



**INDIVIDUAL ARTS PARTNERSHIP GRANTS  
AND  
JADE PRESENTS ARTS PARTNERSHIP GRANTS**



**APPLICATION GUIDELINES AND INSTRUCTIONS  
FALL 2017 GRANT CYCLE**

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<b>APPLICATION DEADLINE</b>	<b>EXTENDED TO Thursday, October 12, 2017 at 5 pm</b> <i>No applications will be accepted after this date</i>
<b>PRE-APPLICATION WORKSHOPS (mandatory attendance)</b>	All workshops will be held in the main floor conference room of the RD Johnson Rec Center at 1104 2 <sup>nd</sup> Ave S in Fargo  <b>Tuesday, September 12 from 11:45 am – 12:45 pm</b> <i>or</i> <b>Tuesday, September 19 from 5:30 – 6:30 pm</b>
<b>ON-LINE APPLICATION</b>	areafoundation.org hosts the on-line application; the Fall 2017 application opens on Tuesday, September 5, 2017
<b>QUESTIONS</b>	Tania Blanich, Director of Operations tania@theartspartnership.net or 701.237.6133

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**GENERAL INFORMATION**

Artists planning to apply **must** attend one of the mandatory pre-application workshops listed above or will not be considered eligible to apply. If you cannot attend but plan to submit a proposal, please contact Tania Blanich, Director of Operations, at [tania@theartspartnership.net](mailto:tania@theartspartnership.net) or 701.237.6133 by Wednesday, September 6. *If at all possible*, we will make other accommodations.

The Arts Partnership (TAP) aims to help artists with outstanding talent and ability realize their artistic visions, improve their artistic skills and build sustainable careers. TAP does this through a range of programmatic opportunities, including grants. The grants range from \$250 to \$2,500 and support artists at any career stage. We hope that these grants are the rock dropped in a pond, with the ripples extending well beyond the specific project into the artist's future practice.

TAP is pleased to partner with Jade Presents to provide grants to musicians. A portion of every ticket sold at the Bluestem Summer Concert Series funds the Jade Presents Arts Partnership grants. Through

these grants, Jade Present encourages talented local musicians and provides support as they move to the next stage in their careers.

- **Individual Arts Partnership Grants** support artists working in dance, literature, music, media, theatre, traditional and folk arts and craft, or visual arts.
- **Jade Presents Arts Partnership Grants** support musicians only.

## ELIGIBILITY

Artists applying for a grant *must*:

- Attend a mandatory pre-application workshop.
- Be at least 18 years of age.
- Live and/or work in Cass County, ND or Clay County, MN. Note: If you do not currently live and/or work in Cass or Clay Counties, you must be a Primary Arts Partner in good standing.
- Submit a complete and accurate application online, including all supporting documents and work samples.

Artists applying for a grant *may*:

- Be part of an established, on-going collaborative group (usually working under a group name).
- Be proposing a one-time or short-term collaborative project with another artist or artists. Note: TAP defines “collaborator” as someone considered a co-owner/co-creator of the project, not someone who provides services on a “work for hire” basis.

Artists are *not* eligible to apply if they:

- Are currently a full-time student in a degree-granting program or its equivalent, *unless* the student is also a paid musician working regularly.
- Are a collaborative group consisting of more than five members, with the exception of musical groups. Note: Grants for musicians are meant to support smaller musical groups or ensembles, not large, established groups, such as an orchestra or concert band.
- Have an outstanding final report due to TAP from any previous grant round.
- Are a current employee of TAP.

*Please note: Individual members of a collaborative proposal may not apply separately as an individual artist in the same application round.*

Eligible grant requests may include:

- Training – costs to attend a workshop or master class to further develop the artist’s career, including the development of artistic, business or marketing skills.
- Creative Process, Production or Presentation – costs involved in the creative process, and/or preparation for and/or implementation of an exhibit or performance.
- Supplies – purchase of supplies and materials necessary for the creation or production of new work that is pivotal to the artist’s career.
- Equipment – purchase of specific equipment that is vital to the artist’s career development.
- Services – rental of facilities for the creation or presentation of new work, including studio or rehearsal space.

*Ineligible* grant requests are:

- Projects whose main purpose is educational, such as development of curriculum plans, teaching materials or teaching programs.
- Living or travel costs that are intended to provide experiences and not artistic growth, product and/or output.

Any applicants or applications determined to be ineligible for any reason will be eliminated from the review process. Ineligible applicants will be notified within five business days of the application submission.

If you have questions about eligibility, please contact Tania Blanich, Director of Operations, at [tania@theartspartnership.net](mailto:tania@theartspartnership.net) or 701.237.6133.

## **GRANT REVIEW PROCESS AND CRITERIA**

The TAP grant review panels for the Individual Arts Partnership and the Jade Presents Arts Partnership grants consist of arts professionals from the region. TAP observes strict procedures to avoid any conflict of interest. Each panel member reviews the on-line application submissions, including the artist work samples. The Panelists use the following criteria to assess all applications:

- Artistic accomplishment and promise, as demonstrated by examples of past and/or present work.
- Impact, as defined by the positive effect of the project on the artist’s career trajectory and, if applicable, the potential positive effect on communities and/or audiences.
- Capacity, as defined by the ability to execute the project as proposed.

The Review Criteria and Scoring Rubric can be found at [theartspartnership.net](http://theartspartnership.net). Panelists score applicants in each criterion; those scores are averaged, providing a highest possible total score of 30. Applications are ranked in order from high to low score. Grants are awarded according to the applicant’s rank. If two or more applications receive identical rankings, the panelists will rank those applications to determine priority.

Grant applications receiving an average score of less than 20 will not receive funding. Applicants should be aware that although an application may receive a score of 20 or above, its ranking might determine that it will receive partial funding or may not be funded at all.

## **GRANT PERIOD**

The grant period is 12 months, beginning no earlier than November 1, 2017 and concluding by October 31, 2018.

## **NOTIFICATION, CONTRACT, PAYMENT AND REPORTING**

After the TAP Board has approved the grant recommendations made by the Grant Review Panel, applicants will receive an email notification regarding whether or not the application has been funded. Notification typically occurs within 30 days of the application deadline. If the application is not approved, you may contact TAP staff to receive feedback.

If awarded a grant, the applicant must sign a formal grant agreement. TAP has provided the following General Conditions for reference; please note that the final Grant Agreement may include additional Terms and Conditions that will be communicated in writing at the time of any grant award.

### **Funding Distribution**

Grantees must submit the signed grant agreement to TAP within seven days of receiving it in order to trigger payment of the first installment representing 90% of the grant funds awarded. Upon approval by TAP of the Grantee's final report, the remaining 10% of the grant funds will be sent to the Grantee.

### **Reporting**

We ask Grantees to touch base with TAP by email or in person each quarter. We want to know how the project is going and whether we can be of service to the Grantee.

Grantee agrees to submit a **final report** within 30 days of the end of the grant period. The report must include a narrative, financial accounting and samples of publicity, programs, etc. containing the appropriate credit line(s).

### **Use of Funds**

The Grantee must use the grant funds for the purposes and activities described in the Application and may not be applied to any ineligible expenses. Any significant revisions in the project or in the use of the grant funds must receive approval by TAP before expenditures of grant funds.

### **Grant Termination**

A grant may be terminated at any time by:

- Mutual written consent of TAP and the Grantee.
- Written request of the Grantee, but such termination shall not necessarily relieve the Grantee of its responsibilities as set forth in the contract.
- TAP upon the failure of the Grantee to comply with one or more of the conditions of the grant agreement.

## **Return of Funds**

If at the end of the grant period, any grant funds have not been expended or committed in accordance with the Grant Agreement (whether expended or committed for a purpose not in accordance with the Grant Agreement, or not spent or committed at all), or if the Grantee moves out of the Cass-Clay Country region prior to completing the project, the Grantee must promptly repay the amount of such funds to TAP. If the Grantee anticipates having unexpended and uncommitted funds at the grant period, it may submit a written request for amendment of the Grant Agreement to TAP. Any such amendment shall be effective only if it is approved in writing by TAP and the Grantee.

## **Administration of Funds**

Grantee agrees to maintain a complete and accurate record of the grant funds received and expended.

## **Publicity and Recognition of Support**

The following credit line must appear on all programs and publicity/outreach materials related to the grant:

*This activity is funded in part by a grant from The Arts Partnership.*

OR

*This activity is funded in part by a Jade Presents Arts Partnership Grant from The Arts Partnership.*

Logos may be downloaded from the TAP website at [theartspartnership.net](http://theartspartnership.net).

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## **APPLICATION SUBMISSION DETAILS**

Applicants are encouraged to contact TAP early in the application process with any questions. Contact Tania Blanich at [tania@theartspartnership.net](mailto:tania@theartspartnership.net) or 701.237.6133.

### **How to Begin**

- If you already have a log-in for the FM Area Foundation's grant administration software, you may log-in and begin the application process for this new round of grants.

If you have been the contract person for an organizational grant in the past, please see if you can log-in as a separate person.

- If you do not already have an account with the FM Area Foundation, you will need to create an account at [areafoundation.org](http://areafoundation.org). The software was not intended to handle individuals as applicants, so please follow this format in creating the Basic Profile Information:
  - Individual artists, your last name, first name should be entered as the "organization." The contact would be your name, entered first name last name.

- Groups or collectives: The group's name should be entered as the "organization." The contact would be the artist or the person designated by the group or the collective to represent said entity; enter the name of the lead artist as first name last name.

## **Completing and Submitting Your Application**

- The on-line system will direct you through the application steps. We suggest having a copy of these guidelines to use as reference while working on the application. Your application may be edited any time prior to submission.
- Applicants are encouraged to present their projects using the same language they would use to build public interest in their work. Our goal is to make grant making less about grant writing, and focus instead on how artists naturally talk about their work. Remember that good writing involves using complete sentences, correct grammar and effective, compelling word choices – and no typos. Please proof your work carefully.
- Applicants will receive an email confirmation of submission from FM Area Foundation Grant Administration. *Save and print this email to document the application submission date and time.* If you have not received an email within two business days after submission, contact Tania Blanich at [tania@theartspartnership.net](mailto:tania@theartspartnership.net) or 701.237.6133.
- When TAP receives the application, it is checked for completeness and eligibility. Applicants are notified within five business days if a proposal is considered incomplete or otherwise ineligible.

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## **APPLICATION FORM QUESTIONS**

*The following provides a step-by-step overview of the information required in the on-line application form. The sub-questions posed are to help you think through the response – not every question will be relevant to your project or your particular artistic practice. Use the opportunity of writing this grant application to think beyond the proposed project to the longer-term effects of receiving the grant and/or accomplishing the project.*

*Any question with an \* asterisk is required. The character limit or attachment requirements or limitations are listed for each question.*

### **Did you attend a mandatory pre-application meeting?\***

Yes/No

Please note: if you did not attend one of the mandatory pre-application meetings, you are NOT eligible to apply for a grant.

### **I am applying for: \***

Select the grant program to which you will be applying:

- Individual Arts Partnership Grant: dance, literature, media, theatre, traditional and folk arts and craft, and visual arts (NOT music)
- Jade Presents Arts Partnership Grant: music

**Have you received support from TAP in the past?\***

Yes/No. If yes, please explain. Your answer should reflect prior grants from TAP, as well as participation in the Community Supported Arts or Artist-in-Residence programs.

Character limit: 250

**Project Name \***

If your project has an official name, list it here. Otherwise, use a simple identifying title such as *Photographic Exhibit* or *Dance Workshop Participation*.

Character limit: 100

**Project Description \***

Briefly summarize the proposed project (who, what, where, when and how).

Character Limit: 250

**Project State Date \*** The project start date must begin after November 1, 2017.

Character limit: 10

**Project End Date \*** The project must be completed by October 31, 2018.

Character limit: 10

**Total Project Budget\***

The total project budget is limited to \$7,500.

Character limit: 20

**Total Requested from TAP\*** Grant awards are between \$250 and \$2,500. Please round up to the nearest \$50 increment. *The amount requested may not exceed 50% of the total project cost.*

Character limit: 20

**Who Are You? \***

Where are you now in your career as an artist? Describe your artistic work and/or process – what is your medium, style, approach? What are your artistic career goals? Where do you want to be as an artist in three to five years?

Character limit: 1000

**What Do You Want? \***

Describe the project in more detail. What is your motivation for the project? What, if any, challenges will you face and how will you resolve them? How has your previous artistic practice prepared you to accomplish this project? How will accomplishing this project propel your career forward – in a year, two years, ten years.

Character limit: 1000

**Why Does It Matter? \***

How will accomplishing this proposed project impact your artistic growth? Will receiving the grant broaden and/or deepen the artistic work you do? In what ways?

Character limit: 1000

**To Whom Does it Matter \***

To whom are you trying to speak with your art generally and/or with this project specifically? Who is the potential audience for your work and/or this project? What do you want from an audience? How will you get there?

Character limit: 1000

**How Will You Know It Matters? \***

What are the goals of this project or outcomes of the grant? How will you measure them?

Character limit: 500

**Partners? Collaborators?**

List any partners or collaborators who will support the realization of the project. Describe their role in the creative process.

Character limit: 500

**ADDITIONAL MATERIALS**

*You are asked to upload the following materials in either PDF or Word formats. Please name each document using your name or collective name for easy identification using this format:*

*lastname\_firstname\_document (ex: Smith\_john\_resume.doc)*

*collectivename\_document (ex: ArtsRUs\_budget.pdf)*

**Resume\*** (related to your work as an artist)

Include artistic education or training, exhibitions and/or performances and other information pertinent to your work as an artist.

File Size Limit: 1 MB

**Project Budget\***

Upload a simplified budget format showing income and expense that would look something like the example shown below; use as many line items as needed.

File Size Limit: 1 MB

	LINE ITEM	DESCRIPTION	AMOUNT
INCOME			
	Grant from TAP		\$500
	Inheritance		\$1,000
	Advance Ticket Sales		\$900
		TOTAL INCOME	\$2,400
EXPENSE			
	Rent: Rehearsal Space	2 weeks X \$250	\$500
	Rent: Performance Space	3 nights of Farmer Smith's Barn	\$1,250
	Costumes	Burlap sacks, gingham, rick-rack	\$650
		TOTAL EXPENSE	\$2,400
		SURPLUS/(DEFICIT)	\$0

### **Budget Narrative\***

Provide a narrative not to exceed one page detailing income and expense.

- Discuss sources of additional funds, noting those already received, pending or to be sought.
- If you do not receive full funding from The Arts Partnership, will you be able to complete the project? How? In what ways might it need to be reimagined with less funding available?

File Size Limit: 1 MB

### **Letter(s) of Intent to Collaborate**

Submit brief letters from collaborators or partners outlining their intent to work with you, if applicable. This is for those collaborators or partners who are considered a co-owner/co-creator of the project, not someone who provides services on a “work for hire” basis. Note: Established, on-going collaborative groups (usually working under a group name) do not need to submit letters of Intent.

File Size Limit: 1 MB

### **WORK SAMPLES\***

Sample works of recent and/or current projects help the panelists to determine your artistic accomplishment and promise.

- All sample work must be from the past 3 years.
- Select work samples that best represents your general work as an artist and that helps make the case for supporting the proposed project.

### **Description of Sample Work\***

Briefly describe the sample work you have submitted. Include title, year created, media/format, dimensions/length/etc. and any other information that will place the work in context (e.g. for visual artists, medium and size of work; for performances, where the work was performed, etc.)

File Size Limit: 1 MB

Types and numbers of sample works required for each broad category of artist:

- **Musicians and Performing Artists:** Links to up to three examples of your work, hosted at an outside site, such as YouTube, Vimeo or Soundcloud. 10 minutes in total.  
Character Limit: 500 for each link
- **Visual Artists, Traditional Artists and Folk Artists and Craftspeople :** Five to seven images, 72dpi jpegs.  
File Size Limit: 1 MB for each image.
- **Writers:** Up to four writing samples (no more than 10 pages in total) in either a single PDF or Word document.  
File Size Limit: 2 MB

### **APPLICATION ASSISTANCE**

If you have questions about the application process, please contact Tania Blanich, Director of Operations, at [tania@theartspartnership.net](mailto:tania@theartspartnership.net) or 701.237.6133.