



FY19 ARTIST LEARNING GRANT GUIDELINES

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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

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
- Residents 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
- Equipment 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.

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.

Artist Work Sample Instructions

Contact the CMAB office if you need assistance attaching or combining 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 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.

2. Artist Work Sample Description and Upload - combine all samples into **ONE PDF** document or audio/video file. If the upload does not accommodate the file size, an audio/video page or website can be provided by pasting the URL address into a word document.

- **Art Sample(s)** with descriptions [15 MiB allowed]
- **Audio/Video or Website URL** - Describe the samples. 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)

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
- Contact phone number
- Location - Class/workshop Address, City, State, Zip Code
- **Supporting Information** – include a 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

The CMAB wants to know about all expenses related to this proposal. Some expenses are eligible to be paid for with grant funds and some are not. Applicants may request up to \$500 from the CMAB in eligible expenses.

8. Eligible Expenses: List expenses to be paid for with CMAB Grant funds and provide descriptions and calculations. Round up to the nearest dollar.

- Registration/training fee
- Consumable Supplies- no equipment purchases

9. Grant Amount Requested from CMAB - Cannot exceed \$500

10. Additional Expenses: Additional expenses associated with the proposal that cannot be paid for with CMAB Grant funding. Provide descriptions and calculations. Round up to the nearest dollar.

- Mileage, airfare or travel
- Lodging and meals
- Equipment or tools

11. Total Proposal Expense - ALL COSTS associated with this class/workshop

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.** 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** - Restate the proposal name and include a brief description
- **Proposal Discipline** - Select one category that best describes the grant activity
- **Start Date** - Must be 30 days or more after the date of submission
- **End Date** - Must take place 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
- **Congressional District** – Enter your MN congressional district
- **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

12. Electronic signature

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

CMAB SERVICES AND GRANTING PROCESS

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 CONTRACT

Awardees must submit a contractual agreement **within 30 days** of notification. Failure to provide required documents 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 60 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 fifteen (15) 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