



Promoting the arts since 1974

**Southwest Minnesota Arts and
Humanities Council**

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**CLEAN
WATER
LAND &
LEGACY**
AMENDMENT

This activity is funded, in part, by the Minnesota Arts and Cultural Heritage Fund as appropriated by the Minnesota State Legislature with money from the Legacy Amendment vote of the people of Minnesota on November 4, 2008.

Effective July 1, 2010 to June 30, 2011

**Art Study Opportunity
for Youth
Program Overview
& Guidelines**

Application Deadlines
Postmarked by

Deadline: April 1, 2011
Earliest Project Start Date: June 15, 2011

****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 Individual Artist
Program Guidelines
Art Study Opportunity for Youth
July 1, 2010 to June 30, 2011**

Program Intent:

The SMAHC Art Study Opportunity for Youth grant program is designed to aid in the development of young artists living in the eighteen counties of southwestern Minnesota served by the Southwest Minnesota Arts and Humanities Council. The Art Study Opportunity for Youth Grant awards up to \$500 to aid area artists in grades K-12 to study their chosen art with a practicing professional artist, attend an arts workshop, series of classes or special training opportunity. Use of funds for this category may NOT be used to participate in a school or organization band or choir trip. Artistic areas include: dance, literature, media arts, music, theater and visual arts. *Preference will be given to students who have some experience in the art form.*

Grant Amounts:

The Art Study Opportunity for Youth grant awards up to \$500 to aid area artists in grades K - 12 to take advantage of high quality art study opportunities. (1 deadline)

Important Dates:

Art Study Opportunity for Youth program

Round I Grant Deadline: April 1, 2011

Grant writing workshop: February 24, 2011, 5-6 p.m., SMAHC office, Marshall

Panel Meeting: April 30, 2011

Board Action: May 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.

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. A free grant writing assistance workshop is scheduled for individuals interested in applying to the SMAHC Art Study Opportunity for Youth grant program on February 24, 2011 from 5-6 PM in the SMAHC office, Suite 600, 1210 E College Drive, Marshall, MN. To register, please contact the SMAHC office 507-537-1471, toll-free 800-622-5284 or e-mail smahcinfo@iw.net.

Who is Eligible?

Any permanent resident in grades K-12 in the following eighteen counties of southwestern Minnesota who has no outstanding final reports due to the Southwest Minnesota Arts and Humanities Council is eligible for this grant. All arts disciplines are accepted. If an artist's permanent residence is not within the SMAHC region, he/she is not eligible to apply for a grant.

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

Review Process:

1. The SMAHC staff reviews applications for accuracy, completeness and eligibility. Only complete applications will be forwarded to a 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 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.
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 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 student's artistic 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 letter will be sent to the grantee along with the initial 80% grant award check along with 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. *Applicants who fail to submit 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 your work. 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 audio:** Submit one CD or DVD of a single work or a series of works not to exceed a total running time of five minutes. Label with the artist's name. On a separate sheet list the selections submitted including 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 or DVD. Submit 5-10 images for Study Opportunity 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 you are 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 locally 507-537-1471.

A grant writing workshop is scheduled for Thursday, February 24, 2011, from 5-6 PM for the Art Study Opportunity for Youth in the SMAHC office, Suite 600, 1210 East College Drive, Marshall. Registration is required for the grant workshop. If you are not able to attend a grant workshop you are welcome to make an appointment for personal assistance. In case of inclement weather the workshop will be rescheduled.