

Professional Development Grant Guidelines: Fiscal Year 2018

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

- 18 years of age or older.
- 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).
- Applicants who failed to submit a Final Report for a previously funded grant are not eligible to apply.

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 4, 2017 For activities between July 1, 2017 and June 30, 2018.

CYCLE B Application Deadline: 11:59pm Thursday, September 7, 2017 For activities between November 1, 2017 and June 30, 2018.

CYCLE C Application Deadline: 11:59pm Thursday, February 1, 2018 For activities between March 1, 2018 and June 30, 2018.

Primary Staff Contacts

Cycles A & C

Gabriela Muñoz

Artist Programs
Manager

(602) 771-6530

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Cycle B

Kristen Pierce

Organizational Grants and
Services Manager

(602) 771-6517

kpierce@azarts.gov

For questions regarding the Submittable online submission platform:

Submittable Technical Support

Email: support@submittable.com

Phone: (855) 467-8264, ext. 2

Web: help.submittable.com

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 6-8 weeks to process once all award paperwork has been received by the Arts Commission, so please be aware that your award may act to fund your activities as a reimbursement.

Before Applying

You will need the following items before starting the full application process:

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.

Résumé or Bio: Provide information about previous experiences and skill sets related to the proposed learning activity. If you choose to submit a résumé, it should be no more than two pages. If you choose to provide a bio, it must be no more than 500 words.

Learning Activity Materials: 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 and no more than three pieces of Learning Activity Materials.

Letter of Support (*required only 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 letter of support should be no more than one page.

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/professional-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 or funding.*

General Instructions for Completing an Application

Applicants are encouraged to develop responses to all application questions and information requests 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 responses 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.

Learning Activity Details

Provide information regarding the details of your proposed learning activity:

- **Title of proposed learning activity.**
- **Learning activity start and end date.**
- **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. All applicants must submit a complete project budget using the provided template. To upload the Budget Form: Save as a .pdf with the following file name format: [First Initial]_[Last Name]_Budget Form, *example: "J_Garcia_Budget Form."*
- **For applicants representing an organization or school only:** Upload a Letter of Support from your organization. Save as a .doc, .docx, .pdf or .jpg with the following file name format: [First Initial]_[Last Name]_Letter of Support, *example: "J_Garcia_Letter of Support."*

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. (400 word limit)
- 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. (400 word limit)
- 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. (400 word limit)
- 4) **Résumé or Bio:** This information should reference previous experiences and skill sets related to the proposed learning activity.
 - If you choose to submit a résumé with your application: Save as a .pdf with the following file name format: [First Initial]_[Last Name]_Résumé, *example: "J_Garcia_résumé."* (2 page limit)
 - If you choose to provide a bio with your application: Compose a bio in the text box area provided. (500 word limit)
- 5) **Learning Activity Materials:** 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 and no more than three 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_Garcia_Supplemental Materials."*

Frequently Asked Questions

Eligibility

Q: Can I apply for an activity in multiple cycles?

A: If the date of your proposed activity falls within multiple cycles (as published on page 1 of these guidelines) and your application is not awarded funding, you may resubmit in subsequent Cycles. For example, if your activity takes place on November 2, you may submit an application in either Cycle A or B. If your grant application is submitted in Cycle A and it is *not* funded, you may resubmit it in Cycle B. Please note that individuals may receive a Professional Development Grant once every 2 years.

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 Learning Activity Materials?

A: 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.

Q: Can I save a draft of my online application?

A: Yes, you can save a draft of your online application while working in Submittable 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. Applicants are encouraged to develop responses to all application questions and information requests using word processing software, in order to spell-check, save, and back up their work.

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.

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.

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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.*