

Fiscal Year 2017 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.

Award Amount

A minimum of \$3,000 and up to \$5,000. No match is required. Up to fifteen (15) 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 independent 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 an application is submitted and the grant is awarded, an applicant must be:

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

*To verify residency, 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-offered 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 2012 are eligible to apply during the fiscal year 2017 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.

Deadline & Grant Cycle:

DEADLINE: 11:59pm, Thursday, August 25, 2016

Funding Period: Proposals may be started prior to the time of application, but must be completed by March 2018.

Primary Staff Contact:

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

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.

Funding Restrictions

This program does not fund the following:

- 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.

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.

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 2017.

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] Artist Information, [4] Required 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 not be considered in the application review process and will be used for reporting purposes only.

[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.

- a) Provide a concise summary of the proposed idea (who, what, when, where and why). (1000 character maximum)
- b) *If applicable*, name collaborators and their disciplines, and describe their roles in the proposed project. (1000 character maximum)
- c) Provide a timeline that details sequential development of the proposal within the funding period (January 2017 – March 2018). Format the timeline as follows: “February 10, 2017: Finish first draft,” or “March – April 2017: Read literature on bat migration.” Please note that GO does not support special characters (e.g. bullet points). (2000 character maximum)
- d) 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. (2500 character maximum)
- e) How does the proposed research and/or development deepen your artistic practice or body of work? (2500 character maximum)
- f) How does the proposed project engage new strategies, concepts, methodologies or technologies? (2500 character maximum)
- g) How does the proposal impact your discipline, field of study, community of practice and/or broader community? (2500 character maximum)

[3] Artist Information

- a) **Artist Statement:** 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. (2500 character maximum)
- b) **Artist Biography:** Provide a biography for the primary applicant (résumés are not required and will not be accepted). (2000 character maximum)
- c) ***If applicable*, Collaborator Biography:** provide a brief biography for each additional collaborator involved in the proposal. (2500 character maximum)

[4] Required Supplemental Materials

- a) **Budget Form:** All applicants must submit a complete project budget using the provided template. To submit the Budget Form:
 - o Download the **Artist Research and Development Grant Budget Form**, found online at <http://azarts.gov/grant/artist-research-and-development/>.
 - o Complete the Budget Form in-full, following the instructions in the form.
 - o 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.
 - o Save as a .pdf with the following file name format: **[First Initial]_[Last Name]_Budget Form**, *example:* “*J_Smith_Budget Form.*”
 - o Upload your **Artist Research and Development Grant Budget Form** to GO on the Required Supplemental Materials page of the online application.
- b) **Artistic Work Samples Description:** Provide a description explaining how the submitted work sample(s) relate to the proposal. Include all of the following required information *for each work sample* (maximum 2,500 characters)
 - o Title of the artistic work sample.
 - o Name(s) of represented artist(s).
 - o Date completed or premiered.
 - o Location/site of exhibition or presentation.
 - o *If necessary*, dimensions and medium of the work.
 - o *If necessary*, any other pertinent technical information.

Upload 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. Work samples that do not follow the specified guidelines will not be reviewed.**

All Work Samples must follow the formatting requirements:

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 file, up to **three minutes in length**, 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 file, up to **three minutes in length**, of one or several short works or excerpts of works. Compress file to 50 MB or less. 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 .pdf 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, following the compression guidelines listed above and 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 “Upload” button and selecting and submitting 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, August 25, 2016**. 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 or Artist Research and Development Grant recipient?

A: Yes and yes. Past recipients of the previously-offered Artist Project Grant and the Artist Research and Development Grant may be included as a collaborator on an application if they received their award funds before June 2014.

Project Proposal

Q: Can I pay myself as the artist in the project budget?

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

Q: Does the proposal have to culminate in a completed project?

A: No. Proposals are not required to result in the completion of a final artwork or project in order to be eligible.

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: 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 and feedback from staff. 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. Contact Arts Commission staff if you have further questions.

Submitting the 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 Artist Research and Development Grant application. Where is it?

A: Users associated with an organization cannot apply to the Artist Research and 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, so long as it is not attached to an organizational 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, you can start a new application from the "Open Applications" tab. *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 an Artist Research and Development Grant do I need to create an organization profile?

A: No. You should only create a user profile because Artist Research and 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 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 ARDG 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: 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.

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 Anastasia Freyermuth at afreyermuth@azarts.gov or (602) 771-6529.

Review Process

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 2017.

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 15 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.*

