



Promoting the arts since 1974

**Southwest Minnesota Arts and
Humanities Council**

Effective July 1, 2008 to June 30, 2009

**SMAHC/McKnight
Individual Artist
Program Overview
Application & Instructions**

Application Deadlines

Postmarked by

Career and Development Programs

Deadline: December 1, 2008

Earliest Project Start Date: Feb. 1, 2009

Art Study Opportunity Program

Round 1: October 1, 2008

Earliest Project Start Date: Dec. 1, 2008

Round 2: April 1, 2009

Earliest Project Start Date: June 1, 2009

SMAHC
1210 E. College Drive
Suite 600
Marshall, MN 56258
(507) 537-1471
(800) 622-5284
smahcinfo@iw.net
www.smahc.org

**SMAHC/McKnight Individual Artist
Program Guidelines
Career, Development and Art Study Opportunity
July 1, 2008 to June 30, 2009**

Program Intent:

The SMAHC Individual Artist grant program is designed to aid in career development and arts activities of artists living and working in the eighteen counties of southwestern Minnesota served by the Southwest Minnesota Arts and Humanities Council. It is made possible by funds provided by the McKnight Foundation and the State of Minnesota.

Grant Amounts:

The Individual Artist program is separated into three categories (see page 2 for category definitions).

1. The Career grant awards up to \$2,000 to aid area professional artists. (1 deadline)
2. The Development grant awards up to \$1,000 to aid area emerging artists. (1 deadline)
3. The Art Study Opportunity grant awards up to \$500 to aid area artists at all stages of development to take advantage of professional development opportunities. (2 deadlines)

Important Dates:

Career and Development programs

Grant Deadline: December 1, 2008

Grant writing workshop: October 21, 2008, 4-6 p.m., SMAHC office

Panel Meeting: January 10, 2009 Board Action: January 26, 2009

Art Study Opportunity program

Round I Grant Deadline: October 1, 2008

Grant writing workshop: August 28, 2008, 2-4 p.m., SMAHC office

Panel Meeting: November 15, 2008 Board Action: November 24, 2008

Round II Grant Deadline: April 1, 2009

Grant writing workshop: February 17, 2009, 2-4 p.m., SMAHC office

Panel Meeting: May 2, 2009 Board Action: May 25, 2009

Application Forms:

The application must be postmarked or delivered to the SMAHC office no later than 4:30 p.m. on the application deadline. Read the grant guidelines and application forms carefully. Submit the signed original with necessary support materials. Keep a copy for your records.

Application Assistance:

Applicants are strongly encouraged to submit a draft of the application to SMAHC well in advance of the application deadline. A staff member will review your application, as time permits, and may offer suggestions for improvement. Staff will try to help all applicants who submit prior to the grant deadline but cannot guarantee assistance. Staff assistance does not imply that a grant request will be funded. Project quality, content, budget, and accuracy of an application are solely the responsibility of the applicant. Free grant writing assistance workshops are scheduled for individuals interested in applying to the SMAHC Individual Artist grant program. To sponsor a workshop in your area, please contact the SMAHC office 507-537-1471, toll-free 800-622-5284 or e-mail smahcinfo@iw.net to make arrangements for a workshop.

Who is Eligible?

Any permanent resident in the following eighteen counties of southwestern Minnesota who has no outstanding final reports due to the Southwest Minnesota Arts and Humanities Council and has not been granted funds under this program in the past two consecutive years. All arts disciplines are accepted.

Big Stone	Chippewa	Cottonwood	Jackson	Kandiyohi	Lac qui Parle
Lincoln	Lyon	McLeod	Meeker	Murray	Nobles
Pipestone	Redwood	Renville	Rock	Swift	Yellow Medicine

Proof of Residency:

If an artist's permanent residence is not within the SMAHC region, he/she is not eligible to apply for a grant. Proof of residency is required in questionable cases, and must be demonstrated by more than one of the following showing an eligible address:

1. A valid Minnesota driver's license
2. Certification of eligibility to vote
3. Receipts for utilities and mortgage/rent.

Program Category Definitions:

The **Development category** of the Individual Artist grant program is designed for emerging artists. Emerging artists are defined as those who, for the most part are at an early stage in their career development. Other artists and arts professionals within their chosen field will not have acknowledged them as established artists. An emerging artist is expected to have a limited, yet clearly promising performance, publishing, or exhibition record. The term *emerging* refers to professional accomplishments and recognition, not to stylistic evolution. The artistic accomplishments documented on the resume are critical in making a judgment regarding eligibility as an emerging artist.

The **Career category** of the Individual Artist grant program is designed to aid professional artists who have held significant solo shows or had significant performances or have been published in significant publications (i.e., peer reviewed or professionally edited publications). Eligible professional artists have achieved significant regional recognition in the past five years, and are in the process of progressing to a new level in their professional career. Career artists are defined as those who, for the most part, are at an advanced stage in their career development and have been acknowledged as established artists by other artists and arts professionals within their chosen field. An established artist is expected to have a significant performance, publishing, or exhibition record. The artistic accomplishments documented in the resume are critical in making a judgment regarding your eligibility as a career artist.

Review Process:

1. The SMAHC staff reviews applications for accuracy, completeness and eligibility. Only complete applications will be forwarded to the Individual Artist Grant Review panel. Grant applicants may not discuss their application with SMAHC panelists or board members following the grant deadline until after the board has acted on the application. Communication regarding an application with SMAHC board or panelists during this time will result in the application being ineligible for funding consideration
2. Review Panel---A peer panel reviews all eligible applications. Panelists are chosen for their knowledge and expertise in the arts and nonprofit management, and their ability to interpret the guidelines and review criteria equitably and fairly to each application. Geographic representation, ethnicity and gender are also considered to ensure the panel reflects the diversity of the region.
The panel review meeting date is listed on page 2 of this document. Near the scheduled date of review the SMAHC office will send notification of time and location of the grant review panel meeting. Applicants are allowed five minutes during review of their project to provide additional information or answer the panelists' questions. The interview is not a requirement.
3. Panel members with a conflict of interest in regard to a specific applicant or project declare such and abstain from comment and the rating of that application.

Review Criteria:

1. Through majority vote, the Individual Artist panel makes a recommendation to the SMAHC Board of Directors for funding based on the established criteria for:
Overall excellence of work and demonstration of exceptional talent
Evidence of serious commitment
Project's contribution to the artist's professional growth
2. Grants will be awarded to the extent of funds available to applications meeting the criteria. The SMAHC board will consider the geographic distribution of available funds and first time applicants. Contact the SMAHC office to receive more information on the rating process.
3. The recommendations of the panel are submitted to the SMAHC Board of Directors for final approval. All applicants will receive a notification letter of acceptance or rejection within 15 days after final review of the application by the Board of Directors.
4. Financial awards are publicized. Granted awards will, upon contractual acceptance, receive 80% of the grant funds prior to the start of the project, and the additional 20% upon successful completion and return of the Final Report form.

The Appeals Procedure:

Any applicant who can show cause that established grant review procedures were not followed, or can show that the policies of the program are not equitable to all applicants, may file an appeal in writing, within ten (10) days of notification of the Board's decision on that application.

There is no right of appeal to dispute decisions in respect to program criteria. Contact SMAHC at 800.622.5284 or 507.537.1471 for a copy of the appeal process.

Grant Contract and Distribution of Funds:

Awarded grantees must sign and return a contractual agreement within 30 days of notification. Failure to provide any required documents within the prescribed time can result in the cancellation of a grant commitment. Occasionally, additional but clearly outlined conditions will be added to the contract. Eighty (80) percent of the grant award will be sent to the grantee upon receipt of the signed contract and within thirty (30) days of the project start date. The remaining twenty (20) percent of the grant award will be sent to the applicant upon receipt and approval of the Final Report.

The Final Report:

A final report form will be sent to the grantee with the letter containing the initial 80% grant award check. The final report is an extremely important document. SMAHC realizes that as projects develop, some minor differences may arise, but applicants should take every precaution to insure implementation, operation, and evaluation of the project as promised. *Applicants who fail to provide a final report within 60 days of the end of the project without prior request for an extension will result in a loss of the remaining 20% of grant funds. This may result in the applicant being ineligible to apply for a SMAHC grant for a period of up to 3 years from the date the final report is filed.*

Work Samples:

The work sample is one of the most crucial parts of any application. It is important because it helps the Board of Directors determine the artistic quality of the proposed artist's work. One sample, with accompanying written description, must be submitted for each proposed artist. Work samples---with the exception of written materials---will be returned to applicant. Do not submit original works. Review panels may choose to review less than the entire amount of work submitted. In all cases, make sure the work sample adequately reflects the quality of work. The written description of your work sample should include title, medium, size, and date of each piece. Every work sample must also be identified with your name and daytime phone number. Because all application materials are public information, for your own protection you may wish to copyright any work samples you submit. Adding the language "Copyright © 1998, John Doe" to your work sample is usually adequate protection under current copyright laws. The works and rights to works resulting from grants given to applicants by SMAHC are the sole property of the grantee.

- ◆ **Written materials:** submit one copy of up to ten pages of literary work.
- ◆ **Video or audiotapes or CDs:** Submit one tape of a single work or a series of works not to exceed a total running time of five minutes. Label all tapes and boxes with the artist's name. On a separate sheet list the tapes submitted including name of each tape, name of selected work sample piece, running time, and year it was produced.
- ◆ **Slides:** Submit 5-10 (Study Opportunity), 8-10 (Development & Career) standard 2" x 2" slides in a slide preserver sheet. Mark each slide with a number indicating the order to be viewed and the artist's name. Please do not use adhesive labels on slides. On a separate sheet list the slides in order, including name of piece, media, size and year it was produced.

List your name and daytime phone number

Roberta Painter #1
(507) 555-1234

Number slides in the order you want them presented

Make a dot to indicate the lower left corner of each slide



Nirvana No. 8, 1998
48" X 24" (detail)

List the title of the work, the year it was completed, and its dimensions

- ♦ **Digital Images:** Images may be submitted in digital format on a CD-ROM. Submit 5-10 images for Study Opportunity grants or 8-10 images for Development & Career grants. Images should be in JPEG format and should be at least 800 X 600 DPI (dots per inch). Images should be titled appropriately with the name of the work represented. On a separate sheet list the images in order, including name of piece, media, size and year it was produced.

Work samples will be returned to applicant only if a stamped self addressed envelope is included or if they are picked up at the SMAHC Office. See “**Return of Work Samples**” in the Application Checklist. While reasonable care is taken with work samples SMAHC is not responsible for loss or damage of submitted materials.

Applicants are encouraged to contact the SMAHC staff for assistance before submitting an application. We can answer your questions, let you know whether the project your considering might be eligible, talk about possible resources and even help walk you through the grant forms. You can contact us via email at smahcinfo@iw.net, call us toll free 800-622-5284 or 507-537-1471.

Grant writing workshops are scheduled for August 28, 2008 and February 17, 2009 from 2-4 p.m. for the Individual Artist Study Opportunity Grants, and October 21, 2008, from 4-6 p.m. for the Individual Artist Career and Development Grants in the SMAHC office, Suite 600, 1210 East College Drive, Marshall. If you aren't able to attend a grant workshop you are welcome to make an appointment to stop by our office for assistance.

Southwest Minnesota Arts & Humanities Council

1210 E. College Drive, Suite 600, Marshall, MN 56258

Phone: 507.537.1471 or 800.622.5284

E-mail: smahcinfo@iw.net Website: www.smahc.org

For office use only	
Application #	_____
Date Received:	_____
Postmarked:	_____
Board Reviewed:	_____

Individual Artist Grant Program
Career, Development, and Art Study Opportunity Application
July 1, 2008 – June 30, 2009

Directions for Applicant: Submit a **typed** and signed original. Keep a copy for your records.

1. Applicant Information

Legal Name: First MI Last

Address: _____

City: _____ Zip: _____ County _____

Day Phone: _____ Other Phone: _____

Email: _____ Art Discipline: _____

2. Category applying under (Check one)

Categories	Maximum Request	Amount Requested
<input type="checkbox"/> Study Opportunity	\$500	\$ _____
<input type="checkbox"/> Development	\$1,000	\$ _____
<input type="checkbox"/> Career	\$2,000	\$ _____

3. Project Start Date: _____ **Project End Date:** _____

(must be after award date) *(maximum 6 months for Study & Development categories up to 1 year for Career category)*

4. Describe the Project: *(if more room is needed use no more than 1/2 additional page)*

5. Budget: *(Please itemize. If costs are greater than grant applied for, indicate where additional financial support will come from.)*

Total Expenses : \$ _____

6. List previous grants or fellowships received in the past 3 years:

Please answer the following questions as completely and succinctly as possible. If you need more room you may attach a separate sheet. Be sure to restate the questions.

7. Explain why you have chosen to apply under this category---specifically, relate your qualifications for this category (*For Development and Career Grants only*):

8. Describe how this project contributes to your growth as an artist:

9. What are your career goals as an artist:

10. State your career philosophy (artist's statement) as it relates to art and artistic development. What is your vision as an artist?

11. Describe whether this project would be possible with reduced or no grant funds and what changes, if any, would occur:

IMPORTANT:

Complete the Certification Pages, including the Project Requirements, the Project Activity Information, and the Application Checklist and sign the form certifying that all information contained in this application and its attachments is true and correct.

Mail or deliver pages 1 to 4 of the application and all required support material to:
SMAHC, 1210 E. College Drive, Suite 600, Marshall, MN 56258

Certification Pages

Project Requirements: While each category may have special restrictions, all grants under this program share the following program requirements:

<input type="checkbox"/>	1. Grant application forms must be typed . <i>Hand written copies will not be accepted.</i>
<input type="checkbox"/>	2. Individuals are limited to 1 Study Opportunity and 1 Development Grant or Career Grant in any two year period.
<input type="checkbox"/>	3. Projects must be completed within six months of the start date for Art Study Opportunity and Development . Artists have one year to complete projects in the Career category.
<input type="checkbox"/>	4. The project must address <i>specific</i> training (Art Study Opportunity), career launching (Development) or career enhancing (Career) goals as opposed to unrestricted support.
<input type="checkbox"/>	5. Budgeted costs for remuneration for applicant's time are eligible <i>only</i> under the Career category.
<input type="checkbox"/>	6. Workshop or study costs are eligible <i>only</i> under the Art Study Opportunity category.
<input type="checkbox"/>	7. Students are eligible <i>only</i> under the Art Study Opportunity category.
<input type="checkbox"/>	8. Use of funds for the Art Study Opportunity category may be used for training purposes (i.e., workshops, conferences, transportation to professional training sites, development of mentorship/ apprentice relationships with professional artists). Funds awarded in the Development category may be used for a variety of activities designed to aid in public awareness of the artist's work (may include but are not limited to: costs involved in visual art show preparations, portfolio production, engraving for composers, producing a demonstration tape for a composer/musician or a video cassette for a choreographer, marketing or editorial assistance for a writer, purchase of supplies and materials [software, hardware, or reference materials] necessary for the completion of a body of work scheduled for submission to publishers, performance or exhibition, rental of facilities for presentation of a new work, or other activities). Funds awarded in the Career category may be used for a variety of projects/activities that will aid in the progression to, and/or exploration of, a new level in the artist's professional career (including, but not limited to: self-initiated projects, experimental work in a new medium, costs involved in mounting a visual art show or performance preparations, portfolio update, producing a high-quality tape for a composer/musician or a video cassette for a choreographer, research or compensated time for a writer working on a specific body of work, purchase of supplies [software, hardware, or reference materials], tools or equipment necessary for the completion of a body of work scheduled for performance or exhibition, rental of facilities for presentation of a new work, or activities designed to aid in public awareness of the artist's work).
<input type="checkbox"/>	9. SMAHC's financial assistance must be acknowledged on all publicity and promotional material through the following credit line: This activity is made possible by a grant from the Southwest Minnesota Arts and Humanities Council (SMAHC) with funds appropriated by the McKnight Foundation.
<input type="checkbox"/>	10. Access to participation in the project will not be limited on the basis of national origin, race, religion, age, or gender.
<input type="checkbox"/>	11. No grant funds can be used for payment of debts incurred before the start date or after termination of the project.
<input type="checkbox"/>	12. The grantee will return the entire grant award in the event that the project cannot be completed as stated.
<input type="checkbox"/>	13. Projects must not include publishing that is initiated solely by the applicant (i.e., vanity press)
<input type="checkbox"/>	14. Funds may not be used to pay for credits or materials necessary in order to fulfill degree requirements for students.
<input type="checkbox"/>	15. Activities must not be essentially for the religious socialization of participants.
<input type="checkbox"/>	16. Grant funds can not be used to support strictly commercial activities, projects intended for mass-market distribution or those that have profit as the direct primary motive.
<input type="checkbox"/>	17. SMAHC Board members and Grant Review Panelists are not eligible to apply for this program during their tenure on the Board and Panel or two years following their resignation from the Board or Panel.

