Professional Development Grant Guidelines: Fiscal Year 2017

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. Learning activities include (but are not limited to) the following:

- Participation in conferences or symposia.
- Artist or administrator residencies.
- Training with mentors/master artists.

Learning activities must be structured and documentable. Residencies and training opportunities are eligible activities, provided the applicant has been invited or accepted and will be a participant, not solely a deliverer of learning or programming. Applicants must make a compelling case as to why a particular self-identified learning activity was selected and how it will have a substantial impact on their work and/or community.

Award Amount

Applicants may request a minimum of $500 and a maximum of $750. All grants must be matched by a minimum contribution of 25% of the requested 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.
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.

Deadlines & Grant Cycles

Activities may extend beyond the cycle end date, with the exception of Cycle C; grant funds cannot be used for activities taking place after the end of the fiscal year.

CYCLE A Application Deadline: 11:59pm Thursday, May 5, 2016
For activities with a start date between July 1, 2016 and October 31, 2016.

CYCLE B Application Deadline: 11:59pm Thursday, September 8, 2016
For activities with a start date between November 1, 2016 and March 31, 2017.

CYCLE C Application Deadline: 11:59pm Thursday, February 2, 2017
For activities with a start date between April 1, 2017 and June 30, 2017.

Primary Staff Contact for Cycles A & C:

Gabriela Muñoz
Artist Programs Manager
(602) 771-6530
gmunoz@azarts.gov

Primary Staff Contact for Cycle B:

Kristen Pierce
Organizational Services Coordinator
(602) 771-6517
kpierce@azarts.gov

- 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).
- Applicants who failed to submit a Final Report for a previously funded grant are not eligible to apply.

Eligible Expenses

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

- Registration.
- Transportation.
- Lodging.

Funding Restrictions

This program **does not** fund the following:

- Expenses other than activity registration, transportation, and lodging (e.g. per diem, materials, supplies, etc.)
- 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, etc.
- Activities solely related to the advancement of a specific project.
- Activities for which an applicant is only presenting or lecturing. *

    This list is not comprehensive.

* 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.

Additionally, according to the Arts Commission's enabling statutes, "Notwithstanding any other law, no monies from the Arizona Commission on the Arts may be spent for payment to any person or entity for use in desecrating, casting contempt on, mutilating, defacing, defiling, burning, trampling or otherwise dishonoring or causing to bring dishonor on religious objects, the flag of the United States or the flag of this state." Recipients of Arts Commission support are further instructed to "take into consideration general standards of decency and respect for the diverse beliefs and values of the American public" within funded programs.

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.

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 **4 weeks** of each deadline and applicants will be notified of their status shortly thereafter. Payment can take up to 6-8 weeks to process, once all award paperwork has been received by the Arts Commission.

How to Apply

The Arizona Commission on the Arts uses an online grants application system called GO (GrantsOnline) to receive and review grant applications. This electronic grants application system allows the Arts Commission to capture and archive applicant information and allows grant review panels to review applications in consistent formats and structures.

All applications must be submitted online through GO (http://arizona.culturegrants.org/) by the appropriate deadline. **Incomplete applications or applications which do not follow instructions will be ineligible for review or funding.**

The Arts Commission will not accept applications by means other than GO; if extenuating circumstances prohibit applicants from using GO, they are advised to contact the Arts Commission at least one month before the application deadline to make alternative arrangements for application submission. For general instructions on completing an application in GO, please see the **Frequently Asked Questions** section.

The application contains the following sections: **[1] Applicant Information, [2] Narrative Questions, [3] Budget Form, [4] Supplemental Materials.**

[1] Applicant Information

If you have not previously submitted an application through GO, the system will prompt you to create a user profile. If you are a returning applicant, you will login using your existing user profile.

This section requires that applicants enter or confirm their current contact information and provide federal reporting information. The federal reporting information will be used for reporting purposes only, and will not be considered in the application review process.

[2] Narrative Questions

Compose answers to the following narrative questions in a separate document before beginning the online application. These questions require time and editing to prepare a thoughtful and complete answer.

1) **Description of Learning Activity:** Provide a detailed description of the learning activity. Be as specific as possible and provide information about the *who*, *what*, *when* and *where* of the proposed learning opportunity. (2000 character maximum, including spaces.)

2) **Quality of Learning Activity:** Describe your learning objectives and why this particular learning activity will provide quality professional development related to your current artistic, administrative or educational needs. Provide concrete examples of the sessions, events, activities, etc., in which you plan to participate and describe how they will support your learning objectives. (2000 character maximum, including spaces.)

3) **Impact:** Explain how the specific skills you plan to develop as a result of participation in this opportunity will impact your craft and/or artistic practice. If you are applying as a member of an organization or school, explain how they will impact your organization, school and/or constituency. (2000 character maximum, including spaces.)

[3] Budget Form

All applicants must submit a complete project budget using the provided template. To submit the Budget Form:

- Download the **Professional Development Grant Budget Form**, found online at www.azarts.gov/grant/professional-development.
- Complete the Budget Form in full, following the instructions in the form.
- Save as a .pdf with the following file name format: **[First Initial]_[Last Name]_Budget Form**, *example: "J_Smith_Budget Form."*
- Upload your completed **Professional Development Grant Budget Form** to GO on the Supplemental Materials page of the online application.

[4] Supplemental Materials

Supplemental materials must be uploaded through GO on the Supplemental Materials page of the online application. Any materials beyond those explicitly requested within the guidelines will be removed from the application file.

Résumé or Bio (required; maximum 2 pages):
Compose a résumé or bio that provides information about previous experiences and skill sets related to the proposed learning activity.
- Save as a .pdf with the following file name format: **[First Initial]_[Last Name]_ Résumé or Bio**, *example: "J_Smith_Bio."*
- Upload your completed **Résumé or Bio** to GO on the Supplemental Materials page of the online application.

Learning Activity Materials (required):

Provide relevant information or materials related to the learning activity. Learning Activity Materials may include (but are not limited to) brochures, schedules, invitations, etc. (URLS and website links will not be accepted). If relevant to the application, acquire brief bios of any workshop or master class presenter(s).
- Submit no fewer than one (1) and no more than three (3) pieces of Learning Activity Materials.
- 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."*

Letter of Support (required only for applicants representing an organization or school; maximum 1 page):
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.
- 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."*

Frequently Asked Questions

Eligibility

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 cover the cost of food, materials or supplies?
A: No, funds may only be used for the following eligible expenses: registration, transportation and lodging.

Q: Are URLs and website links acceptable Supplemental Materials?
No. You must select and download specific website content (schedule, session descriptions, instructor bios, etc.) and submit it as a .doc, .docx, .pdf or .jpg file.

Submitting an Online Application

Q: How do I submit an application online?
A: Online applications can be submitted at http://arizona.culturegrants.org/.

Q: What is GO?
A: GO is an application system used by the Arizona Commission on the Arts to receive online grants applications.

Q: Do I have to use GO to submit my application?
A: The Arts Commission will not accept applications by means other than GO. If applicants do not have internet access, they are advised to contact local public libraries and local arts agencies, many of which offer public internet access. If extenuating circumstances prohibit applicants from using GO, they are advised to contact the Arts Commission at least one month before the application deadline to make alternative arrangements for application submission.

Q: How long will GO accept my online application?
A: The online application system will remain open and available for submission until 11:59pm the day of a cycle deadline.

Q: I have never used GO before. How do I make a new GO user account?
A: Go to: http://arizona.culturegrants.org/ and click Sign Up on the upper right-hand corner. This will open a user profile page. Complete the user profile page. Do not associate your user account with an organization as you are applying for an individual grant.

Q: I logged in to GO and can't find the Professional Development Grant application. Where is it?
A: Users associated with an organization cannot apply to the Professional Development grant program. If you are using your organization account, please log out and create a new individual account profile that is not associated with an organization.

Q: I have already made an account on GO do I need to make a new profile in order to apply?
A: No. You can use your existing GO profile. Click the "Sign In" link at the top, right-hand corner of the page and enter your username and password. Once you sign in, GO will transfer you back to the Fast-Track Grants page. *NOTE: If you are using a pre-existing* GO *profile, please make sure your contact information in* GO *is up-to-date. All award notifications will be made using this contact information.*

Q. If I'm applying for a Professional Development Grant do I need to create an organization profile?
A: No. You should only create a user profile because Professional Development Grants are awards for individuals, not for organizations.

Q: Should I use a word processing software to compile my application materials or type directly into the fields in GO?
A: We encourage applicants to develop responses to all application questions and information requests (including budget information) using word processing software. Please note that formatted text is not accepted by GO; applicants cannot bold, italicize, underline or change font style or size. Once responses are complete and edited, copy and paste responses into the GO application. To avoid losing work, remember to save often.

Q: How do I update my contact information on Go?

A: Click on the "My Account" icon: located on the top right-hand corner of the webpage. This will take you to your profile page where you can update your account 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 GO, click on the "Open Applications" button. This will take you to a list of grants. Select the "FY2017 PDG A Application". Complete all required fields, attach required files, and click the "Validate and Submit" 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: budget form, résumé or bio and at least one learning activity material. Applicants may attach up to 3 learning activity material files. If applying as a member of an organization or school, you must also attach a letter of support. 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.* 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 grant writing skills. You may also ask for technical support during regular business hours. Contact Arts Commission staff if you have further questions.

Q: I read the FAQs and still have some questions about how to use GO. Who should I contact?
A: For technical support and questions related to GO, contact Ben Watters at bwatters@azarts.gov or (602) 771-6532.

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 four 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.

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*.