



West Virginia Division of Culture and History
Commission on the Arts
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EEO/AA Employer

FY2013
PROFESSIONAL DEVELOPMENT FOR ARTISTS
INDIVIDUAL ARTIST GRANT APPLICATION
POSTMARK DEADLINE FEBRUARY 1

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ENCLOSED

- ✓ Guidelines and program description
- ✓ Application Forms and Instructions
- ✓ Submission Checklist
- ✓ Review Criteria
- ✓ National Standard Coding Key



All publications and application forms are available in alternate formats.
Contact Rose McDonough, Accessibility Coordinator at
304-558-0240 x. 152 (voice) 304-558-3562 (TDD)

Professional Development for Artists

Guidelines for Individual Artists

Deadline: February 1st for projects occurring between July 1, 2012 and June 30, 2013

Read all guidelines, instructions, and forms thoroughly.

Eligibility

- Individual artists who are at least eighteen years-old and are legal residents of West Virginia having resided in the state for at least one year prior to application deadline
- Both emerging and professional artists are eligible to apply
- All projects and related costs must occur within the 2013 fiscal year: July 1, 2012-June 30, 2013
- Student applicants reviewed on a case-by-case basis

Funding Level

- Up to 75% for the first year of funding, not to exceed \$2500
- 50% for subsequent years, not to exceed \$2500

Matching Requirements

- 25% cash match for the first year of funding
- 50% cash match for subsequent funded individual artist grants

Program Purpose

- To support individual artists in enhancing, expanding, or improving their work
- To acknowledge the significant contributions artists make to the quality of life in local communities and our region

Program Mission

- To provide support for individual artists to expand or improve their work. Requests might include:
 - o New equipment (excluding computers except where it is the primary tool used)
 - o Materials to pursue new departures in artists' work
 - o Costs of professional development workshops including travel, registration fees, meals, and lodging
 - o Self-designed apprenticeships (letter of support and signed contract from master artist required)
 - o Collaborations with peers or community organizations
- Organizations are eligible to apply for support to create, expand, or improve programs that support individual artists. To apply as an organization, view the guidelines and application at www.wvculture.org/arts under 'Grants'.

Application Instructions

Read all instructions and forms thoroughly.

Getting Started

- ✓ Carefully read instructions and review forms
 - ✓ All sections of the application must be typewritten. Handwritten applications will not be considered.
 - ✓ Do not staple, bind or use paper clips to separate projects or sections
 - ✓ Submit two (2) complete single-sided copies of your grant application packet, including two (2) copies of all supporting documents and work samples.
 - ✓ Application must include original signature of applicant
 - ✓ If you are using the PDF format to complete the application, you cannot save your work on the application. If you have Microsoft Word 1997 or newer, the staff recommends using the “.doc” version of the application, so work can be saved and edited directly on the application.
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Part I: Applicant Cover Sheet

- Enter legal name and address
 - Enter daytime and evening phone numbers and your e-mail address
 - Code yourself using the national coding standards, which can be found at the end of the application package. Code all blanks in relation to yourself and your project. If you are unsure, contact staff for assistance.
 - Provide a concise description of proposed project in Grant Proposal
 - *Budget Summary*
 - o List the costs for which you are applying.
 - o Describe the item or service, its total cost, the percentage for which you are applying and the actual amount requested (rounded off to the nearest dollar)
 - o First time awardees are responsible for 25% match of total project costs
 - o Grantees who have been funded in previous years are responsible for a 50% match of total project costs
 - o Total Project Expenses is the actual project cost. This amount must equal the sum of the grant amount requested plus the applicant’s matching cash funds.
 - o Total the figures in Amount Requested using right hand column which is the total cost of items minus the applicant’s matching funds
 - Read the certification information carefully, sign, and date the application.
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Part II: Individual Project Budget

- Expenses:
 - o Itemize and provide documentation for all costs associated with the project; include product/service source on documentation
 - o Use current per diem rates to calculate meals and mileage
 - o If necessary, attach separate sheets.
 - Income:
 - o List all outside project support from corporate, foundation, government, and private sources.
 - o Label cash from a pending grant, award, etc. “pending.”
 - o Documentation of support may be included as an attachment to strengthen your application.
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Professional Development for Artists: Individual Artist Application *Must be typewritten*

- Applicant Cash refers to grant applicant's cash contribution this project.
 - If you are a first-time applicant or have never received funding from the professional development program, Line B must be 25% of the total project cash income. For applicants who have received Professional Development funding in the past, Line B must be at least 50% of the total cash.
 - For all first-time applicants, amount requested can be no more than 75% of the total project costs, not to exceed \$2500. For applicants who have received funding from this grant program in the past, Line B must be equal to or greater than Line C.
 - Lines A and D must be equal.
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Part III: Artist Statement and Narrative

- Review the evaluation criteria included with this application packet before preparing your artist statement/narrative. It will help you understand the qualities that panelists are looking for in your application. If you have questions do not hesitate to contact arts staff.
 - Attach separate sheets, typed in at least 12 point font with 1" margins. Please copy or retype the headings before each section.
 - **Artist Statement:** Your artist's statement should help the panel to understand the most important aspects of your art and the techniques you use to make it. Like an introduction to a book, your statement presents the fundamental underpinnings of your art. Artist statement should not exceed one page.
 - **Narrative:** Answer all parts of all questions. There are no page or character limits for responses; however, staff strongly recommends responses be no more than ½-1 page per question.
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Attachments

- Two copies of all supporting documents must be submitted as one-sided copies. No two-sided copies will be copied or included in the grants distributed to reviewers. Brochures, documentation of materials or equipment costs etc. will be provided for the first panel reader and available in grant file, but will not be copied for distribution. Please use the checklist to assure that all appropriate documents are included.

FY 2013 Individual Artist Work Sample Guidelines

A quality work sample is one of the most important advantages you can give yourself in the panel process. Wonderful applications are undermined by unsatisfactory work samples. A large amount of material is reviewed within a limited time frame – your work sample must be high quality and relevant to the proposed project/grant.

- Visual Art

- Five digital images of five different works
- Work samples should be submitted on compact disc/ 300 dpi
 - Include a typed slide narrative sheet that contains:
 - Name of artist/organization
 - Title, medium, size, and date of work
 - A brief description of the work
 - Images should show work not background
 - Work should be current and representative
 - Digital images should be of the highest quality available to you. Images of 1MB or higher produce excellent reproductions for viewing.

- Performing Arts

- One 10-minute sample consisting of excerpts from up to five complete works to be submitted on compact disc
- One complete work on digital video disc (DVD)
- For composers, score or lead sheet for each composition. Your name should only appear on the outside cover of each score or lead sheet.

- Writing

- **Fiction/Non-Fiction**
 - 10-15 pages, one-sided, double-spaced, of one recent work, or a selection of chapters from a larger work or series of small essays.
- **Poetry**
 - 10-15 pages of poetry, one-sided, double-spaced, no more than one poem per page.
- **Playwriting/Screenplays**
 - One complete play or two complete one-act plays, double spaced. There is no page limit in this discipline.
 - If the play is musical theater, submit one copy of the score and a compact disc audio sample.

- Media Arts

- One ten-minute sample of excerpts from chosen work
- Screening notes, on a separate sheet, may be included with the support material

PART I: Applicant Cover Sheet

Do not write in this space

Date received: _____

Application #: _____

PRN: _____

Applicant Legal Name: _____

Mailing Address: _____ City: _____ County: _____

State: _____ Zip: _____ Telephone (daytime): _____ Telephone (non-bus. hours): _____

E-mail address: _____ Website: _____

Coding: Using the national coding key, code your status in all of the following categories:

Applicant Status: _____ Type of Activity: _____ Applicant Institution: _____

Project Descriptors: _____ Arts Education: _____

Discipline (number and letter): _____ Grantee Race: _____ Project Race: _____

Grant Proposal: Provide a one-sentence description of your project.

Project Start Date: _____ Project End Date: _____

Are you a first-time applicant? Yes No

Have you previously received funding from this program? Yes No

Budget Summary: (List the item, cost, percentage requested and amount requested)

Item	Item Cost	Percentage Requested	Amount Requested
1.	\$	%	\$
2.	\$	%	\$
3.	\$	%	\$
4.	\$	%	\$
5.	\$	%	\$
Total Grant Amount Requested			\$
Total Applicant Matching Cash			\$
Total Project Expenses			\$

I certify that 1) the information in this application is true and correct to the best of my ability, 2) the organization's Board of Directors has approved this project, 3) I have the legal authority to obligate the applicant. Profits made from any project receiving support from the WV Commission on the Arts will be used in support of the arts or artists. I have read and understood the guidelines and will comply with all rules, regulations, laws, terms and conditions described therein. I agree to allow the WVCA to duplicate any materials submitted with this application for the purposes of selection process, education, and reports to the National Endowment for the Arts.

NAME: _____

TITLE: _____

SIGNATURE: _____ DATE: _____

PART II: Individual Project Budget

Expenses for this project

Tuition – workshops/seminars			\$
Outside Professional Services – apprentice/master artist fee			
		\$	
		\$	
		\$	
		Total	\$
Itemized Travel – meals/lodging			
		\$	
		\$	
		\$	
		Total	\$
Materials – attach additional sheets if necessary			
		\$	
		\$	
		\$	
		\$	
		Total	\$
		Total Project Expenses Line A	\$

Income for this project

	Source	Amount	
Corporate, foundation, and private sources - list each source separately and indicate if match is pending		\$	
		\$	
		\$	
State, regional, or local government support – do not include this grant request		\$	
		\$	
Applicant Cash		\$	
	Total Matching Funds Line B		\$
	Grant Amount Requested Line C <i>Limited to 75% of project costs for first-time applicants</i>		\$
	Total Project Income Line D <i>Lines A and D must be equal</i>		\$

Part III: Individual Artist Statement and Narrative

Attach separate sheets, typed in at least 12 point font with 1" margins. Please copy or retype the headings before each section. There are no page or character limits for responses; however, staff strongly recommends responses be no more than 1/2-1 page per question.

Provide an artist statement not exceeding one (1) page.

- 1. Briefly describe your goals for advancing your art in the following areas:**
 - a. improvement in techniques**
 - b. use of tools and materials**
 - c. financial benefit to your personal income**
 - d. include recognition of artistic excellence (who has recognized your artistic excellence? collectors, galleries, museums, presenters, publishers?) and how this grant will expand your opportunities**
- 2. How will this project benefit you as a working artist? Summarize the project activity. Describe where you are now as an artist, where you want to be and how will this project take you to the next level of your development as an artist.**
- 3. Who besides the applicant will benefit from this project? If this project involves other artists or community members or the sharing of your own expertise, describe who will benefit from this project.**
- 4. What equipment, materials or services will be purchased with this grant? Include documentation of those costs. Letters of agreement, estimates, catalog listings, or internet quotes are appropriate documentation.**

Individual Application Checklist

These items are REQUIRED to complete your grant application. Incomplete applications receive lower scores. Funding levels are based on score.

- Individual Artist Statement/Narrative
 - Part I - Signed Application Cover Sheet
 - Part II - Project Budget
 - Part III - Artist Statement/Narrative
 - Artist resume (Including exhibit, performance, or publishing history)
 - Work samples (See work sample guide in application instructions)
 - Itemized documentation of costs
 - Contracts or letters of agreement (where applicable)
 - All final reports are current
 - TWO complete single-sided copies of your grant packet (TWO copies of work samples and all support documents)
-

Scoring Criteria

Your application will be scored according to the following criteria. Applications are ranked according to the following criteria. Each of the four areas receives 1-5 points with 5 points being the highest score for a total of 20 points possible.

- 1. General Eligibility** Does this applicant meet the eligibility criteria (A legal resident of the state of WV, 18 years of age or older, having resided in WV for at least one year prior to application.) Is this applicant serious about his/her work, and can be expected to continue with it into the future?
- 2. Potential for Artistic Growth:** Is there evidence that the project will continue or have long-term impact?
- 3. Ability to Complete the Project:** Is there evidence of clear project objectives, effective strategies, and sufficient artistic ability to accomplish this project?
- 4. Project as Appropriate to Artistic Merit:** Is this artist at a point in his/her career where the proposed project will make a serious and positive impact on artistic development and by extension the arts in WV?

NATIONAL STANDARD CODING SHEET

APPLICANT STATUS

- 01 Individual
- 02 Organization - Non-profit
- 03 Organization - Profit
- 04 Government - Federal
- 05 Government - State
- 06 Government - Regional
- 07 Government - County
- 08 Government - Municipal
- 09 Government - Tribal
- 99 None of the Above

APPLICANT INSTITUTION

- 01 Individual Artist
- 02 Individual Non-Artist
- 03 Performing Group
- 04 Performing Group - College/Univ.
- 05 Performing Group - Community
- 06 Performing Group - Youth
- 07 Performance Facility
- 08 Art Museum
- 09 Other Museum
- 10 Exhibit/Gallery Space
- 11 Cinema
- 12 Independent Press
- 13 Literary Magazine
- 14 Fair/Festival
- 15 Arts Center
- 16 Arts Council/Agency
- 17 Arts Service Organization
- 18 Union/Professional Organization
- 19 School District
- 20 Parent - Teacher Association
- 21 Elementary School
- 22 Middle School
- 23 Secondary School
- 24 Vocational/Technical School
- 25 Other School
- 26 College/University
- 27 Library
- 28 Historical Society
- 29 Humanities Council
- 30 Foundation
- 32 Community Service Organization
- 33 Correctional Institution
- 34 Health Care Facility
- 35 Religious Organization
- 36 Seniors' Center
- 37 Parks and Recreation
- 38 Government - Executive
- 39 Government - Judicial
- 40 Government - Legislative (House)
- 41 Government - Legislative (Senate)
- 42 Media - Periodical
- 43 Media - Daily Newspaper
- 44 Media - Weekly Newspaper
- 45 Media - Radio
- 46 Media - TV
- 47 Cultural Series Organization
- 48 School of the Arts
- 49 Arts Camp/Institution
- 50 Social Services Organization
- 51 Child Care Provider
- 99 None of the Above

DISCIPLINES (APP & PROJ)

- 01 Dance
- A Ballet
- B Ethnic/Jazz
- C Modern
- 02 Music
- A Band
- B Chamber
- C Choral
- D New
- E Ethnic
- F Jazz
- G Popular
- H Solo/Recital
- I Orchestral
- 03 Opera/Musical Theater
- A Opera
- B Musical Theater
- 04 Theater
- A General
- B Mime
- D Puppet
- E Theatre for Young Audiences
- 05 Visual Arts
- A Experimental
- B Graphics/Printmaking
- D Painting
- F Sculpture
- 06 Design Arts
- A Architecture
- B Fashion
- C Graphic
- D Industrial
- E Interior
- F Landscape Architecture
- G Urban/Metropolitan
- 07 Crafts
- A Clay
- B Fiber
- C Glass
- D Leather
- E Metal
- F Paper
- G Plastic
- H Wood
- I Mixed media
- 08 Photography
- 09 Media Arts
- A Film
- B Audio
- C Video
- D Technology/Experimental

TYPE OF ACTIVITY

- 01 Acquisition
- 02 Audience Services
- 03 Fellowships
- 04 Artwork Creation
- 05 Concert/Performance/Reading
- 06 Exhibition
- 07 Facility Construction/Maintenance
- 08 Fair/Festival
- 09 Identification/Documentation
- 10 Organization Development
- 11 Operating Support
- 12 Arts Instruction
- 13 Marketing
- 14 Professional Support/Administrative
- 15 Professional Support/Artistic
- 16 Recording/Filming/Taping
- 17 Publication
- 18 Repair/Restoration/Conservation
- 19 Research Planning
- 20 School Residency
- 21 Other Residency
- 22 Seminar/Conference
- 23 Equipment Acquisition
- 24 Distribution of Art
- 25 Apprenticeship
- 26 Re-granting
- 27 Translation
- 28 Writing About Art
- 29 Professional Development/Training
- 30 Student Assessment
- 31 Curriculum Development/Implementation
- 32 Stabilization/Endowment/Challenge
- 33 Building Public Awareness
- 34 Technical Assistance
- 35 Web Site/Internet Development
- 36 Broadcasting
- 99 None of the Above

10 Literature

- A Fiction
- B Non-Fiction
- C Playwriting
- D Poetry

11 Interdisciplinary

- 12 Folklife/Traditional Arts
- A Folk/Traditional Dance
- B Folk/Traditional Music
- C Folk/Traditional Crafts & Visual Arts
- D Oral Traditions (include folk/trad. storytelling)

13 Humanities

- 14 Multidisciplinary
- 15 Non-Arts/Non-Humanities

ARTS EDUCATION

- 01 50% or more of project activities are arts education directed to:
- A K-12
- B Higher education
- C Pre-Kindergarten
- D Adult learners
- 02 Less than 50% of project activities are arts education directed to:
- A K-12
- B Higher education
- C Pre-Kindergarten
- D Adult learners
- 99 No arts education

PROJECT DESCRIPTORS

- A Accessibility
- I International
- P Presenting/Touring
- T Technology
- Y Youth at Risk
- GRANTEERACE**
- A Asian
- B Black/African American
- H Hispanic/Latino
- N American Indian/Alaska Native
- P Native Hawaiian/Pacific Islander
- W White
- 99 No single group (organizations only)
- PROJECT RACE**
- A Asian
- B Black/African American
- H Hispanic/Latino
- N American Indian/Alaska Native
- P Native Hawaiian/Pacific Islander
- W White
- 99 No single group (organizations only))