



Promoting the arts since 1974

**Southwest Minnesota Arts and
Humanities Council**

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**CLEAN
WATER
LAND &
LEGACY**
AMENDMENT

*This grant program is funded, in part,
by an appropriation from the
Minnesota State Legislature with
money from the State's general fund,
and its arts and cultural heritage fund
that was created by vote of the people
of Minnesota on November 4, 2008.*

Effective July 1, 2011 to June 30, 2012

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

Application Deadlines

Postmarked by

Deadline: March 1, 2012

Earliest Project Start Date: April 15, 2012

SMAHC Art Study Opportunity for Youth Program Guidelines

July 1, 2011 to June 30, 2012

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. Project must address specific training as opposed to unrestricted support. 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:

Grant Deadline: March 1, 2012

Grant writing workshop: Dates, times & locations will be posted on www.smahc.org

Panel Meeting: March 19, 2012

Board Action: March 27, 2012

Start Date:

Effective July 1, 2011 the start date for a SMAHC grant will be defined as the point at which the project is set in motion e.g., advertising and public notification, payment of fees, ordering and/or paying for supplies or printed material, etc. No funds can be expended prior to the project start date. NOTE: Funds spent before the project start date, such as a deposit on a contract, cannot be included in the grant project budget.

End Date:

Projects must be concluded within a 12-month period from the Start Date and as described in the grant application and budget. Any changes must be requested and cleared in writing in advance with SMAHC. A final report must be submitted within 60 days of the project end date. When determining a project end date, applicants should allow time for all project bills to be processed.

Eligibility

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.

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

What Is Not Eligible for Funding:

The SMAHC Art Study Opportunity for Youth Grant Program will not or can **NOT** fund:

- Applications that do not have an art focus.

- Applications that support strictly commercial activities; projects intended for mass-market distribution or those that have profit as the primary motive.
- Projects that include publishing that is initiated solely by the applicant (i.e., vanity press)
- Credits or materials necessary to fulfill degree requirements for students.
- Equipment requests not specifically tied to the proposed project.
- Projects where funds are requested to account for deficits in projects or programs begun prior to the project earliest start date. In other words, payment of debts incurred before the grant activities begin or outside of the grant project scope of activity.
- Applicants with past due SMAHC final (or other) reports.
- Applications that are primarily educational projects within a school system.
- Applications where funds are to be used to match other SMAHC grant applications.
- Requests for new building construction, purchase of real property, or endowment funds.
- Fundraising events.
- Activities which are not open to the public. Projects must be inclusive and accessible in their process and/or final product, considering economic, geographic, and physical accessibility, as well as the cultural, racial, ethnic, age, and gender make-up of the community.
- Religious projects which are for the religious socialization of the participants or audience.
- Applications submitted for the purpose of regranting, lobbying or scholarships.
- Applicants that will not take responsibility for their publicity, media coverage, and public relations and that won't provide timely promotion of the project throughout the SMAHC region through use of the proper funding credit line and logo.

Grant Review Process:

1. SMAHC staff reviews the application 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 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. A grant panel reviews all eligible applications based on the review criteria (listed below). 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 time and location of the panel meeting will be posted on the SMAHC website at www.smahc.org. SMAHC follows the State of Minnesota open meeting guidelines. Applicants are welcome to attend the meeting to hear the panel deliberations and audit proceedings. Interaction between applicants and panelists is not allowed.
3. Board and panel members with a conflict of interest in regard to a specific applicant or project declare such and abstain from comment and rating of that application.
4. The recommendations of the panel are submitted to the SMAHC Board of Directors for final approval. 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, number of grants received from an applicant, and first time applicants. Priority may be given to artists who have not previously received a SMAHC individual artist grant.
5. All applicants will receive a notification letter of acceptance or rejection after final review of the application by the Board of Directors.

6. If the application receives partial funding, a revised project description and budget must be submitted within 30 days of notification.

Review Criteria:

The review panel makes a recommendation to the SMAHC Board of Directors for funding based on the established criteria:

- Overall excellence of work and demonstration of exceptional talent**
- Evidence of serious commitment**
- Project's contribution to the student's artistic growth**

Appeals Policy and Procedures:

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 artistic quality or merit, ability or need. 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 percent (80%) 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 percent (20%) of the grant award will be sent to the applicant upon receipt and approval of the Final Report.

IMPORTANT! SMAHC's financial assistance must be acknowledged on all publicity and promotional materials using the language provided in the grant award contract.

The Final Report:

A final report form must be filed within 60 days of the project end date. The form is available on the SMAHC website: www.smahc.org. The report requires information on the number of persons involved, the actual costs, and an evaluation of the project. Copies of paid invoices and receipts must be submitted with the final report. *Failure to submit a final report within 60 days of the end of the project without a prior request for an extension will result in a forfeit of the remaining 20% of grant funds and 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 artist's work. One sample, with accompanying written description, must be submitted for each 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.
- ◆ **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.

- ♦ **Audio/Video:** Submit a single work or a series of works on CD or DVD not to exceed a total running time of five minutes. Label all CDs/DVDs with the artist's name. On a separate sheet list the name of selected piece, running time, and year it was produced. (Video tapes will not be accepted.)

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.

Grant Application Instructions:

- Access the ART STUDY OPPORTUNITY FOR YOUTH Grant application form on our website:
http://www.smahc.org/artist_grants.htm

It is your responsibility to make sure your application is complete and does not include errors. Incomplete or inaccurate materials may result in your application being deemed ineligible or reduce your request. This program is a competitive process. You are encouraged to be articulate, precise and accurate in filling out your application.

The application must be postmarked or received by 4:30 p.m. on the application deadline. Late or incomplete applications will not be considered. Applications submitted by electronic transmission will not be accepted. Please read the grant guidelines and application form carefully. Be sure to review the application checklist. Submit the signed original with necessary support materials. Keep a copy for your records.

Application Assistance:



It is always best to contact SMAHC staff prior to submission of a grant application to determine grant eligibility. Artists are strongly encouraged to submit a complete application at least two weeks before the deadline for a staff member to review for eligibility and completed requirements. Staff review 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 ART STUDY OPPORTUNITY FOR YOUTH 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.