

Fellowship Application

Please note:

- [i] 3 paper-copies of your complete application should be submitted all together by ordinary mail, along with whatever other materials you might wish to submit for consideration, with your package prominently marked "For cultural Purposes / No Commercial Value"
- [ii] applications may not be submitted by e-mail
- [iii] applications must be postmarked not later than December 01 of the year preceding that applied for
- [iv] please make sure that your application is complete as per the check-list provided at the end of this document. Incomplete applications will not be considered

Name _____
(first) (middle) (last)

Present position _____

Company /Institution _____

Professional address _____

Business phone _____

Home address _____

Home phone _____

E-mail address _____

Project Title _____

Term requested (1-3 months) _____

2 separate Fellowships are normally offered per year for any period of 1-3 months from March onwards.

It is expected that the fellow will be in residence during the entire Term applied for and granted.

Only a Spouse/adult-partner or dependent child(ren) may accompany a Fellow during his/her Term. Accompanying children must be between 6-13 years old upon arrival, and they should be enrolled in, and attending, school.

Name:

Relationship:

Age (of minor children):

Disclaimer: The Academy of Electronic Arts cannot always provide appropriate living situations for people with physical disabilities.

Name & Address of references:

1. _____

2. _____

3. _____

Mailing address for application materials:

Shankar Barua
Managing Trustee
The Academy of Electronic Arts
D-3/3492 Vasant Kunj
New Delhi – 110 070
INDIA

Only applications completed in all respects with 2 additional copies will be reviewed by the selection panel. We strongly encourage applicants to collect their own letters of recommendation in sealed, signed envelopes, to enclose and send in together with their application.

The Managing Trustee of The AeA will announce the decision of the selection committee by February 15 for each year.

Conditions of the Fellowship:

- The Fellowship is a residential grant that does not normally include any travel-grant or stipend. Fellows who need additional funds for travel, living or research expenses should apply for them from other sources. However, Fellows may not accept gainful employment coinciding with their Fellowship Residency. Fees and Honoraria for occasional lectures or participation in seminars and the like are allowed

- Fellows must actually be in residence at the designated Fellowship Residence through the term applied for and granted. This does not preclude normal absences over weekends, holidays and for special events or occasions.
- The period of Residency is to be spent on the project proposed to, and accepted by, The AeA, without any substantial alteration, unless otherwise applied for, and approved of, by The AeA
- Every Fellow is expected to make at least 1-2 small public presentations of the Fellowship Project, as well as the ways and means of the Project, sometime in the course of the term of residence, and/or at the conclusion. This will serve as a progress report as well as a manifestation of The AeA's 'Grassroots' program of Awareness Modules (see program page at <http://www.TheAeA.org>). A comprehensive written report must be submitted at the end of the residency.
- * Fellows are expected to contribute a full copy of the work/s completed on account of the Fellowship, in master-copy or published form, to The AeA's Archive. Any publication, exhibit, or performance resulting from the Fellowship shall appropriately credit The AeA.

Signature: _____

Date: _____

The Managing Trustee or Executive Director of The AeA should be informed immediately of any changes in the information furnished in this application.

Your signature constitutes an agreement to be in residence during the term applied for, if granted, except for those periods outlined in the second condition. Frequent or prolonged absences during a period of Fellowship Residency are unacceptable. If, due to unforeseen circumstances, the conditions listed above become untenable, a fellow is expected to relinquish the fellowship.

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Application Checklist

Please use this list as you prepare your application materials for mailing. Check off the appropriate items as they are completed, and enclose this checklist with your application packet.

[1] Detailed "Project-Description", in not more than 2,000 words

[2] 40 – 50 word "Summary" of the project-description

[3] *Curriculum vitae*, not exceeding 5 pages

[4] 3 separate Letters of Recommendation from 3 different individuals of related good standing

[5] Appropriate samples of your work. A self-addressed, stamped mailer/envelope is required for the return of work samples; materials submitted without SASE will not be returned; writing work samples on paper will not be returned, but will be recycled.

[6] Have you signed and dated your application form?

[7] Have you enclosed an original set of application materials plus 2 additional copies (i.e. total 3 copies), and in the order in which they appear below?

- cover page
- 40-50 word project summary
- application form, signed and dated
- 2,000 word project description
- 1-page bibliography (where appropriate)
- Curriculum vitae*: no longer than 5 pages
- 3 letters of recommendation
- Work samples: ONLY 1 SET required, in print or digital form (CD/DVD)

[8] Have you ensured that all application materials, including the required letters of recommendation, will be postmarked on or before the stipulated deadline of December 01 of the year preceding that applied for?

[9] Have you clearly printed the names and addresses of your referees on your application form, and also collected and enclosed the required number of letters in sealed, signed envelopes? Please Note: It is your own responsibility to arrange for letters of recommendation to be enclosed with your application or mailed directly to The AeA's mailing address on or before the relevant deadline. We strongly encourage you to collect your letters of recommendation in sealed, signed envelopes, to enclose with your application so as to be sure of the timely arrival of your complete application.

[10] Have you stated your preferred period of residency? If anytime within the offered period is acceptable, please clearly indicate this on your application.

[11] Have you enclosed a self-addressed, stamped mailer for the return of work samples? Please Note: Work samples submitted without SASE will not be returned. Writing work samples on paper will not be returned, but will be recycled.

Important: The Academy of Electronic Arts requires without exception that all application materials, including letters of recommendation, be postmarked by the stated deadline of the year applied for. Applications, or any part thereof, will not be accepted by email. The selection panels will review only completed applications submitted in triplicate. Only work-samples and letters of recommendation may be submitted in single copy.