



Promoting the arts since 1974

**Southwest Minnesota Arts and
Humanities Council**

Effective July 1, 2010 to June 30, 2011

**SMAHC/McKnight
Individual Artist
Program Overview
& Guidelines**

Application Deadlines

Postmarked by

Career Program

Deadline: December 8, 2010

Earliest Project Start Date: Feb. 15, 2011

Development Program

Deadline: December 8, 2010

Earliest Project Start Date: Feb. 15, 2011

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

****Due to the uncertainty of our State funding all current SMAHC programs and deadlines are subject to change. Contact the SMAHC office or check the SMAHC website to confirm what programs and rules are in place and to verify that you have the most current information.**

**SMAHC/McKnight Individual Artist
Program Guidelines
Career and Development
July 1, 2010 to June 30, 2011**

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 18 counties of southwestern Minnesota served by the Southwest Minnesota Arts and Humanities Council. It is intended to support projects and activities that enable an artist to create art without consideration of the market appeal of the work. It is not intended to support teaching related activities that will advance your teaching career or commercial ventures intended to mass market your work or has profit as its primary motive. Each project must include a community component that will draw visibility to the artist's work. This program is made possible by funds provided by the McKnight Foundation.

Grant Amounts:

The Individual Artist program is separated into two categories (see page 3 for category definitions).

1. The Career grant awards up to \$5,000 to aid area professional artists. (1 deadline)
2. The Development grant awards up to \$1,500 to aid area emerging artists. (1 deadline)

Important Dates:

Career and Development programs

Grant Deadline: December 8, 2010 - Earliest Project Start Date: February 15, 2011

Grant writing workshop:

November 9, 2010, 4-6 p.m., SMAHC office in Marshall

Additional workshops may be scheduled, check the SMAHC website: www.smahc.org

Panel Meeting: January 8, 2011

Board Action: January 24, 2011

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. Electronically submitted applications will not be accepted.

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 who is at least 18 years old. Applicants must be a SMAHC region resident for at least six months before submitting an application. 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.

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 workshops are scheduled for individuals interested in applying to the SMAHC Individual Artist grant program. Contact the SMAHC office 507-537-1471, toll-free 800-622-5284 or e-mail smahcinfo@iw.net for assistance.

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.

Funds may be used for a variety of activities designed to aid in public awareness of the artist's work or projects that will aid in the progression to, and/or exploration of a new level in the artist's artistic development and professional career. Projects may include but are not limited to: costs involved in 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, self-initiated projects, experimental work in a new medium, costs involved in mounting a visual art show or performance preparations, research or compensated time for an artist working on a specific body of work, daycare costs if needed to allow the artist to devote their time to their project, attendance at workshops or conferences for professional or artistic development, studying one-on-one with a mentor of significant recognition, costs to audit a college art course (funds may not be used for degree related activities), 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.

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 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 but is strongly encouraged.

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 21 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 letter will be sent to the grantee along with the initial grant award check and a final report form. 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. Grantees must submit copies of receipts for grant expenses as part of the final report. *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. 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.
- ◆ **Digital Images:** Images may be submitted in digital format on a CD-ROM. Submit 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.
- ◆ **Slides:** Submit 8-10 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

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

Robert Painter #1 (507) 555-1234

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

Number slides in the order you want them presented

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

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 you're 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.

A grant writing workshops is tentatively scheduled for Tues. November 9, 2010 from 4-6 p.m. in the SMAHC office, Suite 600, 1210 East College Drive, Marshall. Additional workshops will be posted on the SMAHC website. If you aren't able to attend a grant workshop you are welcome to make an appointment to stop by our office for assistance.