

Fiscal Year 2018 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 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 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. You do not need to provide any additional application materials.

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.

Deadline & Grant Cycle:

DEADLINE: 11:59pm, Thursday, August 24, 2017

Funding Period: Proposals may be started prior to the time of application, but must be completed by March 2019.

Primary Staff Contacts:

Gabriela Muñoz

Artist Programs Manager
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Brad DeBiase

Operations and Special
Initiatives Coordinator
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Gabriela Muñoz will be out on maternity leave May 9 – July 23. In her absence, please contact Brad DeBiase.

For questions regarding the Submittable online platform:

Submittable Technical Support

Email: support@submittable.com
Phone: (855) 467-8264, ext. 2
Web: help.submittable.com

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 Research and Development Grant recipients who received the award before June 2013 are eligible to apply during the fiscal year 2018 grant cycle.

An artist may receive a maximum of four (4) awards in their lifetime.

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

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 November 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 to all applicants in January 2018.

How to Apply

All applications must be submitted through Submittable, an online submission platform. A link to the grant application can be found on the Arts Commission's website at <http://azarts.gov/grant/artist-research-and-development/>. The Arts Commission will not accept applications by means other than Submittable. If extenuating circumstances prohibit applicants from using Submittable, they are advised to contact the Arts Commission *at least one month* before the application deadline to make reasonable accommodations for application submission. *Late or incomplete applications will be ineligible for review.*

General Instructions for Completing an Application

Applicants are encouraged to develop responses to all application questions using word processing software, in order to spell-check, save, and back up their work. These questions require time and editing to prepare thoughtful and complete responses. Once responses are complete and edited, applicants may copy and paste into the Submittable application.

Narrative responses are limited to a maximum word (not character) count. Composing responses in a separate document allows an applicant to monitor the word counts set for each question. Note that Submittable will not display the number of words in each response, and will only alert the applicant if the maximum word count has been exceeded. Below are some additional general suggestions to help applicants navigate the Submittable application process:

- Formatted text (bold, italics, underlined text, font style, size, etc.) is not accepted by Submittable.
- For numeric responses, enter only whole numbers (no decimals, commas, or dollar signs).
- Once submitted, applicants can no longer make changes to their grant application(s).

User Account

If you are a new applicant and have not used Submittable in the past, you will be prompted to create an account. If you have previously created a Submittable account to apply for a grant from the Arts Commission or another entity, you may log in using your existing user name and password.

After creating an account and/or logging in to Submittable, applicants will be prompted to confirm their contact information before proceeding to the application section. *All official Arts Commission correspondence will be sent to the contact information associated with the applicant's Submittable account, so it is imperative that this contact information is accurate and kept up to date.*

Applicant Information

Information provided in this section is for reporting purposes only and will not be considered during any part of the panel review process.

Grant Proposal

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.

Project Title

Project Description

Disciplinary Category

Proposal Narrative (maximum 1000 words)

- Provide a concise summary of the proposed idea (who, what, when, where and why).
- How does the proposed research and/or development deepen your artistic practice or body of work?
- How does the proposed project engage new strategies, concepts, methodologies or technologies?
- How does the proposal impact your discipline, field of study, community of practice and/or broader community?
- 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. *Proposals may be started prior to the time of the application, but must be completed by March 2019.* Format the timeline as follows: "February 10, 2018: Finish first draft," or "March – April 2017: Read literature on bat migration."
- 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)

- a) Provide a biography for the primary applicant (résumés are not required and will not be accepted).
- b) If applicable, provide a brief biography for each additional collaborator involved in the proposal. (500 words)

Work Sample Description (maximum 500 words)

- a) Provide a one-paragraph description explaining how the submitted work sample(s) relate to the proposal.
- b) 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

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. 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.

- a) **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.
- b) **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.
- c) **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.
- d) **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.
- e) **Combination of Materials**: If you will submit more than one artistic work sample format, edit accordingly for no more than a total three-minute reviewing time. If submitting digital images as part of a combination of materials, allow 30 seconds of the review time for each image.
- f) **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**.

Budget Form

All applicants must complete and submit the **Artist Research and Development Grant Budget Form** as a separate PDF document.

- 1) Download the **Artist Research and Development Grant Budget Form**, found online at <http://azarts.gov/grant/artist-research-and-development/>.
- 2) Complete the Budget Form in full, following the instructions in the form.
- 3) 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.
- 4) Save as a PDF document and attach it to your application in Submittable.

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: All applications must be submitted online at <http://azarts.gov/grant/artist-research-and-development/>. 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, August 24, 2017**. 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 grants page, you will be prompted to create a new account. Once you enter your information and click "Create Account and Continue," you will receive a confirmation email from Submittable. Follow the instructions in the confirmation email in order to sign in and complete your application.

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

A: No, you can use your current Submittable account. When you click the "Apply Now" button on the Arizona Commission on the Arts grants page, select the "Have an Account? Sign In" tab and enter your user name and password. You will be prompted to confirm your contact information before proceeding to the application. *Award notifications will be made using this contact information.*

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

A: Applicants will receive a confirmation email after submitting the application by clicking the "Apply Now" button. *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: 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 2018.

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.*