



Southwest Minnesota Arts & Humanities Council

**Fiscal Year 2011
July 1, 2010 – June 30, 2011**

Arts Program Information and Guidelines for SMAHC

Arts Legacy Grants for Established Career Artists

Grant Deadline

April 1, 2011 for projects beginning June 15, 2011 or later

Southwest Minnesota Arts & Humanities Council
1210 E College Drive, Suite 600, Marshall, Minnesota 56258
e-mail: smahcinfo@iw.net ~ website: www.smahc.org
507-537-1471 or 800-622-5284

The Southwest Minnesota Arts & Humanities Council (SMAHC) is the designated regional arts council for the following eighteen counties of southwest Minnesota: Big Stone, Chippewa, Cottonwood, Jackson, Kandiyohi, Lac qui Parle, Lincoln, Lyon, McLeod, Meeker, Murray, Nobles, Pipestone, Redwood, Renville, Rock, Swift and Yellow Medicine. SMAHC provides grants and services to nonprofit organizations and government units within these eighteen counties for projects that take place in our region.

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 vote of the people of Minnesota on November 4, 2008.

SMAHC Arts Legacy Grants for Established Career Artists

Program Guidelines

July 1, 2010 to June 30, 2011

Program Intent:

The SMAHC Arts Legacy Grants for Established Career Artists program is designed to provide funds to aid in career development and arts activities of established professional artists for projects that incorporate a community component which would provide an opportunity for the community to benefit as a result of the project. Projects must demonstrate considerable collaboration between artists, the community, community organizations or groups or community individuals, as well as high artistic quality. The project must benefit the artist and reach the community.

Who is Eligible?

Established professional artists living and working in Big Stone, Chippewa, Cottonwood, Jackson, Kandiyohi, Lac qui Parle, Lincoln, Lyon, McLeod, Meeker, Murray, Nobles, Pipestone, Redwood, Renville, Rock, Swift or Yellow Medicine County who has no outstanding final reports due to the Southwest Minnesota Arts and Humanities Council are eligible to apply. All arts disciplines are accepted.

Grant Amounts:

Grant awards up to \$7,000 to aid area professional artists for projects that benefit the community and the artist.

Established Career Artist Definition:

An established career artist is defined as a professional artist who has held significant solo shows or had significant performances or has been published in significant publications (i.e., peer reviewed or professionally edited publications). Eligible professional artists have achieved significant regional recognition 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 an established career artist.

Important Dates:

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

Grant writing workshop: March 10, 2011 4-6 p.m., SMAHC office

Panel Meeting: May 7, 2011 Board Action: May 24, 2011

Criteria:

Overall excellence of work and demonstration of exceptional talent

Evidence of serious commitment

Project's contribution to the artist's professional growth

Project's impact on the community

What Types of Projects will be considered?

Artists: Funds awarded 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, public art projects, portfolio update, producing a high-quality tape for a composer/musician or a video cassette for a choreographer, engraving for composers, editorial assistance, 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, activities designed to aid in public awareness of the artist's work or for training purposes (i.e., workshops, conferences, transportation to professional training sites). Funds may also be used for advertising and costs associated with the community portion of the project.

Community Component: Artists must include goals for the community component as well as goals for themselves. Think about projects that might expose the community to art in a new way or involve hands on experiences for community members. The community component might include, but is not limited to, public demonstrations or workshops involving community members; display of a piece of artwork in public for a year at a public facility that's easily accessible such as a hospital, library or courthouse; mentoring an artist while you do your project; a writer might include public readings, videotape or DVD of readings for the local library or to be aired on local cable access channels and copies of books made available through local libraries.

Application Forms:

The signed 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. Electronic submissions will not be accepted.

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 Arts Legacy Grants for Established Career Artists 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.

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.

Review Process:

1. The SMAHC staff reviews applications for accuracy, completeness and eligibility. Only complete applications will be forwarded to the grant review panel. Grant applicants may not discuss their application with SMAHC panelists or board members following the grant deadline until after the board have acted on the application, unless input is solicited by a SMAHC staff, board or panelist. 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 tentative panel review meeting is May 14, 2011 in the SMAHC office. 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 Arts Legacy Grants for Established Career Artists 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

Project's impact on the community

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 30 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. 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.

SMAHC's financial assistance must be acknowledged on all publicity and promotional material through the following credit line: "This activity is made possible in part by a grant provided by the Southwest Minnesota Arts and Humanities Council (SMAHC) and is funded, in part, by the Minnesota Arts and Cultural Heritage Fund as appropriated by the Minnesota State Legislature with money from the vote of the people of Minnesota on November 4, 2008" and will include the logo for the Minnesota Arts and Cultural Heritage Fund in all publicity when it is available (currently being developed.)

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. *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---may 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.
- ◆ **Audiotapes, CDs or DVDs:** Submit 1 sample of a single work or a series of works not to exceed a total running time of 5 minutes. Label all tapes and boxes with the artist's name. On a separate sheet list the work samples submitted including name of selected 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 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 to 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.

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.

Frequently Asked Questions:

If I received a SMAHC Individual Artist Grant in the past two years am I eligible to apply for this grant? **YES.**

Can my project include travel or study opportunities for me? **YES.**

Can I submit my application electronically? **NO.** You may submit a draft application electronically but you **must mail or deliver your signed final application by the grant deadline.** This is a post mark deadline.

How long do I have to complete my project? **Up to 12 months from your start date.**

Can I apply if I am a student? **NO. Students are not eligible to apply.**

Can I fill out the application form by hand? **NO. Pages 1 and 2 of the application form must be typed.**

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 workshop is scheduled for March 10, 2011 from 4-6 p.m. 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.

Arts & Cultural Heritage Fund Overview

The Minnesota State Arts Board and Minnesota's designated regional arts councils are entrusted with stewardship of significant new funding through the State of Minnesota's Arts and Cultural Heritage (ACH) Fund. Proceeds from the fund may be spent only on arts and arts access, arts education and arts and cultural heritage. The fund is intended to create a strong arts legacy in Minnesota and will exist for a period of twenty-five years.

Minnesota Statewide Vision

In 25 years, Minnesotans will have made a significant investment in the arts. As a result:

- In Minnesota, the arts define who we are. This is a place where people are transformed by quality arts experiences, and see the arts as essential to their communities. The arts in Minnesota connect people of all ages and cultures, fostering understanding and respect.
- Arts and culture are central to Minnesota's educational system and lifelong learning opportunities. The arts develop creative minds that maximize new opportunities and find solutions to life's challenges.
- In Minnesota, the arts are an integral part of the economy. Because of the arts, Minnesota communities are successful, dynamic, attractive places to live and work.
- Minnesota is a recognized national arts leader, a magnet for artists and arts enthusiasts, and a destination for tourists. Residents and visitors are assured a world-class quality arts experience.
- Minnesotans appreciate, create, attend participate or invest in the arts. Minnesota's effective, innovative, vibrant, public-private support for the arts is the strongest in the country. Universal support and appreciation for the arts help ensure the state's exceptional quality of life.

SMAHC Arts Legacy Grants for Established Career Artists are available for projects that fit one or more of the three areas specified in the Arts and Cultural Heritage Funds legislation:

Arts & Arts Access

To support artists and arts organizations in creating, producing, and presenting high-quality arts activities; to overcome barriers to accessing high-quality arts activities; and to instill the arts into the community and public life in this state. Such grant activities may be, but are not limited to:

- Investing in activities that make the arts available to persons who might not otherwise have access due to economic, geographic, or physical barrier.
- Ensuring that artists and arts organizations have sufficient financial support to create high quality art.
- Investing in the long-term health and vitality of the arts sector by supporting capacity-building and professional development.
- Investing in efforts that enable residents to connect with arts/arts experiences and performances.
- Investing in public art that is available throughout the region.
- Recognizing and rewarding artists for exceptional artistic quality and service to their audiences and/or the region.

Arts Education: Investing in lifelong learning in the arts

To support high-quality, age-appropriate arts education for residents of all ages to develop knowledge, skills, and understanding of the arts. Such activities may be, but are not limited to:

- Investing in efforts that enable residents to connect with arts learning opportunities and residencies.
- Ensuring that artists are able to invest in professional development and workshops.
- Ensuring that arts learning opportunities and professional development are achieving intended outcomes through ongoing assessment and evaluation.

Arts & Cultural Heritage: Building bridges between Minnesotans through arts and culture

To support events and activities that represent the diverse ethnic and cultural arts traditions, including folk and traditional artists and art organizations, represented in this state. Such activities may be, but are not limited to:

- Providing SMAHC Region residents with opportunities to celebrate our cultural heritage through events and activities that represent the range of Minnesota's ethnic and cultural arts traditions.
- Ensuring that SMAHC Region residents are able to experience folk/traditional arts of diverse cultures by supporting the work of folk and traditional artists.