

APPLICATION FORMS

Instructions for Using Fill-in PDF Application Forms

The application forms are in fill-in PDF format. To access a PDF file, you will need the Adobe Acrobat Reader or Acrobat Approval software. The Acrobat Reader software is free and is available at Adobe's Web site at www.adobe.com. Acrobat Approval can be purchased through the Adobe Web site. **CAUTION: Please note that the free Adobe Acrobat Reader does not allow you to save your completed forms. You can save your completed forms if you use Acrobat Approval.**

If you are using the free Acrobat Reader: Before you start to fill out a form, please make sure that you have all the correct, final information available. You may wish to print the forms first, fill them out by hand, and ensure their accuracy before filling in the final forms on your computer. **As Adobe Acrobat Reader does not allow you to save the form once it is filled out,** you will be unable to go back and retrieve or edit your information once you close the window containing the forms. You must print out the forms before you close the window or you will lose the information that you have entered. With multi-page documents, you may want to proofread and print each page as you complete it.

If you are using Acrobat Approval: You can save, close, and reopen a form as you would a conventional word processing document.

Please note that currently there is no computer-generated computation, validation, or verification of the information that you enter. Form fields simply allow you to type in information; you must ensure it is correct.

To complete the forms:

1. If your cursor is not already in the shape of a "hand," select the "hand" tool from the Acrobat toolbar menu. This will allow you to move the page around to see each portion.
2. Move the "hand" pointer over a form box on the document. The "hand" should turn into an "I-beam." The "I-beam" signifies a "fill-in" section of the form. Click inside the box. You can now type into the box. When the pointer hovers over a check box, button, or item list, it will turn into a hand with one finger pointing. This means you can select the item.
3. Fill out the form by typing text into the appropriate areas and by checking boxes where needed. (Boxes can be checked either by clicking on the box with your mouse or by tabbing into the box and hitting the "enter" key.)
4. To move from field to field, use the Tab key. Shift + Tab will move you to the previous field.
5. Print the form using the "print" icon in the Acrobat toolbar menu, not the print icon or command in your Web browser. If you print using your Web browser's print command instead of the Acrobat command, the contents of the fields might not print properly.

6. Check the printed forms very carefully for any errors, fields that did not print, or omissions. You may go back and make changes to any of the fields in your open document and then reprint it.

Literature Fellowship Application
Individual Application

Read the
instructions that
follow this form
before you start.

OMB No. 3135-0112
Expires 02/28/05

This is 12 point type; use type at least this large when completing this form.

Is this your first application to the Arts Endowment? No Yes

If no, please check here if your name or permanent address has changed since your last application:

Have you received an Arts Endowment grant before? No Yes

1. Legal Name: Mr. Ms. First: Last:

If applicable, Pen Name: Mr. Ms. First: Last:

2. Permanent Address: Present Address:

ZIP Code (9-digit number):

ZIP Code (9-digit number):

3. Category under which support is requested:

Translation Projects (5211-12) (check one):

Prose Drama

Poetry

The project is a (check if applicable): Collaboration Retranslation

Specify language:

4. Period of Support (e.g., 11/01/05 to 03/31/07): / / to: / /

5. Birth Date (use 2-digit numerals): / /

6. U.S. Citizenship: Yes No If Permanent Resident, Visa #:

7. Present Employment

Employer: Position/Occupation:

8. Certification

I certify that the information contained in this application, including all attachments and supporting material, is true and correct to the best of my knowledge. I also certify that I am in compliance with the federal requirements specified under "Assurance of Compliance."

Mr. Ms. First: Last:

Signature (must agree with legal name in #1): Date: / /

Day Telephone: () ext. Evening Telephone: ()

E-mail: Fax: ()



The following items on the form may require clarification.

1. **Name:** Applicants using pen names must list their legal name first on the application. All transactions with the Arts Endowment must be made using the legal name.
2. **Address:** Correspondence concerning the application process will be sent to your "Present Address." Notice of fellowship award or rejection will be sent to your "Permanent Address." You must notify us of any change in either address. If you do not know your 9-digit ZIP Code (also known as "ZIP + 4 Code") you may look it up at <http://www.usps.com/zip4/>.
3. **Category Under Which Support is Requested:** Choose prose, poetry, or drama. Note if this is a collaborative project or a retranslation. Specify the language of the work to be translated.
4. **Period of Support:** Your fellowship must be scheduled to begin between November 1, 2005, and November 1, 2006, and may extend up to two years.

Literature Fellowship Application
Individual Application (continued)

Read the
instructions that
follow this form
before you start.

OMB No. 3135-0112
Expires 02/28/05

This is 12 point type; use type at least this large when completing this form.

Applicant (legal name):

9. Description of Fellowship Activity: Complete in the space that is provided. Do not continue on additional pages.

10. Summary of Publications/Productions to document your eligibility. Attach one additional sheet if necessary.

TITLES (UNDERLINE TITLES)	NAME OF MAGAZINE, PRESS, OR PRODUCING COMPANY (INCLUDE CITY & STATE)	PUBLICATION/PRODUCTION DATE(S) AND THE # OF PAGES

11. Education:

NAME OF INSTITUTION	MAJOR AREA OF STUDY	INCLUSIVE DATES	DEGREE

12. Fellowships or grants previously awarded:

NAME OF AWARD	AREA OF STUDY	INCLUSIVE DATES	AMOUNT

13. Prizes/Honors received:

14. Membership/professional societies:



The following items on the form may require clarification.

9. Description of Fellowship Activity: Briefly describe the proposed project including author(s), title(s), language, and length of material. In addition, explain why it is important that the work be translated. Complete in the space that is provided. Do not continue on additional pages.

10. Summary of Publications/Productions to document your eligibility: In the space that is provided, list the specific published translations into English that establish your eligibility. (See “Eligibility.”) Note the titles, authors, publishers, publication dates, and the number of pages which you translated in each publication. Please underline the titles of books or plays. One additional page may be attached.

If your eligibility is based on the production of your translation of at least one full-length play, note the title, author, producing company, location, and dates for each production.

Literature Fellowship Application

Application Checklist

For your application to be considered complete, all items must be included in your application package, which must be postmarked (or show other proof of mailing) no later than January 10, 2005. Applications that are determined to be incomplete will be rejected. Please complete the checklist below to make sure that all required material has been included in your application package. This is solely for your own use. This checklist does NOT need to be included in your application package.

TRANSLATION PROJECTS

- Self-addressed postcard
- Individual Application Form (one set with an original signature and two copies)
- Applicant's Resume/Narrative (4 copies)

If a collaboration:

- Collaborator's Resume (4 copies)
- Co-signed Statement of Agreement (one copy)
- Resume of Author(s) to be translated (4 copies)
- Description of work to be translated (4 copies)
- If a retranslation, justification of need (4 copies)
- Verification of rights (one copy)

Manuscript Material:

- 10-15 page sample of your translation (9 copies)
- Original work which your sample translation renders (9 copies)
- For retranslations, at least one existing translation of above sample (9 copies)
- For an excerpt from a novel, play, or other long work, one-page precis (9 copies)
- Proof of Eligibility for each publication listed (one copy)
 - If the production of a play is used to establish eligibility, proof that your translation of the play was produced by a professional theater company

SEND YOUR APPLICATION PACKAGE TO:

Application Processing
Room 815
(Translation Projects)
National Endowment for the Arts
1100 Pennsylvania Avenue, NW
Washington, DC 20506-0001