



McKnight/ARAC Artist Support Grants

**Guidelines and Application Forms
for July 2009 through June 2010**

FY2010 Grant Deadlines:

August 28, 2009

November 27, 2009

March 26, 2010

Arrowhead Regional Arts Council
Marshall School Annex
1301 Rice Lake Road, Suite 111
Duluth, MN 55811
218/722-0952 or 1-800-569-8134
info@aracouncil.org
MN Relay Service 1-800-627-3529

This information can be made available in the following alternative formats upon request: Braille, large print, and audio tape. We also can help your group find a language interpreter to translate these guidelines. To accommodate your request, the Arrowhead Regional Arts Council will need at least 10 working days.

ABOUT THE ARROWHEAD REGIONAL ARTS COUNCIL

Mission: The Arrowhead Regional Arts Council (ARAC) seeks to facilitate and encourage local arts development. This mission statement grows from a conviction that the arts improve the quality of life in the region.

Legislative Mandate: The ARAC is one of eleven regional arts councils designated by the State of Minnesota “to make final decisions on the use of legislative appropriations for local/regional arts development.” The ARAC is charged to assess the needs of the seven counties in the Arrowhead Region and to plan and administer programs and services based on its assessment.

Funding: Funding for the ARAC grant programs and services is made possible through an appropriation from the Minnesota State Legislature and a grant from The McKnight Foundation.

Arrowhead Regional Arts Council Grant Programs

Art Project Grants support activities directly involved in the creation, performance, exhibition or publication of art or to present events by contracting for the services of another group or individual. In this matching grant program, an applicant organization may request up to \$3,500 per application, per grant round. This program has two deadlines per year.

McKnight/ARAC Rural and Community Art Grants support community or artist initiated arts activities by groups that will impact the group and/or community it serves. Arts activities are defined as collaborative efforts between community groups, artists, and/or arts organizations. In this matching grant program, an applicant may request up to \$2,000 per application, per grant round. This program has two deadlines per year.

Administrative Support Grants provide grant support to high-quality, established arts organizations to fund projects which address their organizational and programmatic goals and objectives. The goal of this program is to recognize the importance of a strong administration to an organization’s artistic programming activities. In this 4:1 matching grant program, an applicant may request up to \$4,000 per application. This program has one deadline per year.

McKnight/ARAC Individual Artist Support Grants support and assist regional artists from all cultural backgrounds at various stages in their careers. This program encourages artistic development by assisting artists to take advantage of an impending, concrete opportunity and to nurture artistic creativity through an artist generated opportunity. This program also seeks to recognize the contributions individual artists make to the cultural environment of the Arrowhead Region. Artists working in contemporary or traditionally based visual, literary, media or performing arts are eligible to apply to this program which has three deadlines per year. Artists may apply as an individual or as part of a collaboration. An impending, concrete opportunity must be *a unique short-term opportunity that will have a significant impact on an artist’s career*. This program is also designed to allow artists the time to work to achieve specific career goals by purchasing supplies and materials, participating in advanced study not related to a degree program, or pursuing other activities that will allow them to meet their artistic goals. An artist may request up to \$3,000.

Artist Relief Fund - Emergency Assistance Grants seek to help regional artists pick up the pieces from an unexpected, career-threatening emergency and to expedite recovery so they can continue to work. Grant funds are available to artists living in the Arrowhead Region and Douglas and Bayfield counties in Wisconsin. Grants typically range from \$500 to \$1,500. Applications are accepted by the 15th of each month and reviewed by the Board as quickly as possible.

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Included with the Guidelines (hard copy only):

- Artist Support Grant Application Form
- RAC Grant Data Collection Form

This is a new individual artist grant program.

- This program will award grants of up to \$3,000 to regional artists to take part in activities that will advance their careers or help them grow as artists.
- Regional artists from all cultural backgrounds at various stages in their careers are eligible to apply to this program.
- Council staff will offer a grant writing workshop approximately two weeks prior to each grant deadline in the Marshall School Annex at 1301 Rice Lake Road, Duluth. See “Deadlines and Important Dates” on page 3 for dates and times.

This grant program is made possible through support from an appropriation from the Minnesota State Legislature and The McKnight Foundation.

Part 1: Guidelines

Before completing your application, please review these guidelines carefully to determine whether or not you and your activities are eligible for funding.

You are encouraged to call the ARAC staff to discuss your proposed activity. Do you:

- Need more information?
- Want help in preparing your application?
- Require this application in an alternative format?

You may contact Jean Sramek for further assistance by calling 218/722-0952 or 1-800-569-8134; or emailing: jean@aracouncil.org. Guidelines may be downloaded from our website: www.aracouncil.org.

A description of the Individual Artist Support grant program:

This program seeks to support and assist regional artists from all cultural backgrounds at various stages in their careers. It encourages artistic development by assisting artists to take advantage of an impending, concrete opportunity and to nurture artistic creativity through an artist generated opportunity. This program also seeks to recognize the contributions individual artists make to the cultural environment of the Arrowhead Region.

Artists working in contemporary or traditionally based visual, literary, media or performing arts are eligible to apply to this program which has three deadlines per year. Artists may apply as an individual or as part of a collaboration.

An impending, concrete opportunity must be *a unique short-term opportunity that will have a significant impact on your career*. This program is also designed to allow artists the time to work to achieve specific career goals by purchasing supplies and materials, participating in advanced study not related to a degree program, or pursuing other activities that will allow them to meet their artistic goals. Awarded opportunities must be completed within twelve months of the date you are notified of the award.

Grant range: An applicant may request *up to* \$3,000.

Who may apply?

Any individual who:

- is a U.S. citizen, or has attained permanent resident alien status;
- is and has been a resident of Aitkin, Carlton, Cook, Itasca, Koochiching, Lake or St. Louis County for a minimum of six months at the time of application (residency is determined according to voting requirements of the state);
- is at least 18 years of age;
- is a primary or secondary creator in the visual, media, literary, or performing arts (painters; print makers; sculptors; design, craft, film/video, interdisciplinary, and performance artists; playwrights, actors, directors, composers, musicians, singers, poets, fiction and creative nonfiction writers; etc.) applying in a single discipline; and
- is applying as an individual (or as part of a collaboration).

What kind of activities does this program fund?

In the fall of 2006, the ARAC surveyed the needs of artists in the Arrowhead Region and artists identified the following needs, listed in the order of their importance:

1. **Space/Venues/Services** - space to live and to work, venues to exhibit and perform, outlets for supplies/materials.
2. **Funding** - grants for opportunities, child care, studio rental, housing, tuition, travel, etc.
3. **Technical Assistance** - business and marketing training, technical resources (copyrighting or patenting work), resource information (where to publish, etc.), how to document work.
4. **Equipment** - display equipment, computer, digital camera, etc.
5. **Networking** - being able to talk and learn from each other.

The ARAC encourages artists to apply for opportunities or activities that might address these identified needs and increase their ability to live and work in the Arrowhead Region.

Grant proposals to this program may support a broad range of activities that will have a significant impact on your career. This list is intended to help you understand the purpose of the grant program, it is not a complete list of eligible activities.

Paying rent or other living expenses to free up time to create your art.

Buying supplies, materials, and equipment necessary to complete work scheduled for a gallery exhibition, performance, publication, etc.

Studying one-on-one with a mentor of significant recognition (not related to any degree program)

Working in collaboration with other artists.

Renting equipment, instruments, or work space for a unique performance opportunity.

Contracting for professional services necessary to realize a work related to a specific opportunity.

Attending a workshop that will increase your technical skills.

Self-publishing of your work for use to develop reading and/or publishing opportunities.

Producing a CD, audio tape, DVD, digital images, or professional slides of your work as a means to advance your career.

Creating artwork, presenting a performance, or taking part in an event which represents the heritage of the artist, performer, or the community.

Paying expenses related to attending, participating, exhibiting, or performing at a cultural event.

Renting commercial space to exhibit and sell artists' work in a community that lacks such venues.

Paying for travel associated with an impending, concrete opportunity.

Attending a workshop that will increase your technical skills.

Who or what does this program *not* fund?

The following individuals are ineligible to apply for grant funding:

- has not been a resident in the Arrowhead Region for at least six months at the time of application;
- is under 18 years of age;
- is currently enrolled full-time as a student in an art degree granting program; or
- has an overdue or unaccepted final report or who submitted a falsified final report.

This program will not fund your involvement in an activity that:

- directly benefits an organization at which you work or volunteer;
- occurs outside the stated time frame of the application deadline;
- involves publishing by a vanity press (you may self-publish your work);
- attempts to influence any state or federal legislation;
- involves making improvements to your private property;
- involves setting up an endowment;

- requires excessive entry or exhibition fees;
- includes tuition, fees, or work toward a degree;
- involves teaching or developing curriculum plans or teaching materials;
- is primarily intended to advance your teaching career or secure tenure;
- is strictly a commercial venture intended to mass market your work or has profit as its primary motive;
- promotes a social or religious activity for which the art is not an integral part of the activity; or
- is intended to pay debts incurred before the grant opportunity begins.

Deadlines and Important Dates:

Application Deadline	Grant Writing Workshop*	Grant Review Meeting	Earliest Possible Starting Dates**
Fri., August 28, 2009	Wed., August 12, 2009	Thurs., October 15, 2009	November 1, 2009
Fri., November 27, 2009	Wed., November 11, 2009	Thurs., January 21, 2010	February 1, 2010
Fri., March 26, 2010	Wed., March 10, 2010	Thurs., May 20, 2010	June 1, 2010

* These workshops will be held from 3 to 5 p.m. in the Common Area of the Marshall School Annex Building, 1301 Rice Lake Road, Duluth. Staff will provide technical assistance in preparing and submitting an application. Contact the ARAC office for information and directions.

** For an application to be eligible for funding from the ARAC, the proposed opportunity must take place *after* the “earliest possible starting date” which corresponds to the individual deadlines.

How do you determine an opportunity’s earliest possible starting date?

The ARAC defines “earliest possible starting date” as the point at which a financial commitment is made to set your opportunity in motion or the date when the activities actually take place. You can not spend any of the money requested from the ARAC or have made a significant financial commitment to your activities prior to the “earliest possible starting date” listed above.

How many ARAC individual artist grants may you receive in one year?

- You may be awarded only one Artist Support grant in a single fiscal year.
- ARAC Board members may not submit an application to the Artist Support grant program during the fiscal year they serve on the review panel for this program.
- You may be awarded both an Artist Support grant and a Minnesota State Arts Board’s Artist Initiative grant in the same fiscal year if they are not for the same project.

Part 2: How to Write and Submit an Application

Mail or hand-deliver your completed application form, narrative and support materials to:

Arrowhead Regional Arts Council
 Marshall School Annex
 1301 Rice Lake Road, Suite 111
 Duluth, MN 55811

- Applications must be postmarked no later than the deadline, or received by 4:30 p.m. in the ARAC office on the deadline. Applications received after this time are ineligible and will not be reviewed. There are no exceptions to this policy. Applications will not be accepted by email or other forms of electronic transmission.

If any of the information in the guidelines is unclear, contact the office at 218/722-0952, 1-800-569-8134, or info@aracouncil.org.

What constitutes a complete application?

To be eligible, your application must include:

1. A completed Artist Support Grant Application Form (*see pages 5 and 6*)
2. A completed RAC Data Collection Form (*see page 6*)
3. Grant narrative of no more than two pages (*see pages 7 and 8*)
4. Your artistic resume of no more than two pages (*see page 9*)
5. A written confirmation of your opportunity, if applicable (*see page 10*)
6. Your work sample in an appropriate format (*see page 10*)
7. Your work sample description (*see page 11*)
8. Sufficient postage and packaging materials for the return of your work sample, if applicable.

Hints that might be helpful as you complete your application.

Plan ahead as much as you can. You need time to develop an appropriate and competitive application by the established deadlines.

It takes time to write a good application. First time applicants are strongly encouraged to call or email the staff at 218/722-0952, 1-800-569-8134, or info@aracouncil.org to discuss the eligibility of their activities.

Feel free to request our technical and grant writing assistance but realize that staff assistance in no way implies your grant request will be funded. Attend an ARAC grant writing workshop if possible.

Visit the ARAC office to review past applications. You can learn from others' success.

Be sure to proofread your completed application to be sure it provides the information outlined in the guidelines and clearly states what you intend to do.

Get a friend who is not involved in your activities to read your application. It helps to have a fresh set of eyes look at your work.

How to fill out the Application Form

Print or type the necessary information on the form provided or generate your own identical form by computer. This form may be hand written using black ink. Additional copies of this form may be requested from the office or downloaded from the Council’s website: www.aracouncil.org.

1. In the Applicant Information box enter all requested information. *Be sure to enter a phone number where you can be reached during the day, any other phone, and your email address.*

2. On the lines provided enter the number of individuals and artists taking part in or attending your proposed activities. If you are the only person benefiting from your activities, enter one on both lines.

3. After reading each statement, “x” each item in the box provided.

<p>The Arrowhead Regional Arts Council 1301 Rice Lake Road, Suite 111 Duluth, MN 55811 218/722-0952 or 1-800-569-8134</p>	<p>McKnight/ARAC Artist Support Grant Program</p>
<p>APPLICATION FORM</p> <p><small>* This form may be handwritten using black ink. The Council will not review illegible applications. Refer to page 5 of the Program Guidelines for information on how to complete the Application Form.</small></p>	
<p>1. Applicant Information:</p> <p>a. Legal Name: _____ Address: _____ City and Zip: _____ County: _____ Day phone: _____ Other phone: _____ Email address: _____ Website: _____</p> <p>b. Primary Discipline: _____</p>	<p>For Office Use Only</p> <p>Date: _____ Type of Grant: _____ Application #: _____ Amount Funded: _____ Legislative District: _____ Source of Funds: _____</p>
<p>2. Statistics: The statistical information you provide on your application form is valuable to the ARAC in evaluating its programs and services.</p> <p>Note: If you will be the primary beneficiary of the opportunity or the only artist participating, record a <u>one</u> in “a” and “b” below. If your opportunity includes a performance or exhibition, please estimate audience attendance.</p> <p>a. Individuals Benefiting: Please record the number of audience participants (excluding employees or paid performers) that are expected to benefit from any activities. _____</p> <p>b. Artists Participating: Record the number of artists expected to be directly involved in providing art or artistic services identified with any proposed activity. _____</p>	
<p>3. Application Checklist</p> <p>Review each item and place an “x” in the space provided. Items left blank will flag your application as potentially ineligible or incomplete.</p> <p>a. Completeness Items: I have:</p> <p><input type="checkbox"/> 1. Signed and dated my certification statement.</p> <p><input type="checkbox"/> 2. Submitted the required attachments listed below.</p> <p style="margin-left: 20px;"><input type="checkbox"/> Artist Support Narrative (see pages 7 and 8 of the guidelines)</p> <p style="margin-left: 20px;"><input type="checkbox"/> Artistic Resume (see page 9 of the guidelines)</p> <p style="margin-left: 20px;"><input type="checkbox"/> Work Sample Description (see page 11 of the guidelines)</p> <p style="margin-left: 20px;"><input type="checkbox"/> Work Sample (see page 10 of the guidelines)</p>	
<p>Page 1 - Artist’s Name _____</p>	

1. Describe your proposed opportunity and where and when it will take place.
2. Explain how you will use the funding you are requesting from the ARAC.
3. Briefly describe your involvement in your primary artistic discipline. (Explain your involvement in a traditional or ethnic art form, if appropriate.)
4. Explain why this opportunity is significant for you at this time.
5. Explain why you have elected to do this opportunity as proposed (if applicable).
6. Describe how participating in this opportunity will impact your work and/or career.

Budget information: Provide a simple budget or written explanation of how you plan to spend the grant award. Identify the estimated total cost of your proposed opportunity described in your proposed activity and which expenses you will pay with requested grant funds.

Artist Support Grant Narrative:

In item #1, describe your opportunity and where and when it will take place. Be specific.

In item #2, describe how you will use the grant funds. (the individual dollar amounts will be shown in the budget portion of your narrative.)

In item #3, explain what it is that you do and if it is a traditional or ethnic art form. Where do you see your work or career heading?

In item #4, explain why this opportunity is important for you at this time. (Example: being able to work with a mentor; participate in a significant exhibition, reading, or performance; attend a workshop, class or conference; traveling to do research; etc.)

In item #5, explain why you want to do this “artist generated” opportunity and how it will help your career.

In item #6, explain what you hope to get out of participating in your opportunity. Will you learn new skills? Stretch or expand your work? Expand your portfolio or your training?

Mackinzie Reed – Artist Support Grant Narrative

1. Describe your proposed opportunity and where and when it will take place. My proposed opportunity is to exhibit my beadwork in a four-person show at the Tribal Art Gallery in Grand Portage, Minnesota. The show will feature 18 of my works and will run from June 1 to September 15, 2008. The other three artists are local artisans who work in oils, glass and wood. A letter of confirmation from the Tribal Art Gallery is attached to this grant application.
2. Explain how you will use the funding you are requesting from the ARAC. I am requesting funding from the ARAC to purchase materials to complete the work for the exhibition and to frame selected works. I am also requesting funding to print and mail out an announcement for the show.
3. Briefly describe your involvement in your primary artistic discipline. I have been doing beadwork for the past ten years. When I began doing beadwork I focused on traditional methods and objects. In the past two years I have been experimenting and developing a more pictorial image than is possible through traditional beadwork.
4. Explain why this opportunity is significant for you at this time. The opportunity is significant to me at this time because it will enable me to exhibit my work along side three regionally recognized artists who already have well-established careers. In addition, this will mark the first time my work has been exhibited in a formal gallery setting.
5. Explain why you have elected to do this opportunity as proposed (if applicable.) Not applicable.

In the **Budget Information**, provide the total projected costs of doing your proposed work plan in the **Estimated Expenses** column. In the **ARAC Request** column, show the amount of each expense to be paid with grant funds. You may request up to \$3,000.

For **Materials and Supplies**, list the cost of all the items needed to take part in your proposed activity. Combine similar items when appropriate. (Example: list the 60 tubes of oil paint as a single item rather than each tube individually.)

For **Travel, Workshop Fees, etc.**, list lodging, food, travel expenses, and fees for activities described in your proposed activity. Examples: the expenses to attend a workshop or conference; travel related to independent study or to do artistic work; to deliver work to an exhibition; etc.

For **Portfolio Documentation**, you are encouraged to include the cost to document your work as part of the work plan. Consider having your work documented electronically, slides, CD, or as a self published work.

For **Living Expenses**, estimate your rent, utilities, groceries, and transportation costs per month and multiply it by the time you wish to cover, all or in part, with the proposed funds.

Add the expenses in the **Estimated Expenses** column. This is the total cost of your opportunity. In the **ARAC Request** column, list all expenses (up to \$3,000) that you will pay with grant funds. If your total opportunity costs \$3,000, the figures in the two columns will match. If your opportunity costs more than \$3,000, you will need to explain how you will cover the additional expenses. You may use personal funds, sale of work, salary from employment, or another source of funding, etc. to make up the difference. You only need to list the headings that are appropriate for your opportunity in your budget.

Mackinzie Reed – Grant Narrative

6. Describe how participating in this opportunity will impact your work and/or career.

Showing my work at the Grand Portage Tribal Art Gallery will impact my career as an artist in several ways. First, it will allow me to stretch my artistic ability. In the past I have produced works based on traditional Ojibwe beadwork techniques (moccasins, breechcloths, etc.) but I am currently exploring a more individual artistic expression through the beadwork process. I am combining beadwork with woven fibers or other natural materials. I have already completed six of the eighteen works for the show, but need assistance in completing the remaining twelve works. The eighteen works will comprise a new body of work for people to see. Exhibiting my work in this exhibition is also important because it will increase exposure to my work, thereby increasing the chances of my selling more work and securing additional shows in other galleries. Finally, this opportunity will help me develop my professional portfolio to help advance my career.

Budget Information:	Estimated Expenses	ARAC Request
<i>Material and Supplies</i>		
Moose hide	\$350	\$350
Seed beads, fiber, thread	\$450	\$450
15 Frames for selected works	\$700	\$700
Printing and mailing of announcements	\$300	\$300
<i>Equipment and/or Space rental</i>	\$0	\$0
<i>Travel</i>	\$150	\$150
<i>Registration fees, workshop tuition, etc.</i>	\$0	\$0
<i>Portfolio Documentation</i>	<u>\$700</u>	<u>\$700</u>
Total Cost of Opportunity	\$2,650	
Amount Requested from ARAC		\$2,650

Expenses not covered by the ARAC grant will be paid for out of personal funds.

Writing your Artistic Resume

You must include an artistic resume of no more than 2 pages with your application. An artistic resume will include an artist's statement and information about your artistic training and education; exhibition, publication, or performance record; awards and grants; and other pertinent activities related to your involvement in the arts. A suggested format for your resume is included below.

Start with your **Artist Statement**. This statement will explain what it is that you do and your involvement with your work.

Under **Education and Training** mention both your formal arts education (certificates or degrees from art schools or universities); classes or workshops taken; and mentorship opportunities with prominent artists or culturally significant individuals, if appropriate.

Under **Employment**, list your arts-related job experiences, either paid or volunteer.

This next section can be titled to your discipline: **Readings/Publications, Exhibitions, or Performances, etc.** List the activities by their date, starting with the most recent.

Jane Evans
1301 East Lake Street
Duluth, MN 55812

Artist Statement

The focus of my work is the natural surroundings of northeastern Minnesota and Lake Superior. In the past it has been in the form of naturalistic landscapes but in the last two years I have been experimenting with color and form in an effort to represent the essence of the nature we find around us. I have been working with oil paints for the past eight years.

Education/Training

- M.F.A. Degree in Art from the University of Minnesota, 1970
- Graduate Level Painting Classes at the University of Iowa, 1975, 1978, 1983

Employment

- Art Instructor, Lake Superior College, Duluth, Minnesota, 1992 to present
- Adjunct Assistant Professor in Art, University of Minnesota, Duluth, 1985 to 1992

Exhibitions (partial listing)

- Painting and Drawings, Solo Exhibition, Pizza Luce, Duluth, MN, January 2007
- Recent Paintings, Solo Exhibition, MacRostie Art Center, Grand Rapids, MN, June 2006
- Paintings and Drawings, Solo Exhibition, Duluth Art Institute, Duluth, MN, March 2004
- The 49th Annual Arrowhead Art Exhibition, Duluth Art Institute, Duluth, MN, September, 2002
- Faculty Art Exhibition, Lake Superior College, Duluth, MN, January 2004, 2002, 2000, 1998, 1996, 1994
- Faculty Art Exhibition, Tweed Museum of Art, UMD, Duluth, MN, February, 1992, 1990, 1988

Awards and Collections

- 1st Place Award in Painting, 49th Annual Arrowhead Art Exhibition, Duluth Art Institute, Duluth, September, 2001
- 1st Place, 5th Annual Juried Art Show, MacRostie Art Center, Grand Rapids, MN, June, 1997
- Work in private collections in Duluth, Grand Rapids, Minneapolis, and St. Paul, Minnesota

Memberships

- Duluth Art Institute
- MacRostie Art Center

(see below for additional ideas on categories to include on your resume.)

Under **Awards and Collections**, list awards you have received and both public and private collections that have acquired your work. Private individuals that own your work can be put together under one heading.

Other headings you may want to include in your resume are:

- **Mentors** with whom you have worked.
- **Presentations/Residencies/Workshops** which you have taught or attended, including residencies in public and private schools.
- **Retreats** which you have attended.
- **Commissions** which you have received.
- **Panels and Committees** on which you have served.

Written confirmation of your Opportunity

You must include written confirmation of your participation in your proposed opportunity with your application. This requirement may not be necessary if you are submitting an artist-generated opportunity. If you have questions contact the ARAC staff. Written confirmation may be submitted as:

- A letter from the site giving the dates of your exhibition, performance, reading or publication opportunity.
- Materials describing the workshop you wish to attend and a letter confirming your acceptance into the workshop, if appropriate.
- A letter confirming your study and/or travel opportunity.

Your work sample

Each artist must submit a work sample with the application. It is important that your work sample represents your work to its best advantage. You are responsible for the quality of your work sample. You are encouraged to submit documentation of work completed within the last four years. If you intend to collaborate with other artists as part of your project, you should contact the ARAC staff before selecting work samples. Review panels may choose to review less than the entire amount of work submitted.

Work samples must be labeled with your name and submitted in one of the following formats:

- Visual Artists:*
- ▼ Up to 12 digital images, submitted on a CD-ROM or DVD, playable on a DVD player. Images should be in .jpg format; do not embed images into PowerPoint or other programs. If submitting work on a DVD, limit the total running time to 4 minutes. *or*
 - ▼ Up to 12 standard 2" x 2" slides, clearly marked for correct insertion into a carousel. Label each slide with a number, your name, and the title.

Performance and Conceptual artists;

- ▼ DVD or VHS video cassette, cued for review, up to 4 minutes total combined running time of one or more selections.

Actors and Directors; Dance, Film and Video artists:

- ▼ Directors may also submit up to 25 pages of supplemental script material.
- ▼ Performance artists may also submit up to 12 digital images or slides.

Musicians:

- ▼ CD-ROM, up to 4 minutes combined running time of one or more selections. *To submit in another form, contact the ARAC office.*
- ▼ Songwriters may also submit accompanying lyrics, printed or typed (single or double spaced). Do not submit CD liners or photocopies thereof.

Literary Artists:

- ▼ Up to 25 pages of play manuscript; *or*
- ▼ Up to 10 pages of single-spaced poetry; *or*
- ▼ Up to 15 pages of double-spaced prose (fiction or creative nonfiction). Creative nonfiction may include essay, memoir, biography, autobiography, literary journalism, or historical narrative. Scholarly manuscripts, standard journalism, and translations will not be accepted.

Your work sample description

Your *Work Sample Description* must be no more than one page and include:

1. A brief description of your work sample.
2. The title and completion date for each work listed.
3. Information about your work sample:
 - If digital images or slides - image or slide number, title, medium, dimensions, and the date the work was completed.
 - If a manuscript - title and page number.
 - If the sample includes other artists - explain your role in the work (e.g., a choreographer may or may not appear in a submitted DVD or video tape; a film maker may have directed a film written and produced by someone else). If you are performing in the sample, describe your role, e.g. "I am the dancer in the red leotard" or "I am playing guitar and singing lead vocals on this song."
 - Indicate any technical instructions for presenting your work sample.

While care is taken with your work samples, the ARAC is not responsible for the loss of or damage to your submitted materials. Since all application materials are public information, for your protection you might wish to copyright your work samples. Placing the copyright year and your name on your work sample is usually adequate protection under current copyright laws. Example: **Copyright 2007, Jane Doe**, or © **2007, Jane Doe**. All rights to work resulting from grants awarded by the ARAC are the sole property of the artist.

If you do not wish to have your work returned, please write "Do Not Return" on the Work Sample Description. You may pick up your work sample in the ARAC office following the grant review or the Council staff will return work samples if you provide sufficient postage on a proper mailing container.

Submitting a complete application:

1. Your application is signed and dated.
2. Your application includes a two page narrative which answers the six questions found on page 7, double-spaced (budget can be single-spaced; budget must be included in the 2-page limit).
3. Your proposed activity can be completed within twelve months from the "earliest possible starting date."
4. Your resume is no longer than two pages.
5. You have included your work sample with the application and you have submitted the appropriate number of pages, slides, CD, or electronic images. You are responsible for the quality of your work sample.
6. The completion dates of your individual art works are listed in your work sample description.
7. You have identified your contribution to the work sample.

Part 3: What Happens After You Submit Your Application?

1. Each application is logged in by staff and reviewed for completeness and eligibility. Applicants are responsible for the quality and scope of their application and supporting materials. It is in your best interest to be as complete and thorough as possible. *Late or incomplete applications are ineligible.*
2. Eligible applications are reviewed by a panel of Board members. All applicants will be notified of the review meeting time and date and are encouraged to observe the proceeding. All board and panel meetings are open to the public and follow the Minnesota Open Meeting Law Guidelines. A list of the dates and times of this year's board meetings can be found on the ARAC website: www.aracouncil.org.

3. In its deliberations, the panel uses the following review criteria to evaluate your application.

- *Quality of Your Work*: The artistic quality of your work must be demonstrated by your work sample.
- *Impact of the Proposed Activity*: The significance of your proposed activity will be measured by its anticipated impact on the artistic direction of your work and/or your career goals. The feasibility of your activity will be determined by a realistic budget and an assessment of your ability to accomplish the proposed activities.

When reviewing an application, the *Quality of Your Work* is the primary criterion. Applicants must be sure that their artistic work is well represented in their submitted work documentation. If the panel determines your work to be of sufficient quality, they will then consider the *Impact of the Proposed Activity* on the artistic direction of your work and/or your career goals. The panel submits its recommendation to the ARAC Board, which makes the final decisions on funding.

4. Applicants will be notified in writing of the board's decision within fourteen days of the board grant review. Successful applicants receive a grant contract stipulating the terms of the award to sign and return within the following thirty days. Applicants are responsible for updating the ARAC in writing of any major changes to their proposed opportunity. If the budget of your activity changes, you must contact the ARAC office to receive approval before making the changes, as should a request for an extension of time.
5. *Applicants must submit a final report within thirty days of completion of the proposed activity.* In this report, you will be asked to describe how your activity was carried out and how your grant funds were expended. Your proposed activity must be carried out in compliance with your grant description, budget and dates.
6. The Board's funding decisions may be appealed solely on alleged procedural errors. An applicant must request an appeal within thirty days of notification of the Board's decision. A Review Process Subcommittee, consisting of at least three members appointed by the ARAC Chair, will consider any appeals. The Review Process Subcommittee reports its findings and recommendations to the full ARAC Board for action.