



FY19 ARTIST CAREER DEVELOPMENT 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

We understand that the online application system may present a barrier to some applicants and will make reasonable efforts to accommodate particular needs on a case-by-case basis.

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

We recommend using Chrome or Firefox as your web browser to complete the online application.

MN Relay Service 1-800-627-3529

PROGRAM OVERVIEW

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](#).

Goal: Nurture artists' professional development needs

Objectives:

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

An ideal Artist Career Development Grant will help an individual:

- 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

- 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 permanent resident alien

APPLICANTS NOT ELIGIBLE

- CMAB grant recipients with any overdue final reports

PROPOSALS AND EXPENSES ELIGIBLE

- 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

PROPOSALS NOT ELIGIBLE

- Those that do not have the arts as their primary focus
- Activities that are essentially for the religious socialization of the participants or audience
- Activities that attempt to influence any state or federal legislation or appropriation

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 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:

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

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 and understandable. 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 Applicant's responsibility to ensure that recordings are audible and submitted in one of the accepted formats. Written transcripts of audio/video recordings will be provided to evaluators to accompany audio/ video narratives.

- **Narrative Upload** (optional) – Accepted 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.

Work Sample Instructions

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.
 - 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 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)
 - **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) **If your proposal includes working with another artist, mentor, or teacher, provide the following information**
- **Mentor, teacher or other artist - Name, Address, Phone**
 - **Email**
 - **Website URL**
 - **Upload work samples or training information**
- 6) **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

Describe all expenses related to this proposal.

- 7) **Expenses-** Provide descriptions and calculations for All Costs associated with the 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.
- 8) **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]
- 9) **Grant Amount Requested from CMAB** – Grant request cannot exceed \$3,000.
- 10) **Additional Expenses-** If the Total Expenses exceed the grant amount requested, explain how those expenses will be covered - i.e. cash on hand, crowdfunding, other grants, scholarships, etc.
- 11) **Total Proposal Expense** - ALL COSTS associated with this proposal

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 the application review.** RAC Data Codes are found on page 8.

- **How did you learn about this program?**
- **Proposal Name**
- **Proposal Summary** - Restate the proposal name and include a brief description
- **Proposal Discipline** - Select the category that best describes the grant activity
- **Start Date** - Must occur AFTER the Board Review date
- **End Date** – activities must be completed within 12 months of Board review date
- **Publicity** - Does the applicant use an alternate name other than legal name for publicity purposes? (i.e. news releases)
- **Alternate Name** - If yes, enter alternate name to be used for publicity purposes. (or indicate N/A)
- **Status** - Enter "01" for individual
- **Discipline** - Select the code that best describes your primary area of interest in the arts
- **Institution** - Enter "01" for individual artist
- **Street Address** - Enter your street address (No P.O. Box), city and zip code.
- **County** – Enter your county of residence
- **MN House District** – Enter your MN legislative house district. [Click Here](#) to use the District Poll Finder
- **Congressional District** – Enter your MN congressional district. [Click Here](#) to use the District Poll Finder
- **Artists Participating** - For these grant activities is "01" Individual Artist
- **Applicant Ethnicity** - Select any combination (**optional**). **N** = American Indian/Native American; **A** = Asian; **P** = Native Hawaiian/Pacific Islander; **B** = Black/African American; **H** = Hispanic/Latino; **M** = Middle Eastern/North African; **W** = White; **99** = when no single group; **O** = Other; **98** = Data not provided
- **Applicant Distinct Groups**- Indicate if you identify as a member of any of the following demographics: **I** = Individuals with Disabilities; **S** = Adults older than Sixty; **V** = Military Veterans; **99** = None of the above; **98** = Data not provided
- **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.

CERTIFICATION

1) Electronic signature

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

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 0 (low) to 30 (high). **An applicant must attain an average of 15 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

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.

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 fifteen (15) 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.

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.

RAC Data Code Definitions

| Art discipline codes | | Institution type | | | |
|----------------------|----------------------------------|------------------|----------------------------------|---|-------|
| DIS1/PDIS1 | DISCIPLINE | INST1 | INSTNAME | Description | INST1 |
| 01 | Dance | 01 | Individual - Artist | One who | 01 |
| 01A | Dance, ballet | 02 | Individual - Non-artist | Include | 02 |
| 01B | Dance, ethnic/jazz | 03 | Performing Group | Group of artists | 03 |
| 01C | Dance, modern | 04 | Performing Group - College/Univ | A group of | 04 |
| 02 | Music | 05 | Performing Group - Community | A group of | 05 |
| 02A | Music, band | 06 | Performing Group for Youth | A group which | 06 |
| 02B | Music, chamber | 07 | Performance Facility | A building or | 07 |
| 02C | Music, choral | 08 | Museum - Art | An organization | 08 |
| 02D | Music, new-experimental, elec | 09 | Museum - Other | An organization | 09 |
| 02E | Music, ethnic | 10 | Gallery/Exhibition Space | An organization | 10 |
| 02F | Music, jazz | 11 | Cinema | A motion | 11 |
| 02G | Music, popular | 12 | Independent Press | A non- | 12 |
| 02H | Music, solo/recital | 13 | Literary Magazine | A non- | 13 |
| 02I | Music, orchestral | 14 | Fair/Festival | A seasonal | 14 |
| 03 | Opera/Musical Theater | 15 | Arts Center | A multi- | 15 |
| 03A | Opera | 16 | Arts Council/Agency | An organization | 16 |
| 03B | Opera, musical theater | 17 | Arts Service Organization | An organization | 17 |
| 04 | Theater | 18 | Union/Professional Assn | Include artist | 18 |
| 04A | Theater, general | 19 | School District | A geographic | 19 |
| 04B | Theater, mime | 20 | School - Parent/Teacher Assn | An organization | 20 |
| 04C | Theater, puppetry | 21 | School - Elementary | Also called a | 21 |
| 04D | Theater for young audiences | 22 | School - Middle | Also called a | 22 |
| 04E | Theater, storytelling | 23 | School - Secondary | Also called a | 23 |
| 05 | Visual arts | 24 | School - Vocational/technical | Trade school | 24 |
| 05A | Visual arts, experimental | 25 | School - Other | Non-arts | 25 |
| 05B | Visual arts, graphics | 25A | School - Preschool | | 25A |
| 05D | Visual arts, painting | 25B | School - Community Education | | 25B |
| 05F | Visual arts, sculpture | 25C | School - Homeschoolers | | 25C |
| 06 | Design arts | 26 | College/University | Include state- | 26 |
| 06A | Design arts, architecture | 27 | Library | | 27 |
| 06B | Design arts, fashion | 28 | Historical Society/Commission | A historical | 28 |
| 06C | Design arts, graphic | 29 | Humanities Council/Agency | An organization | 29 |
| 06D | Design arts, industrial | 30 | Foundation | An endowed | 30 |
| 06E | Design arts, interior | 31 | Corporation/Business | A legal entity | 31 |
| 06F | Design arts, landscape arch | 32 | Community Service Organization | A non-arts | 32 |
| 06G | Design arts, urban/metro | 33 | Correctional Institution | A prison, | 33 |
| 07 | Crafts | 34 | Health Care Facility | A hospital, | 34 |
| 07A | Crafts, clay | 35 | Religious Organization | A church, | 35 |
| 07B | Crafts, fiber | 36 | Senior Center | A facility or | 36 |
| 07C | Crafts, glass | 37 | Parks and Recreation | Usually a | 37 |
| 07D | Crafts, leather | 38 | Government - Executive | The | 38 |
| 07E | Crafts, metal | 39 | Government - Judicial | Judges and | 39 |
| 07F | Crafts, paper | 40 | Government - Legislative(House) | The | 40 |
| 07G | Crafts, plastic | 41 | Government - Legislative(Senate) | The other | 41 |
| 07H | Crafts, wood | 42 | Media - Periodical | A periodical | 42 |
| 07I | Crafts, mixed media | 43 | Media - Daily Newspaper | | 43 |
| 08 | Photography | 44 | Media - Weekly Newspaper | | 44 |
| 09 | Media Arts | 45 | Media - Radio | | 45 |
| 09A | Media Arts, film | 46 | Media - Television | | 46 |
| 09B | Media Arts, audio | 47 | Cultural Series Organization | An organization | 47 |
| 09C | Media Arts, video | 48 | School of the Arts | Any school which | 48 |
| 09D | Media Arts, tech/experimental | 49 | Arts Camp/Institute | An organization | 49 |
| 09E | Media Arts, screen/scriptwriting | 50 | Social Service Org | Governmental or | 50 |
| 10 | Literature | 51 | Child Care Provider | An organization | 51 |
| 10A | Literature, fiction | 98 | Data not provided | | 98 |
| 10B | Literature, non-fiction | 99 | None of the above | | 99 |
| 10C | Theater, playwriting | | | | |
| 10D | Literature, poetry | | | | |
| 11 | Interdisciplinary | 01 | Individual | A person, not an organization. | |
| 12 | Folk/Traditional Arts | 02 | Organization-Nonprofit | Not engaged in profit-making | |
| 12A | Folk/Traditional dance | 03 | Organization-Profit | Engaged in profit-making activities | |
| 12B | Folk/Traditional music | 04 | Government-Federal | A unit of or individual associated with | |
| 12C | Folk/Traditional crafts/vis arts | 05 | Government-State | A unit of or individual associated with | |
| 12D | Folk/Traditional storytelling | 06 | Government-Regional | A unit of or individual associated with | |
| 13 | Humanities | 07 | Government-County | A unit of or individual associated with | |
| 14 | Multidisciplinary | 08 | Government-Municipal | A unit of or individual associated with | |
| 15 | Non-arts/Non-humanities | 09 | Government-Tribal | The governing authorities of tribes, bands, | |
| 98 | Not provided | 98 | Data not provided | | |
| | | 99 | None of the Above | | |