



**INDIVIDUAL ARTS PARTNERSHIP GRANTS
APPLICATION GUIDELINES AND INSTRUCTIONS
WINTER 2021 GRANT CYCLE**

APPLICATION DEADLINE	Monday, February 1, 2021 at 5 pm <i>No applications will be accepted after this date</i>
ELIGIBLE ARTISTS	Artists working in dance, literature, music, media, theatre, traditional and folk arts and craft, or visual arts and who are at any career stage. <i>Note: there is no longer a separate application for musicians.</i>
PRE-APPLICATION WORKSHOPS	Artists interested in applying must attend one of the two mandatory virtual workshops offered or will not be considered eligible to apply. The workshop will cover the basics for submitting your best application and is a good opportunity to ask for clarification about these guidelines. Thursday, January 7 from 8:15 – 8:45 am <i>or</i> Wednesday, January 13 from 5:30 – 6 pm Please signal your interest in attending one of the two virtual meetings by emailing the day/date to Tania Blanich, Director of Operations at tania@theartspartnership.net . You will receive an invitation to the relevant Zoom meeting. If you cannot attend one of the mandatory sessions, but plan to submit a proposal, contact Tania and <i>if at all possible</i> , we will make other accommodations.
ON-LINE APPLICATION	The application can be found at theartspartnership.net/grants/ The Winter 2021 application opens on Monday, December 14, 2020
QUESTIONS	Tania Blanich, Director of Operations tania@theartspartnership.net

GENERAL INFORMATION

The Arts Partnership (TAP) aims to help artists working in any arts discipline 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 paid opportunities to perform or to exhibit artwork, as well as these grants.

The grants range from \$500 to \$2,500 and support artists working in dance, literature, music, media, theatre, traditional and folk arts and craft, or visual arts and 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.

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.

The Arts Partnership hopes that our applicants find value in the grant-writing process, whether or not they receive a grant. Many past applicants have expressed that having to write about a project helped them to fully think it through, creating a more solid foundation upon which to progress. To that end, TAP's Director of Operations Tania Blanich is available to answer questions and to provide feedback on your draft application prior to submission.

Funding for the Individual Arts Partnership Grants comes from an anonymous donor (through the Upper Midwest Emergency Relief Fund Coalition), the Erin Koffler Memorial Fund and individual donors.

ELIGIBILITY

Artists applying for a grant *must*:

- Be at least 18 years of age.
- Have lived and/or worked in Cass County, ND or Clay County, MN for a minimum of 6 months. 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.

Who Should Apply?

These grants are for artists who think bigger and differently about how they create art. What is your big dream for the future of your art and its dissemination in the world? What are you doing now to work towards that dream?

Questions?

Applicants are encouraged to contact TAP early in the application process with any questions.

Additionally, TAP's Director of Operations will provide feedback on a draft application up until one week prior to the application deadline.

Contact Tania Blanich at tania@theartspartnership.net

Artists are *not* eligible to apply if they:

- Have received two Individual Arts Partnership or Jade Presents Arts Partnership grants in the past three years.
- Are an individual whose primary focus is not the creation of art.
- Are currently a full-time student in a degree-granting program or its equivalent.
- Are applying on behalf of a group of artists (i.e. acting ensemble, literary group, etc.), except for smaller musical groups or ensembles, such as a rock band or wind quartet, not large, established groups, such as an orchestra or concert band.
- Have an outstanding final report due to TAP from any previous grant round.
- Have not submitted a complete and accurate application providing all requested information.
- 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 develop artistic, business or marketing skills.
- Creative Process, Production or Presentation – costs involved in the preparation for and/or implementation of an exhibit, a performance, or a tangible artistic product, such as a book or record album.
- Supplies – for the creation or production of new work
- Equipment – purchase of specific equipment needed to further the artist’s career development.
- Services – rental of facilities for the creation or presentation of new work, including studio or rehearsal space.

Proposed projects should be focused and/or based in the Metro area. However, if you are applying to pursue artistic opportunities in another city (for example, for an art exhibit or recording opportunity), talk about how the opportunity will benefit your artistic practice beyond what you could experience in the Metro and how you’ll share that experience with the community.

Ineligible grant requests are:

- Projects whose main purpose is educational, such as development of curriculum plans, teaching materials or teaching programs, or tuition, fees or work toward any degree.
- Living or travel costs that are intended to provide experiences and not artistic growth, product and/or output.
- Payment of expenses incurred before the grant request is approved.

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.

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 and advocates 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.
- Project concept that is clearly thought through and presents a compelling argument for how the project will enhance the artist's overall artistic goals.
- Impact, as defined by the positive effect of the project on the artist's career and future directions.
- Capacity, as defined by the ability to execute the project as proposed.

The Review Criteria and Scoring Rubric can be found at theartspartnership.net/grants. Panelists score applicants in each criterion; those scores are averaged, providing a highest possible total score of 40. 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.

Applications receiving a score of 20 or less are not considered for funding. The overall ranking will determine not only whether an application will be funded but whether it will receive full or partial funding if any. *It is not a given that full funding will be awarded.*

GRANT PERIOD

The grant period is for 12 months, beginning no earlier than March 1, 2021 and concluding by February 28, 2022.

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 grant funds awarded.

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.

Logos may be downloaded from the TAP website at theartspartnership.net.

APPLICATION SUBMISSION DETAILS

- **How to Begin.** Read through these guidelines carefully before starting the process – and use them as a reference while working on your application.
- **Accessing the On-Line Application:** The application is found at theartspartnership.net/grants.
- **Submitting Your Application.** Make sure that the answers to the questions do not exceed the character count and that the attachments are in the acceptable format(s) before uploading them. ***The on-line application will NOT save your work.***
- **Notification of Receipt.** Applicants will receive an email confirmation of submission. *Save and print this email to document the application submission date and time.* Contact Tania Blanich at tania@theartspartnership.net if you haven't received confirmation within two business days.

TAP reviews submitted applications for completeness and eligibility. Applicants are notified within two business days if a proposal contains significant errors or omissions or is otherwise ineligible. An effort will be made to contact applicants to correct *minor* errors after the submission deadline and prior to the distribution of the applications to the grant review panel.

IMPORTANT NOTE

About Filling Out Your Application

The application form will NOT save your work or your uploaded documents.

We strongly recommend that you work off-line (in a Word or other narrative document) until you are ready to submit the application, and then cut and paste into the form and upload your documents.

If you experience any technical difficulties, contact Tania Blanich tania@theartspartnership.net.

APPLICATION FORM QUESTIONS

The following provides an overview of the required application information. The sub-questions are meant to help you think through the response – not every sub-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.

All questions require an answer. Character limits or attachment requirements or limitations are listed for each question.

Contact Information

Did you attend a mandatory pre-application workshop?

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.

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 ArtWORKS programs. Provide year(s).

Character limit: 250

Artistic Discipline/Style

In what media, genres and/or styles does your artistry express itself?

Character limit: 250

Project Description

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

Character Limit: 250

Total Project Budget

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

Character limit: 20

Total Requested from TAP Grant awards are between \$500 and \$2,500. Please round up to the nearest \$50 increment.

Character limit: 20

Who Are You?

Describe your artistic work and/or process. What is your medium, style, approach? Where are you now in your career as an artist? What are your artistic dreams? What are you doing now to work towards that dream? What do you need to do going forward to accomplish your dream? Character limit: 1250

What do you want? How will you do it?

Include what, where, when and how. How has your previous artistic practice prepared you to accomplish this project? Character limit: 1250

Why do you want to do it?

How will the proposed project broaden and/or deepen your artistic practice – and help you achieve your artistic dreams? Why is this project important for you *now*, at this point? What will be the short- and long-term effects on your work product? What are your goals for the project? Character limit: 1250

ADDITIONAL MATERIALS

Upload documents as PDFs and images as jpegs. 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)

Tips for Writing a Grant

- Tell a story: Why this project? Why now? What will change as a result?
- Less is more – avoid the kitchen sink strategy.
- Use plain language – no jargon or buzzwords.
- Remember that good writing involves using complete sentences, correct grammar and effective, compelling word choices – and no typos.
- Ask someone to proof for clarity and typos.
- Select work samples that provide a clear understanding of your artistic capabilities and help the panelists visualize your project.

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. *Note for musical groups: include an overview “bio” for the group and then brief bios for each member of the group.*

File Size Limit: 1 MB

Project Budget

Use the on-line form to provide a simplified budget showing income and expense that would look something like the example shown below.

	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, rickrack	\$650
		TOTAL EXPENSE	\$2,400
		SURPLUS/(DEFICIT)	\$0

Budget Narrative

Provide details about the budget submitted. For example:

- Discuss sources of additional funds, noting those already received, pending or to be sought.
- Provide additional details regarding expenditures if not easily understood.
- 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?

Character limit: 1000

WORK SAMPLES

Sample works of recent and/or current projects help the panelists to determine your artistic accomplishment and promise. Provide context for each sample, including how they relate to the proposed project (or not). Explain why you’ve submitted these particular samples. Include title, year created, media/format, dimensions/length/etc. and other details such as the medium and size of visual artwork or where the music was performed.

- All sample work must be from the past 3 years *unless there is a compelling reason to include older work. If so, provide that reason in the Sample Work Description.*
- Select work samples that best represents your general work as an artist and that also helps make the case for supporting the proposed project.

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 high-resolution images as jpegs.
File Size Limit: 1 MB for each image.
- **Writers:** Up to three writing samples (no more than 10 pages in total) in either a single PDF
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 or 701.237.6133.

Remember that she will provide feedback on a draft application up until one week prior to the application deadline.