



Fiscal Year 2016 Artist Research and Development Grant Guidelines

Program Description

Artist Research and Development Grants (ARDG) are designed to support individual artists from all disciplines. The purpose of this grant is to aid in the development of artistic work, support the advancement of artistic research and recognize the contributions individual artists make to Arizona's communities. Artist Research and Development Grants are made to practicing artists who demonstrate strong, original work that impacts both their own artistic practice and the broader community, as defined by the artist. Artist Research and Development Grant applicants may include, but are not limited to, artists who are

- developing new techniques or methodologies;
- experimenting with new materials or technologies;
- creating new works; or
- advancing new strategies for engagement.

Deadline & Grant Cycle:

DEADLINE: 11:59pm, Thursday, September 17, 2015

Funding Period: Proposals may be started prior to the time of application, but must be completed by March 2017.

Primary Staff Contact:

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Award Amount

A minimum of \$3,000 and up to \$5,000. No match is required. Up to ten (10) grants will be awarded depending on availability of funds.

Bill Desmond Writing Award

The Bill Desmond Writing Award provides support to excelling nonfiction writers for specific project-related costs. This award offers funding support in the amount of \$1,000 to one nonfiction writer applying for the Artist Research and Development Grant and can be offered separate of, or in addition to, the ARDG award. Funding for the Bill Desmond Writing Award is generously provided by the Bill and Kathy Desmond Endowment.

Applicant Eligibility

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

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

**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.*

- 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 and the current Artist Research and Development Grant may apply for and receive the Artist Research and Development Grant every five (5) years. Artist Project Grant recipients who received the award before June 2011 are eligible to apply during the fiscal year 2016 grant cycle.
- An artist may receive a maximum of four (4) awards in his/her lifetime.
- Applicants who failed to submit a Final Report for a previously funded grant are not eligible to apply.

Evaluation Criteria

Applicants 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:
 - a) Impact to the artist's personal practice and/or body of work; **and**
 - b) 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 practice and the ability to engage community, as defined by the artist.

Eligible Expenses

Eligible expenses include, but are not limited to, the following:

- Artist stipends.
- Materials.
- Travel costs.
- Technology.
- Equipment.
- Space rental.
- Marketing.
- Production costs.
- Documentation.
- Rehearsal time.
- Registration fees.

This list is not comprehensive. Please contact Arts Commission staff for further clarification.

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.
- Fundraising projects.
- Scholarships, awards and competitions.
- Food and beverages for any purpose.
- Grant administration, overhead or processing fees taken by an umbrella/parent organization as a percentage of the total award, with the exception of fiscal sponsors.

This list is not comprehensive. Please contact Arts Commission staff for further clarification.



Review Process

Review of the applications will be conducted by a panel of in-state arts professionals representing a broad range of experience in visual arts, new media, interdisciplinary, multidisciplinary, performing arts and literary arts.

- **Eligibility Review:** Applications are first reviewed for eligibility and compliance with 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.*
- **Phase 1:** Panelists review discipline-specific applications and determine which applications move forward to Phase 2.
- **Phase 2:** Panelists review applications in all disciplines and determine which applications move forward to Phase 3.
- **Phase 3:** In the in-person panel meeting, chaired by a Governor-appointed Commissioner of the Arizona Commission on the Arts, panelists review all applications which moved forward from Phase 2 and make funding recommendations. Panel recommendations are presented to the Governor-appointed Commissioners for ratification at the December Commission meeting.

Note: 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 2016.

How to Apply

All applications must be submitted online through Submittable at <https://azarts.submittable.com/submit> by the deadline: **Thursday, September 17, 2015; 11:59pm**. *Applications which are incomplete, fail to meet all requirements or do not follow the instructions outlined within these guidelines will not be considered and will not advance to panel review.*

Applications must include the following sections:

- Cover Page:** Information provided here will not be considered during any part of the panel review process.
- Grant Proposal**
 - **Proposal Narrative** (maximum 1000 words)
 - **Strategic Plan** (maximum 1000 words)
 - **Artist Statement** (maximum 500 words)
 - **Artist Biography** (maximum 500 words)
 - **Work Sample Description** (maximum 500 words)
- Budget Form**
- Artistic Work Samples**

[1] Grant Proposal

The Grant Proposal includes the following sections, and is completed online through Submittable:

Proposal Narrative (maximum 1000 words)

Please address the following questions in your proposal narrative:

- a) Provide a concise summary of the proposed idea (who, what, when, where and why).
- b) How does the proposed research and/or development deepen your artistic practice or body of work?
- c) How does the proposed project engage new strategies, concepts, methodologies or technologies?
- d) How does the proposal impact your discipline, field of study, community of practice and/or broader community?
- e) *If applicable*, name collaborators and their disciplines, and describe their roles in the proposed project.

Strategic Plan (maximum 1000 words)

- **Timeline:**
 - Provide a timeline that details sequential development of the proposal within the funding period (January 2016 – March 2017). Format the timeline as follows: “February 10, 2016: Finish first draft,” or “March – April 2017: Read literature on bat migration.” Please note that Submittable does not support special characters (e.g. bullet points).
- **Strategic Plan:**
 - Bring your 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.

Artist Statement (maximum 500 words)

- Provide an Artist Statement for the primary applicant. This may include, but is not limited to, a description of your artistic philosophy, creative process and/or methodology for community engagement.

Artist Biography (maximum 500 words)

- Provide a biography for the primary applicant (résumés are not required and will not be accepted).
- *If applicable*, provide a half-page biography for each additional collaborator involved in the proposal.

Work Sample Description (maximum 500 words)

- Provide 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 necessary*, dimensions and medium of the work
 - *If necessary*, any other pertinent technical information

[2] Budget Form

Complete and submit the provided Budget Form as a separate PDF document. To submit the Budget Form

- Download the **Artist Research and Development Grant Budget Form**, found online at <http://azarts.gov/grant/artist-research-and-development/>.
- Complete the Budget Form in full, following the instructions in the form.
- If the total expenses exceed the maximum funds available through the Artist Research and Development Grant, list other secured sources of income or provide a detailed plan as to how needed income will be secured.
- Save as a .pdf with the following file name format: [First Initial]_[Last Name]_Budget Form, *example*: “J_Smith_Budget Form.”
- Upload the Budget Form by clicking the “Browse” button and selecting the appropriate file.

[3] Artistic Work Samples

Submit artistic work samples that represent work completed by the primary artist 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 determine artistic strength. *Note: Applicants are responsible for reviewing and testing artistic work samples uploaded to the online application.*

Artistic Work Samples must follow the 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.

Audio (music, vocals, spoken word or sound-based art)

- Provide one **three-minute segment** of one or several short works or excerpts of works.

Video (performance art, film/video, music, dance, theatre, spoken word or movement-based art):

- Provide one **three-minute segment** of one or several short works or excerpts of works. URLs are not an acceptable format for video samples.

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 single document with no more than **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, and numbered sequentially on the bottom right-hand corner of each page.
- *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, consisting of

- 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**.

Upload Artistic Work Samples by clicking the "Browse" button and selecting the appropriate files.

Submitting the Online Application

Once you have completed all sections of the online application and uploaded all required documents and files, submit your application by **11:59 pm, Thursday, September 17, 2015**. Applicants are solely responsible for ensuring their application is complete before submitting. **After an application has been submitted, no changes can be made to application materials.** Once your application is submitted, you 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, only that it has been received by the online system.



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. Past recipients of the previously named Artist Project Grant and the Artist Research and Development Grant may receive funding as a collaborator on an application if they received their award funds before June 2013.

Project Proposal

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

A: Yes. We encourage you to include artist honoraria (for yourself and/or others) in your proposed project budget.

Q: Is there a particular start date for projects?

A: No. The review process for your application will be complete in early 2016. Your proposed work 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: Is the budget form used to evaluate feasibility?

A: Yes. Panelists will consider your budget to evaluate the feasibility of your proposal within the funding period. Please use the budget comments section to your advantage and provide details to support your proposal narrative.

Q: How detailed should I make 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 Strategic Plan 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. Break down your larger goals and explain how you plan to achieve them within your process.

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; 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: Can I submit more artistic work samples than those outlined in the guidelines?

A: No. Please follow the guidelines carefully. Applications which do not follow instructions will not be considered.



Submitting the Application

Q: How do I submit an application online?

A: All applications must be submitted online at <https://azarts.submittable.com/submit>. 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 pm, Thursday, September 17, 2015**. 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 Arizona Commission on the Arts 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 Arizona Commission on the Arts 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 complete and submit an online application?

A: Once you are signed into Submittable, select the disciplinary 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. *Please 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. 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 2 files: the 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 contact 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 for 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 meeting in December. Written notifications will be mailed in January 2016.

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

A: The Arts Commission receives over 100 applications to this grant program each year with funding available to grant approximately 10 awards. The Arts Commission receives annual funding from the State of Arizona and the National Endowment for the Arts, and this grant is 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: 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 (602) 771-6501 or email info@azarts.gov or visit www.azarts.gov. To request this or any other publication in an alternate format, contact the Arts Commission offices. *An equal employment opportunity agency.*

