



## Fiscal Year 2014 Artist Research and Development Grant Guidelines

### Program Description

Artist Research and Development Grants are designed to support individual artists from all disciplines in research which deepens the artist's craft and endeavors to advance the artist's discipline, field of study, community of practice or broader community, as defined by the applicant.

Artist Research and Development Grant applicants may include, but are not limited to, artists who are: developing or experimenting with new techniques, methodologies and technologies; pioneering new works; or conceiving of and advancing new strategies for engagement.

### Award Amount

The following awards are available through the Artist Research and Development Grant Program.

#### Artist Research and Development Grant

Up to \$3,500. No match is required. Ten (10) to twelve (12) grants will be awarded depending on availability of funds.

#### Distinguished Merit Award

The Distinguished Merit Award offers additional funding (up to \$2,500) to one 2014 Artist Research and Development Grant recipient, in recognition of a particularly outstanding proposal.

#### Bill Desmond Writing Award

The Bill Desmond Writing Award is an Arts Commission program supporting excelling nonfiction writers for specific project-related costs. This award offers funding support in the amount of \$500 to one nonfiction writer applying for the Artist Research and Development Grant and can be offered separate of, or in addition to, the Artist Research and Development Grant. Funding for the Bill Desmond Award is generously provided by the Bill and Kathy Desmond Endowment and the Arizona Commission on the Arts.

### Applicant Eligibility

This grant is for individual artists. Organizations are not eligible to apply. At the time an application is submitted, an applicant must be:

- a) 18 years of age or older,
- b) a resident of Arizona,
- c) not enrolled in more than three (3) credit hours at a college or university.

If deemed necessary, applicants must be prepared to submit copies of at least two (2) of the following: driver's license/state-issued ID card, voter registration card or tax forms. If a successful applicant is not able to provide proof of Arizona residency, funding will not be awarded.

A primary applicant may submit only one application per year. An artist may apply as a primary applicant in one project and also be named as a collaborating artist in another project within the same year. Recipients of the previously-named Artist Project Grant (APG) and the current Artist Research and Development Grant (ARDG) may apply for and receive the Artist Research and Development Grant every ten (10) years. APG recipients who received the award before June 2004 are eligible to apply during the fiscal year 2014 grant cycle. An artist may receive a maximum of four (4) awards in his/her lifetime. Recipients of the APG can be named as collaborators on an application if they received their award before June 2011.

#### Application Deadline:

**Thursday, September 19, 2013; 11:59pm**

#### Funding Period

Awarded projects may have started prior to the time of application, but must be completed by March 2015.

#### Primary Staff Contact:

**Jessica Rajko**

Artist Services Coordinator

602-771-6530

[jrajko@azarts.gov](mailto:jrajko@azarts.gov)



## Evaluation Criteria

Applications to the Artist Research and Development Grant are evaluated based on the following criteria:

- 1. Potential Impact:** Application describes the potential impact of the proposal in the following ways:
  - Impact to the artist's personal craft and/or body of work.
  - Impact to the artist's discipline, field of study, community of practice or broader community as defined by the artist.
- 2. Feasibility:** Application demonstrates substantial evidence that the proposal will be realized within the funding period.
- 3. Artistic Strength:** Application clearly demonstrates vision, originality, understanding of the artist's craft, and the ability to engage community as defined by the artist.

## Grant Program Does not Fund

- Teaching artist residencies.
- Documentation of existing arts projects.
- Costs related to activities for which the applicant is employed or contracted.
- Costs related to academic research, or formal study toward an academic or professional degree.
- Expenses incurred in the presentation of final work such as self-publishing, promotion, catalogs published by the artist(s), exhibition expenses and self-presenting. Such expenses may be one component of the proposal but cannot be the sole purpose of the requested funds.

## Review Process

Review of the applications will be conducted by a panel of arts professionals. The panel will represent a broad range of experience in visual arts, new media, interdisciplinary, multidisciplinary, performing arts, and literary arts. **Applications which do not follow instructions and do not meet all published guidelines will not be considered and will not advance to panel review.**

Applications are first reviewed for eligibility and compliance with guidelines. Next, panelists review discipline-specific applications and determine which applications move forward to a 2<sup>nd</sup> phase of review. Panelists then review applications in all disciplines and determine which applications move forward to the panel meeting. In the in-person panel meeting, chaired by a Governor-appointed Commissioner of the Arizona Commission on the Arts, panelists review all remaining applications. Finally, panel recommendations are presented to the Governor-appointed Commissioners for ratification.

Please do not contact the Arts Commission about the status of an application. Applicants are welcome to attend the panel review of applications. The date of the panel meeting will be posted to the Arizona Commission on the Arts website. Written notifications will be mailed in January 2014.

## How to Apply

Complete the following steps to compose and submit the Artist Research and Development Grant application. Applications are submitted online through Submittable, the online application system utilized by the Arizona Commission on the Arts (*learn more about Submittable in Step 5, page 5 of the guidelines*). Applications which do not follow instructions and do not meet all published guidelines will not be considered and will not advance to panel review.

**All items are required, unless otherwise noted.**

- Step 1:** Choose an Application Category
- Step 2:** Complete the Artist Research and Development Grant Proposal
- Step 3:** Locate/Create Artistic Work Sample(s)
- Step 4:** Complete the Proposal Budget Form
- Step 5:** Complete, Attach, and Submit All Required Application Materials Online

## Step 1: Application Category

Choose one of the following categories under which to apply:

- Digital Media Arts
- Literary Arts
- Multi-/Inter-/Trans-Disciplinary Arts
- Performing Arts
- Visual Art

## Step 2: Artist Research and Development Grant Proposal

The Artist Research and Development Grant Proposal must be compiled into one document. Excess pages will be removed and will not be reviewed. All proposals must be:

- Typed in at least 11-point font, single or double spaced, with 1" margins.
- Labeled with the primary applicant's full name at the top right-hand corner of each page.
- Numbered sequentially on the bottom right-hand corner of each page.
- Saved as a .doc, .docx or .pdf with the following file name format: [First Initial]\_[Last Name]\_ARDG Proposal, *example: "J\_Smith\_ARDG Proposal"*

The Artist Research and Development Grant Proposal must include the following:

### Proposal Narrative (*not to exceed one page*):

- Title this section: "Artist Research and Development Grant Proposal Narrative."
- In the first paragraph, provide a concise summary of the proposed idea; specifically who, what, when, where and why. Within the narrative, discuss:
  - How the proposal builds upon previous work and/or research by engaging new strategies, concepts, methodologies, and/or technologies.
  - How the research deepens your craft and/or body of work.
  - How the proposal impacts your community of practice or broader community.
  - *If applicable*, name the secondary artists/individuals or collaborators and their disciplines, and describe their roles in the proposed project.

### Strategic Plan (*not to exceed two pages*):

- Title this section: "Artist Research and Development Grant, Strategic Plan."
- **Timeline:**
  - Provide a timeline that details sequential development of the proposal within the funding period (January 2014 – March 2015).
  - Provide the timeline in a list format. Label each timeline item in the following way: [Date or Timeframe]: [timeline item description], *example: "February 10, 2014: Finish first draft," or "March – April 2014: Read literature on bat migration."*
- **Strategic Plan:**
  - Bring the timeline to life. Describe why major milestones are important to the proposal, and how you will assess whether or not you are on track to complete them.
  - Address any other desired outcomes for the proposal outside of the milestones listed in the timeline. Describe how you will assess if/when they have been realized.

### Artist Statement (*not to exceed one page*):

- Title the artist statement: "Artist Research and Development Grant Artist Statement."
- Submit an Artist Statement for the primary applicant. This may include, but is not limited to, a description of your artistic philosophy, creative process, and methodology for community engagement.

**Artist Biography (not to exceed one page):**

- Title the artist biography: “Artist Research and Development Grant Artist Biography.”
- Submit a biography for the primary applicant (*resumes are not required and will not be accepted*).
- *If applicable*, submit a half-page biography for each additional collaborator involved in the proposal and title each collaborator biography “Artist Research and Development Grant Collaborator Biography.”

**Work Sample Description (not to exceed one page):**

- Submit a one-paragraph description explaining how the submitted work sample(s) relate to the proposal. Include all of the following required information *for each work sample*:
  - Title of the artistic work sample.
  - Name(s) of represented artist(s).
  - Date completed or premiered.
  - Location/site of exhibition or presentation.
  - *If applicable*, dimensions and medium of the work.
  - *If necessary*, any other pertinent technical information.

### Step 3: Artistic Work Sample(s)

Locate/Create artistic work samples that represent work completed by the applicant within the last five (5) years. Choose the most appropriate artistic work sample format to represent your discipline. Do not submit enhanced promotional materials. These materials do not allow panelists to see/hear/determine artistic strength.

**Applications wherein artistic work samples exceed or do not meet the parameters outlined below will not be considered and will not be advanced to panel review.**

All artistic work samples must use the following formatting requirements:

**All Work Samples**

- Save all work sample files in the following file name format: [First Initial]\_[Last Name]\_Work Sample, *example*: “J\_Smith\_Work Sample”.
- If the work sample is that of a collaborator, use the collaborator’s name in the file name.
- **NOTE:** Applicants are responsible for reviewing and testing artistic work samples uploaded to the online application.

**Audio Material** (*music, vocals, spoken word or sound-based art*): Provide one three-minute segment. The three-minute segment can be composed of one or several short works or excerpts of works.

**Video Material** (*performance art, film/video, music, dance, theatre, spoken word or movement-based art*): Provide one three-minute segment. The three-minute segment can be composed of one or several short works or excerpts of works.

**Digital Images** (*visual art, image-based art without motion*): Provide a total of five (5) images. Images must be at least 72 dpi for viewing online and no larger than 1024 x 1500 pixels, either vertical or horizontal.

**Writing Samples** (*literary art, poetry, prose, script or screenplay*): Provide a total of five (5) pages of material. Written material must be:

- Typed in at least 11-point font with 1” margins.
- Labeled with the primary applicant’s full name at the top right-hand corner of each page.
- Numbered sequentially on the bottom right-hand corner of each page.
- One single document no more than five (5) pages.
- *Prose* must be double-spaced.
- *Poetry* must include at least 4 poems.

**Combination of Materials:** If it is necessary to use more than one artistic work sample format, calibrate accordingly for no more than a **three-minute reviewing time** of the combined samples. If submitting digital images as part of a combination of materials, allow 30 seconds of the review time for each image.

**Collaborator Artistic Work Samples** (if applicable): Each collaborator may submit a total of one (1) artistic work sample. The sum of the work sample must adhere to only one of the following parameters:

- Up to a single 1-minute video sample.
- Up to a single 1-minute audio sample.
- Up to 2 digital images.
- Up to 2-page writing sample.

## Step 4: Proposal Budget

Locate the proposal budget form online at <http://www.azarts.gov/grants/artists/>. Use the template to list all major expenses needed to successfully complete the proposal. If the total expenses exceed the maximum funds available through the Artist Research and Development Grant, then either list the other secured sources of income, or provide a detailed plan as to how additional income will be secured.

Save as a .doc, .docx or .pdf with the following file name format: [First Initial]\_[Last Name]\_Proposal Budget, *example*: "J\_Smith\_Proposal Budget".

## Step 5: Complete, Attach, and Submit All Required Grant Materials Online

Submit an Artist Research and Development Grant application by completing and attaching all required items online at Submittable at <https://artistresearchdevelopment.submittable.com/submit>. Submittable is the online application system used by the Arts Commission to receive applications to the Artist Research and Development Grant program. For more information on how to submit an application through Submittable, please visit the Frequently Asked Questions section titled, "Submitting the Application" on page 7.

**Complete Cover Form:** Complete the Artist Research and Development Grant Cover Form in Submittable. All required sections must be complete and accurate. *Information provided on this form is collected for reporting purposes only, and will not be considered during any part of the panel review process.*

**Attach Materials:** Applicants must attach the following application materials:

- Artist Research and Development Grant Proposal - one document including:**
  - Proposal Narrative (*no more than one page*)
  - Strategic Plan (*no more than two pages*)
  - Artist Statement (*no more than one page*)
  - Artist Biography (*no more than one page*)
  - Work Sample Description (*no more than one page*)
- Artistic Work Sample(s)**
- Proposal Budget Form**

**Submit Application:** Once all materials are completed and attached, click the submit button. The application must be submitted online by **Thursday, September 19, 2013, 11:59pm**. Once submitted, applicants will receive a follow-up email confirming that the grant application has been received. This email does not validate the submitted application's completeness or eligibility for review.

**PLEASE NOTE: After an application has been submitted, no changes can be made to application materials.**

## Frequently Asked Questions

### Eligibility

**Q: Can I collaborate with artists based outside the U.S. or with a previous Artist Project Grant recipient?**

A: Yes and yes. Recipients of the previously-named Artist Project Grant can be named as collaborators if they received their award before June 2011.

**Q: Must my project have a public component?**

A: No, but applicants are required to discuss how the proposal will impact the artist's discipline, field of study, community of practice or broader community, as defined by the artist.

**Q: Who can apply for this grant?**

A: The Artist Research and Development Grant program is open to any Arizona-based artist who meets the eligibility requirements and is conducting research to deepen his/her craft. For some artists, the proposed research will culminate in a final project or work of art; however this is not required. The purpose of this grant is to fund artist research. This extends applicant eligibility to artists who are not the primary creator of a work. For example, dancers as well as choreographers are eligible to apply.

### Project Proposal

**Q: How important is my project narrative?**

A: Artist Research and Development Grant applications are reviewed on the basis of the artistic work sample(s), written narrative, strategic plan, artist statement, artist biography and proposal budget. It is recommended that you make your case well and have someone edit/review your project narrative before submitting.

**Q: Can I request artist stipends in the project budget?**

A: Yes.

**Q: Is there a particular "start date" for projects?**

A: No. The review process for your application will be complete in early 2014. Your proposal may start before that time but you must be comfortable with the idea that funding may be retroactive.

**Q: Do I have to demonstrate the completion of a project as part of my proposal?**

A: No. Proposals are not required to demonstrate the completion of a final artwork or project in order to be eligible. Research-based proposals are eligible as long as they adhere to the guidelines.

**Q: How should I discuss "assessment" in my Strategic Plan?**

A: Panelists chosen to review applications are experts in their respective fields; however, panelists are not expected to be experts in all fields. Not every panelist will be familiar with your discipline's basic methodology. Approach the idea of assessment as if you are explaining your process to someone unfamiliar with the way you work, even if this means explaining common practices in your field or discipline. Be specific. Break down your larger goals and explain how you plan to achieve them within your process. Do not make assumptions about the panelists' understanding of the way you work.

**Q: Can I get staff feedback or technical support while I prepare my application?**

A: We encourage you to discuss your planned project with Arts Commission staff before submitting an application. While Arts Commission staff can provide feedback and assistance regarding the grant guidelines, they will not review or provide feedback on drafts of an application.

**Q: Are resources available to help me complete the application?**

A: You may review past award applications on file in the Arts Commission's Resource Library, as these are public documents and may be useful in refining grantwriting skills. You may also ask for technical support. Contact Arts Commission staff if you have further questions.

## Artistic Work Samples

### Q: How much information should I include in my Artistic Work Samples?

A: Only submit the required amount of video, audio, visual or written material. Provide samples that best support and strengthen your application. Carefully review the guidelines for artistic work samples and contact Arts Commission staff if you have further questions.

### Q: How much/many of my Artistic Work Samples will be reviewed?

A: Five images or three minutes of video or audio samples per primary artist will be reviewed during the online review process. Samples may be revisited during Panel Day review if the panel wishes. We caution you to not overwhelm the panelists with samples. If your work samples include submissions in more than one format, calibrate accordingly for a three (3) minute reviewing time. Do not submit prints or original artwork as samples. Applicants are responsible for reviewing and testing artistic work samples to avoid any technical issues. Applications wherein artistic work samples exceed or do not meet parameters outlined in the guidelines will not be considered and will not advance to panel review.

### Q: Can I submit more Artistic Work Samples than those outlined in the guidelines?

A: No. Follow the guidelines carefully. Applications which do not follow instructions and do not meet all published guidelines will not be considered and will not advance to panel review.

## Submitting the Application

### Q: How do I submit an application online?

A: All applications must be submitted online, at <https://artistresearchdevelopment.submittable.com/submit>.

### Q: What is Submittable?

A: Submittable is the online application system used by the Arizona Commission on the Arts to receive applications to the Artist Research and Development Grant program.

### Q: How long will Submittable remain open to accept my online application?

A: The online application system will remain open to receive applications until **11:59 p.m, Thursday, September 19, 2013**. We recommend that applicants complete and submit online application materials well in advance of the deadline.

### Q: I have never used Submittable before. How do I make a new Submittable user account?

A: When you click the “Apply Now” button on the Artist Research and Development Grants Submittable page, you will be prompted to create your “user account information.” Once you enter and submit your user account information, Submittable will send you a confirmation email. Follow the instructions in the confirmation email, and you will then be able to sign into Submittable and complete your online application.

### Q: I have already made an account on Submittable, do I need to make a new account in order to apply?

A: No, you can use your current Submittable account. Click the “Sign In” link at the bottom of the page and enter your username and password. Once you sign in, Submittable will transfer you back to the Artist Research and Development Grants webpage. **PLEASE NOTE:** If you are using a pre-existing Submittable account, make sure your contact information in Submittable is up-to-date. Award notifications will be made using this contact information.

### Q: How do I update my contact information on Submittable?

A: Click on the “DASHBOARD +” button in the top, right-hand corner of the webpage. Choose “My Profile” from the dropdown menu. This will take you to your profile page where you can update your profile information. The Arizona Commission on the Arts will use the contact information on your profile page to make award notifications, so please confirm that all contact information is correct.

**Q: How do I complete and submit an online application?**

A: Once you are signed into Submittable, find the category under which you wish to apply and click “Apply Now.” This will take you to the submission page. Complete all required fields, attach required files, and click the “Apply Now” button. *NOTE: Once applications are submitted they cannot be edited.*

**Q: Can I save a draft of my online application?**

A: Yes, you can save a draft of your online application and return to your application at a later time. If you started your application and want to save a draft for later revisions, then click the “Save Draft” button at the bottom of the application page.

**Q: How many files should I attach?**

A: All applicants will attach at least 3 files: the grant proposal, budget form, and at least one work sample. Make sure all files are properly named and formatted as instructed in the “How to Apply” section of the guidelines.

**Q: When will I receive confirmation that my application was received?**

A: Applicants will receive a confirmation email after submitting the application. *This email does not validate the submitted application’s completeness or eligibility for review.* Please do not call the office to confirm receipt.

## Review Process

**Q: Will my application be processed if it is incomplete?**

A: No. As stated in the guidelines, applications which do not follow instructions and do not meet all published guidelines will not be considered and will not advance to panel review.

**Q: Can I find out about the status of my application during the panel review process?**

A: No. Please do not contact the Arts Commission about the status of an application. Applicants are welcome to attend the panel review day, as it is an open public meeting. Written notifications will be mailed in January 2014.

**Q: How many projects will be funded?**

A: The Arts Commission receives nearly 200 applications to this grant program each year with funding available to grant approximately 10 to 12 awards. The Arts Commission receives annual funding from the State of Arizona and the National Endowment for the Arts, and this grant is made subject to the availability of those funds. If at any time during the fiscal year the Arizona State Legislature enters into session and reduces funding to the Arts Commission, or if at any time Congress reduces its appropriation to the National Endowment for the Arts, or if funding is reduced for any other reason, this grant program may be canceled and/or awards may be reduced.

**Q: How likely is it that I will get funded?**

A: The Arts Commission receives nearly 200 applications to this grant program each year with funding available to grant approximately 10 to 12 awards. There are always many outstanding applications, and the panel deliberates very carefully to arrive at final award recommendations. It is not uncommon that awardees have applied several times before receiving funding.

**Q: Can I get feedback from panelists on my application?**

A: Yes. Panel comments may be available for eligible applications that proceed to Phase 2 of the review and beyond.

The Arizona Commission on the Arts is an agency of the State of Arizona which supports access to quality arts and arts education opportunities for all Arizonans; the development and retention of statewide jobs in the nonprofit arts, culture and education sectors; and increased economic impact in local communities through arts-based partnerships that develop tax and small business revenue.

*We imagine an Arizona where everyone can participate in and experience the arts.*

For more information, contact us at Arizona Commission on the Arts, 417 West Roosevelt Street, Phoenix, Arizona 85003-1326 or call (602) 771-6502 or email [info@azarts.gov](mailto:info@azarts.gov) or visit <http://www.azarts.gov>. To request this or any other publication in an alternate format, contact the Arts Commission offices. *An Equal Employment Opportunity Agency.*



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