



ELIZABETH L. MAHAFFEY ARTS ADMINISTRATION FELLOWSHIP GUIDELINES - FY 2008

The Connecticut Commission on Culture & Tourism's (CCT) *Elizabeth L. Mahaffey Arts Administration Fellowship* annually recognizes a Connecticut arts administrator of exceptional accomplishment. This award acknowledges the important role that arts administrators play in the development of the state's arts organizations. The fellowship was established to honor "Betsy" Mahaffey who, in a long career at the Commission on the Arts, made significant contributions to the professional development of arts administrators in Connecticut. The fellowship of \$2,500 will be awarded to one administrator. Funds are to be used for professional development activities.

APPLICATION DEADLINES

POSTMARKED OR HAND DELIVERED BY 5 P.M.

October 18, 2007 for the funding period January 1 – December 31, 2008

WHO MAY APPLY

Eligible Applicants

- Arts administrators employed by Connecticut non-profit arts organizations or involved in ongoing arts programs of non-arts organizations.
- Applicants must have at least seven years of professional experience as an arts administrator and three years at their current organization.
- Individuals must be full-time residents of the state and have lived and worked in Connecticut for a minimum of three years at the time of the application.

Ineligible Applicants

- Individuals currently enrolled in degree-granting programs.
- Arts administrators employed as consultants, contractors, subcontractors, or through other free-lance arrangements.
 - Unpaid (volunteer) administrators.
 - CCT board members, staff, and members of their immediate families.

REVIEW PROCESS

CCT will review the application based on the following criteria:

- Record of accomplishment in the field of arts administration.
- Impact on the organization for which the applicant works.
- Potential for continued career achievement.

Funding recommendations will be presented to the CCT board for approval.

HOW TO APPLY

Applications must include:

- A completed application form, which includes a narrative statement
- An updated resume or curriculum vitae
- Three letters of support, including a letter from the applicant's immediate supervisor or a letter from the chairman of the board of the organization that employs the applicant; and a letter from someone outside the organization
- Optional supplemental materials such as samples of work, news clippings or other materials that support the applicant's professional achievements
- Questions about the fellowship should be directed to Kathleen DeMeo, program manager, at: 860-256-2735 or kathleen.demeo@ct.gov

GRANTEE RESPONSIBILITIES

The fellowship recipient must submit a financial and narrative report within 60 days of the conclusion of the funding period.