



Southwest  
Minnesota  
Arts & Humanities  
Council

*Promoting the arts since 1974*

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

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November 4, 2008.*

## **SW Minnesota Arts & Humanities Council**

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**Effective July 1, 2011 to June 30, 2012**

# **Individual Artist Grant Program for Developing Artists & Established Career Artists Guidelines**

## **Application Deadline**

**Round I: December 15, 2011**

***Earliest Project Start Date: February 1, 2012***

**Round II: May 1, 2012**

***Earliest Project Start Date: July 15, 2012***

### **ESTABLISHED CAREER ARTISTS:**

For FY2012 the funding for established career artists has been expanded to include 'legacy projects' or those that substantially impact communities in regard to the arts.

# SMAHC Individual Artist Grant Program Guidelines

July 1, 2011 to June 30, 2012

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 artists within these eighteen counties for projects that take place in our region. SMAHC is committed to the support of high quality arts activities.

## **Program Intent:**

The intent of this grant program is 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 with funds provided by the McKnight Foundation.

Established Career Artists may apply for a legacy project that includes a community component that exposes the community to art in a new way or reaches a segment of the population that is not normally exposed to the art form. Projects with a legacy component are made possible with funds provided by the Minnesota Arts & Cultural Heritage Fund.

SMAHC is committed to:

- Supporting artists and arts organizations in creating, producing and presenting high-quality arts activities
- Overcoming barriers to accessing high quality arts activities
- Instilling the arts into the community and public life in our region
- Supporting high-quality, age-appropriate arts education for residents of all ages to develop knowledge, skills, and understanding of the arts
- Supporting events and activities that represent the diverse ethnic and cultural arts traditions including folk and traditional artists and art organizations, represented in this region

## **Applicants must make the case that their project fulfills SMAHC's program intent.**

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 demo tape for a composer/musician or a video for a choreographer
- marketing or editorial assistance for a writer
- purchase of supplies and 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
- experimental work in a new medium
- 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)

## Program Category Definitions:

The **Developing Artist 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 **Established Career Artist category** of the Individual Artist grant program is designed to aid professional artists who have held significant solo shows, 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. The artistic accomplishments documented in the resume are critical in making a judgment regarding your eligibility as a career artist.

Established Career Artists are eligible to apply for **“Legacy-level funding”** for projects that demonstrate considerable collaboration between the artist, the community, community organizations or community groups & individuals, as well as high artistic quality.

## Grant Amounts:

1. The **Developing Artist** grant award is available for up to **\$1,500**.
2. The **Established Career Artist** grant award is available for up to **\$5,000**. Artists with large-scale projects making a case that their project will create an arts legacy in Minnesota can apply for up to **\$7,000**. Additional information is required on the application to be eligible for this level of funding.

## Important Dates:

Round I: December 15, 2011

Grant Writing workshop: Dates, times & locations will be posted on [www.smahc.org](http://www.smahc.org)

Panel Meeting: Tentatively set for January 7, 2012

Board Action: January 24, 2012

Earliest Project Start Date: February 1, 2012

Round II: May 1, 2012

Grant Writing workshop: Dates, times & locations will be posted on [www.smahc.org](http://www.smahc.org)

Panel Meeting: June 2, 2012

Board Action: June 26, 2012

Earliest Project Start Date: July 15, 2012

## **Start Date:**

Effective July 1, 2011 the start date for a SMAHC Individual Artist 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**

The Individual Artist grant program is open to any permanent resident in the eighteen counties of the SMAHC service region who has no outstanding final reports due to the SW MN Arts and Humanities Council and who is at least 18 years old. Artists may only receive one (1) SMAHC individual artist grant per year. An artist may not apply for a second project that runs concurrently with another SMAHC-funded individual artist grant project. Priority may be given to artists who have not received a SMAHC grant in the previous two years. Applicants must be a region resident for at least six months prior to submitting an application. All arts disciplines are accepted.

### **Proof of Residency:**

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

### **What Is Not Eligible for Funding:**

The SMAHC Individual Artist Project 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 regranteeing, 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.
- SMAHC Board Members and Individual Artist Grant Review Panelists are not eligible to apply for this program during their tenure on the Board/Panel or two years following their resignation from the Board/Panel.

**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, reach audiences 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 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.

### **Additional requirements for legacy applications >\$5,000**

- Application must include a community component that will expose the community to art in a new way or reach a segment of the population that is not normally exposed to the art form.
- Must detail how the community and the artist will grow as a result of the grant.

Applicants are encouraged to contact the SMAHC office to answer any questions you might have regarding eligibility. Contact us via email at [smahcinfo@iw.net](mailto:smahcinfo@iw.net), call us toll free (800) 622-5284, or on our local line (507) 537-1471.

### **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](http://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:

1. **Overall excellence of work and demonstration of exception talent**
2. **Evidence of serious commitment**
3. **Project's contribution to the artist's professional growth**
4. **Project's impact on the community (\*Requests over \$5,000 only)**

## **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. Grants of \$5,000 or more may involve a scheduled series of payments.

**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](http://www.smahc.org). The report requires information on the number of persons involved, the actual costs, and an evaluation of the project. *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.
- ◆ **Images:** Submit a minimum of five, a maximum of ten, digital images on CD or DVD or standard slides in a slide preserver sheet. Images should be in JPEG format and should be at least 800 X 600 DPI (dots per inch). Mark each image with a number indicating the order to be viewed and the artist's name. 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 INDIVIDUAL ARTIST Grant application form on our website:  
[http://www.smahc.org/artist\\_grants.htm](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 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](mailto:smahcinfo@iw.net) to make arrangements for a workshop.