

This program is made possible by funds provided by the McKnight Foundation under a program designed and administered by the Prairie Lakes Regional Arts Council, Inc. The PLRAC serves Blue Earth, Brown, Faribault, LeSueur, Martin, Nicollet, Sibley, Waseca, and Watonwan counties.

A. PURPOSE AND ELIGIBILITY

The purpose of the McKnight/PLRAC Individual Artist Grant Program is to provide financial support to developing artists committed to advancing their work and careers. **Developing artists in their formative stages of career development are eligible.** This program provides artists with small but critical grants for specific projects that contribute directly to their growth and development as professionals. Applications are encouraged from artists in all art disciplines. The project grants are for \$1,000. There is \$9,000 available this year.

B. APPLICATION DEADLINE: February 15, 2002

There is one grant round per year. Grant applications must be postmarked by the deadline date. Applications postmarked after the deadline will not be accepted. The earliest starting date is approximately April 1, 2002.

C. APPLICATION ASSISTANCE

The PLRAC staff is available to assist applicants in project development or grant application preparation. Applicants requiring staff assistance are encouraged to contact the PLRAC office early in the planning process. Staff assistance does not guarantee or imply that a grant request will be funded. The content and accuracy of an application are solely the responsibility of the applicant.

D. RESTRICTIONS

1. Applicants must be 18 years of age and permanent residents of the PLRAC area. (Proof of residency is required in questionable cases.)
2. The \$1,000 grant must support a specific career-developing project as opposed to unrestricted support.
3. Projects must be completed within twelve months of the starting date and each artist is limited to one grant per two-year period.
4. You are **not eligible** if you have achieved any of these distinctions relative to your primary artistic discipline:
 - Had a solo art exhibition in a major metropolitan area (i.e. Twin Cities, Chicago, etc.).
 - Received a grant directly from the National Endowment for the Arts, the Minnesota State Arts Board or a Foundation.
 - Published a book.
 - Had music compositions funded by a foundation or commissioned by a group.
 - Had a play produced professionally.

5. Projects are **not eligible** if they request grant money for:
 - Fulfillment of degree or course requirements for students.
 - Publishing, which is initiated solely by the applicant (i.e. vanity press).
 - Strictly commercial activities or projects intended for retail or mass-market distribution (i.e. limited edition prints, note cards, audio and videocassettes).
6. Grant money can not be used for payment of debts incurred before the start date or after termination of the project.

E. ELIGIBLE PROJECTS

Examples of projects that are likely to be funded in the Individual Artist grant program are described in the following list. The list is not meant to be limiting or all-inclusive.

1. Production and Presentation - Costs involved in visual art show preparations, portfolio production, producing a demonstration tape for a composer or musician, a video cassette for a choreographer, editorial assistance for a writer, etc.
2. Workshop, Training, Research or Mentorship – Registration fee, travel and other costs involved in advanced training or apprenticeship with a professional artist.
3. Supplies and Equipment - Purchase of supplies, materials or equipment necessary for the completion or production of new work. (Visual Art: paint, brushes, canvas, matting and framing, etc.)

F. REVIEW CRITERIA

The following criteria will be used to evaluate each grant application:

1. Demonstration of work and exceptional talent. (0-10 points)
2. Evidence of serious artistic commitment. (0-5 points)
3. Project's contribution to the artist's artistic growth. (0-15 points)
4. Financial need or special circumstances. (0-5 points)

G. HOW TO APPLY

All proposals must be submitted on the official application form and signed by the artist. Applications can be requested as an email attachment. In the office we use IBM computers, Windows '98, Microsoft Word 2000. Please call to see if the document can be saved in a compatible format for your computer. You may cut & paste sections in the space allowed on the application. Do not reduce print to less than 12 point characters. (Keep a copy for your records).

H. GRANT PROCESS

Staff analyzes the application for eligibility, budget accuracy, clarity, and completeness, and contacts the applicant if changes are required. Grant applications are reviewed and ranked based on the stated criteria. Grants are then recommended according to their order of ranking. The grant panel has the discretion to divide one grant among artists who could benefit from professional assistance in presentation. (i.e. better slides, resume, etc.) Applicants should be aware that even though an application may be recommended for funding, its rank may fall below the line of available funds.

I. PAYMENT PROCESS

Upon notification of the grant award, the applicant must sign and return the Grant Contract within 30 days. After the contract has been returned to the PLRAC office, a check for 80% of the grant award is sent to the grantee one month prior to the project starting date. The grantee may claim the remaining 20% by submitting a Final Report within 60 days of the project's completion.

The Final Report is an extremely important document. If the project has been carefully managed, there should be little difference between the final project description & budget and the initial application project description & budget. The PLRAC realizes that as projects develop, some minor differences may arise, but applicants should take every precaution to insure implementation, operation, and evaluation of the project as promised. Applicants who fail to submit a required final report within the prescribed time with good cause, and subject to Council approval, will automatically be considered ineligible for future funding.

J. GRANTEE RESPONSIBILITIES

The grant recipient must:

1. Expend granted funds only for the project described in the application. Any significant revisions in the project must be requested and cleared, in advance and in writing, with the PLRAC's Executive Director.
2. Be responsible for completion of the project and for proper management of grant funds. Documentation/receipts for expenses will be submitted with the Final Report.
3. Include the following credit line in all programs, postcards and publicity related to the project: **"This activity is made possible by a grant from the Prairie Lakes Regional Arts Council, Waseca with funds provided by the McKnight Foundation."**

Upon request, PLRAC grant application materials will be made available in an alternate format such as large type, disk or on audiotape. Please call the PLRAC office in Waseca at 1-800-298-1254. For TTY, contact the Minnesota Relay Service at 1-800-627-3529.

Check which of the following are enclosed:

- Self-addressed, stamped (9" x 12") envelope for PLRAC to return your work samples.**
- Work Samples (i.e. slides, literary sample, audio or videotape)
- Work Sample Description (single page)
- Resume
- RAC: Grant Data Collection Form

6. ADDITIONAL BUDGET INFORMATION. If the project budget is larger than the request, indicate whether other support is anticipated or already committed. Are you aware of other funding opportunities and have you investigated them?

7. DESCRIBE YOUR CAREER AS AN ARTIST. WHAT MOTIVATES YOU TO CREATE ART AND HOW LONG HAVE YOU BEEN PRACTICING YOUR ART? (PAST)

8. HOW IS THIS PROJECT GOING TO HELP YOU DEVELOP AS AN ARTIST? (PRESENT)

9. DESCRIBE YOUR CAREER GOALS AS AN ARTIST. (FUTURE)

10. CERTIFICATION

I certify that the information contained in this application is true and accurate to the best of my knowledge. I have kept a copy of this application for my records.

Applicant Signature

Date

11. RESUME

All applications require a resume. The resume should not exceed two one-sided pages in length. A resume could include any or all of the following: name, address, phone, education, training and experience in the art form, work experience, volunteer or related experience, public and private exposure of your artwork (i.e. exhibitions, collections, commissions), grant awards, professional associations and interests.

12. WORK SAMPLES

Remember that artistic merit is one of the primary criteria for the selection of grantees. Your work sample should represent your work to its best advantage. Work samples should be fairly recent (within the last four years), and should support the intentions stated in your application. Do not submit original works. When submitting slides, make sure the objects pictured are well lit and in focus. With a little care, good quality video and sound recordings can be made on home equipment. In all cases, make sure the work sample adequately reflects the quality of your work.

Slides - 10 maximum. Submit standard 35mm slides 2"x2", suitable for carousel projection, in a clear plastic sheet. Indicate top of each slide with an arrow, and number from 1 through 10 in viewing order. Label each slide with your name, a number, the title of work and the date it was completed.

Literary (prose, poetry, play, etc.) - 10 pages maximum. Must be typed or computer generated and double-spaced. Include cover sheet with title, writer's name and a brief synopsis of the contents.

Videotapes - 8 minute maximum. Submit VHS cassettes only, cued to the starting point. On spine, clearly label with name, title of work(s), and length.

Audiotapes - 8 minute maximum. Cassette only, cued to the starting point. Label with name, title of work(s), and length. Submit a written score (printed or computer generated) or a condensed score.

NOTE: To receive your work samples back, please submit a self-addressed, stamped (9" x 12") large envelope.

13. WORK SAMPLE DESCRIPTION

The Work Sample Description is a one-page list providing specific details about your work samples.

- **Put your name and daytime phone number at the top of the sheet.**
- If you are submitting **Slides**: list the slide number, title, dimensions, medium, and completion date for each work listed;
- If you are submitting **Literary Samples** (prose, poetry, play, etc.): list the title, page numbers, and the completion date of each work;
- If you are submitting **Audio or Videotape**: list titles of works and recording date of each work (cassette liners are not acceptable).
 - a. If the production represented by an audio or videotape involved others, explain your role in the work (for example, a choreographer may or may not appear in submitted videotape);
 - b. If you are performing on a video or audiotape, give a description to help the panel identify you (for example, "I'm the dancer in the green tights");
 - c. Indicate any technical instructions for presentation.
- You may also include a brief explanation of the work on your Work Sample Description.

RAC GRANT DATA COLLECTION FORM

TO THE APPLICANT: This form is used to gather information about grant applicants to the Minnesota Regional Arts Councils (RACs). The data is maintained by the Minnesota State Arts Board in cooperation with the RACs, and may be distributed to others in accordance with the Minnesota Data Practices Act. Complete information is necessary to ensure the reliability of our data. *Note: If you are using a fiscal agent, please fill out this first page as it pertains to the arts organization conducting the activity, not the fiscal agent.*

1. APPLICANT INFORMATION

Date _____

Legal name of organization or individual _____

Professional or other name _____

Address _____

City, state, ZIP _____

Day phone (_____) _____

Contact person and title _____

County _____ MN House district _____ US Congressional district _____

Fiscal agent name (if applicable) _____

2. SPECIAL CHARACTERISTICS:

For individuals applying (optional)

Select any combination that applies describing your racial/ ethnic characteristics

- American Indian/Alaska Native (N)
- Asian (A)
- Native Hawaiian/Pacific Islander (P)
- Black/African American (B)
- Hispanic/Latino (H)
- White (W)
- Other (describe) _____

For individuals applying (optional), also mark these items if they apply

- Mentally or Psychologically Disabled (E)
- Deaf/Hard of Hearing (D)
- Blind/Low Vision (Q)
- Physically Disabled (P)
- Other Disability (I)
- Senior Citizen—60+ (S)
- Veteran (V)

For organizations applying

Select the one code that best represents 50% or more of your staff or board or membership

3. STATUS:

Select the one code which best describe the applicant's legal status

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

4. INSTITUTION:

Select the one code which best describes the applicant

- | | | |
|-----------------------------------|-------------------------------------|---------------------------------|
| 01 Individual artist | 20 School-Parent/Teacher Assn | 39 Government-Judicial |
| 02 Individual non-artist | 21 School-Elementary | 40 Government-Legis (House) |
| 03 Performing Group | 22 School-Middle | 41 Government-Legis (Senate) |
| 04 Performing Group-College/Univ | 23 School-Secondary | 42 Media-Periodical |
| 05 Performing Group-Community | 24 School-Vocational or Technical | 43 Media-Daily Newspaper |
| 06 Performing Group-Youth | 25 School-Other (incl Community Ed) | 44 Media-Weekly Newspaper |
| 07 Performance Facility | 26 College/University | 45 Media-Radio |
| 08 Museum (Art) | 27 Library | 46 Media-Television |
| 09 Museum (Other) | 28 Historical Society/ Commission | 47 Cultural Series Organization |
| 10 Gallery/Exhibition space | 29 Humanities Council/Agency | 48 School of the Arts |
| 11 Cinema | 30 Foundation | 49 Arts Camp/ Institute |
| 12 Independent Press | 31 Corporation/ Business | 50 Social Service Organization |
| 13 Literary Magazine | 32 Community Service Organization | 51 Child Care Provider |
| 14 Fair/Festival | 33 Correctional Facility | 99 None of the Above |
| 15 Arts Center | 34 Health Care Facility | |
| 16 Arts Council/Agency | 35 Religious Organization | |
| 17 Arts Service Organization | 36 Seniors Center | |
| 18 Union/Professional Association | 37 Parks & Recreation | |
| | 38 Government-Executive | |

THIS BOX FOR MSAB ONLY

Serial # _____

APPLICANT INFORMATION CONTINUED

Individual or Organization Name _____

5. DISCIPLINE:

Select one code which best describes the applicant's primary area of interest in the arts (e.g. ballet 01A)

- | | | |
|--|---|---|
| 01 Dance—general | 05 Visual Arts —general | 09 Media Arts —general |
| 01A ballet | 05A experimental | 09A film |
| 01B ethnic/jazz/
folk-inspired | 05B graphics (include
drawing,
cartooning,
printmaking and
book arts) | 09B audio |
| 01C modern | 05D painting | 09C video |
| 02 Music—general | 05F sculpture | 09D technology/
experimental
screenwriting |
| 02A band | 06 Design Arts —general | 09E screenwriting |
| 02B chamber | 06A architecture | 10 Literature—general |
| 02C choral | 06B fashion | 10A fiction |
| 02D new-experi-mental, elec-
tronic | 06D industrial | 10B non-fiction |
| 02E ethnic/folk-inspired | 06E interior | 10C playwriting/
scriptwriting |
| 02F jazz | 06F landscape
architecture | 10D poetry |
| 02G popular | 06G urban/ metropolitan | 11 Interdisciplinary (include
collaborations and
performance art) |
| 02H solo/recital | 07 Crafts—general | 12 Folklife/Traditional Arts. in general |
| 02I orchestral | 07A clay (includes
ceramics) | 12A Dance |
| 03 Opera/Musical Theater—general | 07B fiber (includes
basketry) | 12B Music |
| 03A opera | 07C glass | 12C Crafts and
Visual Arts |
| 03B musical theater | 07D leather | 12D Oral
Traditions |
| 04 Theater—general | 07E metal | 13 Humanities |
| 04A theater, in general | 07F paper | 14 Multi-disciplinary |
| 04B mime | 07G plastic | 15 Non-arts/non-humanities |
| 04C puppetry | 07H wood | |
| 04D theater for young people | 07I mixed media | |
| 04E storytelling | 08 Photography (include Holography) | |
| 04F playwriting/
scriptwriting | | |

6-10. PROJECT ACTIVITY INFORMATION

6. _____ **Adult Artists Participating** Record the number of adult artists expected to be directly involved in providing art or artistic services for these grant activities.
7. _____ **Adult Audience Benefiting** Record the number of adult audience expected to benefit directly from these grant activities (excluding employees, paid performers, artists participating, children/youth, and broadcast figures). Do not double-count repeat attendees.
8. _____ **Children/Youth Benefiting** Record the number of children and youth under the age of 18 expected to participate in and/or benefit directly from these grant activities, or were included in the audience (*excluding broadcast figures*). Do not double-count repeat attendees.
9. _____ **% Children/Youth Programming** For project grants: percentage of application designated for programs intended primarily for children and youth. For operating support grants, percentage of total fiscal year expenses allocated for programs intended primarily for children and youth.

10. _____ **Project Discipline** Using the same discipline coding listed above, select one category which best describes the grant activity.