

PURPOSE

Opportunity Grants for Arts Administrators provide funding support to Arizona arts administrators, at any level of their career, as they take advantage of specific, unique opportunities with the potential to significantly impact their professional growth.

An arts administrator is any individual who works to create, develop, facilitate, manage, and evaluate arts and cultural programs and organizations. For this grant, arts administrators may be serving as full or part-time staff, full or part-time volunteers, and/or board members with an organization, but organization affiliation is **not** a requirement.

WHAT IS AN ELIGIBLE OPPORTUNITY?

As this grant is available to arts administrators working in a variety of roles and at any stage in their career, a wide array of opportunities could be considered eligible.

Proposed opportunities may be self-generated or by invitation and must have potential for significant impact in development of new skills and/or broadening your network.

Eligible opportunities may include participation in activities like workshops, master classes, trainings, conferences, institutes, etc., which develop new administrative skills; consultations with experts in fields related to your area of desired learning or development; formal or informal mentorship; other professional development opportunities that introduce you to new people and resources that can help advance your work.

Keep in mind you will be asked to describe how engaging in the opportunity will advance your work. Further, the opportunity should not duplicate previous work or experiences, but should represent a new and exciting professional endeavor.

AWARD AMOUNT

Arts administrators may request between \$500 and \$1,000 in funding. The number of grants awarded is dependent upon amount of funds available. No match is required.

FUNDING PERIOD AND DUE DATES

Eligible project activities must take place between September 18, 2019 and June 30, 2020.

CYCLE A	Application Due	November 1 2019, 11:59 pm
	Funding Period	September 18, 2019 - June 30, 2020
CYCLE B	Application Due	February 14, 2020, 11:59 pm
	Funding Period	November 2, 2019 - June 30, 2020

PRIMARY STAFF CONTACT

Brad DeBiase
 Programs and Grants Coordinator
 Phone: (602) 771-6534
 Email: bdebiase@azarts.gov

TECHNICAL SUPPORT

For questions regarding the Submittable online submission platform:
 Email: support@submittable.com
 Phone: (855) 467-8264, ext. 2
 Web: help.submittable.com

ELIGIBLE EXPENSES

Grant funds may be used for any of the following (this list is not comprehensive):

- Travel necessary to engage in the opportunity
- Registration fees
- Lodging
- Consultation fees

THE APPLICATION

When you're ready, go to <https://azarts.gov/grant/opportunity-grant/> and click on "Apply Now." This will take you to a website called Submittable where you'll submit your application materials. Late or incomplete applications will be ineligible for review or funding.

NARRATIVE PROPOSAL DETAILS

Answer each of these questions.

You can type up your proposal narrative (1000 words),

or

You can upload it in a video or audio recording (no more than 6 minutes in length).

- a) Describe the opportunity you will engage in with the grant funds. What are your specific proposed activities?
- b) Tell us about your work as an arts administrator. What are some of your professional goals and why is this opportunity appropriate and vital to your work at this stage of your career?
- c) How does engaging in this opportunity develop new skills and/or broaden your network?
- d) Why are you excited about this opportunity? What is this going to make possible?

If you share your proposal narrative in a video or audio recording keep it simple and to the point. The recording should be just you, describing your proposal and answering the four questions listed above.

Please do not include edits of your work samples or special effects. Production quality of this recording will not be considered in your review. Just make sure we can hear and understand you and keep editing and post-production embellishment to a minimum.

EXPERIENCE LIST AND DESCRIPTION

Provide 5 to 10 arts-based events, milestones, or experiences you have engaged in over the past 5 to 10 years that have contributed to the trajectory of your work as an arts administrator.

The experience list helps the panel situate the opportunity you propose in a broader context; please briefly describe the relevancy of the experiences you listed to the opportunity. (up to 200 words)

EXPENSES LIST

List eligible expenses ONLY (travel necessary to engage in the opportunity, registration fees, lodging, costs associated with fulfilling the opportunity that may include consultation fees, fieldwork, or materials required to pursue the desired learning, etc.)

GRANT AMOUNT REQUESTED

Indicate the grant amount you are requesting, based on eligible expenses, between \$500 and \$1,000.

BUDGET NARRATIVE

If your eligible expenses exceed \$1,000 please tell us how you will fund the rest of your proposed activities. (up to 200 words)

EVALUATION CRITERIA

Here's what panelists will be thinking about as they review your application materials:

QUALITY OF PROPOSED OPPORTUNITY

Did you clearly outline the specific details of the opportunity? Does the application narrative outline how the opportunity is unique, relevant, and specifically important in relation to your current trajectory as an arts administrator?

POTENTIAL IMPACT

Did you share why you are excited about the opportunity and what it will make possible in the narrative proposal details submitted? Does the opportunity have the potential for you to develop new skills or broaden your network with regards to your work as an arts administrator?

FEASIBILITY

Does the application demonstrate substantial evidence that the proposal will be realized within the funding period? Does the application include a reasonable expenses list for the scope and scale of your proposed activities? Are the experiences you describe relevant to the opportunity you propose?

REVIEW PROCESS

Applications are internally reviewed within approximately 5-6 weeks of each due date and you will be notified via email shortly after if your application will receive funding.

APPLICANT ELIGIBILITY

Applicants must be individuals and may submit only one application per cycle. 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;
- not enrolled for more than three credit hours at a college or university;
- and a resident of Arizona.

Full-time faculty at a college or university are not eligible to apply. Adjunct faculty are eligible to apply. An individual may receive only one Opportunity Grant in any category each fiscal year.

FUNDING RESTRICTIONS

This program does not fund the following:

- Support for opportunities, activities, or projects which would otherwise be eligible for another Arts Commission grant, such as the Research & Development Grant, Arts Learning Collaboration Grant or Lifelong Arts Engagement Grant;
- Opportunities that take place outside of the funding period;
- Equipment not related to the opportunity;
- 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;
- Fundraising projects, food and beverages for any purpose;
- Grant administration, overhead, or processing fees taken by an umbrella/parent organization.

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.

ARIZONA COMMISSION ON THE ARTS

One of 56 state and jurisdictional arts agencies across the United States, the Arizona Commission on the Arts is a 52-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 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.

