



Career Development Program

Application Guidelines

For July 1, 2018 through June 30, 2019

Grant Deadlines and Start Dates

September 28, 2018 for projects starting after **December 1, 2018**

March 29, 2019 for projects starting after **June 1, 2019**

All projects must be completed by **May 31, 2020**

This program provides funding of up to \$3,000 for you to take advantage of an impending opportunity or to carry out a well-planned project that will allow you to grow as an artist. The proposed project must have a significant impact on your artistic career. Artists may apply as an individual or as part of a collaboration of two or more artists. Funding for projects including out-of-state activities is available, but limited in this program.

Review Criteria

Impact (50%): The impact of your project is determined by the project's appropriateness to furthering or achieving your artistic goals.

Artistic Quality (25%): Your proposal should demonstrate an understanding of your discipline or medium, a level of competency in your work, and clarity of vision.

Ability (25%): Your capacity to undertake your project. This includes: providing a budget that is realistic, feasible, and demonstrates a clear understanding of the scope of your project; adequate support materials; as well as narrative responses articulating your readiness to undertake the project.

Equipment purchases can only represent up to \$1,500 of your request and should be integral to your project.

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.

Arrowhead Regional Arts Council
The Ordean Building
424 West Superior Street, Suite 104
Duluth, MN 55802
218-722-0952 or 800-569-8134
info@aracouncil.org
MN Relay Service 1-800-627-3529

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.

Eligibility

Who's Eligible?

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 be a resident of Aitkin, Carlton, Cook, Itasca, Koochiching, Lake, or St. Louis County for at least six months, and remain a Minnesota resident for the duration of the project. Individuals enrolled in arts-related degree programs are ineligible to apply.

Coordination with Minnesota State Arts Board Support

Projects seeking financial support from both ARAC and the Minnesota State Arts Board (MSAB) may do so only after consulting with ARAC staff.

Important Dates

Deadlines

September 28, 2018 for projects starting after **December 1, 2018**

March 29, 2019 for projects starting after **June 1, 2019**

Your project must be completed and grant funds spent by **May 31, 2020**. If you have questions please contact the ARAC office.

How Many ARAC Grants Can an Individual 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.

What Kinds of Things are Ineligible for Funding?

- 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 school 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
- The project was once supported by state general fund appropriations

Note: ARAC has attempted to provide a thorough and clear articulation of its eligibility rules, but 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. Grantees are responsible for complying with all federal, state, and local laws, rules, regulations, and ordinances in relation to the use of these funds. Failure to comply may result in termination or forfeiture of the grant.

Tips on Applying for Grants

- First time applicants are strongly encouraged to contact ARAC staff at 218-722-0952, 800-569-8134, or grants@aracouncil.org to discuss the eligibility of their activity or project.
- ARAC staff will review your grant application if you request that review two weeks or more before the grant deadline. 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.
- 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 before pressing submit.

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](#).

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 on the "Apply" button under the "Career Development Grant (Individual Artists Only)" section to start your application.

Completing the Application

Save your work frequently. The "Save" button is located at the bottom of the page.

The beginning of the application contains multiple demographic fields. This statistical and demographic information at the beginning of the application 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 Questions

Artistic Quality

(25% of your score)

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

- 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.

Impact

(50% of your score)

The impact of your project is determined by the project's appropriateness to furthering or achieving your artistic goals.

- 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?

Ability

(25% of your score)

Your capacity to undertake your project. This includes: providing a budget that is realistic, feasible, and demonstrates a clear understanding of the scope of your project; adequate support materials; as well as narrative

responses articulating your readiness to undertake the project.

- How will you use the ARAC funding requested for this opportunity or project? 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

- Is there anything more you would like to tell ARAC about yourself 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 strongly encourages that grant applications use the following minimum figures in calculating the value of labor.

- Paying artists for the practice of their art: \$24/hour or more as appropriate
- Paying artists for arts education work: \$24/hour or more as appropriate, with one hour of preparation time allocated for every two hours of direct instruction

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.

Estimated Project Contributions and 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 Revenue and Contributions**.

The **Total Project Contributions and Revenue** plus the **Total Amount Requested** must equal the **Total Project Expenses**.

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. 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 in one of the following formats: Word, Excel or PDF. If you have any problems uploading the required documents, please contact the office at admin@aracouncil.org or (218)722-0952.

- **Artistic Resume:** 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:
 - 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.

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. (Accepted file formats: .JPG, .PDF, Word, or as a Power Point slideshow)
- **Video:** Up to 4 minutes of video. (Accepted file formats: .WMV, .SWF or .MP4)
- **Audio:** Up to 4 minutes of audio. (Accepted file formats: .MP3, .WAV, .WMA, .AIF)
- **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: Word or PDF)

Work samples containing multiple formats must limit the amount in each format equivalently. Please contact the office for assistance with this.

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 a one-page document describing your work sample. (Accepted file formats include: Word, 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."

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.

For more information

Please call our office at
(218) 722-0952
or 800-569-8134

Email our grants manager at
grants@aracouncil.org