



**2024
INDIVIDUAL ARTIST GRANTS
APPLICATION GUIDELINES AND INSTRUCTIONS**

APPLICATION DEADLINE	Monday, May 13, 2024 at 5 pm <i>No applications will be accepted after this date</i>
ELIGIBLE ARTISTS	Artists, musicians, performers, artisans, writers, creatives and culture bearers working in dance, literature, music, media, theatre, traditional and folk arts and craft, or visual arts and who are at any career stage, from those just starting their artistic careers to those who are well-established.
PRE-APPLICATION WORKSHOPS	<p>Artists interested in applying must attend one of the two mandatory workshops offered to be eligible to apply.</p> <p>The meetings will cover the basics for submitting your best application and is a good opportunity to ask for clarification about these guidelines.</p> <p>Wednesday, April 17 from 5:30 – 6:30 pm in person, location TBD <i>OR</i> Thursday, April 18 from 8:00 – 9:00 am via Zoom</p> <p>Email Tania Blanich, Executive Director, at tania@theartspartnership.net by Friday, April 12 to let her know which meeting you want to attend. You'll be sent an email with the meeting location or the link the virtual meeting. If you cannot attend one of the sessions, but want to submit a proposal, contact Tania and <i>if at all possible</i>, we'll make other accommodations.</p>
ON-LINE APPLICATION	The 2024 application can be found at theartspartnership.net/arts-hub/grants-and-funding/ starting Friday, April 12, 2024.
QUESTIONS	Tania Blanich, Executive Director tania@theartspartnership.net

GENERAL INFORMATION

The Arts Partnership (TAP) helps artists **at any career stage** and working in **any arts discipline** with outstanding talent and ability realize their artistic visions, improve their artistic skills and build sustainable careers.

The grants range from \$750 to \$2,500. 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.

The Arts Partnership hopes that applicants find value in the grant-writing process, whether or not they receive a grant. Many past applicants have told us that having to write about a project helped them to fully think it through.

Funding for the Individual Arts Partnership Grants comes from individual donors, the Susie Yakowicz Creative Arts Scholarship Fund of the FM Area Foundation, the Moorhead PEOs and the Erin Koffler Memorial Fund.

ELIGIBILITY

Artists applying for a grant *must*:

- 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.

Note: Small musical groups, such as a rock band or wind quartet are eligible to apply.

Artists are *not* eligible to apply if they:

- Have received two Individual Arts Partnership grants in the past three years.
- Are applying on behalf of a group of artists (e.g. an acting ensemble or orchestra).
- 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.

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.
- Payment to other artists, for example, to commission a piece of music; such payment should not exceed 50% of the proposed grant budget.
- 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.

Questions?

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

TAP staff will provide feedback on a draft application up until one week prior to the application deadline.

Contact Tania Blanich at tania@theartspartnership.net

Proposed projects should be focused on 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), your proposal should address how the opportunity will benefit your artistic practice *beyond* what you could experience in the Metro.

Ineligible grant requests are:

- Projects that are curatorial and do not primarily benefit the applicant, including projects that focus on enabling *other* artists to create, exhibit or present their work, rather than supporting the work of the individual artist submitting the application.
- 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.
- Public art projects that are speculative.
- 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.

Any applicants or applications determined to be ineligible for any reason will be eliminated from the review process. Ineligible applicants will be notified within two business days of the application submission. If you are not sure about your eligibility for the program or about the project you are proposing, contact Tania Blanich at tania@theartspartnership.net

GRANT REVIEW PROCESS AND CRITERIA

The grant review panel consists of arts professionals and advocates from the region. TAP observes strict procedures to avoid any conflict of interest. The Panelists review all of the applications and use the following criteria to assess them:

- 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, now and in the future.
- Capacity, as defined by the ability to execute the project as proposed.

The Review Criteria and Scoring Rubric can be found at theartspartnership.net/arts-hub/grants-and-funding/ once the application portal opens. Panelists score applicants in each criterion; those scores are averaged, providing a highest possible total score of 40. Applications receiving a score of 25 or less are not considered for funding.

Grants are awarded according to the applicant's score, from high to low. If two or more applications receive identical rankings, the panelists will rank those particular applications to determine priority. The overall ranking determines the priority of funding and whether the proposal 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 July 1, 2024 and concluding by June 30, 2025.

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, which will include detailed information about funding distribution, reporting requirements and publicity and recognition of support.

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. The application can be found at theartspartnership.net/arts-hub/grants-and-funding/ as of the date noted on page 1 of these guidelines.
- **Filling Out Your Application.** Keep a copy of these guidelines nearby as reference while writing your application. The online form will allow you to save your work and return to it; you'll be sent an email with a link.
- **Submitting Your Application.** Make sure the answers to the questions don't exceed the character count and that the attachments are in the acceptable format(s) before uploading them.
- **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 at tania@theartspartnership.net if you haven't received confirmation within two business days.

Tips for Writing a Good Application

- These grants are for your personal artistic growth, so keep in mind how this project will impact you now and in the future.
- 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: good writing involves using complete sentences, correct grammar and effective, compelling word choices – and no typos.
- Ask someone to proof for clarity and typos.

TAP staff 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.

APPLICATION 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 – enter N/A if a question is Not Applicable. Character limits or attachment requirements or limitations are listed for each question.

Did you attend a mandatory pre-application workshop?

If you didn't attend a pre-application meeting, you are NOT eligible to apply for a grant.

Yes/No

Contact Information

Provide Artist or Group Name, Primary Contact, Mailing Address, Phone Number, Email, Website (if any) and Social Media (if any).

Short Project Description Character Limit: 250

Briefly summarize the proposed project in one or two sentences.

Total Project Budget Character limit: 20

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

Total Requested from TAP Character limit: 20

Grant awards are between \$750 and \$2,500. Round up to the nearest \$50 increment.

Artist Statement Character limit: 1250

Describe your art and artistic practice. Where are you now in your career as an artist? In what media, genres and/or styles does your artistry express itself? What motivates you? What are your artistic dreams? What do you need to do to accomplish your dreams?

Project Description/Concept Character limit: 1000

Elaborate on the what, where, when and how about the proposed project and describe how your previous artistic practice has prepared you to accomplish this project.

Short- and Longer-Term Goals Character limit: 1000

What are your artistic goals for the project during the grant period? How will it broaden and/or deepen your artistic practice in the longer term?

Project Budget

Provide a simple project budget, showing expense and income (see example below). Income should include the amount of the grant request from TAP plus other income to *balance out* the expenses. Include up to 5 categories of expenses and up to 5 sources of income. The income should balance out the expenses to zero.

	LINE ITEM	DESCRIPTION	AMOUNT
INCOME	Grant from TAP		\$2,000
	Personal Savings		\$1,000
		TOTAL INCOME	\$3,000
EXPENSE	Rent: Rehearsal Space	2 weeks X \$250	\$500
	Rent: Studio for Recording	10 hours	\$1,000
	Music Producer	Flat Fee	\$1,500
		TOTAL EXPENSE	\$3,000
		BALANCE	\$0

Budget Narrative Character limit: 1000

Provide details about the budget submitted. For example, include details regarding expenses or how you could implement the project if you don't receive full funding from The Arts Partnership.

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)

Artist Bio or Resume (related to your work as an artist) File Size Limit: 1 MB

Limit to 2 pages. Highlight your artistic accomplishments. Include artistic education or training, if any, exhibitions and/or performances and any other information pertinent to your work as an artist. *Academics should **not** submit a full curriculum vitae. Musical groups should include an overview "bio" for the group along with brief bios for each group member.*

Work Samples and Descriptions

Sample works of recent and/or current projects help the panelists understand your artistic accomplishment and promise. Provide context for each sample, including how they relate to the proposed project (or not). In the Description, include title, year created, media/format, dimensions/length/etc. and other details – and explain why you've submitted these particular samples.

- 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, Performing Artists and Filmmakers:** 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

Questions? Contact Tania Blanich at tania@theartspartnership.net