

General Guidelines for Interdisciplinary Submissions through Online Portal*

The following list gives general guidelines for all applicants. Each item will be presented as a separate form for you to complete on our online portal. Specific instruction can be found throughout the online application process. Required support material guidelines are listed below and in the online portal.

- Application information including your general information and requested dates of residency.
- Artist statement (1,500 char limit, ≈250 words) about your current work and a statement of intent (1,500 char limit, ≈250 words) of what you propose to work on while at the center and why this residency is important to you at this time or stage in your career. Your name or the name of your collaborator **MUST NOT** appear in the contents of either of these statements.
- Contact information for two professional references that are familiar with your current work and your potential to be a positive member of our community of residents.
- Professional history from your current resume or vita. Your name **MAY** appear in the contents of this information.
- An **OPTIONAL** professional practice or outreach proposal. If you are interested in engaging members of the Nebraska City community, you can provide us with information about the type of activity you would like to facilitate. This is **NOT** required and has no influence on your selection for a residency award.
- Support materials, or work samples, for your specific discipline. See the guidelines below for your discipline.

Application fee of \$35 paid via credit card through the online portal. The fee includes our base fee plus an additional Slideroom administrative fee for media upload. **All fees must be paid through the portal; check or money order CANNOT be accepted by the center.**

Required Support Materials for Interdisciplinary Artist Submissions

Interdisciplinary artists can submit any combination of the materials outlined for visual, literary, or audio artists. Your name (and the names of your collaborators) **MUST be removed** from the sample files and contents. This includes the title and description areas in Slideroom. You may credit collaborators only by listing that the project is a collaboration and by explaining your role in the “Statement for Submitted Work.” Names of collaborators may be included in your resume.

The materials can include any of the following:

- Upload a total of 10 examples of work completed in the past three years. The ten examples may be ten still images, ten minutes of video, or a combination of both (example: if you send two minutes of video, you may send up to 8 still images). All types of visual art are accepted including but not limited to photography, painting, sculpture, ceramics, printmaking, mixed media, video, drawing, or textiles. Note that facilities specific to various media processes may not be available at KHN. Still images can be JPEG, PNG, or GIF format and must be under 5MB each. Video submissions must be in MOV, WMV, MP4, MPEG, or FLV format and may be no longer than 10 minutes total and under 60MB each. Video can be complete works or excerpts.
- Upload 3 excerpts or complete works of representative compositions. Each excerpt or work must be no more than 5 minutes long. Only MP3 files will be accepted. Files must be under 30MB each. Representative samples that include video are also acceptable. Video files should be submitted in MOV, WMV, MP4, MPEG, FLV format and must be under 60MB each. A combination of audio-only and audiovisual pieces can be submitted; upload a total of 3 samples, each no more than 5 minutes long. Applicants may upload one additional file that is a PDF containing brief program notes on the works or excerpts submitted. Program notes should be kept under 200 words. PDF may be no longer than one page. Your name **MUST NOT appear** in the contents of the program notes.
- Upload one PDF that contains all writing samples. Previously published or non-published material is eligible. Only writing submitted in English will be considered. Your name **MUST be removed** from the sample file and its contents. Fiction: Submit no more than 2 short stories or novel chapters, not to exceed 7500 words in length. If a portion of a novel is submitted, a brief (100-200 word) synopsis may be included and does not count toward the 7500-word limit. Non-fiction: Submit no more than 2 essays or chapters, not to exceed 7500 words in length. If a portion of a manuscript

or book is submitted, a brief (100-200 word) synopsis may be included and does not count toward the 7500-word limit. If the work submitted is memoir or biography, the requirement to remove your name from the writing sample may be disregarded. Poetry: Submit up to 10 poems, combined length not to exceed 30 pages. Drama/Screenplays: Submit up to 2 one-act plays or up to 2 excerpts (monologues, acts, or scenes) from a longer work not to exceed 7500 words in length. A character list and brief synopsis (100-200 words) may be included and does not count toward the 7500-word limit. Your name (and the names of your collaborators) **MUST be removed** from the all sample files and contents. This includes the title and description areas in Slideroom.

Contact us at info@khncenterforthearts.org or 402-874-9600 regarding questions about submission materials.

***KHN does NOT accept paper applications. All applicants must submit their materials through our online portal (<https://khncenterforthearts.slideroom.com/>). Applications are NOT accepted via mail or email.**