

Grants for Artists Program (GAP)

Deadline to Apply - Friday, March 5, 2010

For Projects and Programs July 1, 2010 through June 30, 2011

Tables of Contents

Overview of Grants for Artists Program – Examples and Criteria	2
Grant Disciplines	3
Allowable and Non-Allowable Costs	4
Review and Award Process	5
Evaluation Criteria	6
Deadlines, Where to Send Your Application and Award Process	7
Grant Compliance	8
Narrative Questions	9
Preparing Work Samples	10-12
Reminders and Check List	13

The Arts Council of the Blue Ridge ~ 20 Church Ave SE Roanoke, VA 24011-2128

Supporting Artists. Building Creative Communities.

The Arts Council of the Blue Ridge (TACBR) Grants for Artists Program (GAP) Guidelines

The Grants for Artists Program (GAP) is designed to support activities for artists to create, refine, perform or exhibit their work, while furthering their careers. Artists must have attained a certain level of proficiency as represented in the quality of work samples submitted with the application. Artistic disciplines include dance, folk arts, literature, media arts, multidiscipline, music, theatre and visual arts. For a complete listing, see Grant Disciplines on page 3.

TACBR anticipates many more grant requests than funds to award. Well thought-out and clear answers to the questions posted in the narrative sections, effective supplemental materials, and reasonable grant requests are essential elements of a comprehensive and compelling grant proposal.

We welcome questions, but ask that you check the FAQ (Frequently Asked Questions) on our web site: <http://theartscouncil.org/artists/gap.html> We have a very small staff and limited resources. Anything you can do to answer your questions on the front end will help us tremendously.

Examples of Eligible GAPs include

- Costs associated with attendance at arts related workshops, conferences, seminars and master classes, which help in advancing the artist's training and are uniquely relevant to the artist's current stage of development.
- Costs for artistic research for long-term benefit to the applicant.
- Costs for preparing portfolios and work samples.
- Costs for presentation of work (performances, exhibitions, publications, etc.).

Who Can Apply? Applicant Criteria and Funding Restrictions

- The Arts Council of the Blue Ridge Member artists (dues must be current).
- An individual applying in this category must reside in one of the following counties of Roanoke, Botetourt, Bath, Craig, Giles, Patrick, Franklin, Bedford, Floyd, Henry, Rockbridge, Alleghany, Pulaski and Montgomery and/or the cities of Roanoke and Salem, be at least 21 years old and not seeking an academic degree in a field of study that is related to the project for which she/he is applying.
- If an artist receives a GAP award, the grantee must continue to physically reside in the TACBR service area for the duration of the grant. Otherwise, the grant will be forfeited.
- Artists who work in an artistic capacity (such as artistic directors, executive directors, and conductors) are not eligible to apply to GAP with their respective organizations.
- GAP recipients may receive one award every three years.
- Members of TACBR staff or board are not eligible to apply.

Eligible Grant Amounts: Up to \$1,000. Individuals are not required to match GAP awards.



Grant Disciplines:

Dance: The primary artistic focus is the creation and execution of original dance, whether in an historically recognized or contemporary style.

Folk Arts: Art forms in any discipline learned one-on-one from families, ethnic, occupational, or other community groups passed down from generation to generation through a traditional manner.

Literature: The primary artistic focus is the creation, presentation and distribution of original materials that are literary in nature. Publications, readings and compilations of original poetry, fiction, non-fiction and play scripts are typical of the works represented in this category (for screenplay development, see Media Arts.)

Media Arts: The primary artistic focus is the creation of electronic, technologically-based work suited to mass media communication and presentation, which is utilized within an artistic medium. Any genre in film, video, audio, or computer-based art production and/or distribution is included in this category.

Multi-discipline: Works that represent or encompass more than one discipline.

Music: The primary artistic focus is the creation, recording and distribution of original contemporary music from any genre, or the performance of historically recognized musical composition and/or styles.

Theatre: The primary artistic focus is the creation, production, and/or performance of original or historically recognized theatre, including musical theatre works.

Visual Arts: The primary artistic focus is the creation and exhibition of visual arts. Objects, installations, site-specific or gallery oriented works of art within any area of the visual arts which fall outside of commercial viability, are best suited to this category. Special exhibitions, curatorial projects and/or special presentations which expand the context of traditional or contemporary works of art are equally suited to this category.



What Can Grant Funds be used for? (Allowable Costs)

In general, GAP funds may be used for the following:

- Space rental
- Travel
- Marketing
- Printing
- Conference registration
- Workshops/classes
- Documentation of work
- Professional fees and services related to a specific opportunity
- Web site development

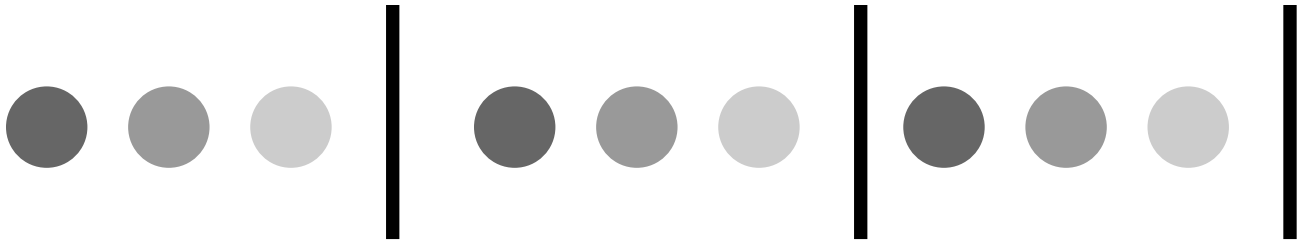
What Can't Grant Funds be used for? (Non-Allowable Costs)

In general, GAP funds may not be used for the following:

- Reduction of Debts
- Renovation, remodeling, restoration or new construction
- Purchase of permanent equipment
- Costs for receptions, parties, fundraising benefits and other hospitality functions
- Fines and Penalties
- Interest
- Reserve Funds
- Student scholarships/awards for student work
- Lobbying Expenses
- Any portions or projects already underway or completed
- Projects to an individual to learn a new craft or for degree program tuition
- Projects for similar activities in consecutive years
- Activities that have already taken place
- Applicant's own artistic fees
- Medical fees and most legal or accounting fees

Additionally

In addition to these lists, other costs may or may not be allowable. If in doubt about a particular cost, please contact TACBR staff.



Review and Award Process

GAP applications are evaluated on the artistic merit of the project, the ability of the applicant to complete the project, and if applicable, evidence of public access to project activities. Applicants are reviewed by multidisciplinary peer panels residing outside TACBR's service area including individuals living out of state. Recommendations for GAP awards from panelists are approved by the full TACBR Board. Notification of GAP awards will be sent out mid-May for projects taking place during the next fiscal year (July 1 – June 30).

Activities must take place within the grant cycle. **No extensions will be given.** If the grant cannot be completed in this timeframe, the applicant will be required to relinquish the grant and wait three years before reapplying.

GAP recipients will be recognized during the Perry F. Kendig Awards (held annually in June). Attendance is not mandatory.

Required Materials and What the Panelists Will Review

Please submit three (3) copies of each of the following items in your GAP Application Packet:

- Resume (three (3) page maximum)
- Examples of current work (see pages 10-12)
- Work sample index (one page– typed– listing your work samples; see page 10)
- Letters of invitation or sponsorship (if applicable)
- Project Narrative - two (2) page (typed) maximum
- GAP Application Form

Each application is reviewed for eligibility and completeness by TACBR staff and then scheduled for panel review.

Due to limited staff and resources, TACBR is unable to contact you if you are missing items.

NOTE: TACBR may need to make additional copies of your application so no back-to-back copies, staples, bindings, booklets, three-ring notebooks, plastic sleeves, nor folders.

Evaluation Criteria

In following its mission and goals, TACBR will endeavor to distribute GAP funds fairly and equitably among artistic disciplines and across the identified counties of southwest Virginia. TACBR expects all GAP applicants that receive financial assistance to embody and encourage the highest possible standards of artistic excellence. GAP panelists evaluate all applications on a competitive basis using two (2) evaluation criteria: Artistic Quality and Artistic Merit.

Although not mandatory, a community outreach component (public performance/exhibit or workshops/lecture) is highly desirable.

Additionally, peer panelists will determine if an applicant will be recommended for a grant. All final awards will be approved by TACBR Board of Directors.

Artistic Quality (50%)

- Artistic merit of the program/project.
- Artistic merit of the participating artist.
- Potential impact on the artistic and/or cultural heritage of the region or field.
- Potential impact on the participating artist and/or the artistic community.

Proposal Merit (50%)

- A clear and appropriate budget.
- Evidence of planning and the development of measurable outcomes.
- An effective means of evaluating the project.
- Evidence of plans for marketing and disseminating information about the outreach component (when applicable)
- Outreach component is accessible and open to the general public (when applicable)



Receipt Deadlines

IMPORTANT:

Your GAP Application Packet MUST BE received on or before **Friday, March 5, 2010**. Note: This is NOT a postmark deadline. To be eligible, your Application Packet must be complete, which means the inclusion of ALL required supplemental materials.

Hand delivered applications will be accepted at the TACBR office – One Market Square SE —Second Floor— Center in the Square in downtown Roanoke until 5:00 p.m. on the day of the deadline. Business hours are Monday – Friday, 9-5:00 p.m.

Application deadlines will be strictly enforced and late applications will not be considered.

How and Where to Send the Application Packet

Mail your completed GAP Application Packet, with all required supplemental materials, to:

The Arts Council of the Blue Ridge
Grants for Artists Program
20 Church Ave. SE
Roanoke, VA 24011-2128

Hand Deliver your completed GAP Application Packet, with all required supplemental materials, to:

The Arts Council of the Blue Ridge
One Market Square SE—Second Floor
Center in the Square
Roanoke, VA 24011

We encourage you to send your GAP Application Packet with return receipt or by other means that provide documentation of date sent, and if you are sending slides and tapes, that you insure your package. You must include a self-addressed, stamped envelope with proper postage if you want your work samples returned to you. All GAP Application Packets must be complete in order to be considered.

Award Process

Notification of GAP awards will take place via mail the mid- May. Please do not contact TACBR staff prior to this time regarding your application.

Applicants who accept grants from TACBR will receive the GAP Management Packet, which includes:

- Grant Award Letter
- Grants Management Document
- Terms and Conditions – the contract which outlines the grantee’s legally binding responsibilities
- Cash Request Form
- Where to find TACBR/VCA logo clip sheets on-line, to be used for publication in printed and electronic media
- Final Report Form

**Acknowledgement (Credit to TACBR &
The Virginia Commission for the Arts/VCA)**

THIS ARTS EVENT IS MADE POSSIBLE IN PART BY THE

**VIRGINIA
COMMISSION
for the**



GAP recipients will acknowledge the support by TACBR and VCA in all printed materials and press release information about the program/project. The TACBR/VCA logo shall be used if space and format permit and/or the following text:

This project and/or activity is funded, in part, by a grant from The Arts Council of the Blue Ridge and the Virginia Commission for the Arts.

AND THE NATIONAL ENDOWMENT FOR THE ARTS

TACBR Grant Compliance

1. History of non-compliance with previous grant requirements will affect future grant awards.
2. All projects must be carried out as outlined in the original proposal. If there are any changes to the project, the grantee will notify TACBR – in writing - about any modifications to the original proposal for approval.
3. GAP recipients must complete the project/program between July 1 and June 30 – the fiscal year in which the grant is awarded.
4. Final reporting requirements must be met within 30 days after the grant cycle has ended in order to be considered in compliance with grant guidelines. It is the responsibility of the grant applicant to notify TACBR staff in writing and in advance of any changes in the grant status.
5. GAP recipients must submit a Final Report in order to receive final payment of their grant award.



If you are not selected for a GAP award....

...you will receive a letter stating TACBR's action on your application (based on the panelist recommendations). You may contact Rhonda Hale 540-224-1205 or rhale@theartscouncil.org to schedule a time to discuss your application after July 1 and no later than September 1.

GAP Narrative Instructions

Please submit a narrative not to exceed two (2) pages that responds directly to the questions. Please use a 12- point size (or larger) in an easily readable font. Label and number your answers as follows:
1) Profile 2) Proposal, etc.

1. Profile (Note: The project MUST take place between July 1 – June 30)

- Introduce yourself to us. Include a short artist statement and information about your professional history, artistic training, exhibition or performance history, related professional experience and accomplishments as an artist.

2. Proposal

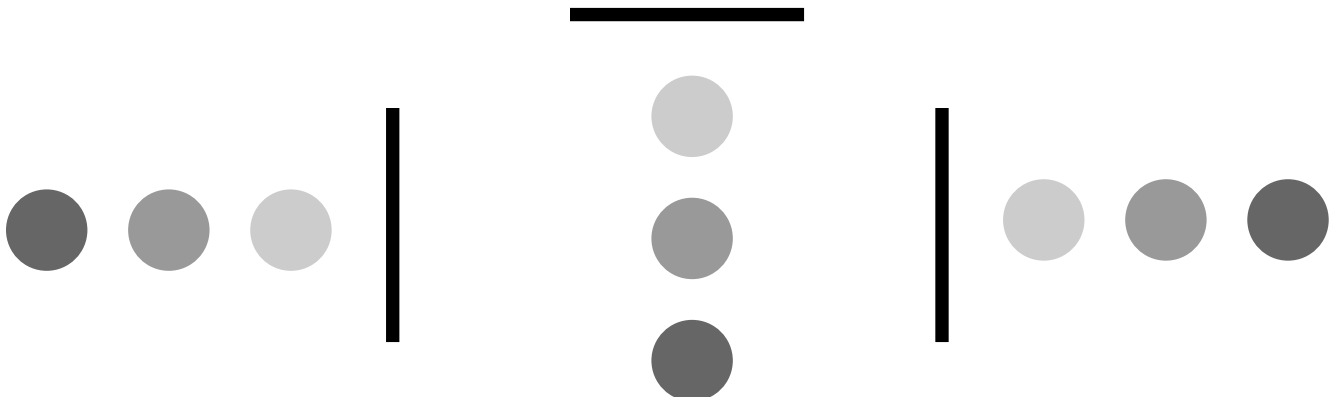
- Clearly explain your project for which TACBR support is requested, explaining its purpose and goals, where and when it will take place, who will be involved, how it will be accomplished, for who it is designed and how TACBR funds would be used.

3. Publicity and Evaluation

- If seeking funds for a public performance or exhibition, explain how the project or program will be marketed and promoted to the general public and to specific groups to build your audience and increase access to your endeavors. Where will the project take place? How will you measure the impact of your project or program in the community and determine whether project goals were met?
- If your application is primarily for artistic professional development (conference attendance, workshops), explain clearly what specific goals for improvement or change to your practice as an artist do you plan to garner? How will you measure the outcome of your growth as an artist?

4. Budget (Please use this information as a guide in preparing your budget on the GAP application form.)

- Itemize and total project costs using the following (when/where applicable). **Note:** your total projects costs may be more than \$1,000 (maximum GAP award) or less than \$1,000. However, the maximum GAP award is \$1,000. There is no cash match required.
 1. Travel and accommodations.
 2. Registration expenses for workshops and seminars.
 3. Marketing and promotional materials.
 4. Web site development.
 5. Professional fees and services.
 6. Facility/venue rentals.
 7. Other: List/Describe



Preparing Work Samples

GAP awards are based on artistic excellence of work submitted for review. Panelists tend to respond to clarity of vision and consistent quality, rather than a broad range of materials, styles or themes.

Therefore, we recommend that applicants submit their strongest work, produced within the past four years that represent a cohesive body of work, rather than an eclectic collection.

TACBR will not accept liability for the loss or damage of original artwork or one-of-a-kind materials. Please provide us with photocopies, and duplications of slides, digital images and tapes/CDs. Do NOT send us your originals. All work samples submitted must be produced within the past four years.

Work Sample Index - A work sample index consists of one page (typed) with a listing of your work samples as follows: *Title, Media, and Date Produced*. Include your name at the top of the work sample index.

LITERARY ARTS - General Application Requirements

- Work samples submitted must be produced within the past four years. Work samples may include published work and/or works in progress. TACBR cannot accept handwritten writing samples.
- Work samples submitted should be typed on white paper, using a 12-point type, and present an overview of your best work completed within the last four years. Text must be printed on one side only.
- Submit materials unbound AND unstapled.
- Do not submit folders, binders, reviews, publicity materials, or any other extraneous materials.
- TACBR will not accept examples of the following writing types: collaborative work, journalism, book reviews, editorials, interviews or scholarly writing.
- Include three (3) copies of each work sample AND three (3) copies of the work sample index.

Translations

If you write in a language other than English, please submit an English translation with your original manuscript. We cannot guarantee that we will have panelists who are competent in your primary language. In general, panelists will review your application from the English translation.

Poetry

- A maximum of ten (10) pages of text using a 12-point type – include three (3) sets
- No more than one poem per page.
- Titles should appear at the top of each poem.
- Include three (3) copies of each work sample AND three (3) copies of the work sample index.

Prose: Fiction/Non-fiction/Playwriting/Writing for Children & Young Adults

- A maximum of twenty-five (25) pages of text using a 12-point type – include three (3) sets
- Title of stories, novels, or plays should appear at the top of each page.
- All prose submissions must be double-spaced.
- All playwriting submissions must use standard script form: single space within a dialogue or stage directions, and double-spaced between items.
- Number each page consecutively in the upper right hand corner. Note: Books, magazines, and photocopies of publications will not be accepted.
- If writing sample is an excerpt, please note this on the work sample index.
- Include three (3) copies of each work sample AND three (3) copies of the work sample index.

PERFORMING ARTS: Dance, Music, and Theatre

General Application Requirements

- Work samples submitted must be produced within the past four years and excerpts cannot exceed 10 minutes.
- Complete a work sample index (typed) – three (3) sets.
- Please note that the work sample index also serves as our Cue Sheet. List the excerpts in a listening or viewing priority.
- Do not submit publicity or marketing work samples for review.
- Do not submit folders, binders, reviews, publicity materials, or any other extraneous materials.
- Include three (3) copies of each work sample AND three (3) copies of the work sample index

Submitting Audio Cassettes:

- Use quality tapes-type 1 or type 2
- Label both cassette and cassette box with your name.
- Put between 5 to 8 seconds between selections.
- Cue tapes up to the section you wish to be reviewed.
- Use the work sample index as a cue sheet by indicating the order in which you would like panelists to listen.
- Include three (3) copies of each work sample AND three (3) copies of the work sample index

Submitting CDs:

- Use a PC formatted CD-ROM.
- Label both CD and CD case with your name.
- Indicate on your work sample index what tracks you want the panel to review and where each track should be cued up, if appropriate.
- Work sample index (typed) three (3) copies.
- Include three (3) copies of each work sample AND three (3) copies of the work sample index

Submitting Videos & DVDs:

- Use a standard ½” VHS videocassette or DVD that includes several examples of your work.
- Clearly label the different selections on the footage.
- When compiling several work examples on video, provide 5-second breaks between pieces.
- Cue the video to the segment you want the panelists to view first. Indicate on the work sample index the order in which the work is being reviewed.
- Label each video and DVD case with your name and title (s) of work.
- Include three (3) copies of each work sample AND three (3) copies of the work sample index.



Visual Arts

General Application Requirements

- Work samples submitted must be produced within the past four years.
- Original artwork will not be accepted.
- Complete a work sample index (typed) – three (3) sets. Please note that the work sample index also serves as the slide list.
- Do not submit folders, binders, reviews, brochures, publicity materials, or any other extraneous materials.
- Include three (3) copies of each work sample AND three (3) copies of the work sample index



Submitting Slides:

- Submit at least five (5) but no more than ten (10) 35 mm slides in 2” by 2” plastic or cardboard mounts for carousel projection. (three (3) sets of five (5) to ten (10) slides)
- Do not submit original slides; submit only duplicate slides. Slides should be suitable for carousel projection (no labels or ragged edges).
- All slides should be individually marked with an “X” in the lower left-hand corner when holding the slide right side up with the correct left-to-right orientation. Put the corresponding number from the work sample index in the upper right-hand corner.
- Include three (3) copies of each work sample AND three (3) copies of the work sample index

Submitting Digital Images:

- Up to ten (10) digital images must be submitted on a CD. Each image must be saved as an individual 300 ppi/dpi/resolution JPEG file, not larger than 1MB. The image size should not exceed 900 pixels in height or 1200 pixels in width.
- Put only the images you are submitting for the application on a PC formatted CD-ROM.
- On the CD, label JPEG files “01 to 10” followed by your last name. For example, Joe Smith’s image files would be 01Smith.jpeg, 02Smith.jpeg, etc. Number the image file names in the order you would like them viewed on your work sample index.
- Images must be listed on the work sample index in the same order as on the CD and must correspond to the numbered file names and title that are on the CD.
- Label CD and CD case with your name.
- Include three (3) copies of each work sample AND three (3) copies of the work sample index

Media Arts: Film & Video

- One ten-minute recoding that includes two or more examples of work on standard ½ “VHS video cassette or a DVD.
- Work samples must be produced within the past four years. One piece may be a work in progress.
- Include three (3) copies of each work sample AND three (3) copies of the work sample index



Reminders

Please read all instructions carefully. If you have any questions, please contact Rhonda Hale 540-224-1205 or rhale@theartscouncil.org as far in advance of the deadline as possible.

- Project dates must fall within the TACBR grant fiscal period, which is July 1 through June 30.
- TACBR cannot fund any portion of a project already underway or completed, prior to the project start date.
- We do not accept facsimile (fax) or electronic applications.
- Applications must be completed on a computer or typewriter. Handwritten applications will not be accepted.
- Please use a 12-point size (or larger) in an easily readable font. Your application must be received in the TACBR office on or before 5:00 p.m. on Friday, March 5, 2010.
- TACBR may need to make additional copies of your application so no back-to-back copies, staples, bindings, booklets, three-ring notebooks, plastic sleeves, nor folders.

Check List

Did you.....???

- Submit three (3) copies of your narrative? (no back-to-back copies)
- Submit three (3) copies of your resume? (three (3) pages maximum)
- Submit three (3) copies of your GAP application form? (one (1) original copy signed in blue ink and two (2) copies)
- Submit three (3) copies of your work samples? (slides, CDs, poetry/prose, etc.)
- Label each work sample with your name?
- Submit three (3) copies of your work sample index? (one (1) page maximum listing each work sample in review order for panelists)
- Submit three (3) copies of letters of invitation/sponsorship? (where applicable)
- Double check your math in the budget section?
- Make a copy of your application for your files?
- Include a self-addressed stamped envelope of appropriate size and postage if you would like work samples returned.
- Remember that TACBR staff may need to make additional copies of your application. Remove staples (paper clips or binder clips work best), did not make back-to-back copies and did not include bindings, booklets, three-ring notebooks, plastic sleeves, nor folders?