

**Literature Fellowships,  
FY 2004/2005**



**NATIONAL ENDOWMENT FOR THE ARTS  
APPLICATION GUIDELINES**

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## Application Calendar

Category	Application Postmark (or Other Proof of Mailing) Deadline	Earliest Announcement of Grant Award or Rejection	Earliest Beginning Date for Endowment Period of Support
Creative Writing Fellowships:			
Fiction and			
Creative Nonfiction (FY 2004)	March 3, 2003	December 2003	January 1, 2004
Poetry (FY 2005)	March 1, 2004	December 2004	January 1, 2005
Translation Projects:			
Prose (FY 2004)	February 3, 2003	October 2003	November 1, 2003
Poetry (FY 2005)	February 2, 2004	October 2004	November 1, 2004

**Late applications and applications that are determined to be incomplete will be rejected.** We strongly recommend that you send material "return receipt requested." **Without proof of mailing from the delivery service, the Arts Endowment will not accept applications that are delayed or lost in the mail.**

The Arts Endowment will not accept any application material by electronic transmission (e.g., FAX or e-mail) unless requested by Arts Endowment staff.

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

### If you have questions:

**Write:** Literature Fellowships  
National Endowment for the Arts  
Nancy Hanks Center  
1100 Pennsylvania Avenue, NW  
Washington, DC 20506-0001

**Visit:** Our Web site at [www.arts.gov](http://www.arts.gov) to download these guidelines and for further information about the agency and funding opportunities.

**Call:** 202/682-5034



202/682-5496 Voice/T.T. (Text-Telephone, a device for individuals who are deaf or hard-of-hearing)



Individuals who do not use conventional print may access these guidelines on the Web site or contact the Arts Endowment's

Office for AccessAbility at 202/682-5532 for help in acquiring an audio recording of these guidelines.

Applicants should be aware that the delivery of First-Class and Priority mail to the Arts Endowment has been delayed. See pages 7 and 15 for further information.

January 2003

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## **The National Endowment for the Arts**

The National Endowment for the Arts provides national recognition and support to significant projects of artistic excellence, thus preserving and enhancing our nation's diverse cultural heritage. The Endowment was established by Congress in 1965 as an independent agency of the federal government. Since then, it has awarded more than 119,000 grants to arts organizations and artists in all fifty states and the six U.S. jurisdictions. This public investment in the nation's cultural life has resulted in both new and classic works of art reaching every corner of America.

### **Vision**

A Nation in which artistic excellence is celebrated, supported, and available to all.

### **Mission**

The National Endowment for the Arts enriches our Nation and its diverse cultural heritage by supporting works of artistic excellence, advancing learning in the arts, and strengthening the arts in communities throughout the country.

### **Goals**

Through its grants programs and leadership initiatives, the Arts Endowment will:

- Encourage and support artistic creativity and preserve our diverse cultural heritage.
- Advance learning in the arts.
- Make the arts more widely available in communities throughout the country.
- Develop and maintain partnerships that advance the mission of the National Endowment for the Arts.

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## Contents

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### **3** Introduction

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### **4** Fellowships for Creative Writers

- 4 Eligibility
- 5 Review Criteria
- 6 Grant Amount
- 6 Deadline and Announcement Dates
- 6 How to Apply
- 9 Important Information About Fellowships for Creative Writers

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### **12** Translation Projects

- 12 Eligibility
- 13 Copyright Information
- 13 Review Criteria
- 14 Grant Amount
- 14 Deadline and Announcement Dates
- 15 How to Apply
- 18 Important Information About Translation Projects

---

### **20** Important Information for All Applicants

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### **22** Application Forms

- 24 Individual Application Form
- 28 Application Checklist
  
- 29 Assurance of Compliance
- Back cover Application Acknowledgment Card

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## Introduction

Through fellowships to published creative writers and translators of exceptional talent in the areas of **prose** and **poetry**, the Arts Endowment advances its goal of encouraging and supporting artistic creativity and preserving our diverse cultural heritage by expanding opportunities for artists to create and refine work. This program operates on a two-year cycle with fellowships in prose available one year and fellowships in poetry available the next.

These guidelines cover two fiscal years. Grants are available as follows:

- **For Fiscal Year 2004:**
  - Fellowships for Creative Writers: Fiction and Creative Nonfiction (March 3, 2003 deadline)
  - Translation Projects in Prose (February 3, 2003 deadline)
- **For Fiscal Year 2005:**
  - Fellowships for Creative Writers: Poetry (March 1, 2004 deadline)
  - Translation Projects in Poetry (February 2, 2004 deadline)

**Individuals may apply only once each year.**

Competition for fellowships is extremely rigorous. Potential applicants should consider carefully whether their work will be competitive at the national level.

## We Do Not Fund

- Individuals who previously have received *two or more* Creative Writing or Translation Fellowships from the National Endowment for the Arts.
- Individuals who have received *any* Creative Writing or Translation Fellowship from the National Endowment for the Arts within the ten years prior to the application deadline.
- News reporting.
- Scholarly writing. (Writers who are engaged in scholarly work should contact the National Endowment for the Humanities.)
- Vanity publication or self-publication.
- Work toward academic degrees.

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## Fellowships for Creative Writers

Fellowships in **prose** (fiction and creative nonfiction) or **poetry** are available to published creative writers of exceptional talent. Fellowships enable recipients to set aside time for writing, research, travel, and general career advancement. (Translators should refer to "Translation Projects" on page 12.)

### Eligibility

Creative writers who meet the publication requirements that are listed below are eligible to apply. Applicants must be citizens or permanent residents of the United States.

**An individual may submit only one application per year.** Multiple applications will be rejected. You may not apply for a Creative Writing Fellowship and a Translation Project in the same year.

You are not eligible to apply if you have received two or more Creative Writing or Translation Fellowships (in poetry, fiction, creative nonfiction, belles-lettres, or for translation) from the National Endowment for the Arts. In addition, you may not apply in Prose if you have received any Arts Endowment Creative Writing or Translation Fellowship since October 1, 1994 (FY 1995). You may not apply in Poetry if you have received any Arts Endowment Creative Writing or Translation Fellowship since October 1, 1995 (FY 1996).

Former grantees must have submitted acceptable Final Report packages by the due date(s) for all Arts Endowment grant(s) previously received.

You are eligible to apply in **Fiction** if, between January 1, 1996, and March 3, 2003, you have had published:

- At least five different short stories, works of short fiction, or excerpts from novels in two or more literary journals, anthologies, or publications which regularly include fiction as a portion of their format; *or*
- A volume of short fiction or a collection of short stories; *or*
- A novel or novella.

You are eligible to apply in **Creative Nonfiction** if, between January 1, 1996, and March 3, 2003, you have had published:

- At least five different creative essays (such as personal essays, memoirs, etc.) in two or more literary journals, anthologies, or publications; *or*
- A volume of creative nonfiction.

You are eligible to apply in **Poetry** if, between January 1, 1997, and March 1, 2004, you have had published:

- A volume of 48 or more pages of poetry; *or*
- Twenty or more different poems or pages of poetry in five or more literary journals, anthologies, or publications which regularly include poetry as a portion of their format. Up to 16 poems may be in a single volume of poetry of fewer than 48 pages. This volume, however, may count as only one of the required five places of publication.

Applicants for any fellowship category may use on-line publications to establish up to fifty percent of their eligibility, provided that such publications have competitive selection processes and stated editorial policies.

You must apply in a specific literary form (i.e., fiction, creative nonfiction, or poetry). You must establish your eligibility in the form in which you apply. No exceptions will be made to the eligibility requirements. **The following may not be used to establish eligibility:**

- Self-publication including work that has appeared in a publication for which you are the editor, publisher, or staff.
- Collaborative work.
- Scholarly writing.
- Instructional writing.
- Journalism.
- Book reviews.
- Editorials/letters to the editor.
- Interviews.
- Student publications and publications which primarily print work by persons who are affiliated with a particular academic institution.
- Vanity press publication. For the purposes of this category, a vanity press is defined as one that does any of the following: requires individual writers to pay for part or all of the publication costs; asks writers to buy or sell copies of the publication; publishes the work of anyone who subscribes to the publication or joins the organization through membership fees; publishes the work of anyone who buys an advertisement in the publication; or publishes work without competitive selection.

## Review Criteria

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

## **Grant Amount**

Fellowships for Creative Writers are for \$20,000.

## **Deadline and Announcement Dates**

### **For FY 2004/Fiction & Creative Nonfiction**

Applications will be accepted between January 2, 2003, and March 3, 2003. Do not send applications before January 2, 2003. Complete application packages must be postmarked no later than March 3, 2003. Do not expect notification of awards and rejections before late December 2003. The Endowment's support of a project may begin any time between January 1, 2004, and January 1, 2005, and extend for up to two years.

### **For FY 2005/Poetry**

Applications will be accepted between January 2, 2004, and March 1, 2004. Do not send applications before January 2, 2004. Complete application packages must be postmarked no later than March 1, 2004. Do not expect notification of awards and rejections before late December 2004. The Endowment's support of a project may begin any time between January 1, 2005, and January 1, 2006, and extend for up to two years.

## **How to Apply**

Please follow carefully the instructions below. It is each applicant's responsibility to make certain that his or her application package is complete and accurate. We are unable to contact you in case of omissions or inconsistencies in your submission.

**All fellowship applicants must send the required material in one package to:**

Application Processing  
(Creative Writing Fellowships)  
National Endowment for the Arts  
Nancy Hanks Center  
1100 Pennsylvania Avenue, NW  
Washington, DC 20506-0001

Be sure to include a complete return address on your package.

**Notice concerning delivery of First-Class mail**

The delivery of First-Class mail to the Arts Endowment has been delayed since mid-October 2001, and delays are expected to continue for the foreseeable future. Until normal mail service resumes, please consider using alternative delivery services, particularly if you are sending time-sensitive material. We apologize for any inconvenience this may cause. Please contact us if you have questions.

Please submit material in the order and format that is noted below. **Your application package must include the required number of copies of each item** or your application will be incomplete. Late applications and applications that are determined to be incomplete will be rejected. Keep copies of everything that you send.

**1. Application Acknowledgment Card and Application Checklist**

Complete and submit a self-addressed postcard. The Endowment will complete the postcard and return it to you to acknowledge receipt of your application.

Also complete the Application Checklist found on page 28 to make sure that all required material has been included in your package. This checklist is for your own use. You do not need to include it in your application package.

**2. Application Form**

Complete and submit the **original** (i.e., a set with original signatures) and **two copies** of the Individual Application Form which can be found on pages 24 and 26. Instructions for completing this form are on the form or on the pages opposite the form in this booklet. When you photocopy your two copies of the completed Application Form, be sure to copy only the form and not the instruction pages.

Application forms that can be filled out on a computer are available in the Literature Fellowships section of Apply for a Grant on our Web site at [www.arts.gov](http://www.arts.gov). Application forms also may be reproduced on a computer, but they must be accurate replicas of the actual forms. Do not add pages. **All completed application forms must be mailed to the Arts Endowment in hard copy format as part of the application package.**

**3. Manuscript Material**

Your application package must include clearly reproduced copies of one of the following manuscript samples of work that you have written between January 1, 1996, and March 3, 2003 (for Fiction & Creative Nonfiction), or January 1, 1997, and March 1, 2004 (for Poetry), and for which you have sole artistic responsibility:

**Fiction & Creative Nonfiction:**

- **Nine copies** of a minimum of 20 to a maximum of 30 *typescript, double-spaced* pages of **short fiction, short stories, or creative nonfiction**; *or*
- **Nine copies** of a **novel excerpt** of a minimum of 20 to a maximum of 30 *typescript, double-spaced* pages.

**Poetry:**

- **Nine copies** of 10 *typescript, single-column* pages of **poetry**, with no more than one poem per page; *or* one long poem (or section of a long poem) not to exceed 10 *typescript, single-column* pages in length.

Please indicate clearly at the top of the first page of each manuscript sample the literary form of your submission (i.e., fiction, creative nonfiction, or poetry). **Your submission must be in the literary form in which you establish your eligibility.** Indicate whether the submission is complete in itself or an excerpt from a longer work (e.g., excerpt from a novel, long poem, or short story). Titles of stories, novels, or poems should appear at the top of every page.

In addition, include in your application package:

- **One copy** of an unnumbered cover page which lists the legal name and address of the applicant and the title(s) of the work(s) that are submitted. **The applicant's name, initials, address, or other identifying marks must not appear on any other page of the material that is submitted.**

For the manuscript material, you may submit published work, unpublished work, or work in progress. Do not indicate whether or not the material has been published.

Manuscript material must be legible, clearly reproduced, and properly collated.

“Typescript” means material that has been produced by a typewriter or a “letter quality” printer. Clear photocopies of this typescript material are acceptable, but do not send onionskin copies. Photocopies from books or magazines will not be accepted. All paper should be 8-1/2” x 11”; do not use legal-sized paper. Use a 10 point or larger font. Number the pages of your manuscript consecutively in the upper right corner and staple each copy. Do not submit manuscripts in folders or binders. Do not crowd pages. Do not submit more than the maximum number of pages that are allowed; excess pages will be removed.

**Copies of manuscripts cannot be returned. Be sure to keep a copy of what you send.**

#### **4. Proof of Eligibility**

Your application package **must** include proof of your eligibility. For each publication listed in #10 “Summary of Publications” on the application form, send one clearly reproduced copy of each of the following:

- a. Proof of publication (the title page or table of contents of the book or magazine). If a table of contents is used, highlight the page number on which your material begins.
- b. Date of publication (the copyright page or other page with the publication date).
- c. Proof of authorship (e.g., the front cover of a novel or a book of poems, the table of contents page, the first page of a story or poem).

Where applicable, highlight your name as it appears on any of the above.

**These copies cannot be returned; do not send originals.**

### **Important Information About Fellowships for Creative Writers**

The following are answers to some of the most commonly asked questions about Fellowships for Creative Writers.

1. In order to apply, you must meet the eligibility requirements by the deadline date. Commitments for future publication do not fulfill the requirements. **No exceptions are made to the eligibility requirements.**

2. You are not eligible to apply if you have received two or more Creative Writing or Translation Fellowships from the National Endowment for the Arts at any time in the past. In addition, you may not apply for a FY 2004 fellowship in **Prose** if you have received any Arts Endowment Creative Writing or Translation Fellowship since October 1, 1994 (FY 1995). You may not apply for a FY 2005 fellowship in **Poetry** if you have received any Arts Endowment Creative Writing or Translation Fellowship since October 1, 1995 (FY 1996).
3. Only one application is eligible per year. You may not apply for a Creative Writing Fellowship and a Translation Project in the same year.
4. The manuscript submission must be in the literary form in which you establish your eligibility (i.e., fiction, creative nonfiction, or poetry). If you receive a fellowship, however, you will not be limited to writing in that form.
5. You may submit published work, unpublished work, or work in progress; all manuscript submissions, however, must be in typescript or clear photocopies of typescript. Photocopies from books or magazines will not be considered.
6. Manuscripts in languages other than English must be accompanied by nine copies of an English translation. The translation need not be done by the applicant. The application form must be submitted in English.
7. Absolutely no changes or additions in the manuscript will be accepted once it has been submitted.
8. Your work will be evaluated up to the maximum number of pages allowed. Excess pages will be removed.
9. Fiction and creative nonfiction applications are reviewed by an advisory panel primarily composed of prose writers, representing both fiction and creative nonfiction. Poetry applications are reviewed by an advisory panel primarily composed of poets.
10. Manuscripts are judged anonymously by the advisory panel. If your name, initials, or identifying marks other than the title appear anywhere other than the cover page, your application will be rejected.
11. The manuscript should be representative of your best recent work, published or unpublished. It must be work for which you have sole artistic responsibility. The artistic excellence and artistic merit of the work contained therein are the criteria on which your application will be judged. Choose your manuscript sample carefully.
12. Financial and other kinds of need, the body of past work, geographic location of the applicant, academic career, professional reputation, etcetera, are not criteria for receipt of a fellowship.

13. We cannot accept collaborative works or joint applications. Fellowships are individual grants.
14. 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.

**Please read these guidelines thoroughly before you start to prepare your application package. Failure to follow the guideline instructions or to send a complete application package, with all required material under one cover, will mean that your application will be rejected. We are unable to contact you in case of omissions or inconsistencies in your submission.**

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## Translation Projects

Grants are available to published translators of literature for projects that involve the specific translation of **prose** (fiction, creative nonfiction, and drama) or **poetry** (including verse drama) from other languages into English.

We encourage translations of writers and of work which are insufficiently represented in English translation. All proposed projects must be for creative translations of published literary material into English. The work to be translated should be of interest for its literary excellence and value. Priority will be given to projects that involve work that has not yet been translated into English.

### Eligibility

Individual translators who meet the publication requirements that are listed below are eligible to apply. Applicants must be citizens or permanent residents of the United States.

**An individual may submit only one application per year.** Multiple applications will be rejected. You may not apply for a Translation Project and a Creative Writing Fellowship in the same year.

You are not eligible to apply if you have received two or more Creative Writing or Translation Fellowships (in poetry, fiction, creative nonfiction, belles-lettres, or for translation) from the National Endowment for the Arts. In addition, you may not apply in Prose if you have received any Arts Endowment Creative Writing or Translation Fellowship since October 1, 1994 (FY 1995). You may not apply in Poetry if you have received any Arts Endowment Creative Writing or Translation Fellowship since October 1, 1995 (FY 1996).

Former grantees must have submitted acceptable Final Report packages by the due date(s) for all Arts Endowment grant(s) previously received.

You are eligible to apply if you, alone or in collaboration, have:

- Published a translation into English of a novel or a volume of 48 or more pages of fiction or poetry, or a book-length translation of a work of literary merit; *or*
- Published a total of 48 pages of translations of creative literature into English in literary magazines, anthologies, or books; *or*
- Translated into English at least one full-length play or verse drama that has been produced by a professional theater company.

This publication or production must have taken place between **January 1, 1988**, and **February 3, 2003**, for **Prose** applicants, and between **January 1, 1989**, and **February 2, 2004**, for **Poetry** applicants.

Applicants for any fellowship category may use on-line publications to establish up to fifty percent of their eligibility, provided that such publications have competitive selection processes and stated editorial policies.

You may not use vanity press publication or self-publication to meet the eligibility requirements. For the purposes of this category, a vanity press is defined as one that does any of the following: requires individual writers to pay for part or all of the publication costs; asks writers to buy or sell copies of the publication; publishes the work of anyone who subscribes to the publication or joins the organization through membership fees; publishes the work of anyone who buys an advertisement in the publication; or publishes work without competitive selection.

### **Copyright Information**

By the application deadline, you must have the rights secured to translate the work that is specified in your application. See item 3(e) on page 17.

### **Review Criteria**

In reviewing applications for Translation Projects, advisory panelists consider primarily the:

- **Artistic excellence** of the:
  - Sample translation submitted.
  - Work to be translated.

Panelists also consider the:

- **Artistic merit** of the proposed project, which includes the:
  - Importance of the proposed project.
  - Extent to which the language, the author, and the specific work are represented adequately in English translation.
  - Applicant's ability to carry out the proposed project as demonstrated by:
    - Proficiency in the language to be translated and familiarity with the culture.
    - Knowledge of and/or cooperation with the author(s) whose work will be translated.
  - Significance of the author(s) and/or the original work(s).
  - For collaborative projects, collaborators' ability to work together as exemplified by the sample manuscript that has been submitted.

## **Grant Amount**

Grants are for \$10,000 or \$20,000, depending upon the artistic excellence and merit of the project.

## **Deadline and Announcement Dates**

### **For FY 2004/Prose**

Applications will be accepted between January 2, 2003, and February 3, 2003. Do not send applications before January 2, 2003. Complete application packages must be postmarked no later than February 3, 2003. Do not expect notification of awards and rejections before late October 2003. The Endowment's support of a project may begin any time between November 1, 2003, and November 1, 2004, and extend for up to two years.

### **For FY 2005/Poetry**

Applications will be accepted between January 2, 2004, and February 2, 2004. Do not send applications before January 2, 2004. Complete application packages must be postmarked no later than February 2, 2004. Do not expect notification of awards and rejections before late October 2004. The Endowment's support of a project may begin any time between November 1, 2004, and November 1, 2005, and extend for up to two years.

## How to Apply

Please follow carefully the instructions below. It is each applicant's responsibility to make certain that his or her application package is complete and accurate. We are unable to contact you in case of omissions or inconsistencies in your submission.

**All Translation Project applicants must send the required material in one package to:**

Application Processing  
(Translation Projects)  
National Endowment for the Arts  
Nancy Hanks Center  
1100 Pennsylvania Avenue, NW  
Washington, DC 20506-0001

Be sure to include a complete return address on your package.

### Notice concerning delivery of First-Class mail

The delivery of First-Class mail to the Arts Endowment has been delayed since mid-October 2001, and delays are expected to continue for the foreseeable future. Until normal mail service resumes, please consider using alternative delivery services, particularly if you are sending time-sensitive material. We apologize for any inconvenience this may cause. Please contact us if you have questions.

Please submit material in the order and format that is noted below. **Your application package must include the required number of copies of each item** or your application will be incomplete. Late applications and applications that are determined to be incomplete will be rejected. Keep copies of everything that you send.

#### 1. Application Acknowledgment Card and Application Checklist

Complete and submit a self-addressed postcard. The Endowment will complete the postcard and return it to you to acknowledge receipt of your application.

Also complete the Application Checklist found on page 28 to make sure that all required material has been included in your package. This checklist is for your own use. You do not need to include it in your application package.

## 2. Application Form

Complete and submit the **original** (i.e., a set with original signatures) and **two copies** of the Individual Application Form which can be found on pages 24 and 26. Instructions for completing this form are on the form or on the pages opposite the form in this booklet. When you photocopy your two copies of the completed Application Form, be sure to copy only the form and not the instruction pages.

Application forms that can be filled out on a computer are available in the Literature Fellowships section of Apply for a Grant on our Web site at [www.arts.gov](http://www.arts.gov). Application forms also may be reproduced on a computer, but they must be accurate replicas of the actual forms. Do not add pages. **All completed application forms must be mailed to the Arts Endowment in hard copy format as part of the application package.**

## 3. Supporting Material

Your application package must include:

- a. **Four copies** of your resume or a narrative account of your education and experience (not to exceed three pages). Indicate any time that you spent in the country of the language to be translated and any previous cooperation (or commitment for future cooperation) with the author(s) of the original work, or other relevant information.

If the proposed project is a collaboration include **four copies** of the collaborator's resume or a brief narrative of credentials (three-page maximum). **Include also one copy of a co-signed statement of agreement that specifies the collaborator's role and the recognition he or she will receive for the project.**

- b. **Four copies** of a brief resume or biographical information for the author(s) of the work that you wish to translate (two-page maximum).
- c. **Four copies** of a brief description of the work that you wish to translate (two-page maximum). Indicate its scope, importance, and place in the author's works; and explain why you selected this author and this work. List the existing English translations of the author's work and indicate whether the author has been translated into any languages other than English. Whenever possible, cite reviews of the original work.
- d. If the proposed project is a retranslation, **four copies** of a statement justifying the need for a new translation (two-page maximum). Please include specific examples from the proposed project.

- e. **One copy** of verification of rights in the form of: 1) a photocopy of the copyright notice for the original work; and 2) a photocopy of a document of consent for translation that has been signed by the holder of the copyright, or verification that the material to be translated is in the public domain.

#### 4. Manuscript Material

Your application package must include **nine copies**, clearly reproduced, of a sample of **typescript pages** of your translation. Submit up to **20 pages** for **Prose**, or up to **10 pages** for **Poetry**. Your sample must be drawn from the same body of work that you propose to translate during the grant period.

For collaborative projects, your sample must be prepared by the collaborative team. All other samples must be independent work of the translator.

Manuscript material must be legible, clearly reproduced, and properly collated.

“Typescript” means material that has been produced by a typewriter or a “letter quality” printer. Clear photocopies of this typescript material are acceptable, but do not send onionskin copies. Photocopies from books or magazines will not be accepted. All paper should be 8-1/2” x 11”; do not use legal-sized paper. Use a 10 point or larger font. Write your name and the page number in the upper right corner of each page; staple each copy. Do not submit manuscripts in folders or binders. Do not crowd pages. Do not submit more than the maximum number of pages that are allowed; excess pages will be removed.

Include **nine copies**, clearly reproduced, of those portions of the original work which your sample translation renders. (This material may be clearly reproduced copies of the original publication.)

*For retranslations*, you must also include **nine copies** each, clearly reproduced and labeled, of all existing published translations of the approximate sample submitted.

*For a novel, play, verse drama or an excerpt from another long work*, also include **nine copies** of a one-page precis that places the manuscript sample in context.

**Application material cannot be returned. Be sure to keep a copy of what you send.**

## 5. Proof of Eligibility

Your application package **must** include proof of your eligibility. For each publication listed in #10 “Summary of Publications/Productions” on the application form, send one clearly reproduced copy of each of the following:

- a. Proof of publication (the title page or table of contents of the book or magazine). If a table of contents is used, highlight the page number on which your material begins.
- b. Date of publication (the copyright page or other page with the publication date).
- c. Proof of authorship (e.g., the front cover of a novel or a book of poems, the table of contents page, first or last page of translation with the translator’s name).
- d. If you are using the production of a play or verse drama to establish your eligibility, proof that your translation of the play was produced by a professional theater company [e.g., playbill with date(s), promotional material].

Where applicable, highlight your name as it appears on any of the above.

**These copies cannot be returned; do not send originals.**

## Important Information About Translation Projects

The following are answers to some of the most commonly asked questions about Translation Projects.

1. In order to apply, you must meet the eligibility requirements by the deadline date. Commitments for future publication or production do not fulfill the requirements. **No exceptions are made to the eligibility requirements.**
2. You are not eligible to apply if you have received two or more Creative Writing or Translation Fellowships from the National Endowment for the Arts at any time in the past. In addition, you may not apply for a FY 2004 fellowship in **Prose** if you have received any Arts Endowment Creative Writing or Translation Fellowship since October 1, 1994 (FY 1995). You may not apply for a FY 2005 fellowship in **Poetry** if you have received any Arts Endowment Creative Writing or Translation Fellowship since October 1, 1995 (FY 1996).
3. Only one application is eligible per year. You may not apply for a Creative Writing Fellowship and a Translation Project in the same year.

4. We cannot accept joint applications. Translation Project fellowships are individual grants. However, you may use a translation project grant to work on a collaborative project, if your application so indicates. If you apply to work on a collaborative project, you must submit a statement of agreement that has been signed by you and your collaborator(s) and a manuscript of work by the collaborative team.
5. Projects must be for translations of published literary material from any language into English only.
6. The sample translation must be from the same body of work as the one you propose to translate during the grant period. If you are applying to translate fiction, creative nonfiction, or drama other than verse drama, you must apply under the Prose deadline of February 3, 2003. If you are applying to translate poetry, including verse drama, you must apply under the Poetry deadline of February 2, 2004.
7. Absolutely no changes or additions to the project, resumes, or manuscript will be accepted once your application has been submitted.
8. Your manuscript and resume(s) will be evaluated up to the maximum number of pages allowed. Excess pages will be removed.
9. 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.

**Please read these guidelines thoroughly before you start to prepare your application package. Failure to follow the guideline instructions or to send a complete application package, with all required material under one cover, will mean that your application will be rejected. We are unable to contact you in case of omissions or inconsistencies in your submission.**

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## Important Information for All Applicants

### What Happens to Your Application

Applications are evaluated according to the review criteria for their category as set forth in these guidelines.

After processing by Endowment staff, applications are reviewed, in closed session, by advisory panelists in the literature field. Each literature panel comprises a diverse group of arts experts and at least one knowledgeable layperson. Panel membership rotates regularly. Panel recommendations are forwarded to the National Council on the Arts, where they are reviewed in open session.

The Council makes decisions on which applications to reject. It sends forward to the Chairman of the National Endowment for the Arts those applications that it recommends for funding. The Chairman reviews the recommendations and makes the final decision on all grant awards. Applicants are then notified of funding decisions.

Applicants are welcome to attend meetings of the National Council on the Arts and open policy sessions of advisory panel meetings.

### 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*, which is provided to all grantees. It can be found on the Arts Endowment's Web site at [www.arts.gov](http://www.arts.gov). Included is information on reporting requirements and lobbying prohibitions.

### Standards for Service

The Arts Endowment 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 mail available guidelines 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're meeting these standards. Please address them to: Standards for Service Coordinator; Room 628; National Endowment for the Arts; Nancy Hanks Center; 1100 Pennsylvania Ave., NW; Washington, DC 20506-0001; phone: 202/682-5408; e-mail: [webmgr@arts.endow.gov](mailto:webmgr@arts.endow.gov), attention: Standards for Service.

**For questions about these guidelines or your application, contact the Literature staff at 202/682-5034.**