



Brother Thomas Application Process and Guidelines | 2024 - 2026

DEADLINE: 5:00PM on Sunday, January 5, 2025

SmartSimple

When accessing smartsimple, please click the "forgot password?" link underneath the login button first to check if your email address is already associated with a portal account. Enter the email address you wish to be associated with your portal account, and if you do not receive an email with password reset instructions after 10 minutes, please create a new account.

If you know your smartsimple email account and password, please login. Do not create a new account. If you have any trouble accessing smartsimple or the application, please email grantsinfo@tbf.org for assistance. After you submit your application, you will be redirected to a screen informing you that your application has been received.

Required documents and information include:

1. Contact information (use online form);
2. Resume or curriculum vitae (attach PDF or word document);
3. A 1-page artist statement (attach PDF, word document, or (3–5-minute video)
 - a. If using the video option, please consult the Brother Thomas Video Submission FAQ on the Brother Thomas website
4. Samples of work made (completed or in progress) no earlier than 2020 in the format most appropriate to the medium in which you work and according to the instructions below; and
5. A list of work samples with relevant information (size, media, context) as described below (use online form).

Artist Statement

As a mid-career/established artist, you have a unique perspective and voice that reflects your artistic journey and vision. It helps you communicate your ideas and values to potential audiences, collaborators and supporters. Your statement should describe your current work and provide an overview of the influences, goals, and techniques, and how your work has evolved over time.

Here are some guiding questions to consider:

- What are the main themes, ideas, or messages that you want to convey?

- How do they relate to your personal experiences, beliefs, or values?
- How do you approach the creative process and what are the steps you go through from conception to completion?

Work Sample Instructions

This awards process is not defined or limited by the artists' use of materials. Artists are working in the visual, performing, literary, media and craft arts; some artists' work crosses or combines these broadly defined categories. Thus, it is up to the artist to submit work samples in the format that is most appropriate to their work. You must submit work that was completed or in progress within the last 4 years, no earlier than 2020.

Artists submitting work excerpted from a larger or longer piece should describe the context of the work in the list of work samples at the end of the online application. For example, the description of work excerpted from a film or manuscript should inform the panel of its place within the whole. With regard to installation work, please tell the panel where and how it is exhibited.

The online platform presents files in alphanumeric order. To ensure that the panel considers your work in the preferred order, number the file names of the work samples. For example, the work named "1. *Title of piece*" will be the first piece viewed by the panel. Submit files of the highest quality and resolution to enable the panel to experience the details and complexity of your work and craft.

- **Two- and three-dimensional work**
 - Artists working in sculpture, new media, or installation may upload either 5 digital images **OR** a video of no more than 10 minutes running time. Please do not submit work samples in both media. This is an opportunity to showcase your work to the panel. Please do not include more than ONE image of yourself *at* work, teaching, or in the community. Upload images in the following formats: JPG, GIF, TIFF, and PNG. Upload videos in any of these formats: MOV, AVI, and MPG.
- **Film, Video and Performance-based Work**
 - Please upload 1 to 5 videos, with a total cumulative running time of no more than 15 minutes, where indicated in the online application. You may include a single work, or up to 5 works or excerpts. Keep in mind that it is useful for the panel to have at least one sample that shows an extended example of your work, rather than to have all samples (or one long one) be compilations of your work. Upload videos in any of these formats: MOV, AVI, and MPG.
- **Music/Sound**
 - Please upload 1 to 3 tracks with a total cumulative running time of no more than 10-12 minutes. You may include a single piece of work or up to 4 pieces. Keep in mind that it is useful for the panel to have at least one sample that shows an extended example of your work, rather than to have all samples (or one long one) be compilations of your work. In addition, you may include up to 10 pages of scores, lead sheets, lyrics or other performance notes, which should

be uploaded as pdfs. Music can be uploaded in any of the following formats: MP3, MP4, M4A and WAV.

- **Literature and Other Written Materials**

- Writers may submit a manuscript or—in the case of performance-based work—a track/video, or both. Manuscripts should be 15 pages or less; a track/video cannot exceed 15 minutes running. Writers submitting both a manuscript and a track/video may not exceed the 15-minute/page limit. For example, a 10-page manuscript and a 5-minute track/video OR an 8-page manuscript and a 7-minute track/video are acceptable. The work sample may be a single work or may include multiple excerpts or shorter works. Any title pages, character lists or the like will be counted as part of the 15 pages.
- All written material should be submitted as a PDF or word document in the following format:
 - 8½” X 11” white page;
 - Margins at least 1” on all sides;
 - Typed in times, helvetica, or equivalent font, no smaller than 12-point in size;
 - Pages numbered and labeled with the title at the top of every page; and
 - When submitting prose, please use 1.5 line spacing minimum.

Greater Boston Residency Requirement

All nominated artists for the Brother Thomas Fellowship must legally reside in our “catchment area,” or the five greater Boston counties: Essex, Middlesex, Norfolk, Suffolk, and Plymouth. For more detailed information, please visit our website to see the [geographic area served](#).

You will be asked to upload proof of residency as part of the application. Acceptable documents are a copy of driver’s license, state I.D., Voter registration card, recent utility bill, or current lease agreement.

Review and Award Process

The Boston Foundation will convene a panel of artists, community members, and arts professionals with a range of aesthetic perspectives to review applications. To ensure panelists are free of conflicts of interest, panelists will be required to disclose any affiliations they or their immediate family members have with an applicant.

The review panel will seek to identify a diverse group of artists across disciplines who have made a firm commitment to their art, are working at a high level of excellence (whether or not that excellence has been formally recognized), and who may be at a catalytic moment in their life and career when a fellowship could have a transformative impact.

PLEASE NOTE: If you’ve been a recent grant recipient of the following, you are not eligible to apply for this round of the Brother Thomas fellowship:

- Live Arts Boston
 - Within the last 2 years (2022 – 2024)

- Next Steps for Boston Dance
 - Within the last 2 years (including past grantee support: 2022 - 2023)

The Boston Foundation's board of directors names these artists Brother Thomas Fellows and makes the final decisions about the fellowships. All artists will be notified by the end of April 2025. The fellowship awards will be publicly announced in the summer 2025. [OBJ]

For all questions, please contact us at brother.thomas@tbf.org.

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