



# **FY18-19**

## **ARTIST CAREER DEVELOPMENT GUIDELINES**

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320-968-4290 | 1-866-345-7140 | fax: 320-968-4291

[www.centralmnartsboard.org](http://www.centralmnartsboard.org)

This information can be made available in the following alternative formats: Braille, large print, and audio recording. We can also help your group find a language interpreter to translate these guidelines. To accommodate your requests, the Central MN Arts Board will need at least 10 working days.

MN Relay Service 1-800-627-3529

## PROGRAM OVERVIEW

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The CMAB Artist Career Development program provides funds of up to \$3,000 in support of projects, training opportunities, purchases and other activities that assist artists in making the next step in their artistic careers. Funding for this program is provided through [The McKnight Foundation](#).

Program **Goal:** Nurture artists' professional development needs

### Objectives:

- Awarded artists are recognized and promoted
- Artists are given opportunities to advance their artistic career

An ideal Artist Career Development Grant will help an artist:

- Reach a new community or market
- Overcome a barrier to long-term success
- Professionalize or increase artistic output and quality
- Complete a project that marks a significant milestone in their career

## WHO CAN APPLY

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- Artists at least 18 years of age
- Resident of Benton, Sherburne, Stearns, or Wright County for a minimum of six months prior to application
- Either a U.S. citizen or attained permanent resident alien status

## APPLICANTS NOT ELIGIBLE

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- CMAB grant recipients with any overdue final reports

## PROPOSALS AND EXPENSES ELIGIBLE

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- Artistic performances, gallery series/exhibits
- Mentorships/Apprenticeships with other artists
- Purchases of equipment
- Improving/updating artist workspace
- Publishing a book, recording an album, finishing a body of work
- Researching a new market
- Consumable materials/supplies for specific work
- Workshops and Trainings

**Proposal Start Date** must occur after the Board approval date.

**Proposal End Date** must be within 12 months of the board approval date.

## PROPOSALS AND EXPENSES NOT ELIGIBLE

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- Those that do not have the arts as their primary focus
- Those that intend to influence public policy or to proselytize a belief
- Payment for new building projects

## HOW TO APPLY

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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.

Submit your **application online** and include:

- **WORK SAMPLES** with descriptions
- **ARTIST RESUME**
- **OTHER** supporting documents essential to the proposal (i.e. Newspaper articles, mock-ups, research, etc).

Applications must be submitted by **11:59 PM on the deadline date**.

Applications received after the deadlines are ineligible. **There are no exceptions to this policy.**

## USING Fax-to-File:

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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

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### RAC Data Information

The following questions are required for data collection purposes by the Minnesota State Arts Board and the MN Legislature. **The information is not considered in application review and is not visible to reviewers.** To use the district poll finder, [Click Here](#). For a definition of the RAC Data codes [Click Here](#).

- **How did you learn about this program?**
- **Proposal Name**
- **Proposal Summary**- Restate the proposal name and provide a one or two sentence description.
- **Proposal Discipline** - Select the category that best describes the grant activity.
- **Start Date** - activities described in the grant proposal must begin AFTER the Board Review date.
- **End Date** - completion date **must** occur within 12 months of the Board Review date.
- **Publicity** - Does the applicant use an alternate name **other** than the legal name for publicity purposes?
- **Alternate Name** – If **yes**, enter **alternate name** to be used for publicity purposes. (Indicate N/A if not applicable).
- **Applicant Type** – Select Artist
- **Applicant Discipline** - Select the code which best describes the applicant's primary area of interest in the arts
- **Status** - Enter "01" for individual
- **Institution** - Enter "01" for individual artist
- **Applicant Street Address** – Enter the street address (**NO PO BOX**), City and Zip where the applicant is located.
- **County** – County where applicant is located
- **MN House District** - MN legislative house district of applicant
- **Congressional District** - MN congressional district of applicant
- **Artists Participating** – estimate number of adult artists directly involved in or providing art or artistic services for grant activities.
- **Youth Audience** - estimated number of children and youth under the age of 18 participating in and/or benefitting directly from these grant activities, or included in an audience.
- **Adult Audience** - estimated number of people benefitting directly from grant activities: Exclude employees, paid performers, artists participating, children/youth, broadcast audience. Do not double-count repeat attendees.

- **Applicant's Ethnicity (Optional)** - Select any combination that best represents your ethnicity. 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
- **Applicant's Distinct Groups (Optional)** - Indicate if you identify as a member of any of the following demographics: I= Individuals with Disabilities, S= Adult older than 60, V= Veteran, O= Other (describe)
- **Additional Information (optional)** - Data collection questions do not always provide options to accurately describe the racial or ethnic identity of applicants. If there is additional information you would like to provide about your race or ethnicity, include that information here.

## ADVICE FOR APPLICANTS

**The Artist Career Development Program is scored using three criteria: Artistic Merit & Quality, Professional Need, and Applicant Ability.** Each criterion has a series of statements that reviewers are asked to consider when reviewing and scoring an application. When completing a grant application, refer to the criteria statements listed beneath each heading. Strong proposals will address all applicable criteria.

### Proposal Narrative

Evaluators use the following criteria when reviewing the application:

#### **ARTISTIC MERIT/QUALITY** - 12 of 30 points

1. The proposed activities will contribute to the applicant's artistic growth and/or capacity as an artist.
2. The applicant's work exhibits originality, technical skill, and a personal artistic vision or voice.
3. Applicant work samples evoke emotion, intellectual inquiry, or other responses from an audience.

#### **PROFESSIONAL NEED** - 12 of 30 points

1. Applicant has identified how the proposed activities will benefit their artistic growth.
2. Applicant has outlined a plan for implementing their proposal that is logical, detailed and addresses challenges or barriers.
3. Proposal aligns with applicant's long-term artistic goals.

#### **ABILITY** - 6 of 30 points

1. Proposal is appropriate to applicant's career stage with respect to their level of training/experience/skills.
2. Proposal describes actions that are realistic and achievable relative to applicant's artistic experience and training.
3. Budget is appropriate to the proposed actions, outcome(s), and goal(s).

### Artist Statement

An artist statement should help readers understand what you believe to be the most important aspects of your art and the techniques you use to make it.

- Write in the first person. Your statement is about you, so personalize it.
- Statement should be clear, understandable, not over-stated. Do not exceed 3/4th of a page.
- Keep it philosophical, not biographical. Describe what you do and why you do it.
- Everything in your statement should be relevant to your art.
- Write about what your art does for you, not what it is supposed to do for others.
- Avoid comparing yourself to other artists.

#### 1) **Provide a brief statement about you and your art.**

#### 2) **Application Narrative:** Introduce evaluators to your proposal. Include responses to the following statements and questions:

- Describe what you want to do (purchase, study, hire, create, etc.) and why you want to do it.
- Provide details that will make your idea clear to people who do not know you or your creative work.
- List any challenges you anticipate while implementing this proposal.
- Describe your long-term artistic goals and how they relate to the proposed activities.
- What will a successful outcome look like?
- How will you observe or measure the success of your proposal?

**The application narrative may be provided in ONE of the following three formats: written, audio or video recording. Applicants are encouraged to use whichever format they are most comfortable communicating in.**

Audio and Video recordings are limited to 10 minutes. Evaluators are directed to focus on the content of the narrative (not image quality or writing ability) but applicants should take steps to ensure that the narrative submitted is easy to see, hear and/or read. It is the Applicants responsibility to ensure that recordings are audible and submitted in one of the accepted formats. Written transcripts of audio/video recordings will be created to accompany audio or video narratives.

- **Narrative Upload** (optional) – Accepted audio/video formats: .MP4, MP3, .WAV, .WMA  
**If the upload does not accommodate the file size, an audio/video page or website URL can be provided by pasting the URL into a word document.**

### Artist Work Samples

Contact the CMAB office if you need assistance attaching work samples. The CMAB is not responsible for samples that do not upload or display correctly. **Work samples that exceed the allowed number images or run time will be excluded from application review.**

- **Two-Dimensional & Three-Dimensional:** creators of painting, drawing, photography, sculpture, ceramics, fiber arts, multi-media arts, and all fine crafts; **SUBMIT UP TO 5 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 10 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.
  - **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 7 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 7 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.
- 3) Upload Work Samples** - combine all samples into ONE PDF document or audio/video file. A website URL (optional) can be provided if the upload does not accommodate the file size.
- **Art Sample(s)** with descriptions [10 MiB allowed]
  - **Audio/Video or Website URL** - (i.e. [www.centralmnartsboard.org](http://www.centralmnartsboard.org))
  - **Audio/Video Description** – Describe how the samples provided relate to your proposal. If necessary, direct reviewers to specific images, or a specific 7 minutes of audio/video (i.e – view from 1:16 to 5:06 and then from 18:04 to 20:00)
  - **Supporting Material (optional)** – Music Scores, photos and videos of similar or previous projects, designs or schematics for proposed work

### 4) Describe a timeline for the proposed activities.

- 5) **Does your proposal include working with a mentor, teacher, or other artist?**
- 6) **If yes, provide the following information:**
- **Mentor, teacher or other artist - Name, Address, Phone**
  - **Email**
  - **Website URL**
  - **Upload work samples or training information**
- 7) **Artistic training and experience:** Note significant experiences you have had in your artistic field. Include formal and informal studies, exhibitions, volunteer experiences, work you were paid to complete, etc.

## Proposal Budget

- 8) **Download the [Excel Budget Template](#), complete, save and upload as a PDF.** This template includes a second worksheet that will be required to complete the final report if awarded. Save for future use.
- **Expenses** - List all expenses for this proposal:
    - **Fees** - mentors, trainings, workspace, etc.
    - **Consumable Supplies & Materials**
    - **Equipment** (camera, kiln, musical instrument, etc.) - Two (2) retail quotes to support any proposed equipment purchase exceeding \$300 per item must be attached to the application.
    - **Other** –additional expenses necessary to complete the proposal
  - **Descriptions/Calculations**
    - Round figures to the nearest dollar
    - Show method of calculation (i.e. hours, rates, etc.) or indicate a flat rate
    - Supplies & Materials/ Equipment – Indicate if item(s) is rented or purchased
- 9) **Request Amount** – Grant request cannot exceed \$3,000. Must match request amount in budget.
- 10) **Total Expenses** - Must match total expenses in budget.
- 11) **If the Total Expenses exceed the maximum grant amount, explain how those expenses will be covered** (i.e. cash on hand, contribution, other grant, scholarships, etc.)
- 12) **Purchase Quotes – retail quotes** for proposed purchases with a unit price of \$300 or greater are required to be attached **in ONE .PDF document**. Quotes should only contain the items you intend to purchase.
- **1st Item** to be Purchased - Upload 2 (Two) Itemized Retail Quotes [1 MB allowed]
  - **2nd Item** to be Purchased - Upload 2 (Two) Itemized Retail Quotes [1 MB allowed]
  - Additional Quotes – optional [1 MB allowed]

## CERTIFICATION

### 13) 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

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### 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](mailto: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.

## GRANT CONTRACT AND DISTRIBUTION OF GRANT FUNDS

Awardees must sign and return a contractual agreement **within 30 days** of notification. Failure to provide required documents within the prescribed time can result in the cancellation of a grant commitment.

If funds are refused within 45 days of receipt of grant notification, they will be offered to the next applicant in rank order. Returned or refused funds will be applied to future grant rounds after 45 days.

Once the CMAB receives the grantee's contract, 80% of the grant will be issued 30 days prior to the event/purchase. A check for the remaining 20% of the grant amount will be issued within 30 days of the submission of the final report and receipts.

## FINAL REPORTS

A final report must be submitted within sixty (60) days of the proposal's completion. 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 causes 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 determine if there exists sufficient cause for an appeal and if further investigation is warranted. If the Executive Committee finds that there is cause for an appeal, they will bring the matter 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 as works of art.

**Capital Expenses:** The IRS defines a capital expense as *Funds used to acquire or upgrade physical assets such as property, industrial buildings or equipment. This type of outlay is made to maintain or increase the scope of their operations or assets that have a useful life greater than one year* (i.e. costumes, stage props, computers, cameras, software, etc.).

**Goal:** Specific, measurable, attainable, realistic and **time-targeted objectives** that allow people to identify and then work towards outcomes.

**Outcome:** The **final result** when goals have been achieved and the proposed activities are complete

**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.

**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.

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.