



CMAB/MCKNIGHT ARTIST CAREER DEVELOPMENT GRANT
ADULT SCHOLARSHIP
GUIDELINES

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CMAB/MCKNIGHT ARTIST CAREER DEVELOPMENT SCHOLARSHIP GUIDELINES

An artist may apply for a **SCHOLARSHIP Grant** to advance their skills and ability to earn income as an artist. A SCHOLARSHIP Grant can be up to \$2,000 (total allowed per qualifying artist over a four-year period). A percentage of the scholarship may be used for transportation/travel (mileage or airfare), lodging and meals.

The class/training cannot start before the CMAB board has made a decision on this application. An approved class/training must start within 12 months of the CMAB board review date.

A CMAB/McKnight Artist Career Development Scholarship may be used to:

- pay tuition for an arts related, college-level course or to pay the fee to attend an arts-related training or workshop
- support the cost of transportation to attend a class/training located outside the immediate area. Up to 20% of the scholarship funds may be used
- pay for expendable supplies (clay, paint, canvas, paper, etc) used during the approved training/class

Scholarship funds CANNOT be used to:

- pay tuition to earn degrees, meet licensure requirements, or meet continuing education requirements to retain a professional license
- for capital purchases (digital camera, potter's wheel, computer, etc.) or memberships in organizations

ELIGIBILITY CRITERIA

- Adult artists currently residing in Benton, Sherburne, Stearns, or Wright County
- Experienced background in the arts
- Either a U.S. Citizen or attained permanent resident alien status
- Artists CANNOT apply for both the Artist Career Development Scholarship Award and the Artist Career Development Mentorship Award during the same deadline.

HOW TO APPLY

Click on the Applicant Login listed in the left menu on the CMAB website homepage.

If you are a first time applicant you will need to create an account using an email address and a password. Make sure to write this information in a secure location for future use. Once your account is created you can begin the application process.

Tip: While you can develop your answers directly in the online application and save your work, we suggest that you create your answers to the application questions in a word document on your computer. Once you have each question completed you can then copy and paste the information into the appropriate dialog box in the application. This will assure that you have a backup copy of your application information.

Submit your application online and include:

- Your **ARTIST WORK SAMPLES**
- Your **ARTIST WORK SAMPLES DESCRIPTION LIST**
- Information about the class/training (such as the brochure, admission form, website detail, or other materials to advertise the opportunity)

Applicants are strongly encouraged to call the CMAB office at 320.968.4290 to discuss the eligibility of the scholarship or to have a draft of the application reviewed at least two weeks prior to the deadline date.

- Applications must be submitted **by 12:00 a.m. on the deadline date**
- Applications will be available online at least 30 days prior application deadline
- Applications received after the deadline, are ineligible. There will be no exceptions to this policy

USING Fax-to-File:

A [Fax-to-File](#) feature is available within the application to help you convert documents from hard copy format to digital PDF format. "Fax-to-File" can be accessed at anytime during your application process in the upper left column under your tools.

To use, click on Fax-to-File and you will be presented with a toll-free number. Once you have a fax number, you will have a 20-minute period to fax needed documents for conversion. Contact the CMAB office if you need further assistance in converting files. All faxed documents will be automatically converted to .PDF format. Click the Finished Faxing button to see your list of files and converted documents will be available to download to your computer. After downloading to your computer, you will then be able to upload the documents at the appropriate time during the online application process.

APPLICATION AND REQUIRED INFORMATION

1) DATA INFORMATION - The beginning of the application consists of questions for data collection purposes. This information is required by the Minnesota State Arts Board and reported to the MN Legislature. A list of codes and tools are available within the application to assist you with the answers.

- **Grant Amount Requested from CMAB**
- **MN House District** - Use the [District Finder](#) (under Advocacy on CMAB website) to retrieve a list of your representatives
- **Status** - Legal status code describing applicant is 01 Individual Artist
- **Institution** - Institution code describing the applicant is 01 Individual Artist
- **Discipline** - Art discipline code describing applicant. Refer to [RAC data collection template](#) for current codes
- **Project Discipline** - Art discipline code describing applicant. Refer to [RAC data collection template](#) for current codes
- **Total Scholarship Expenses** - Amount taken from the budget you will attach (Add Letters C. and F.)
- **Adult Artists Participating** - The adult artists expected to be directly involved in providing art or artistic services for these grant activities is 01 Individual Artist.
- **Congressional District** - Use the [District Finder](#) (under Advocacy on CMAB website) to retrieve a list of your representative
- **County** - County of applicant
- **Class/training start date**
- **Class/training end date**

ARTISTIC MERIT/QUALITY

Panel members use the following criteria statements when reviewing and ranking this section of your application:

1. Applicant demonstrates artistic skills that merit support for his/her participation in the class/training
2. Applicant's art samples demonstrate skill and ability
3. Applicant has demonstrated his/her ability to reach the defined goals

2) ARTIST STATEMENT

An artist statement should help readers understand what you believe to be the most important aspects of your art and the techniques you use to make it.

These are suggestions for writing a good artist statement:

- Write in the first person. Your statement is about you, so personalize it
- Your statement should be clear, understandable, not over-stated. Do not exceed 3/4th of a page
- Keep it philosophical, not biographical. Describe what you do and why you do it
- Everything in your statement should be relevant to your art
- Write about what your art does for you, not what it is supposed to do for others
- Avoid comparing yourself to other artists

In the application you must provide a brief statement about you and your art.

3) ARTIST WORK SAMPLES

The applicant must be the primary creator of the work submitted (i.e.: work created by composers must be original; paintings and drawings rendered from other artists' photographs and artwork are ineligible, etc.; dancers must have personally choreographed the original work presented.)

Acceptable file formats are required for panel review and are listed below. Contact the CMAB at 320-968-4290 if you need assistance with uploading or converting file samples.

The applicant may submit up to 5 work samples. Samples should be combined into one or two documents in order to upload.

- Visual Artists - Submissions should not be more than 1000 pixels wide and should be in .JPG, .PDF or as a PowerPoint slideshow.
- Performance Artists: Theater/Dance/Media - Samples may be submitted in .WMV, .SWF, .MP4, or .MOV file format. The panel will review up to 7 minutes of combined running time for all selections. If you are one of many performers on a video you must give a physical description explaining how to identify you (i.e., "I am the actor in the yellow shirt")
- Musicians/Composers - Samples may be submitted in .MP3, .WAV, .WMA, .AIF formats. Maximum length of any one sample is (5) five minutes with all samples being no more than (7) seven 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 - 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 for up to five samples, may not exceed 10 pages, even if your submission is made up of more than one literary type, i.e., poetry and fiction.
 - All written materials must be submitted in electronic file (PDF, Doc, Txt) format on 8-1/2" X 11" document.
 - Leave 1/2" margins (minimum) at top, bottom and sides of each sheet
 - Use black type size 12 font or larger type style.
 - Scholarly manuscripts, standard journalism, and translations will not be accepted

Note: CMAB Staff will make every attempt to contact the applicant if the samples are not reviewable/acceptable.

4) ARTIST WORK SAMPLE DESCRIPTION LIST - Include a description of the work samples submitted.

Examples 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-XXXX

Images

3-Dimensional Example

<u>No.</u>	<u>Title</u>	<u>Description</u>	<u>Size (h" x w" x d")</u>
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

<u>No.</u>	<u>Title</u>	<u>Description</u>	<u>Size (h" x w")</u>
1.	The Letter	Oil On Canvas Painting	4" 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.

ABILITY & PROFESSIONAL NEED

Panel members use the following criteria statements when reviewing and ranking this section of your application:

- 1. Applicant has demonstrated his/her ability to reach the defined goals.

5) Application question: What past trainings or learning experiences have you completed in this art area?

6) CLASS/TRAINING INFORMATION

Panel members use the following criteria statement when reviewing and ranking this section of your application:

- 1. Applicant demonstrates the need for enhancing his/her skills & profession as an artist (not financial) .
- 2. Materials and equipment required to continue the artistic skill advancement are accessible to the applicant following the training/class

You will be asked to describe the class/training you would like to attend:

- Name of school and/or instructor
- Class/training location/address
- City
- State
- Zip Code
- Contact phone number

Supporting Information - Attach information about the class/training such as the brochure, admission form, website detail or other supportive promotional materials.

7) Application question: How will this class/training assist you in enhancing your profession as an artist?

8) SCHOLARSHIP BUDGET

Prepare and submit a budget for attending the class/training. Include the following:

- Registration/training fee
- Travel expenses - up to 20% of the cost of the training/workshop plus supplies (you may include mileage reimbursement at the current IRS rate)
- Supplies (must be consumable; capital equipment purchases not allowed)

Example of how to calculate your budget:

Registration/training fee	\$940
Supplies/Materials used during the class/training	\$150
SUBTOTAL.....	\$1,090

Travel Expenses:

Mileage/Airfare	\$120
Meals/Lodging	\$100
TOTAL TRAVEL EXPENSE	\$320

Eligible amount for Travel Expenses (Subtotal multiplied by 20%) ...\$1,090 x 20% = \$218\$218
CMAB eligible grant amount for this sample budget..... \$1,090 + \$218..... \$1,308

** Clearly identify each item, show method of calculations and round to the nearest dollar.

Budget Upload

***Download the [Excel Budget Template](#)** and save it to your computer. When your budget is complete, save it as a .PDF, and upload. Document will upload once you click "save as draft" at the bottom of this page.

9) APPLICANT GOALS

Panel members use the following criteria statement when reviewing and ranking this section of your application:

- 1) Applicant's goals are measurable and achievable.

Application questions:

- **What are your goals as an artist and what steps will you take to achieve them?**
- **How will you measure your progress in reaching your goals as an artist?** (How will you know when your goals are accomplished?)
- **Do you have access to enough resources to make your goals achievable?** Explain:

- **When do you expect to achieve your goals as an artist?**

10) SIGNATURES

Download the [Signature Page here](#). Complete, print, sign (no digital/electronic signatures) and upload. You can use Fax-to-File feature to convert documents from hard copy format to digital PDF format.

Signatures Page*Document will upload once you click "save as draft" at the bottom of this page.

REVIEW PROCESS

Once the CMAB receives your application, staff will verify eligibility. Applications will be sent to the CMAB Board of Directors or CMAB Grant Panel at least two weeks prior to the review date. Review of eligible applications typically takes place within one month of the deadline. Check the CMAB website for the specific date as it relates to the deadline under which you applied. All applicants will be notified of the board's decision.

SCHOLARSHIP PAYMENTS

A contract will be required between the scholarship recipient and the CMAB. Once the CMAB receives the signed contract and proof of enrollment the applicant will be paid 80% of the awarded scholarship. The 20% balance will be paid upon receipt of the completed and signed final report.

Note: Awarded grantees will receive an IRS form 1099 at the end of this calendar year if the award is \$600 or more and will be responsible for any taxes owed on this award.

FINAL REPORT

A final report must be received by the CMAB within 30 days of completion of the class/training. The final report must include original receipts and/or proof of completion to release the final 20% of the awarded scholarship. Keep copies for your records. Failure to submit a final report without prior request for an extension may result the recipient being ineligible to apply for any future CMAB grants until the final report is received by the CMAB.

GRANT APPEALS PROCEDURE

Any applicant who can show cause that established grant review procedures were not followed or that the policies of the program were not equitable to all applicants may file an appeal in writing within ten (10) business days of being notified of the board's decision.

The Executive Committee of the CMAB will review the appeal prior to the next scheduled board meeting. The Executive Committee will determine if sufficient cause exists for an appeal and if further investigation is warranted. If the Executive Committee finds cause for an appeal, they will bring the matter before the board for a final decision.

Note: There is no right of appeal to dispute decisions in respect to artistic quality or merit, ability or need.

APPLICATION DRAFT REVIEW

CMAB staff will provide application draft reviews by request. Requests must be submitted via email (media@centralmnartsboard.org) or fax (320-968-4291) at least two weeks before the application deadline. If a review of your application is provided it in no way guarantees your application will be funded.

DEFINITIONS

Applicant: The person requesting funds for a training/class.

Goal: An outcome you wish to achieve.

Resident: One who resides in a particular place permanently or for an extended period of time. (Reside: to be inherently present)

If you have questions on specific criteria please call our office for assistance. For more information on Central MN Arts Board programs and services visit our website at www.centralmnartsboard.org or call 320.968.4290 or 1.866.345.7140.