



**INDIVIDUAL ARTS PARTNERSHIP GRANTS
AND
JADE PRESENTS ARTS PARTNERSHIP GRANTS**



**APPLICATION GUIDELINES AND INSTRUCTIONS
WINTER 2020 GRANT CYCLE**

APPLICATION DEADLINE	Friday, January 31, 2020 at 5 pm <i>No applications will be accepted after this date</i>
ON-LINE APPLICATION	The application can be found at theartspartnership.net/grants/ The Winter 2020 application opens on Friday, December 20, 2019
QUESTIONS	Tania Blanich, Director of Operations tania@theartspartnership.net or 701.237.6133

GENERAL INFORMATION

The Arts Partnership (TAP) aims to help artists with outstanding talent and ability realize their artistic visions, improve their artistic skills and build sustainable careers. TAP does this through a range of programmatic opportunities, including grants. The grants range from \$250 to \$2,500 and support artists at any career stage. We hope that these grants are the rock dropped in a pond, with the ripples extending well beyond the specific project into the artist's future practice.

TAP is pleased to partner with Jade Presents to provide grants to musicians. A portion of every ticket sold at the Bluestem Summer Concert Series funds the Jade Presents Arts Partnership grants. Through these grants, Jade Present encourages talented local musicians and provides support as they move to the next stage in their careers.

- **Individual Arts Partnership Grants** support artists working in dance, literature, music, media, theatre, traditional and folk arts and craft, or visual arts.
- **Jade Presents Arts Partnership Grants** support musicians only.

Applicants are encouraged to present their projects using the same language they would use to build public interest in their work. Our goal is to make grant *making* less about grant *writing*, and focus instead on how artists naturally talk about their work.

The Arts Partnership hopes that our applicants find value in the grant-writing process, whether or not they receive a grant. Many past applicants have expressed that having to write about a project helped them to fully think it through, creating a more solid foundation upon which to progress. To that end, TAP's Director of Operations Tania Blanich is available to answer questions and also to provide feedback on your draft application prior to submission.

These grants are for artists who think bigger and differently about how they create art. What is your big dream for the future of your art and its dissemination in the world? What are you doing now to work towards that dream?

ELIGIBILITY

Artists applying for a grant *must*:

- Be at least 18 years of age.
- Live and/or work in Cass County, ND or Clay County, MN. Note: If you do not currently live and/or work in Cass or Clay Counties, you must be a Primary Arts Partner in good standing.
- Submit a complete and accurate application online, including all supporting documents and work samples.

Artists applying for a grant *may*:

- Be part of an established, on-going collaborative group (usually working under a group name).
- Be proposing a one-time or short-term collaborative project with another artist or artists. Note: TAP defines "collaborator" as someone considered a co-owner/co-creator of the project, not someone who provides services on a "work for hire" basis.

Artists are *not* eligible to apply if they:

- Have received two Individual Arts Partnership or Jade Presents Arts Partnership grants in the past three years.
- Are currently a full-time student in a degree-granting program or its equivalent, *unless* the student is also a paid musician working regularly.
- Are a collaborative group consisting of more than five members, with the exception of musical groups. Note: Grants for musicians are meant to support smaller musical groups or ensembles, not large, established groups, such as an orchestra or concert band.
- Have an outstanding final report due to TAP from any previous grant round.
- Are a current employee of TAP.

Please note: Individual members of a collaborative proposal may not apply separately as an individual artist in the same application round.

Eligible grant requests *may* include:

- Training – costs to attend a workshop or master class to further develop the artist's career, including the development of artistic, business or marketing skills.
- Creative Process, Production or Presentation – costs involved in the creative process, and/or preparation for and/or implementation of an exhibit or performance.

- Supplies – purchase of supplies and materials necessary for the creation or production of new work that is pivotal to the artist’s career.
- Equipment – purchase of specific equipment that is vital to the artist’s career development.
- Services – rental of facilities for the creation or presentation of new work, including studio or rehearsal space.

Ineligible grant requests are:

- Projects whose main purpose is educational, such as development of curriculum plans, teaching materials or teaching programs.
- Living or travel costs that are intended to provide experiences and not artistic growth, product and/or output.

Any applicants or applications determined to be ineligible for any reason will be eliminated from the review process. Ineligible applicants will be notified within five business days of the application submission.

GRANT REVIEW PROCESS AND CRITERIA

The TAP grant review panels for the Individual Arts Partnership and the Jade Presents Arts Partnership grants consist of arts professionals from the region. TAP observes strict procedures to avoid any conflict of interest. Each panel member reviews the on-line application submissions, including the artist work samples. The Panelists use the following criteria to assess all applications:

- Artistic accomplishment and promise, as demonstrated by examples of past and/or present work.
- Project concept that is clearly thought through and presents a compelling argument for how the project will enhance the artist’s overall artistic goals.
- Impact, as defined by the positive effect of the project on the artist’s career trajectory and, if applicable, the potential positive effect on communities and/or audiences.
- Capacity, as defined by the ability to execute the project as proposed.

The Review Criteria and Scoring Rubric can be found at theartspartnership.net/grants. Panelists score applicants in each criterion; those scores are averaged, providing a highest possible total score of 40. Applications are ranked in order from high to low score. Grants are awarded according to the applicant’s rank. If two or more applications receive identical rankings, the panelists will rank those applications to determine priority.

Grant applications receiving an average score of less than 25 will not receive funding. Applicants should be aware that although an application may receive a score of 25 or above, its ranking might determine that it will receive partial funding or may not be funded at all.

GRANT PERIOD

The grant period is for 12 months, beginning no earlier than March 1, 2020 and concluding by February 28, 2021.

Questions?

Applicants are encouraged to contact TAP early in the application process with any questions.

Additionally, TAP’s Director of Operations will provide feedback on a draft application up until one week prior to the application deadline.

Contact Tania Blanich at tania@theartspartnership.net or 701.237.6133.

NOTIFICATION, CONTRACT, PAYMENT AND REPORTING

After the TAP Board has approved the grant recommendations made by the Grant Review Panel, applicants will receive an email notification regarding whether or not the application has been funded. Notification typically occurs within 30 days of the application deadline. If the application is not approved, you may contact TAP staff to receive feedback.

If awarded a grant, the applicant must sign a formal grant agreement. TAP has provided the following General Conditions for reference; please note that the final Grant Agreement may include additional Terms and Conditions that will be communicated in writing at the time of any grant award.

Funding Distribution

Grantees must submit the signed grant agreement to TAP within seven days of receiving it in order to trigger payment of the grant funds awarded.

Reporting

We ask Grantees to touch base with TAP by email or in person each quarter. We want to know how the project is going and whether we can be of service to the Grantee.

Grantee agrees to submit a **final report** within 30 days of the end of the grant period. The report must include a narrative, financial accounting and samples of publicity, programs, etc. containing the appropriate credit line(s).

Use of Funds

The Grantee must use the grant funds for the purposes and activities described in the Application and may not be applied to any ineligible expenses. Any significant revisions in the project or in the use of the grant funds must receive approval by TAP before expenditures of grant funds.

Grant Termination

A grant may be terminated at any time by:

- Mutual written consent of TAP and the Grantee.
- Written request of the Grantee, but such termination shall not necessarily relieve the Grantee of its responsibilities as set forth in the contract.
- TAP upon the failure of the Grantee to comply with one or more of the conditions of the grant agreement.

Return of Funds

If at the end of the grant period, any grant funds have not been expended or committed in accordance with the Grant Agreement (whether expended or committed for a purpose not in accordance with the Grant Agreement, or not spent or committed at all), or if the Grantee moves out of the Cass-Clay Country region prior to completing the project, the Grantee must promptly repay the amount of such funds to TAP. If the Grantee anticipates having unexpended and uncommitted funds at the grant period,

it may submit a written request for amendment of the Grant Agreement to TAP. Any such amendment shall be effective only if it is approved in writing by TAP and the Grantee.

Administration of Funds

Grantee agrees to maintain a complete and accurate record of the grant funds received and expended.

Publicity and Recognition of Support

The following credit line must appear on all programs and publicity/outreach materials related to the grant:

This activity is funded in part by a grant from The Arts Partnership.

OR

This activity is funded in part by a Jade Presents Arts Partnership Grant from The Arts Partnership.

Logos may be downloaded from the TAP website at theartspartnership.net.

APPLICATION SUBMISSION DETAILS

- **How to Begin.** Read through these guidelines carefully before starting the process – and use them as a reference while working on it.

- **Accessing the On-Line Application:** theartspartnership.net/grants
There are separate application forms for the Individual Arts Partnership Grants for Jade Presents Arts Partnership Grants.

Individual Arts Partnership Grants are for dance, literature, media, theatre, traditional and folk arts and craft, and visual arts (NOT music).

Jade Presents Arts Partnership Grants are for music ONLY.

- **Submitting Your Application.** Make sure that the answers to the questions do not exceed the character count and that the attachments are in the acceptable format(s) before uploading them.

IMPORTANT NOTE About Filling Out Your Application

We're still working out some kinks in our on-line application – please be aware that it may not save your work or your uploaded documents.

We strongly recommend that you work off-line (in a Word or other narrative document) until you are ready to submit the application, and then cut and paste into the form and upload your documents.

If you experience any technical difficulties, contact Tania Blanich at 701.237.66631 or tania@theartspartnership.net. We'll be as flexible as possible if you have troubles.

- **Notification of Receipt.** Applicants will receive an email confirmation of submission. *Save and print this email to document the application submission date and time.* If you have not received an email within two business days after submission, contact Tania Blanich at tania@theartspartnership.net or 701.237.6133.

TAP reviews submitted applications for completeness and eligibility. Applicants are notified within two business days if a proposal contains significant errors or omissions or is otherwise ineligible. An effort will be made to contact applicants to correct *minor* errors after the submission deadline and prior to the distribution of the applications to the grant review panel.

APPLICATION FORM QUESTIONS

The following provides a step-by-step overview of the information required in the on-line application form. The sub-questions posed are to help you think through the response – not every sub-question will be relevant to your project or your particular artistic practice. Use the opportunity of writing this grant application to think beyond the proposed project to the longer-term effects of receiving the grant and/or accomplishing the project.

*Any question or attachment with an * asterisk is required. The character limit or attachment requirements or limitations are listed for each question.*

Contact Information

Provide your name, mailing address, phone number, email and web address.

Have you received support from TAP in the past?*

Yes/No. If yes, please explain. Your answer should reflect prior grants from TAP, as well as participation in the Community Supported Arts or ArtWORKS programs. Provide year(s).

Character limit: 250

Project Description *

Briefly summarize the proposed project (who, what, where, when and how).

Character Limit: 250

Total Project Budget*

The total project budget is limited to \$7,500.

Character limit: 20

Total Requested from TAP* Grant awards are between \$250 and \$2,500. Please round up to the nearest \$50 increment.

Character limit: 20

Tips for Writing a Grant

- Tell a story: Why this project? Why now? What will change as a result?
- Less is more – avoid the kitchen sink strategy.
- Use plain language – no jargon or buzzwords.
- Remember that good writing involves using complete sentences, correct grammar and effective, compelling word choices – and no typos.
- Ask someone to proof for clarity and typos.
- Select work samples that help the panelist visualize your project.

Who Are You? *

Where are you now in your career as an artist? Describe your artistic work and/or process – what is your medium, style, approach? What are your artistic dreams? Character limit: 1000

What do you want? How will you do it? *

Include what, where, when and how. How has your previous artistic practice prepared you to accomplish this project? Describe anticipated risks or challenges and how you plan to manage them. Character limit: 1250

Why do you want to do it? *

What are your goals for the project and how will you measure your progress in achieving them? How will the proposed project broaden and/or deepen your artistic practice? What will be the short- and long-term effects on your work product? Character limit: 1000

Proposed projects should be focused and/or based in the Metro area. However, if you are applying to pursue artistic opportunities in another city (for example, for an art exhibit or recording opportunity), talk about how the opportunity will benefit your artistic practice and how you'll bring that experience back to the community.

ADDITIONAL MATERIALS

You are asked to upload the following materials in either PDF or Word formats. Please name each document using your name or collective name for easy identification, using this format:

lastname_firstname_document (ex: Smith_john_resume.doc)

collectivename_document (ex: ArtsRUs_budget.pdf)

Resume* (related to your work as an artist)

Include artistic education or training, exhibitions and/or performances and other information pertinent to your work as an artist.

File Size Limit: 1 MB

Project Budget*

Upload a simplified budget format showing income and expense that would look something like the example shown below; use as many line items as needed.

File Size Limit: 1 MB

	LINE ITEM	DESCRIPTION	AMOUNT
INCOME			
	Grant from TAP		\$500
	Inheritance		\$1,000
	Advance Ticket Sales		\$900
		TOTAL INCOME	\$2,400
EXPENSE			
	Rent: Rehearsal Space	2 weeks X \$250	\$500
	Rent: Performance Space	3 nights of Farmer Smith's Barn	\$1,250
	Costumes	Burlap sacks, gingham, rick-rack	\$650
		TOTAL EXPENSE	\$2,400
		SURPLUS/(DEFICIT)	\$0

Budget Narrative*

Provide a narrative not to exceed one page detailing income and expense.

- Discuss sources of additional funds, noting those already received, pending or to be sought.
- If you do not receive full funding from The Arts Partnership, will you be able to complete the project? How? In what ways might it need to be reimagined with less funding available?

File Size Limit: 1 MB

WORK SAMPLES*

Sample works of recent and/or current projects help the panelists to determine your artistic accomplishment and promise.

- All sample work must be from the past 3 years.
- Select work samples that best represents your general work as an artist and that also helps make the case for supporting the proposed project.

Description of Sample Work*

Briefly describe the sample work you have submitted. Include title, year created, media/format, dimensions/length/etc. and any other information that will place the work in context (e.g. for visual artists, medium and size of work; for performances, where the work was performed, etc.)

File Size Limit: 1 MB

Types and numbers of sample works required for each broad category of artist:

- **Musicians and Performing Artists:** Links to up to three examples of your work, hosted at an outside site, such as YouTube, Vimeo or Soundcloud. 10 minutes in total.
Character Limit: 500 for each link
- **Visual Artists, Traditional Artists and Folk Artists and Craftspeople :** Five to seven images, 72dpi jpegs.
File Size Limit: 1 MB for each image.
- **Writers:** Up to four writing samples (no more than 10 pages in total) in either a single PDF or Word document.
File Size Limit: 2 MB

APPLICATION ASSISTANCE

If you have questions about the application process, please contact Tania Blanich, Director of Operations, at tania@theartpartnership.net or 701.237.6133.