



CMAB
Central MN Arts Board

ARTIST CAREER DEVELOPMENT GRANT MENTORSHIP GUIDELINES

Application Deadlines & Review Dates:

FY 2010

Wednesday, March 24, 2010

Review: April 28, 2010

FY 2011

Deadline: Wednesday, March 23, 2011

Review: April 25, 2011

Applications must be in the CMAB office by 4:30pm on the deadline date

220 4th Avenue North, PO Box 458

Foley, MN 56329

320-968-4290

1-866-345-7140

fax: 320-968-4291

www.centralmnartsboard.org

CENTRAL MINNESOTA ARTS BOARD ARTIST CAREER DEVELOPMENT GUIDELINES

An Artist may apply for a **MENTORSHIP Grant** to study with a professional artist to expand their skills in a particular arts area. Artists may apply in one of the following arts disciplines: Dance, Literary Arts, Media Arts, Music, Theater, or Visual Arts.

APPLICANT ELIGIBILITY

Adult artists residing in Benton, Sherburne, Stearns or Wright counties with an experienced background in the arts are eligible to apply. A MENTORSHIP may be up to one-year for a maximum grant of \$3000 or up to two-years for a maximum grant of \$5000. Artists are eligible for a maximum of two years out of every five years for an approved mentorship(s).

HOW TO APPLY

- A. Submit a completed ARTIST CAREER DEVELOPMENT MENTORSHIP Application Form and RAC Data Form
- B. Submit the original **Mentorship Application Form** and 11 collated/stapled copies
- C. Submit **Artist** work samples as shown below:
 - **Visual Artists.** Up to 5 samples of your work may be submitted on a CD, DVD, or PowerPoint presentation. (Be sure to write your name on the CD or DVD.) Or you may submit up to 5 standard 2" X 2" slides in a clear plastic sheet and clearly marked for correct insertion into a slide carousel. Write on each slide: a number, your name, the title of the work, and mark "top" to indicate the top of the image. Do not use oversized slides. DO NOT USE LABELS: they jam projectors.
 - **Dance/Theatre Artists.** Work samples may be submitted in the following formats: 1/2" VHS videocassettes or DVD.
 - **Music Performers/Composers.** Samples may be submitted in standard audiocassette tapes (cued for review) or standard compact discs (CD). Up to 5 work samples may be submitted. Maximum length of any one sample is five minutes with all samples being no more than (10) ten minutes in combined length. Make sure you identify the specific section of music you would like the panel to hear during the review. Optional: You are also encouraged to submit scored music sheets of the music you have entered.
 - **Literary Artists.** Staple all pages together. All written materials must be machine printed and submitted on 8-1/2" X 11" white paper, single sided only. Leave 1/2" margins (minimum) at top, bottom and sides of each sheet. Use black type size 12 fonts or larger type style. Your name and daytime telephone number must be included at the top of the first page of your work sample. If the sample is part of a longer work, one of the pages may provide a BRIEF summary or context for the excerpt. Total number of pages, including summary, may not exceed 10 pages total, even if your submission is made up of more than one literary type, i.e., poetry and fiction. (Scholarly manuscripts, standard journalism, and translations will not be accepted.)

Artists: you must provide adequate return postage on a self addressed, appropriate mailing container or your work sample will not be returned; NO EXCEPTIONS. Arrangements can be made for artists to pick up work samples at the CMAB office. All work samples must be claimed within 30 days of the award date or they become the property of the CMAB. *While reasonable care is taken with work samples, the CMAB is not responsible for the loss or damage of submitted materials.

D. Submit a Work Sample Description List:

Samples of Work Description Lists (Note: Do not Hand-write descriptions)

Jane Doe
2110 Potter Kiln Road
Apartment #10
St. Cloud, MN 56301
Phone: 320-253-9517

Slides

3-Dimensional Example

No.	Title	Description	Size (h" x w" x d")
1.	Woman With Toothache.	Cast Bronze/Side View*	20" x 7" x 5"
2.	Woman With Toothache.	Cast Bronze/Top View*	20" x 7" x 5"

*Note: multiple views of the same object are optional. You may also include just one view of each object.

2-Dimensional Example

No.	Title	Description	Size (h" x w")
1.	The Letter	Oil On Canvas Painting	24" x 36"

OR

Longer Written Work

1. "Pennies From Heaven." A novel, from chapter 4, pp. 1-14.

OR

Poems

1. "I Walk Alone."
2. "Cold And Walking."
3. "Today I Walk."

OR

Music*

1. Title: "In The Mood."
2. Title: "To Ride, Shoot Straight & Speak The Truth."
3. Title: "Falling Away From Me."

*Be sure to put your name, song title, and corresponding number on each sheet of scored music.

E. Create an artist statement

These are suggestions for writing a good artist statement:

- Try to keep your statement around three sentences. But if you have more to write, do not go over ¾ of the page.
- Keep it philosophical, not biographical.
- Write in the first person. Your statement is about you, so personalize it.

- Describe what you do and why you do it.
 - Write about what your art does for you, not what it is supposed to do for others.
 - Avoid comparing yourself to other artists.
- F. Submit detailed information on the **Artist Mentor** selected: Name, location, brochures, art samples, resume, letters of recommendation, rates, etc.
- G. **Develop a budget.** Identify the number of hours and rate of pay for the mentor. If the mentorship is more than twenty miles round trip you may chose to include mileage reimbursement at the current IRS rate. Supplies must be consumable. No capital equipment can be purchased with CMAB mentorship grant funds.
- H. The original **MENTORSHIP Application Form** and 11 collated/stapled copies must be received at the Central Minnesota Arts Board office by **4:30 P.M. on deadline date. (Do NOT USE DROP BOX on Deadline Day).**
- Mailing address: Central Minnesota Arts Board
220-4th Avenue North
P. O. Box 458
Foley, Minnesota 56329
- I. Applications may dropped off at the office; a drop box is available after hours.

MENTORSHIP GRANTEES

Artist will be notified if they will or will not receive a **MENTORSHIP** grant. Artists receiving the grant will meet with CMAB staff and the artist mentor to review the budget and schedule for the mentorship period. Once the budget, schedule and terms of service have been agreed upon the artist and mentor will be required to enter into a contract with the CMAB. Once the contract is signed by all parties involved the **MENTORSHIP** may begin.

PAYMENTS

Mentors will be paid directly by the CMAB based on a schedule agreed upon and described within the terms of the contract between the CMAB, the mentor, and the mentee. Mentee reimbursements for supplies, transportation and other expenses will be based on the budget that has been developed. Receipts must be attached to the **CMAB Reimbursement Form** before payment will be made.

FINAL REPORT

Once the **MENTORSHIP** has been completed a final report must be submitted to the CMAB within 30 days. Final payment of remaining grant funds will be made after the report is received by the CMAB. A final report form will be provided to the Mentor and Artist by the CMAB. All forms are available to download on the CMAB Website: www.centralmnartsboard.org