants.gov installed on your computer. Go to "Adobe Software Tip Sheet" to see the

compatible versions of Adobe Reader or to download and install Adobe Reader. See important information about versions of Adobe Reader DC [here](#).

The required forms are:

- [Application for Federal Domestic Assistance - Individual Form](#)
- [Attachments Form](#)

7. Complete the application based on the **Application Instructions (Step 3)**.

### Step 3: Follow the Application Instructions

Prepare your application materials for Grants.gov. Detailed instructions can be found here: [LINK TO PDF](#)

### Step 4: Submit Your Application to Grants.gov

Electronically submit the Application for Federal Domestic Assistance– Individual and required attachments through Grants.gov.

1. Check the size of your electronic application. The total size should not exceed 10 MB.
2. To begin the submission process, log on to Grants.gov and go to the Forms tab on the Manage Workspace page. Click the “Sign and Submit” button under the Forms tab.

**Be certain that you are satisfied with your application before you click the “Sign and Submit” button. No revisions to your application are possible through Grants.gov once it is submitted.** After submission, the only way to update items in your application is to create a new application by repeating steps 2-4. The NEA will only review your most recently submitted application.

3. Once you complete and submit your application, you will see a confirmation screen explaining that your submission is being processed. **Take a screenshot of this confirmation screen and save it for your records.** Retain the Grants.gov Tracking Number that you receive in the application submission confirmation screen.
4. Verify that your application was validated by the Grants.gov system. Go to [Track My Application](#) to confirm the validation and track the progress of your application submission through Grants.gov. Do not wait until the day of the deadline to verify your submission in case you encounter any difficulties. We will not accept late applications.

Note: Acceptance and validation by Grants.gov does not imply that the applicant has uploaded the proper attachments. Before submitting your application, double check that you have attached everything correctly.

**IMPORTANT:** Your application will receive an automatic rejection without panel review if:

- One or more required forms or attachments are missing.

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- Your writing sample does not meet the minimum page requirement of 20 pages.
- Your name or other identifying information appears in your manuscript.
- Incorrect or insufficient publication information is provided in your Summary of Applicant Publications.
- You have already received two or more fellowships from the NEA.
- You have received any National Endowment for the Arts Literature Fellowship (in poetry or prose) or Translation Fellowship on or after January 1, 2015 (FY 2015).
- You have not submitted acceptable Final Reports to the NEA by their due date(s) for previous fellowship(s).
- You are not a U.S. citizen or lawful permanent resident of the U.S.
- You must not have an exclusion record in SAM.gov that excludes you from receiving federal financial assistance. Exclusions are also referred to as suspensions and debarments. Awards cannot be issued to an excluded individual. See <https://sam.gov/content/exclusions> to search the SAM Exclusions database.

## Application Review

### Review Criteria

In reviewing applications for Literature Fellowships, advisory panelists consider solely the **artistic excellence** and **artistic merit** of the writing sample that is submitted. **The identity of the applicant is not known to the panelists.**

### What Happens to Your Application

Applications are evaluated through an anonymous process according to the review criteria above.

After processing by our staff to determine eligibility and completeness, applications are reviewed, in closed session, by advisory panelists in the literary arts field. Each literary arts panel comprises a diverse group of arts experts and at least one knowledgeable layperson. To review the applications, the National Endowment for the Arts assembles a different advisory panel every year, each diverse with regard to geography, race and ethnicity, sex/gender, and artistic points of view. Panel recommendations are forwarded to the National Council on the Arts, which then makes recommendations to the Chair of the National Endowment for the Arts. The Chair reviews the Council's recommendations and makes the final decision on all grant awards. Applicants are then notified of funding decisions.

## Award Administration

### Award Notices

Announcements are expected by December 2023.

### General Terms & Conditions

Federal and agency requirements that relate to grants awarded by the National Endowment for the Arts are highlighted in our [General Terms & Conditions](#). Included is information on reporting requirements and lobbying prohibitions.

### Banking Information & Tax Liability

In order to receive fellowship grant funds, grantees must provide the NEA with banking information for a United States bank only.

The Internal Revenue Code provides that the full amount of a fellowship grant is taxable to its recipient. If you have any questions about your own income tax liability, you should contact the Internal Revenue Service or your tax counsel.

### Legal Requirements

**NOTE: This list highlights some of the significant legal requirements that may apply to a applicant or grantee, however, it is not exhaustive. More information regarding these and other legal requirements may be found in the [General Terms & Conditions](#) which sets forth the National Policy and Other Legal Requirements, Statutes, and Regulations that Govern Your Award. There may be other applicable legal requirements that are not listed here.**

- **Compliance with the federal requirements** that are outlined in the Assurance of Compliance below.
- **[Debarment and Suspension procedures](#)**. The applicant must comply with requirements set forth in Subpart C of 2 CFR 180, as adopted by the National Endowment for the Arts in 2 CFR Part 3254. Failure to comply may result in the debarment or suspension of the grantee and the National Endowment for the Arts suspending, terminating and/or recovering funds.
- **Federal Debt Status ([OMB Circular A-129](#))**. Processing of applications will be suspended when applicants are delinquent on federal tax or non-tax debts, including judgment liens against property for a debt to the federal government. New awards will not be made if an applicant is still in debt status as of September 1.
- **Labor Standards ([29 CFR Part 505](#))**. If a grant is awarded, the grantee must comply with the standards set out in Labor Standards on Projects or Productions Assisted by Grants from the National Endowments for the Arts and Humanities.

- [The Drug-Free Workplace Act of 1988](#) (41 U.S.C. 8101 et seq. and 2 CFR Part 3256). The grantee is required to publish a statement regarding its drug-free workplace program as well as comply with other requirements.

## Assurance of Compliance

**By signing and submitting its application form on Grants.gov, the Applicant certifies that it is in compliance with the statutes outlined below and all related National Endowment for the Arts regulations and will maintain records and submit the reports that are necessary to determine compliance.**

We may conduct a review to ensure that it is in compliance with these statutes. If the NEA determines that a grantee has failed to comply with these statutes, it may suspend or terminate the award, and/or recover funds. This assurance is subject to judicial enforcement.

The Applicant certifies that it does not discriminate:

- On the grounds of race, color, or national origin, in accordance with **Title VI of the Civil Rights Act of 1964**, as amended (42 U.S.C. 2000d et seq.), implemented by the National Endowment for the Arts at 45 CFR 1110.
- Solely on the grounds of disability, in accordance with **Section 504 of the Rehabilitation Act of 1973** (29 U.S.C. 794), implemented by the National Endowment for the Arts at 45 CFR 1151, and the **Americans with Disabilities Act of 1990** ("ADA"), as amended, (42 U.S.C. 12101 et seq.).
- On the basis of age, in accordance with the **Age Discrimination Act of 1975** (42 U.S.C. 6101 et seq.) implemented by the National Endowment for the Arts at 45 CFR 1156.
- On the basis of sex, in any education program or activity, in accordance with **Title IX of the Education Amendments of 1972** (20 U.S.C. 1681 et seq.).

Applicant will inform the public that persons who believe they have been discriminated against on the basis of race, color, national origin, disability, sex, or age may file a complaint with the Director of Civil Rights at the National Endowment for the Arts.

Applicant will forward all complaints for investigation and any finding issued by a Federal or state court or by a Federal or state administrative agency to:

Director, Office of Civil Rights  
National Endowment for the Arts  
400 7th Street, SW  
Washington, DC 20506

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Applicant shall maintain records of its compliance and submission for three (3) years. The Applicant will compile, maintain and permit access to records as required by applicable regulations, guidelines or other directives.

The Applicant must also certify that it will obtain assurances of compliance from all subrecipients and will require all subrecipients of National Endowment for the Arts funds to comply with these requirements.

The United States has the right to seek judicial or administrative enforcement of this assurance.

For further information and copies of the nondiscrimination regulations identified above, contact the Office of Civil Rights at 202-682-5454 or [civilrights@arts.gov](mailto:civilrights@arts.gov). For inquiries about limited English proficiency, go to <http://www.lep.gov>, the [FOIA Reading Room](#), or contact the Office of Civil Rights at [civilrights@arts.gov](mailto:civilrights@arts.gov) or 202-682-5454.

### Privacy Act

The following notice is furnished in accordance with the Privacy Act of 1974, 5 U.S.C. 552a.

This information is solicited under the authority of the National Foundation on the Arts and the Humanities Act, 20 U.S.C. 951 et seq. and is primarily used for the purpose of application review. Personal data, such as home address or personal cell phone number may not be released, either in entirety or in part, as exempt from disclosure under FOIA exemption (b)(6). Failure to provide the requested information could result in rejection of your application.

### Standards for Service

The National Endowment for the arts has set the following standards for serving applicants. We pledge to:

- Treat you with courtesy and efficiency.
- Respond to inquiries and correspondence promptly.
- Provide clear and accurate information about our policies and procedures.
- Provide timely information about funding opportunities and make guidelines available promptly.
- Promptly acknowledge the receipt of your application.
- Ensure that all eligible applications are reviewed thoughtfully and fairly.

We welcome your comments on how we are meeting these standards. Email: [webmgr@arts.gov](mailto:webmgr@arts.gov), attention: Standards for Service.

For questions about these guidelines or your application, contact the Literary Arts staff at 202-682-5034 or [LitFellowships@arts.gov](mailto:LitFellowships@arts.gov).

## Paperwork Reduction Act Statement

The public reporting burden for this collection of information is estimated at an average of 12 hours per response. This includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. We welcome any suggestions that you might have on improving the guidelines and making them as easy to use as possible. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: [webmgr@arts.gov](mailto:webmgr@arts.gov), attention: Reporting Burden. Note: Applicants are not required to respond to the collection of information unless it displays a currently valid U.S. Office of Management and Budget (OMB) control number.

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## NEED HELP?

We have fielded many questions over the years and trust that we can help you troubleshoot any problems you encounter. We are at your service.

Browse the answers below before you contact our staff.

Also, determine if your question is best addressed to the National Endowment for the Arts or Login.gov, Grants.gov. Login.gov and Grants.gov are government-wide portals; they are separate entities from the National Endowment for the Arts. Though we include some tips here on navigating Login.gov and Grants.gov, most technical questions about registration and uploading your application should be directed to Login.gov or Grants.gov.

### Contact Login.gov for help with:

- Registration problems with Login.gov
- Login or username/password issues

**Login.gov Help:** Consult the information posted in their [Help Center](#), or use their [online form](#) to submit a question.

### Contact Grants.gov for help with:

- Registration problems
- Your registration status
- Verifying and/or updating your registration information
- Technology related problems including:
  - Web browser issues
  - Questions about Workspace, webforms, or Adobe Reader
  - Problems submitting your application through Grants.gov

The Grants.gov Contact Center is available 24 hours a day, 7 days a week at **1-800-518-4726** or [support@grants.gov](mailto:support@grants.gov). The website is [www.grants.gov](http://www.grants.gov).

### Contact the National Endowment for the Arts for help with:

- Eligibility questions
- Specific components of your application
- The prose fellowship guidelines

If, after looking over our guidelines and the answers in this section, you'd still like to speak to a staff member, call our Literature Fellowships Hotline at **202-682-5034** or email us at [LitFellowships@arts.gov](mailto:LitFellowships@arts.gov).

## FREQUENTLY ASKED QUESTIONS

### FREQUENTLY ASKED QUESTIONS ABOUT THE APPLICATION PACKAGE

#### **How do I access the required forms for my application?**

Once you have created a Workspace, you will see both required forms listed (the Application for Federal Domestic Assistance (Individual) and the Attachments Form). For instructions on how to create a workspace, click [here](#) or watch [this video](#).

You can either fill out the required forms online by using the Webforms or you can download them to your computer, fill them out, and upload them to your Workspace.

To fill these forms out online, click the button that says “Webform.” **Be sure to hit the “save” button at the bottom of each form once it is completed.** If you choose to download the forms, be sure your version of Adobe Reader is compatible with the Grants.gov system. You can find a list of supported versions of [Adobe Reader](#) here, or contact Grants.gov directly to check if your version is compatible. You can also try using the Webforms, which allow you to complete the forms online without downloading and do not require you to have Adobe Reader.

#### **Which internet browser should I use to file my application?**

According to Grants.gov, Internet Explorer is the recommended browser. However, we've found that other browsers will work, too. Mac users who have download and/or upload issues should try using Google Chrome or Firefox. If you have trouble downloading the application forms, try using a different browser or try using the Webforms instead. If you are still having trouble accessing the forms, contact the Grants.gov Contact Center at 1-800-518-4726.

#### **Why can't I find the attachments on your website?**

You'll only find the attachments form on Grants.gov once you've created your Workspace. Although the attachments form has 15 attachment buttons, you will submit **only two (2)** attachments with your application:

1. Your manuscript
2. Your Summary of Applicant Publications

You can create these attachments using any word processing software.

#### **The information I typed into my attachments form disappeared. How do I avoid this?**

If you are accessing the attachments form as a Webform, be sure to **click the “save”** button at the bottom of the screen before closing the form. If you are downloading the attachments form, be sure to save it, and all your attachments, directly on your computer. Once you have downloaded the attachments form, you will work on your application offline and will only access the Internet to submit your completed application.

#### **How do I upload my writing sample using the attachments form?**

It's similar to attaching a document to an email. On the attachments form, click the "Add Attachment" button and select the correct file from your computer. [**Reminder: you're the only one who can ensure that your application is complete.**]

**The character limit for the project description box on the Application for Federal Assistance form doesn't give a lot of room to describe my project. Can I add more information elsewhere?**

That's not necessary. If you've reached the character limit for this box, you've written too much. This information is for staff use only to ensure that you would use your fellowship to support your writing; the review panel will not see it (the panelists will only see your manuscript). Your application will be judged only on your manuscript, so we suggest spending more time on that portion of your application and less time on crafting your project description.

**How do I determine start and end dates?**

The start and end dates refer to the beginning and ending dates of the fellowship. If selected for a fellowship, you will only be able to receive award funds within these dates. The start and end dates refer to the official beginning and ending dates of the fellowship. The NEA will only award funds within these dates, even though some aspects of your project may take place before or after this time.

**Can I submit my resume in addition to my other forms?**

No. The only part of the application that the review panel will see is your manuscript. The panel will not know your age, gender, race or ethnicity, education level, or whether you are an established or emerging writer.

**How do I determine my congressional district? What if I'm an American living abroad?**

Visit the House of Representatives website at [www.house.gov](http://www.house.gov) and use the "Find Your Representative" tool. If the address on your application is outside the United States, enter 00-000 for your Congressional District.

**My postal code is in red after I type it. Does this mean there's a problem?**

Yes. The form requires your Zip+4. If you do not know your full zip code, you may look it up at [www.usps.com/zip4/](http://www.usps.com/zip4/).

**What happens if my name appears on or in my manuscript material?**

Your application will be ineligible for further consideration and will not be reviewed by the panel. Double check to make sure your first or last name is not anywhere in the manuscript material.

**Will I be able to update my application after the deadline?**

No. No changes or additions to the application or manuscript will be accepted once your application has been submitted. If you feel you've made an error on your application and it is **before** the deadline, you may contact the Literary Arts staff for guidance by calling or emailing the Literature Fellowships hotline.

### **How do I create a PDF?**

The simplest way is to use the "Save As" option in your word processing software and choose "Save as a PDF" (or similar wording.) You may also use a PDF conversion program. To learn more, go to [PDF Conversion Programs](#).

## **FREQUENTLY ASKED QUESTIONS ABOUT ELIGIBILITY**

### **Should I list everything I've published to show I'm eligible just in case there's a question?**

No. If you can establish your eligibility with one book, just list that book. If you're unsure if the book meets our eligibility requirements, list journal publications as well, but only as many as you need to establish your eligibility. Our panelists will not see your publications list.

### **I don't have all the information on all of my necessary publications to establish eligibility. Is that a problem?**

Yes. You must include the required information per our guidelines, including ISBN/ISSN numbers for books and journals. We will check your Summary of Applicant Publications document as part of the eligibility screening process. If the Literary Arts staff can't find one of the items on your list, we'll contact you for proof of publication. If you can't provide that proof, that publication will not count toward your eligibility.

### **My book will be released soon after the fellowship application deadline. Can I use it to establish my eligibility?**

No. In order to apply, you must meet the eligibility requirements by the deadline date. Reader's advance copies, galleys, uncorrected proofs, and commitments for future publication or production do not fulfill the requirements. We use the publisher's official publication date to determine eligibility. Check with your publisher if you have questions about this date. **No exceptions are made to the eligibility requirements.** If your book will be published after the deadline, use other publications to establish your eligibility or consider applying at a later date.

### **I'm a poetry writer. Can I apply for a prose fellowship?**

If you can establish your eligibility with the required number of published **prose** pieces, yes. Many writers publish in various genres. Though the manuscript you submit for review must be prose, you will not be limited to writing in one genre should you receive a fellowship.

### **Can the National Endowment for the Arts help me get my book published?**

No. The Fellowships Program is designed to help published creative writers set aside time to write; there is no guarantee that it will lead to publication of a book. In order for your manuscript to be reviewed by our panel, you must meet our eligibility requirements.

### **I'm self-published. Am I eligible for a fellowship?**

For determining eligibility, we do not accept any publication by presses that publish work without competitive selection or professional editing. If you feel your publication falls outside of these parameters, call the Literature Fellowships Hotline for guidance.

**I'm a blogger. Am I eligible for a fellowship?**

In general, no. Personal blogs on individual websites may not be used to establish eligibility. However, curated blogs may qualify. Contact the Literature Fellowships Hotline if you feel your blog fits into this category.

**Do I have to submit my application in English?**

An application must be submitted in English, but the manuscript may be in a language other than English, as long as it is accompanied by an English translation, though the translation need not be done by the applicant. If you wish to submit your manuscript in a language other than English, contact the Literature Fellowships Hotline at least 10 days prior to the deadline for more guidance.

## OTHER FREQUENTLY ASKED QUESTIONS

**How will my application be evaluated?**

Creative Writing Fellowship applications are reviewed through an anonymous process by an advisory panel of writers that recommends awards based on the artistic excellence and artistic merit of the submitted manuscript. The National Endowment for the Arts assembles a different advisory panel every year, each diverse with regard to geography, race and ethnicity, gender, and artistic points of view.

**Will you accept joint applications?**

No. Fellowships are individual grants.

**I'm on faculty at a university. May the fellowship go directly to my university so that I may buy time off from teaching?**

No. Fellowships are individual awards; all funds are dispersed only to the fellow. However, once our fellows receive funds, it is up to them how they wish to spend it (as long as it relates to their writing). A fellow could pay his/her university directly, in other words.

**Which part of my application carries the most weight with the panel?**

The most important piece of your application as far as judging is concerned is your manuscript. It should be representative of your best recent work, published or unpublished. It must be work for which you have sole artistic responsibility. Choose your manuscript sample carefully.

**Can plans for use of the fellowship change, within reason?**

Yes. Read the [General Terms and Conditions for Literature Fellowships](#) for more information.

If you have questions about your application, contact the Literary Arts staff at 202-682-5034 or email [LitFellowships@arts.gov](mailto:LitFellowships@arts.gov).

## Agency Contacts

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