



**CMAB**  
Central MN Arts Board

# **STUDENT ARTS SCHOLARSHIP 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 Central Minnesota Arts Board offers competitive Student Arts Scholarships to individuals seeking their first undergraduate degree in an arts-related field. Applicants must be residents of Region 7W, but may attend college or university anywhere. Scholarship funds can only be used for education costs that can be charged directly to the institution such as tuition, room and board, books, lessons, and other educational expenses.

**Awards are in the amount of \$1,500. Individuals are eligible to receive up to four Student Arts Scholarships with a maximum of \$6,000 in a lifetime.**

## WHO CAN APPLY

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- Individuals planning to attend an accredited institution **full-time** and major in an **arts-related** field
- Residents of Benton, Sherburne, Stearns, or Wright County at the time of application
- US Citizens or individuals with permanent resident alien status

## APPLICANTS NOT ELIGIBLE

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- CMAB grant recipients with any overdue final reports
- Students who have previously completed an undergraduate degree

## 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 an online application and include:

- Your most recent high school transcript, unofficial college transcript or equivalent document
- Work Samples with descriptions
- 3 References – from instructors, employers, 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?**
- **Artistic Discipline** - Visual, Literary, Performance, Theatre, Dance, Music
- **Applicant is under 18 years of age** - yes/no
- **Status** - Legal status code describing applicant for these grant activities is "01" for individual.
- **Artists Participating** – enter 01 for individual.
- **Institution** - Applicant institution for these grant activities is "01" for individual artist.
- **Discipline** - Art discipline code describing applicant.
- **Applicant Street Address** – Do not enter P.O. Box address, indicate permanent residence within Region 7W
- **County** – Must reside in Benton, Sherburne, Stearns, or Wright County at the time of application.
- **MN House District** - MN legislative house district of applicant
- **Congressional District** - MN congressional district of applicant
- **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.

### ARTISTIC MERIT/QUALITY - 15 OF 30 POINTS

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

1. The applicant's work exhibits originality, technical skill and a personal artistic vision or voice relative to their level of experience.
2. Applicant work samples evoke emotion, intellectual inquiry or other responses from an audience.
3. Demonstrated skills relate to chosen arts field.

#### 1) Artist Statement - Provide a brief statement about you and your art.

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.

Suggestions:

- 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.
- 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

## Artist Work Sample Instructions

**Work samples must be created within the past five years and must not violate any copyright.** 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.

- ❖ **Two-Dimensional & Three-Dimensional:** Painting, drawing, photography, sculpture, ceramics, fiber arts, multi-media arts, and all fine crafts; **SUBMIT UP TO 7 WORK SAMPLES:** Submissions should not be more than 1800 pixels wide with **title, media, year of completion and dimensions 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 title, type (Poem, Novel excerpt, etc.) and year completed 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, etc. 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, .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") and the date of the performance.
    - **Music: combined run time of 7 minutes for all selections.** Submit samples in .MP3, .WAV, and .WMA formats and include the song title, length, year recorded and type of music for each sample
- 2) **Work Sample Upload** - 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.

**\*\*Work samples exceeding the allowed number will be excluded from the application review.**

- **Art Sample(s)** with descriptions [20 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)

## ARTS FIELD AND SKILLS

- 3) **What arts-related field are you pursuing and why?**
- 4) **List the skills and experience you possess that relate to this field of study.**

## APPLICANT ABILITY - 15 of 30 points

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

1. Applicant has a focused plan to meet their arts-related educational goals.
2. Applicant has demonstrated the ability to complete educational goals-consider grades, references, achievements, etc.
3. Applicant has demonstrated school/community involvement through participation in organizations/events.
4. College(s) listed provide programs that support the student's arts-related educational goals.

**5) Educational Goals** - Describe three educational goals you have for your undergraduate education. What are the steps you will take to meet them?

**6) Achievements** – list artistic and other achievements that support your educational goals.

**7) Indicate the college you will attend next year. If undecided, indicate the college(s) you are considering.**

- Address, City, State, Zip
- Phone
- Website URL

**8) Explain why you've chosen or are considering this school in which to pursue your arts-related degree.**

**9) Is the college you have chosen accredited?** -Student must be planning to attend an accredited institution.

**10) Will you be enrolled as a full-time student this fall?** - Student must be enrolled full time.

**11) TRANSCRIPTS** - Attach your most recent high school transcript, unofficial college transcript or equivalent form. [1 MB(s) allowed]

## **12) REFERENCES**

Three references completed by non-relatives must be included.

- The online application contains a shareable link that provides access to a form that can be completed by the applicant's references.
- The applicant is responsible for confirming that references are received and submitted **prior to submission of this application.**
- The first three reference forms submitted will be included in your application.
- Applications submitted without three completed reference forms are ineligible for review.

## CERTIFICATION

### **13) Electronic signature**

Your signature indicates that all of the information in the application is true and complete.

## PARENT(S)/GUARDIAN(S)

**14) If you are under 18 years of age** - include the name, phone and email address of parent or guardian

## 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 to: [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 30 (high). **An applicant must attain an average of 15 (50%) 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.

### GRANT CONTRACT, DISTRIBUTION OF FUNDS AND PROGRESS REPORT

Awarded applicants will receive a Scholarship Contract to be returned within 30 days.

Awarded applicants must submit proof of registration and a class schedule. Upon receipt, 50% of the scholarship award will be issued to the post-secondary institution within 30 days.

The remaining 50% will be distributed upon completion of spring registration confirmation.

Failure to provide any required documents may result in the cancellation of a scholarship.

### 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 (15) business days of being notified of the CMAB's decision.

The Executive Committee will determine if there exists sufficient cause for an appeal within 15 business days 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.

### AWARD RECIPIENTS

The Central Minnesota Arts Board reserves the right to use art samples for promotional purposes with the artist retaining full copyright.

### DEFINITIONS

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

**Goal:** specific, measurable, attainable and realistic with a **time-targeted outcome**

**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 and services visit our website at [www.centralmnartsboard.org](http://www.centralmnartsboard.org) or call 320.968.4290 or 1.866.345.7140