

Individual Artist Grant Guidelines

Overview of the Program

This is the ONLY round of grants for individual artists from the Arts Council of Greater Grand Rapids (referred to as: Arts Council). Our goal is to support our member artists who are influential in our community.

Need Assistance?

If at any time you have a question, concern, or if you want to meet to review your application before the submission date, please contact Angela by email aplacencia@artsggr.org, or phone 616.459.2787 x12.

Application Deadline

Monday, February 6, 2012 at 5pm

Applications may be submitted by mail, delivered in person, or online. Late applications will not be considered.

Application Process

The application form may be downloaded from the Arts Council website (www.artsggr.org) in a writeable PDF format.

All application forms must be typed.

An individual may request funding of up to \$1,000.

All expenses must be incurred between **April 1 and June 1, 2012**. Grant awards cannot be spent before or after this period. No project activities can take place outside of the project period.

Applicants must submit artwork samples (see "Submitting Samples of Work"). If you submit your application online, your samples must be sent separately and either sent by email to aplacencia@artsggr.org, hand-delivered or mailed to the Arts Council (see addresses below).

Who May Apply

Artists may apply for an Individual Artist Grant if they meet the following eligibility requirements:

- You must have been an active, paid Arts Council member between October 2009 and September 2011.
- You must currently reside in the Greater Grand Rapids Area.
- You must be 18 years of age or older.
- Artists working in any discipline are eligible to apply.
- Artists must apply as an individual and not as part of an organization or group
- Applicants must be U.S. citizens or have permanent or conditional resident status with the U.S. Citizenship and Immigration Services [USCIS].

Use of Grant Funds

Grant may fund: (examples)

- Travel for artistic research or to present or complete work
- The purchase of supplies and equipment
- Attendance at workshops and conferences for professional development
- Costs associated with the creation/installation of work

Grant cannot fund: (examples)

- Costs associated with any degree (i.e., tuition, fees, materials, teaching materials or programs)
- Activities involving any organization that employs the applicant
- Costs incurred prior to the official start date of the grant period or after the end date.
- Literary translation of another artist's work

Required Application Materials

The original set of materials in this order:

- Application form including budget
- Attachment 1: Narrative
- Attachment 2: Artist resume
- Attachment 3: Artist statement/description of work
- Attachment 4: Work sample(s)
- Attachment 5: Supplemental Materials (optional)

Prepare Application Materials

Give yourself adequate time to complete the application. Make sure that all materials have been included and are presented in the best manner possible. Applications submitted that are incomplete or do not follow the instructions will not be considered. Also, if work samples (CD, DVD, or digital photographs) cannot be opened or played, the application will not be considered.

General Instructions for Application Materials

Complete the application form. Be sure to sign the agreement (electronic signatures are acceptable).

Submit each attachment and label the upper right corner of each page with your name, the attachment number and title, and page number as illustrated below:

*John Doe
Attachment 1: Grant Narrative
Page 1 of 2*

Attachment 1: Grant Narrative

Submit a typed one to two-page narrative, using a 12-point font or larger, on single sided white 8.5" x 11" paper with 1" margins. Include in your narrative:

- An explanation of how these funds will impact your career or work.
 - Remember that panelists may not be familiar with you or your work. Describe your project in a way that will be meaningful to panelists, including those outside your artistic discipline.
- The plan should describe how you would utilize the grant.
- Describe your work and where you are now as an artist or where you are in your career.
- Identify obstacles that are keeping you from accomplishing your goals.

Attachment 2: Artist Resume

Submit an artist resume of up to two (2) pages describing your artistic accomplishments. Do not include general employment history or other information unless it is pertinent to your art experience.

Attachment 3: Artist Statement

Provide no more than a one (1) page statement discussing your art.

Attachment 4: Work Sample(s)

- Your work must have been created in the last five (5) years.
- Do not submit original works of art, photographs or slides.
- Digital Photographs
 - Submit up to ten (10) digital photographs on CD, DVD, flash drive, or ZIP file.
 - Include a list of works. Example: "1. *Title*, medium, year created".

- Audio Tracks
 - Up to ten (10) tracks may be included on a single CD, DVD, flash drive, or ZIP file.
 - Include a list of tracks in listening order noting collaborating artists, if any. Example: “1. *Title*, year created, Bassist – Jack Doe; Piano – Jane Smith; Guitar – Don James.”

- Performances
 - Please submit no more than three (3) samples, not to exceed ten (10) minutes of performance each on DVD, flash drive, or ZIP file.
 - Include a list of performances in order noting any additional actors, directors, producers and technicians as applicable.

- Manuscript Submissions
 - Literature manuscripts of recent work must be on 8.5” x 11” paper.
 - Submit up to ten pages for fiction or creative non-fiction.
 - Submit up to five pages for poetry with one poem on each page.
 - Media productions should submit a scenario or script treatment of up to five pages.

Attachment 5: (Optional) Supplemental materials

Include any materials that will support your application. Examples:

- Letter of Support: A letter should be written by someone to whom you are not related. This individual must include their title or affiliation and contact information. Emails are fine.
- Programs
- Brochures
- News Clippings
- Reviews about your work
- Journals that include your work.

Return of Samples

If you wish to have your supplementary materials or submissions returned to you, please provide a self addressed stamped envelope. It must be large enough to accommodate your materials. You must also provide the correct amount of postage.

The Arts Council cannot be held responsible for any damage or loss of these samples incurred while in transit.

Application Mailing and Questions

Mailed, hand-delivered, or online applications must be received by **5pm February 6, 2012**. Please mail applications to:

**Individual Artist Grant Application
Arts Council of Greater Grand Rapids
PO Box 2265
Grand Rapids, MI 49501-2265**

Hand deliver applications to: Arts Council of Greater Grand Rapids, 532 Ottawa Ave. NW, Grand Rapids, MI 49503.

To send your application electronically, either click on the “Submit Form” button in the upper right corner of the screen or save a copy of the PDF and send it as an attachment to aplacencia@artsggr.org. Your grant Narrative, Artist Resume, Artist Statement, Samples and Supplemental Materials may also be sent as email attachments.

For more information about the Individual Artist Grant Program, or if you have questions

Please contact Angela De Luca Placencia, Program Manager at the Arts Council of Greater Grand Rapids by calling 616.459.2787 or emailing aplacencia@artsggr.org.

Grant Panel Review Process

The Arts Council has selected a panel of artists and other professionals with diverse backgrounds and appreciation for all artistic mediums to review applications.

Panel review sessions are not open to the public.

Grant Contract and Reporting

The panel may award full or partial funding to individuals. Applicants will be notified by mail of the status of their application. Each artist receiving a grant will be required to sign an agreement stipulating the terms of the grant award. Agreements must be signed and returned to the Arts Council within 30 days of the date on the official letter of notification, and a signed IRS W9 form must be received before funds are disbursed.

The entire grant must be spent by June 1, 2012. A final report, including copies of receipts must be submitted to the Arts Council no later than June 8, 2012.

In publicity or printed materials following funding, the recipient is asked to credit the Arts Council of Greater Grand Rapids by placing the Arts Council logo on the materials and/or including "NAME is a recipient of an Individual Artist Grant Award from the Arts Council of Greater Grand Rapids."

Grants and Taxes

Grants to individuals are considered taxable income. Additional information will be supplied with the agreement.