



FY18-19

ARTIST LEARNING GRANT

GUIDELINES

220 - 4th Avenue North | PO Box 458 | Foley, MN 56329
320-968-4290 | 1-866-345-7140 | fax: 320-968-4291

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

A CMAB/McKnight Artist Learning Grant is intended to:

- pay tuition for an arts class, workshop, conference or college-level course.
- pay for expendable supplies (clay, paint, canvas, paper, etc) used during the approved class/workshop.

Individuals are eligible to receive up to \$500 in Artist Learning Grants in a fiscal year.

The class/workshop start date must be at least 30 days from the date of submission and take place within 12 months of CMAB Board Review Date.

WHO CAN APPLY

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

APPLICANTS NOT ELIGIBLE

- CMAB grant recipients with any overdue final reports
- Students receiving a CMAB Student Arts Scholarship in the same fiscal year

PROPOSALS AND EXPENSES NOT ELIGIBLE

- Any course taken in pursuit of a degree or to meet professional licensure requirements
- Payments for memberships to organizations
- Capital purchases (digital camera, potter's wheel, computer, etc)

HOW TO APPLY

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 password.

- Applications must be submitted by **11:59 pm on the deadline date.**
- Applications received after deadlines are ineligible. [There are no exceptions to this policy.](#)

Submit your application online and include:

- **WORK SAMPLES** with descriptions
- Information about the class/workshop

USING Fax-to-File:

A [Fax-to-File](#) feature is available with 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. **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** - Class/Workshop name
- **Proposal Summary** - Include the name and brief description
- **Proposal Discipline** - Select one category that best describes the grant activity
- **Proposal Start Date** - Must be 30 days or more from the date of submission
- **Proposal End Date** - Must take place within 12 months of approval
- **Status** - Enter "01" for individual
- **Discipline** - Select the code that best describes the applicant's primary area of interest in the arts
- **Institution** - Enter "01" for individual artist
- **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)
- **County** - County of applicant
- **MN House District** - MN legislative house district of applicant
- **Congressional District** - MN congressional district of applicant
- **Adult Artists Participating** - For these grant activities is "01" Individual Artist
- **Distinct Groups**- Indicate if you identify as a member of any of the following demographics: D= Individuals with Disabilities, M= Military Veterans/Active Duty Personnel, O= Other (describe)
- **Applicant Ethnicity** - Select any combination (**optional**). 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
- **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.

PROPOSAL NARRATIVE

ARTISTIC MERIT/QUALITY - 15 of 30 points

Evaluators use the following criteria when reviewing the application:

- 1) Work samples demonstrate skill and ability.
- 2) The artist statement assists the reader in understanding the applicant's artistic process.

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
- Your statement should be clear, understandable, not over-stated. Do not exceed 3/4th of a page
- 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.

Work Samples

All samples must be combined into ONE .PDF DOCUMENT and 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 5 WORK SAMPLES:** Submissions should not be more than 1800 pixels wide and include a title, description and dimension 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.
- **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.**

2. Upload Work Samples with descriptions and/or provide an audio/video page or website URL

- **Art Sample(s)** with descriptions [15 MiB allowed]
- **Audio/Video or Website URL** - (i.e. www.centralmnartsboard.org)
- **Music Scores** – Optional [2 MiB allowed]

ABILITY & PROFESSIONAL NEED - 15 of 30 points

Evaluators use the following criteria when reviewing this section of the application:

- 1) Applicant has demonstrated the ability to reach their defined goals.
- 2) Applicant demonstrates the need for enhancing their artistic skills.
- 3) The class/workshop relates to the applicant's artistic goals.

3. Class/Workshop Information

- Name of school and/or instructor
- Class/workshop Address, City, State, Zip Code
- Contact phone number
- **Supporting Information** - brochure, admission form, or other promotional materials.
- **Website URL** – Optional

4. What experience do you have with the skill/ genre/medium you want to study?

5. List one long-term and one short-term goal for your development as an artist.
6. How will this class/workshop assist in your progress toward these goals?
7. How will you measure progress toward the stated goal(s)? - include self evaluation methods, group feedback, etc.

BUDGET

8. Complete the [Excel Budget Template](#), save as a PDF, and upload.
Submit a budget for the class/workshop and supplies. Budgets may exceed \$500, but applicants are only eligible to request \$500 from the CMAB.
Include the following:
 - Registration/training fee
 - Consumable Supplies- no capital equipment purchases
9. **Grant Amount Requested from CMAB** - Cannot exceed \$500
10. **Total Proposal Expenses** - Round up to the nearest dollar

CERTIFICATION

11. 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

Artist Learning Grants are reviewed by CMAB staff and given final approval by CMAB directors. All applicants will be notified of the Board's decision in writing.

During the review process each application will receive a score on a scale from 0 to 30. **An applicant must attain a minimum average of 15 in order to be considered for funding.**

GRANT PAYMENTS

Awardees must submit 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.

Applicants who receive awards totaling \$600 or more will receive an IRS form 1099 at the end of each calendar year. Awardees are responsible for any taxes owed.

FINAL REPORT

A final report must be submitted within 30 days of completion of the class/workshop. Failure to submit a final report will result in the recipient being ineligible to apply for 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.

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

Resident: One who resides in a particular place permanently or 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 and services visit our website at www.centralmnartsboard.org or call 320.968.4290 or 1.866.345.7140