10 Easy Steps for Applying to a Poetry Millay Colony Residency:

1. Artist Statement: In a one page Word document, write about your work, yourself and your current thinking about what you'd like to accomplish at Millay Colony as clearly and concisely as possible. The jurors want to get a sense of you as an artist and your creative process, of how you plan to move forward creatively and the context for your work. This will help them make their final decisions. Do not include information about awards, galleries, publishing, etc.

2. Work Sample: Create a Work Sample with up to 10 poems, composing of 15 pages or less in manuscript format. Work samples can be work in progress or already published work; whatever you feel will make for the strongest application. Manuscripts must be double spaced, using an 11 or 12 pt. Font.

3. Combine your Artist Statement and Work Sample into a single document (eg. MyArtistStatmentWorkSample.doc). Make sure the Artist Statement is listed first on page 1 and the Work Sample starts on Page 2. Save the document .

4. Biographical Statement: Write no more than 2 paragraphs listing any relevant professional accomplishments such as awards, exhibitions, published works, etc. This is for the administrative file and will not be seen by the jury members. This SHOULD NOT be included in your Artist Statement/Work Sample.

5. Preferred Residency Dates: Residencies are available from April through November, and last for approximately three and a half weeks. Below the biographical statement, mark (in order of preference) three months for which you would be available to come to the Colony. Include any comments regarding availability. Please note that we cannot guarantee months.

6. Select the Poetry Category from the form here:
http://millaycolony.submishmash.com/submit

7. Register & pay application submission fee.

8.Upload the document containing your Artistic Statement & Work Sample. After you're payment is processed you will be sent to a form where you can upload the document containing your Artist Statement and Work Sample. (eg. MyArtistStatementWorkSample.doc)

9. Add the Biographical Statement and Preferred Residency Dates. On this same screen, there will be a large text field. Add the two paragraphs of Biographical statement and the Preferred Residency dates into this field.

10. Click Submit

Tech Questions/Problems? Email Submishmash at support@submishmash.com
Application Submission Questions? Email Millay Colony at apply@millaycolony.org