

2008 Arts & Cultural Council for Greater Rochester DEC Individual Artist Projects 2009

A program of the Arts & Cultural Council for Greater Rochester, Inc. made possible with funds from the New York State Council on the Arts and the New York State Legislature for Individual Artists in Monroe County
COMPLETE GUIDELINES AND APPLICATION FOR 2009

A large print version of this document is available upon request.

Grants Due by 5 p.m. Thursday, November 6, 2008.

If there are any accommodations that the Arts & Cultural Council can provide to facilitate your participation in the Individual Artist Grant Program, please call (585)473-4000, ext. 202.

● **What is the Individual Artist Program?**

ACGR INDIVIDUAL ARTIST PROJECT GRANT is a competitive arts grant program that provides financial assistance to performing, visual, or literary artists in Monroe County for community-based arts activities. Four (4) \$2,000 grants will be awarded for specific projects resulting in new work created between January 1, 2009 and December 31, 2009.

Program Priorities: Individual Artist Projects need to result in new work that involves community members in its creation. This grant program is for creation, not performance.

The Arts & Cultural Council for Greater Rochester (ACGR) administers the Individual Artist Project Program with public funds from the Decentralization Program of the New York State Council on the Arts (NYSCA) and the New York State Legislature. This grant program exists to support professional fees for the artist, along with cost of materials and supplies. Applicants must make their projects accessible to all individuals and hold their events at accessible sites.

● **Are there information meetings that I must attend that will explain the ACGR Individual Artist Project program?**

YES, you must either attend an Application Seminar or meet with ACGR staff to discuss your proposed application. These seminars provide an understanding of the Arts & Cultural Council Individual Artist Project Guidelines and the mechanics of the application form. **Attendance at a seminar is mandatory for all applicants. No exceptions will be made!** Dates, locations, and times for seminars are listed below.

- Attend an ACGR Individual Artist Project Application Seminar, and/or
- Meet with ACGR staff to discuss their project

**-RESERVATIONS ARE REQUIRED-
Space at some locations is limited**

Please call (585) 473-4000, ex 202, or email mfutter@artsrochester.org to reserve a space at a seminar listed below or to schedule a meeting to discuss your project.

Arts & Cultural Council DEC Application Seminars:

(On average, seminars are 1/2 hour length)

- **Tuesday, August 26, 2008. 4:30 p.m.**
Arts & Cultural Council Offices
277 N. Goodman Street, Rochester, 14607
(585) 473-4000, ext. 202
- **Tuesday, September 16, 2008, 4:30 p.m.**
Arts & Cultural Council for Greater Rochester
277 N. Goodman Street, Rochester, 14607
(585) 473-4000, ext. 202
- **Tuesday, September 23, 2008, 5:00 p.m.**
Arnett Branch Library
310 Arnett Blvd., Rochester, 14619
(585) 428-8214

*** Artists may also schedule one-on-one sessions by calling (585) 473-4000, ext. 202.**

● When is the Application Deadline?

Applications must be received – not postmarked – in the Arts & Cultural Council office not later than **5 PM on Thursday, November 6, 2008**. Early submissions are encouraged. *Applications received after the deadline will not be considered.* Applications **WILL NOT** be accepted late, **incomplete**, faxed, e-mailed, or on disc.

Mail or hand deliver materials to:

Arts & Cultural Council for Greater Rochester
Attention: Michael Futter
Director of Development and Grant Programs
277 N. Goodman Street
Rochester, NY 14607

● Is there a maximum funding support?

YES. EACH GRANT IS OF \$2,000. If the cost of your project exceeds that amount, you will need to demonstrate other sources of income.

● If I received an Individual Artist Project Grant in the past, may I still apply?

YES. If you have received funding in the past, you are eligible to apply again. Each application is reviewed in the context of the current program guidelines, funding priorities, and evaluative criteria.

● Who is eligible to apply?

- Artists whose projects have as their core an arts based or cultural activity that take place between January 1 and December 31, 2009
- Individual artists who reside in Monroe County, who are 21 years of age or older at the time of application, and are not currently enrolled in a degree program.
- Artists who have complied with all reporting requirements of past ACCGR Individual Artist Project grants.

What materials must I submit?

Please submit 1 original (labeled “original”) and 9 copies of the following materials:

Cover sheet
Application narrative, questions 1-6
Artist's resume
Letters of support for community engagement, and or permits needed to carry out your project.

Please submit one copy of:

Documentation of art work
Visual artists: up to 10 slides, images on DVD, or digital photos, clearly labeled with name of artist, medium and dimension of work. Video artists should submit a VHS tape or DVD. No other video formats will be accepted. Cue tapes or indicate tracks. Panel will review up to 3 minutes.

Performing artists: audio or visual tapes, DVD, or CD, clearly labeled with name of artist, work performed, origin of work, etc. Cue tapes or indicate tracks. Panel will review up to 3 minutes.

Poet or writer: samples of work (up to 20 pages). *If you are applying for a literary project, please attach a sample of your work to each of the seven copies of your proposal.*

Note: slides are no longer accepted as artistic samples.

How Should I Prepare My Budget?

Please determine the cost of your artist fee and any materials and supplies that you will need to carry out your project. If your project costs exceed \$2,000, you will need to include other sources of income. **Equipment should be rented, not purchased.** Artist fees may vary up to and including the \$2,000 depending on the proposed project expenses. Artists are encouraged to include their fees.

Sample Budget:

Expenses:	
Artist Fee	\$ _____
Consumable Art Supplies (Provide itemized list)	\$ _____
Other Expenses (Provide itemized list)	\$ _____
TOTAL PROJECT COST	\$ _____
Income (Other than grant)	\$ _____
Grant Request	<u>\$2,000</u>

Your budget must be balanced. Expenses must equal income.

● What will the panel consider?

The panel will make funding recommendations based primarily on the following criteria:

- Artistic merit and quality of artist's past work demonstrated by artistic sample
- Quality of proposed plan, demonstrating clarity, purpose and innovation
- Quality of community engagement in artistic creation
- Realistic goals and objectives
- Demonstrated ability to organize, implement, and successfully complete proposed program
- Clearly planned, **itemized** budget

● What types of activities are not eligible for support?

- Programs taking place outside of Monroe County
- Art programs that are recreational, rehabilitative, or therapeutic (e.g. magic shows, bubble blowing, balloon art, juggling, clowns, art therapy)

- Projects taking place primarily or exclusively in school. ACCGR DEC funds cannot be used for arts/artists-in-school programs. Core components of programming may not take place in schools, during school hours, or directly following the school day as part of an after-school program. Programs may take place on school property, as long as they are open to the public and not designed in conjunction with school-based activities.
- Projects that are targeted for home school participants
- Projects that are directed exclusively at at-risk populations and not open to the public
- Project requests for deficit funding and capital expenditures, including property or equipment purchases
- Expenditures for the establishment of new organizations
- University faculty and staff are not eligible to receive DEC artistic funding within projects that are affiliated with their institutions
- Fellowships and scholarships
- Projects where fees are paid to students of universities, high schools, middle or elementary schools, or the use of children as professional artists
- Cash prizes or awards to students
- Administrative costs unrelated to the proposed project
- Budget requests that are greater than an applicant's project expenses minus the total project income
- Entertainment costs such as theater parties, gallery/museum openings, receptions, and fund raisers
- Activities and programs which cannot be completed between January 1 and December 31, 2009
- Operating expenses of privately owned facilities (i.e. homes and studios)
- Acquisitions of works of art
- Programs that do not include community engagement in the creative process

● **Is technical assistance available?**

YES, technical assistance is provided at the Application Seminars and in individual meetings with artists.

ACCGR staff can review and comment on draft applications if the draft is received before Thursday, October 30, 2008. This is optional and it should not be viewed as a commitment for either the applicant or ACCGR staff.

● **How will I know if my project is funded?**

The Arts & Cultural Council notifies all applicants by mail regarding the status of their applications after Board approval. This usually occurs by the end of December.

Grant checks are issued at an Awards Ceremony to be held in early 2009. Checks are issued only after a review of panel recommendations with the ACCGR staff and receipt of the signed contract and all other requested information.

● **If I receive an Arts & Cultural Council Individual Artist Project Grant, what my responsibilities include?**

If you receive a grant you will be required to:

- Sign and adhere to the terms of a project contract
- Credit ACCGR, NYSCA and the New York State Legislature for funding on all materials according to language used in the project contract as well as including both logos on all printed material relative to your funded project
- Send copies of promotional and advertising material regarding the project or event to the Arts & Cultural Council at least one month prior to the event
- Provide ACCGR with and advance schedule of funded events, and four complimentary tickets 4 to 6 weeks in advance of any funded event
- Attend the Community Arts Grants Awards Ceremony, Date: TBD, 2009
- File a final report within 30 days of project completion and no later than January 31, 2010
- **The Arts & Cultural Council must approve any changes to your project including dates, times, and places where events are to be held. Requests for project changes must be submitted in writing and are subject to Arts Council approval.**

● **How do I get another copy of the ACCGR Individual Artist Project Application Form?**

Additional copies may be downloaded in PDF or format online at the ACCGR website www.artsrochester.org. You will be able to type directly onto the application and then print it out.

You may call the ACCGR staff at (585) 473-4000, ext. 202 and request that an application be mailed or e-mailed to you. Please remember that completed applications will not be accepted from organizations that have not attended an Individual Artist Project Application Seminar.

● How do I fill out the Application Form?

Only typed or computer printed applications will be accepted. Hand written applications will not be accepted because they are difficult for the panelists to read.

To obtain a computer version of this application form for your personal computer, simply download the PDF format online at the ACCGR website www.artsrochester.org. You may also request that ACCGR DEC Staff e-mail you a version by calling (585) 473-4000, ext. 202.

Use the form provided with these guidelines. Fill in all the blanks. Do not use a font type smaller than 12 pt.

SUPPORTING MATERIALS - Provide a detailed list of all the supporting materials that you are including with this application. These should include your artist resume and letters of support and any permits required.

● Do I have to submit any other materials with my completed Application Form?

Additionally, you will submit 1 typed and collated original and 9 copies of your application form and attachments. The following Checklist was created for you to use as a guide to insure that all the materials are properly submitted with the Grant Application.

Quality artist support materials are important. If you are submitting CD's, videos, slides, photographs, etc., please label the attachments with your name and the project title. Make sure all video's, tapes, and CD's are queued to the play spot and are not longer than 3 minutes.

● ACCGR Individual Artist Project checklist

Remember to put your name on each page of your application. Label all attachments with your name, address, and phone number. Incomplete or late applications will not be accepted.

Complete Application Package Consists of:

- 1 original signed Application Form**
(include all attachments and label "original")
- 9 additional copies of complete application
And budget**
- Artistic sample**

Attachments:

- A Artist Resume**
- B Letters of support**
- C Permits (if necessary)**

**ALL GRANT APPLICATIONS MUST BE
RECEIVED BY the Arts & Cultural Council
BY 5 PM on Thursday,
November 6, 2008**

**Please call the ACCGR Grant Staff at
(585)473-4000, ext. 202 with any
questions regarding the Individual Artist
Grant Program.**

In an effort to represent the needs of constituents in Monroe County, the Arts & Cultural Council is continually seeking individuals to serve as panelists for ACCGR grant programs. Please submit the names and contact information for all residents interested in being a panelist to the Arts & Cultural Council, (585) 473-4000, ext. 202.