



McKnight/ARAC Individual Artist Career Development Grant

**Guidelines and Application Forms
for July 1, 2015 through June 30, 2017**

Grant Deadlines:

FY2016: October 30, 2015 and April 29, 2016

FY2017: October 28, 2016 and April 28, 2017

Arrowhead Regional Arts Council
Marshall Professional Building
1301 Rice Lake Road, Suite 120
Duluth, MN 55811
218-722-0952 or 800-569-8134
info@aracouncil.org
MN Relay Service 1-800-627-3529

This information can be made available in the following alternative formats: Braille, large print, and audio tape. We also can help your group find a language interpreter to translate these guidelines. To accommodate your request, the Arrowhead Regional Arts Council will need at least 10 working days.

If any of the information in the guidelines is unclear, contact the office at (218) 722-0952, (800) 569-8134, or grants@aracouncil.org.

ABOUT THE ARROWHEAD REGIONAL ARTS COUNCIL

Mission: The Arrowhead Regional Arts Council (ARAC) seeks to facilitate and encourage local arts development. This mission statement grows from a conviction that the arts improve the quality of life in the region.

Legislative Mandate: ARAC is one of eleven regional arts councils designated by the State of Minnesota “to make final decisions on the use of legislative appropriations for local/regional arts development.” The ARAC is charged to assess the needs of the seven counties in the Arrowhead Region and to plan and administer programs and services based on its assessment.

Funding: Funding for this ARAC grant program is made possible through a grant from The McKnight Foundation and from the Minnesota State Legislature, including support by the Minnesota Arts and Cultural Heritage Fund as appropriated by the State Legislature with money from the vote of the people of Minnesota on November 4, 2008.

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This program is made possible in part by the voters of Minnesota thanks to appropriations from the Minnesota State Legislature’s general and art and cultural heritage funds and from The McKnight Foundation.

PART 1: GUIDELINES

Before completing your application, please review the guidelines carefully to determine whether or not you are eligible for funding.

You are encouraged to call the ARAC staff to discuss your application. Do you:

- Need more information?
- Want help in preparing your application?
- Require this application in an alternative format?

You may contact staff for further assistance by calling 218-722-0952 or 800-569-8134; or emailing: grants@aracouncil.org; or access these guidelines on our website: www.aracouncil.org.

These guidelines and application process must be used for all grants submitted after July 1, 2015.

The ***Arts and Cultural Heritage Fund***, as appropriated by the State Legislature with money from the vote of the people of Minnesota on November 4, 2008, supports the arts in the Arrowhead Region in the following ways:

- Up to 80 percent of the money may support Minnesota artists and arts organizations in creating, producing, and presenting high-quality arts activities, to overcome barriers to accessing high-quality arts activities, and to instill the arts into the community and public life in this state.
- Up to 14 percent of the money may support high-quality, age-appropriate arts education for Minnesotans of all ages to develop knowledge, skills, and understanding of the arts.
- Up to 6 percent of the money may support events and activities that showcase the diverse ethnic and cultural arts traditions, including folk and traditional artists and arts organizations, represented in this state.

A description of the program:

This program provides developing and established regional artists with funds of up to \$3,000:

- to take advantage of an impending, or artist-generated, opportunity; or
- to carry out a well-planned activity that will allow the applicant to grow as an artist.

The proposed project *must have a significant impact on your artistic career*. Artists working in the visual, literary, or performing arts are eligible to apply to this program, which has two deadlines per year. Artists may apply as an individual or as part of a collaboration of two or more artists. Artists are encouraged to plan ahead so they can identify opportunities prior to the established deadlines. Awarded opportunities must begin within twelve months of the notification date of the award.

Who may apply to this program?

Any individual who:

- is at least 18 years of age;
- is a U.S. citizen or has attained permanent resident alien status;
- has been a resident of Aitkin, Carlton, Cook, Itasca, Koochiching, Lake or St. Louis County for a minimum of six months at the time of application (residency is determined according to voting requirements of the state).

What may this program fund?

ARAC encourages artists to apply for enriching opportunities or activities that address their artistic needs and increase their ability to live and work in the Arrowhead Region. The following list of activities may be included in a grant proposal. This is not a complete list of eligible opportunities.

- ✓ Creating artwork, presenting a performance, or taking part in an event which represents the heritage of the artist, performer, or the community;
- ✓ Paying expenses related to attending, participating, exhibiting or performing at a cultural event;
- ✓ Paying rent and/or other living expenses that demonstrably interfere with the specific opportunity;
- ✓ Studying one-on-one with a mentor of significant recognition (not related to a degree program);
- ✓ Buying supplies and materials to complete work scheduled for a gallery exhibition, performance, publication, etc.;
- ✓ Buying up to \$1,500 worth of essential capital equipment for specific artistic enhancement;
- ✓ Paying to have artwork prepared for display in an upcoming exhibit;
- ✓ Renting equipment, instruments, or work studio space for a specific performance opportunity;
- ✓ Contracting for professional services related to a specific opportunity;
- ✓ Attending workshops to increase your technical skills, thus advancing your artistic career;
- ✓ Self-publishing of work to increase access to high-quality reading and/or publishing opportunities;
- ✓ Producing a CD, DVD, or other format of your work to take part in high-quality, appropriate opportunities.

Who or what this program does not fund?

The following individuals are ineligible to apply for grant funding. An individual who:

- is under 18 years of age;
- has not been a resident in the Arrowhead Region for at least six months at the time of application;
- is enrolled full-time as a student in an arts related degree program at the time of application;
- is an ARAC grant recipient that has an overdue, unacceptable or falsified final report.

This program does not fund any project that:

- occurs outside the stated time-frame of the application deadline;
- attempts to influence any state or federal legislation;
- involves making improvements to the applicant's private property;
- requires excessive entry or exhibition fees, includes tuition, fees or work toward a degree;
- primarily involves developing curriculum plans or teaching materials;
- is *primarily* intended to support teaching related activities that will advance your teaching career;
- is strictly a commercial venture intended to mass market your work or has profit as its *primary* motive;
- promotes religious socialization; or
- is intended to pay debts incurred before the grant opportunity begins.

How many ARAC individual artist grants may you receive in one year?

- You may receive one grant in each of the individual artist grant programs during a single fiscal year.
- You may be awarded *Quick Start*, *Technology/Equipment*, *Career Development* and *Fellowship* grants in the same fiscal year as long as the grants are not for the same project, and the *Quick Start*, *Technology/Equipment* and *Career Development* grants are completed before the *Fellowship* award period begins.
- Current ARAC Board members or staff may not apply to the Council's individual artist grant programs.

Deadlines and Important Dates:

Application Deadline	Board Review Meeting	Earliest Possible Starting Dates*
Friday, October 30, 2015	Thursday, January 21, 2016	February 1, 2016
Friday, April 29, 2016	Thursday, June 16, 2016	July 1, 2016
Friday, October 28, 2016	Thursday, January 19, 2017	February 1, 2017
Friday, April 28, 2017	Thursday, June 15, 2017	July 1, 2017

Grant Writing Workshops are held two weeks prior to the deadline. The dates, times, and locations will be listed on our [Grant Workshops](#) page on our website. Workshops are held both in Duluth at the ARAC offices and out in the region. Staff will provide technical assistance in preparing and submitting an application. Contact the ARAC office for information and directions.

- * For an application to be eligible for funding, the proposed purchases or contracted services must take place after the “earliest possible starting date” which corresponds to the application deadline. The “earliest possible starting date” is defined as the point at which money in the project budget is spent to set the activity in motion (i.e., payment of professional fees, payment of contracts, or equipment purchases). You *may not* spend any of the money requested from ARAC prior to the “earliest possible starting date” listed above. *ARAC will not fund the reimbursement of any expenditures occurring prior to the “earliest possible starting date” listed in the grant application.*

*The following actions or administrative activities **shall not** make a grant applicant ineligible: Exhibitions, presentations or performances selected prior to the “earliest possible starting date,” securing of rights for a post-start date production, printing of season marketing materials (so long as costs occur after start date or are pro-rated based on start date). General marketing of an exhibition, presentation or performance that is included with other similar events at that venue or is part of a series of events, research of or selection of acts to be included after the “earliest possible starting date,” etc.*

*The following actions or administrative activities **shall make** a grant applicant ineligible if made prior to earliest possible start date if the purpose is to reimburse the expenses with ARAC funding: Payment for products or services specifically for an exhibition, presentation, performance or event, signing of an irrevocable contractual commitment regarding an exhibition, presentation or performance or event that commits ARAC funding for that particular event. Payment to artists, directors, choreographers or technicians for the specific exhibition, presentation, performance or event, etc.*

What happens after you apply?

1. The staff reviews all applications and materials for completeness and eligibility. Applicants are responsible for the quality and scope of their application. **Reminder:** Late and incomplete applications are ineligible.
2. Eligible applications are reviewed by a panel of Board and community members, and the panel’s recommendations are approved by the Board. All applicants will be notified of the meeting and are encouraged to observe the proceedings. All Board and panel meetings are open to the public.
3. You will be notified in writing of the Board’s decision within fourteen days of the Board grant review.

Successful applicants are asked to fill out a contract stipulating the terms of the award within the ARAC grant portal within thirty days. All recipients are responsible for updating ARAC in writing of any major changes to the proposed project or activity. A final report on your grant is due within thirty days of the completion of your project.

4. The Board's funding decisions may be appealed solely on alleged procedural errors. An applicant must request an appeal within thirty days of notification of the Board decision. A Review Process Subcommittee, consisting of at least three members appointed by the ARAC chair, will consider any appeal. The Review Process Subcommittee reports its findings and recommendations to the full ARAC Board for action.

PART 2: HOW TO APPLY FOR FUNDS

Applications must be completed and submitted using the [ARAC Grant Portal](#). Submissions in any other format, including email, will not be accepted. Instructions for navigating the online granting system can be found both in the guidelines and on the [ARAC website](#).

- The online application process will walk you through submitting your application.
- To be eligible, your application must include all materials listed as required in the online application.
- Applications must be **received** into the online system by **4:30 p.m.** on the deadline date. Applications received after this time are ineligible and will not be reviewed. There are no exceptions to this policy.

Hints that might be helpful as you complete your application.

- Plan ahead. It takes time to write a good application.
- First time applicants are strongly encouraged to call the ARAC office at (218) 722-0952 or (800) 569-8134 or email grants@aracouncil.org to discuss the eligibility of their activity or project.
- Technical and grant writing assistance is available upon request, but realize that staff assistance in no way implies your grant request will be funded. Attend an ARAC grant writing workshop if possible.
- Once you have accessed the application page in the online granting system, you have the option of printing off the question set list and requirements. It may be helpful to print these off and work on them separately to ensure you have everything together when you are ready to submit.
- Have a person not involved in your project read your application. It helps to have a fresh set of eyes look at your application.

THE REVIEW CRITERIA

In their deliberations, the Council uses the following criteria to evaluate your application.

- ***The Quality of your work:*** Your proposal should demonstrate an understanding of your discipline or media, a level of competency in your work, and clarity of intent.
- ***The Merit of your proposal:*** The merit of your proposed opportunity or project is determined by the anticipated impact on your work or career.
- ***The Feasibility of the proposed opportunity or project:*** The feasibility of your proposed opportunity or project will be determined by a realistic budget and evidence of your ability to follow through with it.

When reviewing an application, the *Quality of your work* is the primary criterion and constitutes 50% of the review of your application. Applicants **must** be certain their artistic work is well-represented in the submitted work sample. If the panel determines your work shows a level of competency and clarity of intent, they will evaluate your application by the other two criteria: the *Merit* and *Feasibility of the proposed opportunity or project*, which make up the remaining 50% of your score.

ACCESSING THE ARAC GRANT PORTAL

You can access the link to the ARAC Grant Portal through each of the grant pages on the ARAC website.

If you are a first-time user of the ARAC Grant Portal:

1. Click on **“Create New Account”**.
2. Complete the registration form with all of your contact information. All fields marked with an asterisk (*) are required fields.
3. **Important:** The email address you use to register with will be your user login to get back into the system. You will need this login and a password you create for any future applications or follow-up materials. All communication for your grant will also come to this email address, so be sure to add administrator@grantinterface.com to your safe senders email list.

If you have previously applied using the ARAC Grant Portal:

1. Click on **“Log On”** and enter your email address and password.
2. If you have forgotten your password, click on the **“Forgot Your Password”** link and a link to reset your password will be sent to your email address.
3. Once logged in, you will be able to view past grant requests and available grant application.

Starting a new grant application:

1. Log into the ARAC Grant Portal.
2. Click on **“Apply”** on the left side menu. This will bring you to a list of currently available grant programs and applications.
3. Click on **“Career Development Grant for Individual Artists”**, to start your application.

COMPLETING THE ONLINE APPLICATION FORM

Tip: The online application form allows you to save your work and come back to it later. The **“Save”** button is located at the bottom of the page. It is recommended that you save your work often, even while continuing to work on it, so as not to lose any work. *Always* save before exiting the ARAC Grant Portal, as any work you have done or any files you have uploaded may not have automatically saved.

The beginning of the application contains multiple demographic fields. This statistical and demographic information is used for data collection and reporting, and is not used in the review of your application. Fields marked with an asterisk (*) are required.

NARRATIVE:

The narrative portion of the application is the foundation for the panel's review of your application. The first criterion will focus on you as an artist. The other two criteria will give you the opportunity to explain the need and scope of the project for which you are seeking support.

The following model should be used when describing your proposal, outcomes and evaluation goals. When you answer the narrative questions, be sure your answers are framed in the **SMART** model: **S**=specific, **M**=measureable, **A**=achievable, **R**=realistic, and **T**=time-bound.

The following questions will be asked in the Narrative portion of the application.

Speak to the *Quality* of your work:

*Your answer in this section should demonstrate an understanding of your discipline or media, a level of competency in your work, and clarity of intent. **Artistic Quality** is the primary criterion used when reviewing your application; it counts as 50% of your total score.*

- **Describe your opportunity/activity, including when and where it will take place.**
- **Describe your artistic work (including your focus and motivation). Tell us your current goals and describe where you want your work to go in the future.**

Speak to the *Merit* of your proposed opportunity or project:

This criterion is determined by the anticipated impact your project will have on your artistic career. This criterion counts as 25% of your total score.

- **How does this opportunity/project advance your artistic career?**
- **What goals do you hope to address or achieve through engaging in this activity?**
- **How will you know if you've been successful in addressing these goals?**

Speak to the *Feasibility* of the proposed opportunity or project:

This criterion will be determined by the presentation of a clear and realistic budget, and evidence of your ability to complete your project successfully. This criterion constitutes 25% of your score.

- **How will you use the ARAC funding requested for this opportunity? Be as specific as possible.**
- **Explain any technology or equipment you will be purchasing, or any services or training you will engage (if appropriate).**

Optional:

- **Supply any additional information about yourself that you would like the panel to know or that might help them better understand your proposed project.**

PROPOSED GRANT BUDGET

Click on the link to download the [Grant Budget Template](#). 'Save As' the file to your computer before filling it out. Once you have filled out the budget, save it and then upload it into the File Upload space provided in your application.

The **Proposed Grant Budget** page supplies the Council with two important pieces of information. The first column contains the description and dollar values for all expenses related to your proposed request and the second column contains the dollar values of the expenses for which you are requesting ARAC funds. Refer to the following instructions when filling out this page.

Recognizing the value of labor in all dimensions of the arts world, ARAC requires that grant applications use the following figures in calculating the value of labor.

- Paying Artists for the Practice of their Art: minimum \$24/hour
- Paying Artists for Arts Education Work: minimum \$24/hour, with one hour of preparation time allocated for every two hours of direct instruction

These minimum hourly rates are calculated based on a report for 2015 from Independent Sector, a leadership network for nonprofits.

From these hourly wages, artists must deduct FICA, personal income tax, the costs of health insurance, retirement planning, the maintenance of tools and equipment, and other professional costs.

ARAC recommends that artists list hours beyond the number payable within the grant as "in-kind contribution."

Estimated Project Expenses: In this column, list every item necessary to carry out your project. Round all expenses to the nearest **ten dollars**.

1. **Fees for Training and Workshops:** If appropriate, list all the fees for any training or workshops that are involved with your project.
2. **Materials and/or Essential Capital Equipment:** List each piece of equipment or materials you propose to purchase. Note: you are only allowed to allocate up to \$1,500 towards essential capital equipment.
3. **Other:** List any additional expenses associated with the project, including such expenses as training, contract services, rental services, etc. Include only the portion of these expenses directly related to the proposed opportunity or project.

The totals of 1, 2, and 3 will be your Total Project Expenses (A).

ARAC Request: In this column, list the part of the expense item in the first column for which you are requesting ARAC funding. **The total of the entries in each category individually should add up to be the Amount Requested From ARAC (B).**

4. **Proposed Revenue:** List the sources of how you will fund costs for your project beyond the ARAC request. Use the space provided if you feel it is necessary to explain the sources further.

The totals of your sources will add up to be your Total Revenue (C).

The Total Project Revenue (C) plus the Amount Requested from ARAC (B) must equal the Total Project Expenses (A).

PREVIOUS GRANTS RECEIVED

- List the grants you have received from either the Arrowhead Regional Arts Council or the Minnesota State Arts Board during the last two years. The purpose of this information is to provide additional background on the applicant. **Indicate the type of grant (including the grant program name if from ARAC), the amount received, and the year it was granted.**

REQUIRED ATTACHMENTS

The following documents required for this program must be uploaded. *Documents must be uploaded in one of the following formats: MS Word, MS Excel or PDF.* If you have any problems uploading the required documents, please contact the office at info@aracouncil.org or (218)722-0952.

✓ Artistic Resumes

You **must** include an artistic resume of no more than 2 pages with your application. An artistic resume should include the following:

- Start with your **Artist Statement**, explaining clearly what you do and how you are involved with your work.
- Under **Education and Training**, mention your formal arts education (certificates or degrees from art schools or universities), workshops or classes taken, and mentorship opportunities with key artists or culturally significant individuals, if appropriate.
- Under **Employment**, mention your arts-related job experiences. Do not list non-arts occupational details unless you feel this information might help the panel better understand your art.
- Title the next section based on your discipline: **Readings, Publications, Exhibitions, Performances**, etc. List selected activities by their date, starting with the most recent.
- Under **Awards and Collections**, list awards you have received and both public and private collections that have acquired your work. Private individuals that own your work can be put together under one heading.
- Other headings you may want to include in your resume:
 - **Mentors** with whom you have worked;
 - **Presentations/Artist in Education/Workshops** which you have taught or attended, including residencies in schools;
 - **Commissions** which you have received;
 - **Panels and Committees** on which you have served.

✓ Letter of Confirmation

If appropriate, your proposal requires a letter, or letters, of confirmation. Written confirmation would be appropriate, for example:

- *From a site administrator confirming dates of your exhibition, performance, reading or publication opportunity;*
- *Sharing materials describing the workshop you wish to attend and confirming your acceptance into the workshop;*
- *From an instructor confirming your study, mentorship, and/or travel opportunity.*

If you have questions regarding whether you should include a letter of confirmation or not, please contact the Grants Manager at grants@aracouncil.org, or at (218) 722-0952.

✓ Work Samples

Submit samples of work completed within the last four years, if at all possible. Your work sample needs to represent your work to its best advantage and must be labeled with your name. The advisory panels may choose to review less than the entire amount of work submitted.

Combine all work samples into one document. You may contact ARAC at (218) 722-0952 if you need assistance with converting or uploading work samples.

Work samples must be submitted in the following formats:

- Visual Artists:* ▼ Up to 12 digital images no more than 1800 pixels wide
(Accepted file formats: .JPG, .PDF, Word, or as a Power Point slideshow)
- Performance and Installation artists:* ▼ The panel will review up to 4 minutes of combined running time for all selections. (Accepted file formats: .WMV, .SWF or .MP4)
▼ Performance artists may also submit up to 12 digital images no more than 1800 pixels wide. (Accepted file formats: .JPG, .PDF, Word, or as a Power Point slideshow)
- Actors, Directors; Dance, Film and Video artists:* ▼ The panel will review up to 4 minutes of combined running time for all selections. (Accepted file formats: .WMV, .SWF or .MP4)
- Musicians:* ▼ The panel will listen to up to 4 minutes of combined running time for all selections submitted. (Accepted file formats: .MP3, .WAV, .WMA, .AIF)
- Literary Artists:* ▼ Up to 15 pages of play manuscript; or
▼ Up to 10 pages of single-spaced poetry; or
▼ Up to 15 pages of double-spaced prose, fiction or creative nonfiction. (Creative nonfiction may include essay, memoir, biography, auto-biography, literary journalism, or historical narrative. Scholarly manuscripts, standard journalism, and translations will not be accepted.)
(Accepted file formats: MS Word or PDF)

For large Music and Video files only: if the upload space does not accommodate the file size you need, you may provide us with a website URL to an audio/video page (ex. YouTube, Vimeo) where we can listen to or view your selected sample.

✓ A Work Sample Description

Submit no more than a one page document describing your work sample. (Accepted file formats include: MS Word, MS Excel or PDF.) Include the following information:

1. A brief description of the work being presented or viewed.
2. The title and completion date for each work listed.
3. The information below that applies to your work sample:
 - *digital images:* Identify the image by number, title, medium, dimensions, and the date the work was completed.
 - *manuscript:* Include title, date completed, and page numbers.
 - *videos:* If the sample includes other artists - explain your role in the work (e.g. a choreographer may or may not appear in a submitted sample; a film maker may have

directed a film written and produced by someone else). If you are performing in the sample, describe which person you are and/or your involvement in the performance so the panel can evaluate your artistic quality (e.g. I am the dancer in the red leotard; I am playing guitar and singing lead vocals on this song; etc.).

- *music files*: Identify your involvement on the tracks. (Example: I am the lead vocalist, wrote the music and lyrics, and am playing lead guitar.)
- Indicate any technical instructions for presenting your work sample.

SIGNATURE

Applicants will need to certify their application with an electronic signature by typing in their name. Note that the typed name constitutes as a legal signature in agreement to the following statement:

“My signature below certifies that I meet all the eligibility requirements listed in the guidelines, that all the information contained in this application and its attachments is true and correct to the best of my knowledge, that I have submitted a complete application, and that I will accommodate requests from persons with disabilities to facilitate their access to this opportunity, if appropriate.”