

Program Guidelines

CONNECTICUT STATE TROUBADOUR *(revised 12.4.15)*

PROGRAM OVERVIEW	The honorary position of Connecticut State Troubadour was established in 1991 by the Connecticut General Assembly. The State Troubadour serves as an ambassador of music and song and promotes cultural literacy among Connecticut citizens. The Department of Economic and Community Development, Connecticut Office of the Arts (COA) appoints an individual resident singer-songwriter as the State Troubadour based on the recommendation of a review panel.	
PROGRAM TIMELINE	Nomination Deadline	December 22 , 2015
	Application Deadline	January 26, 2016
	Peer Panel Review	February - March 2016
	Approval by DECD/COA Arts Council	March 2016
	Notification/Announcement	March 2016
	State Troubadour Term	April 1, 2016 to March 31, 2018
DUTIES	<ul style="list-style-type: none"> • Promote the State of Connecticut in song • Present a minimum of three events each year as requested by COA • Serve as an ambassador of music and song <ul style="list-style-type: none"> ○ Foster public appreciation of and participation in song ○ Promote cultural literacy among (Connecticut) state citizens 	
TERMS OF SERVICE AND REMUNERATION	<ul style="list-style-type: none"> • The State Troubadour shall serve for a term of two years • The State Troubadour shall receive an annual stipend of \$2,500 for a total of \$5,000 for two years • The State Troubadour shall maintain primary residency in Connecticut during his or her term (Must actually live in CT for 6+ months per year) • COA reserves the right to revoke the tenure of the State Troubadour if he or she fails to fulfill his/her duties or moves out of state during service period 	
WHO MAY BE NOMINATED	<ul style="list-style-type: none"> • An individual Connecticut resident singer-songwriter with a minimum performance history of five years. <ul style="list-style-type: none"> ○ A singer-songwriter is defined as a musician who writes, composes and sings his/her own material including lyrics and melodies. • Must have composed and performed at least one Connecticut song <p>Eligible Nominee:</p> <ul style="list-style-type: none"> • Must be full-time Connecticut resident (for at least the five years prior to application deadline) • Must display excellent musicianship and experience in singing and songwriting • Must be professionally active and available to travel and perform in a variety of educational and community settings <p>Re-Nomination of Previously Nominated Troubadour</p> <p>A singer songwriter who has been nominated before may be re-nominated. A new nomination and application</p>	

	<p>must be submitted.</p> <p>Ineligible Nominees</p> <ul style="list-style-type: none"> • Students currently enrolled in degree-granting institutions • Previous Connecticut State Troubadour • Culture & Tourism Advisory Committee members, DECD/COA staff and members of their immediate families
<p>NOMINATION PROCESS</p>	<p>Any Connecticut citizen may nominate one (1) singer songwriter for the State Troubadour position. A self-nomination will not be accepted and no award will be given posthumously. (A nominee may have multiple nominators.)</p> <p>Nominator must provide the following</p> <ul style="list-style-type: none"> • Nominator’s name and contact information (street address, city, state, zip, phone, & email) • Contact information for the Nominee (name, street address, city, state, zip, phone & email) • A formal Letter of Support (up to one page maximum) <p>Nominators must</p> <ul style="list-style-type: none"> • Email the requested information listed above to bonnie.koba@ct.gov • Enter “State Troubadour Nomination” in the email subject line. • IMPORTANT NOTE: COA will respond with a confirmation email AND number. If you do not receive a confirmation number by December 8, then resubmit your email to ensure receipt.
<p>APPLICATION PROCESS</p>	<p>COA will invite eligible nominee to submit an application for consideration along with access to COA’s online e-granting portal. Applications and requested materials must be submitted through COA’s online e-granting portal.</p> <p>THE APPLICATION WILL INCLUDE:</p> <p>A. General information</p> <p>B. Uploads and Support Materials: Applicants must provide the following during the online application process:</p> <ul style="list-style-type: none"> • Narrative - (Upload - 1 page maximum): Express your interest and commitment to this role including willingness and availability to perform, note past relevant activities including your approach and experience in working with diverse audiences and age groups, and indicate why NOW is the appropriate time for you to serve as Connecticut’s State Troubadour. • Resume - (Upload - 1 page maximum): Please include: <ul style="list-style-type: none"> ○ History of your work as an artist ○ Your education, training and professional development ○ Awards and recognitions received ○ Links to website(s) • Original Connecticut song* – Please provide links to the following: <ul style="list-style-type: none"> ○ Recording or link to a recording of your Connecticut song ○ Music/video or link to a music/video of you performing your original Connecticut song for a live audience ○ Lyrics to your original Connecticut song • List of original works - For each, include: (1) Title (2) Length of work (3) Year it was created. * <p>*Please provide copyright information where appropriate.</p>

	<ul style="list-style-type: none"> • References: (Upload – 1 page maximum for each letter) Provide two (2) Letters of Support (maximum one page each) from references who have observed/experienced your work within the last 2 years. It's helpful for the referral to include audience information (numbers, age, ethnicity, setting, etc) and comments regarding: (1) artistry, (2) presentation skills, and (3) audience response. • Work samples – In addition to your Connecticut song please provide links to 2-4 recent (within the last 2 years) and relevant samples that best represent your work. For each work include: title, date presented and/or produced, length and any other relevant information that will help the panel understand your work. (Music/video files should not exceed 15 minutes of review time in total).
REVIEW PROCESS	<p>A peer panel will review eligible applicants based on the following criteria:</p> <ul style="list-style-type: none"> • Outstanding musicianship in singing and songwriting • Excellence of the musician's work: substantial songwriting, performance, and recording experience (with substantial body of original work) • Commitment and availability to serve as an ambassador of music and song and to promote cultural literacy among Connecticut citizens • Experience with diverse audiences (educational, community, etc.) <p>COA and Panel Reviewers reserve the right to request further information from applicants and/or review publicly accessible information, articles, etc. about the applicants as a way to conduct a thorough and thoughtful panel review process.</p> <p>Following the panel review process, COA staff will present recommendations to the Connecticut Arts Council for review and final approval.</p>
CONTACT	<p>For questions regarding the Connecticut State Troubadour, contact Bonnie Koba by email at bonnie.koba@ct.gov.</p> <p>Further information about the State of Connecticut Troubadour, including a listing of past Troubadours is available at http://www.ct.gov/cct/cwp/view.asp?a=3933&q=293748</p> <p>For general information about COA programs and services, visit www.ct.gov/cct.</p>