

Professional Development Grant Guidelines: Fiscal Year 2015

Program Description

Professional Development Grants (PDG) are designed to assist Arizona artists, arts administrators and arts educators with funding support for participation in professional development and skills-building activities which contribute to significant professional growth. Applicants must make a compelling case as to why this particular self-identified learning activity was selected and how it will have a substantial impact on their work and/or community.

For the purpose of this grant program, “professional development and skills-building activities” refers to learning activities which include (*but are not expressly limited to*) the following: an individual’s participation in conferences or symposia; artist or administrator residencies (*provided the applicant has been invited or accepted and will be a participant, not solely a deliverer of learning or programming*); and training with mentors/master artists (*provided the activity is structured and documentable*).

Award Amount

Applicants may request *up to* a maximum of \$750. Requests for support of less than \$500 are not eligible for funding. All grants must be matched by a minimum contribution of 25% of the grant amount.

Applicant Eligibility

Professional Development Grants are awarded to individual artists, arts administrators and arts educators. At the time an application is submitted and the grant is awarded, an applicant must be

- a) 18 years of age or older, and
- b) a resident of Arizona.

To verify the above, applicants must be prepared to submit copies of at least two (2) of the following upon request: driver license, voter registration card or tax forms.

Full-time faculty at a college or university and undergraduate students enrolled in 12 or more credit hours are not eligible to apply. Adjunct faculty are eligible to apply.

Payment will be made to an individual and not to an organization or group. An individual may receive only one PDG award every two (2) fiscal years, and is responsible for any associated taxes. Only one staff member of an arts organization or school may apply for a PDG in a single review cycle. Only one staff member of an arts organization or school may receive a PDG within the same fiscal year (*July 1 through June 30 of the following year*).

Evaluation Criteria

- **Quality of Learning Activity:** Application provides substantial evidence as to the quality and appropriateness of the learning activity in support of professional development for the applicant.
- **Impact on Applicant Learning:** Application clearly defines the specific skills the applicant will develop and the impact learning will have on the applicant.
 - **For applicants applying as a member of an organization:** Application clearly explains how the learning activity will impact the applicant’s associated organization, school and/or constituency.
- **Appropriateness of Requested Funds:** Application provides evidence that budget expenses and contributed match funds are both appropriate and eligible.

Application Deadline:

CYCLE A: 11:59pm Thursday, June 5, 2014

For activities *taking place* between July 1, 2014 and October 31, 2014.

CYCLE B: 11:59pm Thursday, October 2, 2014

For activities *taking place* between November 1, 2014 and February 28, 2015.

CYCLE C: 11:59pm Thursday, February 5, 2015

For activities *taking place* between March 1, 2015 and June 30, 2015.

Primary Staff Contact:

Jessica Rajko
Artist Services Coordinator
602-771-6530
jrajko@azarts.gov

Eligible Expenses

Professional Development Grant funding can only be used for the following eligible expenses, related to the proposed learning activity:

- Registration.
- Transportation.
- Lodging.

Grant Program Does Not Fund

- Academic degree or certificate programs.
- Academic research or research contributing to a student's academic thesis or coursework.
- Self-presenting activities, such as marketing/promotion or support for an exhibition, reading, manuscript, performance, film, et cetera.
- Activities solely related to the advancement of a specific project.
- Activities for which an applicant is only presenting or lecturing. *
- Expenses other than activity registration, transportation, and lodging.
- An applicant who failed to submit a Final Report for a previously funded grant.

* Activities for which an applicant is presenting or lecturing as a part of a larger "professional development and skills-building activity" *are eligible* provided the applicant makes a strong case for his/her potential for learning as a part of a larger activity.

Review Process

To ensure fairness in the distribution of limited public funds, applications are internally reviewed by a panel of staff members. Applications will be reviewed within approximately 3 weeks of each deadline and applicants will be notified of their status shortly thereafter. Payment can take up to 6-8 weeks to process.

How to Apply

Complete the following steps to compose and submit the Professional Development Grant application. 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: Compose the Grant Application Document.

Step 2: Collect Supplemental Materials.

Step 3: Complete the Professional Development Grant Budget Form.

Step 4: Acquire a Letter of Support from the Director/President/Principal (*if applicable*).

Step 5: Attach and Submit All Required Materials Online.

Step 1: Grant Application Document

The Grant Application Document must be formatted as follows:

- **Submitted as one single document, no more than four (4) pages in length.**
- Typed in at least 11-point font, single or double spaced, with 1" margins.
- Saved as a .doc, .docx or .pdf with the following file name format: [First Initial]_[Last Name]_Grant Application Document, *example: "J_Smith_Grant Application Document."*

The Grant Application Document must include the following:

Grant Narrative (*not to exceed two pages*):

- Title the grant narrative: "Professional Development Grant Narrative."
- Compose a Professional Development Grant Narrative that addresses the following:
 - **General Description** – Provide a brief description of the learning activity.
 - **Quality of Learning Activity** – Describe how the learning activity will provide quality professional development related to your current artistic, administrative or educational needs. If you are attending an activity with multiple opportunities for learning, such as a conference or workshop series, provide specific, concrete examples of the sessions, events, activities, et cetera, in which you plan to participate.
 - **Impact** – Identify the specific skills you plan to develop as a result of participation in this opportunity. Explain what you plan to gain and how it will impact your craft and/or artistic practice. If you are applying as a member of an organization or school, explain how it will impact your organization, school, and/or constituency.

Résumé or Bio (*not to exceed one page*):

- Compose a résumé or bio that provides information about previous experiences and skill sets related to the proposed learning activity.

Supplemental Materials Description (*not to exceed one page*):

- Title the supplemental materials description: "Professional Development Grant Supplemental Materials Description."
- Compose a brief description of the supplemental materials. In your description, highlight pertinent information within the attached brochure, schedule, invitation, et cetera (*see "Supplemental Materials" below*).

Step 2: Supplemental Materials

Provide relevant information or materials related to the learning activity. Supplemental materials may include (*but are not limited to*) brochures, schedules, invitations, et cetera. If relevant to the application, acquire brief bios of any workshop or master class presenter(s).

- Submit no more than three (3) pieces of supplemental material.
- Save as a .doc, .docx, .pdf, or .jpg with the following file name format: [First Initial]_[Last Name]_Supplemental Materials, *example: "J_Smith_Supplemental Materials."*

Step 3: Professional Development Grant Budget Form

Fill out the entire budget form, providing all eligible expenses and identifying all funding sources, included the requested grant amount. Ensure that the expense total and income total match. Address how grant funds will be used as part of the overall budget.

- Save as a .pdf with the following file name format: [First Initial]_[Last Name]_Budget Form, *example: "J_Smith_Budget Form."*

Step 4: Letter of Support

***** This item is only required for applicants representing an organization or school. *****

Acquire a letter of support from the Director/President/Principal that clearly demonstrates that the organization or school supports the individual's attendance at the learning activity.

- The maximum length of the Letter of Support is one (1) page.
- Save as a .doc, .docx .pdf or .jpg with the following file name format: [First Initial]_[Last Name]_Letter of Support, *example: "J_Smith_Letter of Support."*

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

Submit a complete Professional Development Grant Application by completing and attaching all required items to your online application. Access the online application at: <https://fasttrackgrants.submittable.com/submit>.

Complete Online Cover Page: Fill out the entire Professional Development Grant Cover Page in the online application system. All required sections must be complete and accurate. *Information provided here will not be considered during any part of the panel review process.*

Attach Materials: Applicants must attach the following materials:

- Grant Application Document**, one single document with the following sections:
 - Grant Narrative.
 - Résumé or Bio.
 - Supplemental Materials Description.
- Supplemental Materials**
- Budget Form**
- Letter of Support** (*only required for applicants representing an organization or school*)

Submit Application: Once all materials are attached, click the submit button. All submissions must be made prior to published deadlines:

- **CYCLE A: 11:59pm Thursday, June 5, 2014** for activities taking place between July 1, 2014 and October 31, 2014.
- **CYCLE B: 11:59pm Thursday, October 2, 2014** for activities taking place between November 1, 2014 and February 28, 2015.
- **CYCLE C: 11:59pm Thursday, February 5, 2015** for activities taking place between March 1, 2015 and June 30, 2015.

Once their application is submitted, applicants will receive a follow-up email confirming the grant application has been received. This email does not validate that the application submitted is complete or eligible for review.

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

Frequently Asked Questions

Eligibility

Q: What types of professional development activities are eligible for the Professional Development Grant?

A: While professional development can describe a wide range of activities and experiences, the Professional Development Grant specifically funds learning activities.

Q: Can I apply for an activity that begins in one funding cycle and ends in the next consecutive cycle?

A: There are some cases in which such an activity would be eligible. Please contact the Arts Commission for further directions on how to apply.

Q: Can I apply for funds to support an unstructured residency?

A: Unstructured residencies are eligible activities, but the individual must make a strong case as to how the residency will provide a learning experience that will impact his/her craft, artistic practice, organization, school, and/or constituency.

Q: Can I apply for funds to support a specific project on which I am working?

A: Learning activities intended to advance a specific project are eligible as long as the individual makes a strong case as to how this activity will more broadly influence his/her craft and/or artistic practice.

Q: Can I apply for funds to cover the cost of materials or supplies?

A: No, funds may only be used for the following eligible expenses: registration, transportation and lodging.

Q: Do I have to submit Supplemental Materials and a Supplemental Materials Description?

A: Yes. All applicants are required to submit BOTH Supplemental Materials and a Supplemental Materials Description. Applications that do not provide these materials will be ineligible and will not advance to panel review.

Q: Should my Grant Application Document be one document?

A: Yes. All sections included in the Grant Application Document (*Grant Narrative, Resume/Bio and Supplemental Materials Description*) are required and should be combined into one document. Grant Application Documents that do not include all of the required sections or subdivide them into separate documents will be ineligible and will not advance to panel review.

Submitting an Online Application

Q: How do I submit an application online?

A: Online applications can be submitted at <https://fasttrackgrants.submittable.com/submit>.

Q: What is Submittable?

A: Submittable is the online application system used by the Arizona Commission on the Arts to receive online grants applications for the Fast-Track Grants program.

Q: How long will Submittable accept my online application?

A: The online application system will remain open and available for submission until 11:59pm Thursday, June 5, 2014 for Cycle A applications, until 11:59pm Thursday, October 2, 2014 for Cycle B applications and until 11:59pm Thursday, February 5, 2015 for Cycle C applications. It is recommended 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 on the "Apply Now" button on the Fast-Track 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; you will then be able to sign in to Submittable and complete your online application.

Q: I have already made an account on Submittable. Do I need to make a new profile in order to apply?

A: No. You can use your existing Submittable profile. 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 Fast-Track Grants page. *PLEASE NOTE: If you are using a pre-existing Submittable profile, please make sure your contact information in Submittable is up-to-date. All 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, click on the “Apply Now” button under Professional Development Grants. This will take you to the submission page. Complete all required fields, attach required files, and click the “Apply Now” button. *NOTE: After an application has been submitted, no changes can be made to application materials.*

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, 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 application document, budget form and at least one supplemental material. If applying as a member of an organization or school, you must also attach a letter of support. Applicants may attach up to 3 supplemental materials files. Make sure all files are properly named and formatted as instructed in the “How to Apply” section of the grants 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 that the application submitted is complete or eligible for review; simply that it has been received.* Please do not call the office to confirm receipt.

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.

Review Process

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

A: No. 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. Applications will be reviewed within three (3) weeks of the submission deadline. Notifications will be mailed out shortly thereafter.

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

A: Yes. Comments are recorded for all applications.

