

## Professional Development Grant Guidelines: Fiscal Year 2019

### 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 residencies.
- Workshops, institutes, fellowships.

Learning activities must be structured and documentable. Applicants must make a compelling case as to why a particular 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. No match is required.

The total number of applicants awarded in a given cycle depends, in part, on availability of funds and may vary from one cycle to the next.

### Applicant Eligibility

Individual artists, arts administrators, and arts educators are eligible to apply. 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.

Additionally, please be aware of the following:

- Full-time faculty at a college or university 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. The recipient is responsible for any associated taxes.
- An individual may receive only one PDG award every two (2) fiscal years.
- Only one staff member of an arts organization or school may apply for a PDG in a single review cycle.
- Applicants who failed to submit a Final Report for a previously funded PDG 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 31, 2018.**

For activities between July 1, 2018 and June 30, 2019.

#### CYCLE B Application Deadline:

**11:59pm Thursday, September 6, 2018.**

For activities between November 1, 2018 and June 30, 2019.

#### CYCLE C Application Deadline:

**11:59pm Thursday, January 31, 2019.**

For activities between March 1, 2019 and June 30, 2019.

### Primary Staff Contact

Brad DeBiase  
Programs and Grants Coordinator  
(602) 771-6502  
[bdebiase@azarts.gov](mailto:bdebiase@azarts.gov)

*For questions regarding the Submittable online submission platform:*

#### Submittable Technical Support

Email: [support@submittable.com](mailto:support@submittable.com)  
Phone: (855) 467-8264, ext. 2  
Web: [help.submittable.com](http://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**
- **Impact on Applicant Learning**
- **Appropriateness of Requested Funds**

## 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.

## 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.*

## Application Sections

### 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.**
- **Learning activity location.**

## 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) **Learning Activity Description:** Please tell us about your learning activity and answer the following questions: What will you learn? When and where will the learning take place? Who will you be learning from? (400 word limit)
- 2) **Participation Details:** Please give us specific examples of the sessions, events, activities, etc., in which you plan to participate and tell us why these are important to you. (400 word limit)
- 3) **Impact:** Please tell us what skills and knowledge you will gain by attending your learning activity. How will this learning impact your work as an artist/administrator/educator? (400 word limit)
- 4) **Learning Activity Materials:** Provide relevant information or materials that exemplify your learning activity; they may include (but are not limited to) brochures, schedules, invitations, etc. If relevant to the application, acquire brief bios of any workshop or master class presenter(s).

Submit between one and three pieces of Learning Activity Materials in one or both of the following ways:

- Upload documents: Save materials as a .doc, .docx, .pdf, or .jpg; please include your last name in the file name.
  - URL or website links: Provide links to view the Learning Activity Materials online. The provided URL or website link must lead directly to the page with the relevant material(s).
- 5) **Learning Activity Materials Description:** Provide a brief description of the Learning Activity Materials submitted and be sure to tell us why you are including them and what we should pay attention to while reviewing them. (300 word limit)
  - 6) **Experience List:** Instead of providing a resume or bio, please provide 4-10 personal, professional, or community-based experiences you have engaged in, that are relevant to your proposed learning activities. Applicants will enter this information using the provided table in the online application.

## Budget

Applicants will enter their budget information using the provided boxes and tables in the online application.

- Expenses List: List all activity expenses related to travel, lodging, and registration and provide a short description.
- Income List: List all sources of income in addition to grant amount requested if total expenses exceed \$750.
- Grant Amount Requested: Enter the grant amount you are requesting (minimum \$500; maximum \$750).
- Budget Narrative: (Optional) Use this space to describe anything in the expenses list that would benefit from additional explanation. (200 word limit)

## Frequently Asked Questions

### 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: 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.

**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 emailed out shortly thereafter.

**Q: Can I get feedback from panelists on my application?**

A: Yes. Comments are recorded for all applications. Please email the Primary Staff Contact, Brad DeBiase at [bdebiase@azarts.gov](mailto:bdebiase@azarts.gov) after receiving panel notifications and allow 4-6 weeks to receive panelists' feedback.

**Q: If my application is awarded when will I receive the funds?**

A: Once you have submitted all the paperwork we request of you, please allow 6-8 weeks for processing of your payment.

One of 56 state and jurisdictional arts agencies across the United States, the Arizona Commission on the Arts is a 51-year-old agency of the State of Arizona and a leading force in the creative and professional development of Arizona's arts sector. Through robust programs, research initiatives and strategic grantmaking, the Arts Commission catalyzes arts-based partnerships that strengthen Arizona communities through the arts.



**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](mailto:info@azarts.gov) or visit [www.azarts.gov](http://www.azarts.gov). To request this or any other publication in an alternate format, contact the Arts Commission offices. An equal employment opportunity agency.