ARROWHEAD REGIONAL ARTS COUNCIL

FELLOWSHIP PROGRAM

Application Guidelines
For July 1, 2017 through June 30, 2018

Grant Deadlines & Start Dates

Friday, March 30, 2018 for projects starting after **July 1, 2018**

ABOUT US

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." 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.

Arts and Cultural Heritage Fund Mandate: ARAC receives funding from the Legacy Amendment which was appropriated by the State Legislature with money from the vote of the people of Minnesota on November 4, 2008. The intent of this funding is to support and create access to the arts for artists, arts organizations, and communities; to support arts education for Minnesotans of all ages; and to support diverse ethnic and cultural arts traditions represented in this state.

McKnight Foundation: ARAC receives additional funding for its individual artist programs from the McKnight Foundation.

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ABOUT THE PROGRAM

This program seeks to recognize, reward, and encourage regional artists. It is designed to enable artists to set aside time to work, to purchase supplies and materials, to participate in advanced study not related to a degree program, or to pursue other activities that will allow them to meet their artistic goals. Fellowship awards are $7,000 each. An approved project must begin within twelve months of the date you are notified of your award and completed within twenty-four months. Before completing your application, please review the guidelines carefully to determine whether or not your project is eligible for ARAC funding.

ELIGIBILITY

To be eligible to apply for this program, you must be at least eighteen years old, a U.S. citizen or have permanent resident status, and resident of Aitkin, Carlton, Cook, Itasca, Lake, or St. Louis County for at least six months. Individuals enrolled in arts-related degree programs are ineligible to apply. Past grant recipients with overdue, unaccepted, or falsified final reports are also ineligible.

THIS PROGRAM DOES NOT FUND PROJECTS IF ANY OF THE FOLLOWING ADDITIONAL CONDITIONS EXIST:

- ✕ the project attempts to influence any state or federal legislation;
- ✕ the request includes making improvements to the applicant's private property;
- ✕ the project requires excessive entry or exhibition fees, includes tuition, fees or work toward a degree;
- ✕ the project primarily involves developing curriculum plans or teaching materials;
- ✕ the project is primarily intended to support teaching related activities that will advance your teaching career;
- ✕ the project promotes religious socialization.

Note: While ARAC has attempted to provide a thorough and clear articulation of its eligibility rules, it reserves the right to declare an application ineligible for reasons not explicitly stated here. If you have questions about the eligibility of your project, please contact the office.

HOW MANY ARAC GRANTS CAN I RECEIVE IN ONE YEAR?

In a single ARAC fiscal year (July 1-June 30), you may receive one grant from each eligible program, as long as they are each for separate projects.

IMPORTANT DATES

For an application to be eligible for funding, the proposed project must take place after the "earliest possible start date" corresponding with the relevant application deadline. You cannot spend any of the money requested from ARAC prior to this date. For a list of upcoming

application deadlines and their project start dates, visit the Artist Fellowship Program page of our website or look at the cover of these guidelines.

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 the 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.*

Grant Writing Workshops are held prior to each deadline. Workshops are held both in Duluth at our offices and out in the region. Staff will provide technical assistance in preparing and submitting an application. Contact our office or visit our website for more specific information about upcoming workshops.

WHAT HAPPENS AFTER I 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 or 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 full Board. All applicants will be notified of the meeting and are allowed to observe the proceedings. All board and panel meetings are open to the public.

3. Applicants will be notified via email of the Board's decision within fourteen days of the board grant review. Successful applicants will receive a contract and a final report form which must be completed and submitted within thirty days of completion of the project. Applicants are responsible for updating ARAC in writing of any major changes to their proposed 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 appeals. The Review Process Subcommittee reports its findings and recommendations to the full ARAC Board for action.

HOW TO APPLY

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 ARAC Grant Portal can be found both in the guidelines and on the ARAC website.

To be eligible, your application must include all the required materials. Applications must be submitted 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.**

HELPFUL TIPS:

- ✓ Plan ahead. It takes time to write a good application.
- ✓ First time applicants are strongly encouraged to contact the staff at 218-722-0952, 800-569-8134, or grants@aracouncil.org to discuss the eligibility of their activity or project.
- ✓ Writing assistance is available upon request, but realize that staff assistance in no way implies your grant request will be funded. Attend an ARAC workshop if possible.
- ✓ Contact the ARAC office to view past applications. You can learn from others' success.
- ✓ Once you have accessed the application page in the online granting system, you have the option of printing off the question list. 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.
- ✓ Proofread your application and make sure that your narrative addresses all parts of the questions.
- ✓ Have a person who is not involved in your project read your application. It helps to have a fresh set of eyes look at your application.

REVIEW CRITERIA

Artistic Quality: Your proposal should demonstrate an understanding of your discipline or medium, a level of competency in your work, and clarity of vision.

Impact of Fellowship Plan: The significance of your proposed work plan will be measured by its anticipated impact on the artistic direction of your work. The feasibility of your work plan will be determined by a realistic budget and an assessment of your ability to accomplish the proposed fellowship activities.

When reviewing an application, the Quality of your work is the primary criterion. If the panel determines your work shows a sufficient level of quality, they will then consider the Impact of the Fellowship Plan on the artistic direction of your work.

ACCESSING THE GRANT PORTAL

You can access the link to the ARAC Grant Portal through the program page on the ARAC website.

IF YOU ARE A FIRST-TIME APPLICANT:

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

IF YOU ARE A RETURNING APPLICANT:

1. Click "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 applications.

TO START YOUR APPLICATION:

1. Click "Apply" on the top menu. This will bring you to a list of currently available grant programs and applications.
2. Click the "Apply" button under the "Career Development Grant" section to start your application.

COMPLETING THE APPLICATION

Tip: The 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 online granting system, 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.

This program is funded in part with money from the arts and cultural heritage fund: a fund created by the people of Minnesota in November, 2008, to support the arts and preserve state heritage. As Minnesotans have made this commitment, you have an obligation to be very intentional about how you work: the goals, impact, results, and community benefits. Therefore, your evaluation plan is an important part of this funding proposal.

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 = measurable, A = achievable, R = realistic, and T = time-bound.

NARRATIVE QUESTIONS

SPEAK TO THE QUALITY OF YOUR WORK

Your answer in this section should demonstrate an understanding of your discipline or medium, a level of competency in your work, and clarity of vision. Artistic Quality is the primary criterion in this program.

- Describe your current work and share candid observations about where you are as an artist. What you say in this section helps the panel understand your current work. In the next section, you will describe your goals, work plan, and the future direction of your work.

SPEAK TO THE IMPACT OF YOUR FELLOWSHIP PLAN

The 'Impact of your Proposed Fellowship Plan' is the secondary criterion used when reviewing your application. It is used to determine the impact your proposed work plan will have on the artistic direction of your work.

- Describe the artistic goals you wish to address in your proposed work plan and explain how the fellowship funds will help you reach those goals. Possible artistic goals may include setting aside time to work; purchasing supplies and materials; participating in workshops or other forms of training; or pursuing other specific activities that will advance your work as an artist. How will you determine if you have reached your proposed goals?

- Describe how you see your work changing; how you hope to grow as an artist; any barriers your activities might help you overcome; and what long-term impact your proposed plan will have on your work.

OPTIONAL:

- Is there anything more you would like to tell ARAC about you or your proposed project?

PROPOSED BUDGET

Click on the link to download the Grant Budget Template. Save 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 supplies the Council with three important pieces of information. The description and dollar values for all expenses related to your proposed request, the dollar values of the expenses for which you are requesting ARAC funds, and the sources of additional funds for the remainder of the project expenses not covered by grant funding. 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 an "in-kind contribution."

Estimated Project Expenses: In the first column of the Proposed Budget template list everything necessary to carry out your project. If there are not enough lines in a particular section, please combine like items and provide details in the "Notes" section on the right side of the template. Give each item a dollar value in the next column even if you expect some portion of the expense to be an "in-kind" contribution. Round all estimated expenses to the nearest $10.

In-kind contributions include all donated materials, labor, space and/or services that can be given a dollar value and are specifically committed to the project. Each expected in-kind contribution must be assigned a fair market value. In-kind contributions must appear in both the revenue and expense side of your proposed project's budget. Grantees must keep records of the cash values of in-kind contributions.

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**.

ARAC Request: In the third column of the Proposed Budget template, list the parts of the expenses listed in the second column for which you are requesting ARAC funding. The total of the entries should equal the amount of the grant request listed in the application form.

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

The totals of your sources will add up to be your **Total Project Match.**

The **Total Revenue** plus the **Amount Requested From ARAC** must equal the **Total Support for This Project**.

PREVIOUS GRANTS RECEIVED

- **Previous Grants Received:** List any previous grants received from either ARAC or the Minnesota State Arts Board over the past two years. The purpose of giving this information is to provide additional background on the applicant organization. Indicate the type of grant, 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: Include an artistic resume of no more than 2 pages with your application.

- Additional Resumes: Include one-page resumes for other individuals participating in your project, if applicable.

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

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

WORK SAMPLE

Provide a work sample illustrating the artistic quality of your work. 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 can be submitted in the following formats:

- ✓ **Images:** Up to 12 digital images no more than 1800 pixels wide (Accepted file formats: .JPG, .PDF, Word, or as a Power Point slideshow)

- ✓ **Video:** The panel will review up to 4 minutes of combined running time for selections. (Accepted file formats: .WMV, .SWF or .MP4)

- ✓ **Audio:** The panel will listen to up to 4 minutes of combined running time for all selections submitted. (Accepted file formats: .MP3,

- ✓ **Written:** Up to 15 pages of play manuscript; 10 pages of single-spaced poetry; or 15 pages of double-spaced prose, fiction or creative nonfiction. (Accepted file formats: MS Word or PDF)

For large Music and Video files: 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.

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:

- ✓ A brief description of the work being presented or viewed.
- ✓ The title and completion date for each work listed.
- ✓ The information below that applies to your work sample:
  - **Images:** Identify the image by number, title, medium, dimensions, and the date the work was completed.
  - **Video/Audio:** Explain your role in the work.
  - **Written:** Include title, date completed, and page numbers.

- ✓ Provide any technical instructions for presenting your work sample.

CERTIFICATION

Applicants will need to certify their application with an electronic signature by typing in their names in the corresponding box. 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."