



**CMAB/MCKNIGHT
ESTABLISHED ARTIST AWARD
GUIDELINES**

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www.centralmnartsboard.org

PROGRAM OVERVIEW

The CMAB/McKnight Established Artist Award provides one (1) \$5,000 award to an artist living in the Minnesota counties of Benton, Sherburne, Stearns or Wright (Region 7W). The award recognizes creative excellence and significant accomplishments in the arts. It is intended for artists with a history of artistic output including but not limited to exhibitions, performances, publications, or other notable contributions to their local arts community.

WHO CAN APPLY

- A self-proclaimed artist at least 18 years of age and a resident in Benton, Sherburne, Stearns, or Wright County for a minimum of six months prior to the time of application
- Either a U.S. citizen or attained permanent resident alien status
- Artists can apply for either an Emerging Artist Award or Established Artist Award In the same fiscal year.

APPLICANTS NOT ELIGIBLE

- Prior recipients of a CMAB Established Artist Award
- Past CMAB grant recipients with any overdue final reports

HOW TO APPLY

Apply as an individual rather than part of a group or organization. Artists working in all discipline and mediums are encouraged to apply (i.e. literary artists, dancers, visual artists, etc.)

Click the Manage GRANTS button in the upper right corner of the CMAB homepage. First-time applicants need to create an account using an email address and a password.

Applicants are encouraged to call the CMAB office at 320.968.4290 to discuss the eligibility of their application.

- Applications must be submitted by **11:59 pm on the deadline date**. There are no exceptions to this policy.

Submit online application and include:

- **WORK SAMPLES** with descriptions
- **ARTIST RESUME**
- **SUPPORTING** documents- optional (Newspaper articles, etc)

USING Fax-to-File:

A [Fax-to-File](#) feature is available within the application to help convert documents from hard copy to digital PDF format. [Fax-to-File](#) is located in the upper left portion of your screen under tools.

Click on [Fax-to-File](#) and you will be presented with a toll-free number. Once you have a fax number, you will have 20-minutes to fax documents for conversion. Click the "Finished Faxing" button to see a list of files. Converted documents will be available to download to your computer. After downloading, the documents can then be uploaded during the online application process. Contact the CMAB office if you need further assistance in converting files.

APPLICATION CONTENT

RAC DATA INFORMATION

The following questions are required for data collection purposes by the Minnesota State Arts Board and the MN Legislature. To use the district poll finder, [Click Here](#). For a definition of the RAC Data codes [Click Here](#).

- **Brief Summary of Your Artwork- mediums, genre, themes, etc.**
- **Publicity** – Does the applicant have an alternate name, to be used for publicity purposes? (i.e. news releases)
- **Publicity Name** - If yes, indicate the name to be used for publicity purposes. (Indicate N/A if not applicable)
- **Status** - enter "01" for individual
- **Institution** - enter "01" for individual artist
- **Artist Discipline** - Select the code which best describes the applicant's primary area of interest in the arts.
- **Adult Artists Participating** - For this program - 01 Individual Artist
- **Ethnic Characteristics** - Select any combination (**optional**). Information is used only for assessment and evaluation of programs and is not open for public inspection nor is it provided to the review panel or board. Enter "O" if you do not want to provide your ethnicity. N = American Indian/Native American; A = Asian; P = Native Hawaiian/Pacific Islander; B = Black/African American; H = Hispanic/Latino; W = White; 99 = when no single group applies; O = Other
- **County** – County of applicant
- **Applicant Street Address** - Do not enter P.O. Box addresses
- **MN House District** - MN legislative house district of applicant
- **Congressional District** - MN congressional district of applicant

ARTISTIC MERIT/QUALITY

Panel members use the following statement when reviewing this section of the application:

1. The applicant's work exhibits originality, technical skill, a personal artistic vision or voice.
2. Applicant work samples evoke emotion, intellectual inquiry, or other responses from an audience.
3. Work samples demonstrate a well-developed artistic vision that could be considered exemplary within the medium, discipline or genre.

Artist Statement

- 1) Provide a statement about you and your art.

Artist Work Samples

All samples must be combined into ONE .PDF DOCUMENT to be attached to the application. Contact the CMAB office if you need assistance (the CMAB is not responsible for samples that do not upload or display correctly).

- **Two-Dimensional & Three-Dimensional:** primary creators of painting, drawing, photography, sculpture, ceramics, fiber arts, multi-media arts, and all fine crafts; **SUBMIT UP TO 10 WORK SAMPLES:** Submissions should not be more than 1800 pixels wide with title, description and dimension included with each sample.
- **Literary:** Original poetry, prose (fiction and creative nonfiction), playwriting and screenwriting. **Total number, including summary may not exceed 20 pages.** If the sample is part of a longer work, one of the pages may provide a BRIEF summary or context for the excerpt. **Include a description title, type (Poem, Novel excerpt, etc.) with each sample.**
 - All written materials must be submitted in .PDF format on 8-1/2" X 11" document.
 - Leave 1/2" margins (minimum) at top, bottom and sides of each sheet.
 - Use black size 12 font or larger.
 - Scholarly manuscripts, standard journalism, and translations are not accepted.
 - Literary artists may include an audio or video recording of themselves reading an excerpt from submitted work samples. This sample may not exceed seven minutes in length.

- **Performance:** Dancers, choreographers; Theatre performers, spoken word; composers, musicians. While artists can perform the work of others, panel members will be looking for the applicant’s unique interpretation, or “personal stamp” on the work submitted and priority will be given to original work.
 - **Theater/Dance: combined run time of 15 minutes for all selections.** Submit samples in .WMV, .SWF or .MP4 file format or provide a URL link to a video. Include in a separate document the Title, Length of excerpt with a physical description explaining how to identify you (i.e., “I am the actor in the yellow shirt”)
 - **Music: combined run time of 15 minutes for all selections.** Submit samples in .MP3, .WAV, .WMA formats and include the Song Title, Length, Type of Music for each sample in a separate document. **Optional:** You may attach scores for any music sample(s) submitted.
- **If the upload does not accommodate the file size, an audio/video page or website URL can be provided in the field below or by pasting the URL into a word document** (make sure the URLs are accessible to the public).

2) Upload Work Samples- Include a description for each sample; title, size, medium/genre and date the work was completed.

- **Art Sample(s)** with descriptions [20 MiB allowed]
- **Additional Upload – optional** (supporting documents, newspaper articles, music scores, etc.)
- **URL –** (video/audio or website)

3) Provide a link to your artist website- if applicable

COMMUNITY/CULTURAL CONTRIBUTIONS

Panel members use the following statements when reviewing this section of the application:

1. The applicant has a history of contributing to the local arts community through exhibitions, publications, teaching, performance or other forms of artistic outreach.
2. The applicant’s artistic efforts have added value to the arts community by offering opportunities for education, inspiring conversation, or advancing their chosen field, medium or genre.

4) Describe how your artistic career has added value to the arts/cultural community -How do you see your relationship to your community as an artist? What is/has been your impact?

5) Upload your Artist Resume in .PDF format –Include all relevant exhibitions, commissions, production performances, awards, publications, etc.

CERTIFICATION

3) Electronic signature

Your signature indicates that all of the information in the application is true and complete to the best of your knowledge.

CMAB SERVICES AND GRANTING PROCESS

APPLICATION DRAFT REVIEW

Applicants may request a draft review of an application. CMAB staff will review the application and identify any concerns, **upon request** submitted via email (media@centralmnartsboard.org) or fax (320-968-4291), at least two weeks before the application deadline. A review of the application does not guarantee that the request will be funded.

REVIEW PROCESS

Applications will be made available to the CMAB Board of Directors or a review panel at least two weeks prior to the review date. All applicants will be notified of the Board's decision in writing.

Applications are assigned final scores at an in-person review meeting. Each application will receive a score on a scale from 1 (low) to 10 (high). **An applicant must attain an average of 5.0 or higher in order to be considered for funding.** All review meetings are open to the public; see CMAB website for board and panel review dates.

AWARD RECIPIENTS

The Central Minnesota Arts Board reserves the right to use art samples for promotional purposes with the artist retaining full copyright. Contact the CMAB for any special permissions consideration.

GRANT CONTRACT AND DISTRIBUTION OF FUNDS

Awarded applicants must sign and return a contractual agreement within 30 days of notification. Failure to provide any required documents can result in the cancellation of a grant commitment.

If awards are refused within 45 days of notification, they will be offered to the next applicant in rank order.

Grantees will receive an IRS form 1099 at the end of each calendar year and will be responsible for any taxes owed.

FINAL REPORT

A final report must be submitted within sixty (60) days of receiving the award. Failure to submit a final report will result in the recipient being ineligible to apply for future CMAB grants until the final report is received.

GRANT APPEAL PROCESS

Any applicant who can show cause that established grant review procedures were not followed, or that the policies of the program were not equitable to all applicants, may file an appeal in writing within ten (10) business days of being notified of the CMAB's decision.

The Executive Committee will review the appeal and determine if further investigation is warranted. If there is cause for an appeal, the matter will go before the full board for a final decision. There is no right of appeal to dispute decisions in respect to artistic quality or merit, ability or need. Contact the CMAB office to view a copy of the complete appeal policy.

DEFINITIONS

Artistic Merit: The perceived quality or value of works of art.

Resident: One who resides in a particular place for at least six months prior to application. This will be the location on your driver's license, voting precinct, legally established residence.

RAC Data Information: Regional Arts Councils (RAC) data collected is maintained by the Minnesota State Arts Board and is distributed to others in accordance with the Minnesota Data Practices Act. Complete information is necessary to ensure the reliability of our data.

For more information on Central MN Arts Board programs, visit our website at <http://www.centralmnartsboard.org> or call 320.968.4290 or 1.866.345.7140.