



**CMAB/MCKNIGHT
INDIVIDUAL ARTIST AWARD
GUIDELINES**

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www.centralmnartsboard.org

CMAB/MCKNIGHT INDIVIDUAL ARTIST AWARD GUIDELINES

The CMAB/McKnight Individual Artist Award program provides awards of \$3,000 each to (6) six artists located in Region 7W. The purpose of the award is to reward, recognize and encourage outstanding individual artists, who are primary creators, in Central Minnesota.

WHO CAN APPLY

Individuals artists 18 years of age or older that are residents of Benton, Sherburne, Stearns, or Wright County for a minimum of six months prior to the time of application. Award recipients are eligible again after five years from their award date

ELIGIBILITY REQUIREMENTS

- A self-proclaimed artist least 18 years of age and a resident in Benton, Sherburne, Stearns, or Wright County for a minimum of six months prior to the time of application
- Either a U.S. citizen or attained permanent resident alien status

Artists who have previously received an Individual Artist Award from the CMAB are again eligible after five years since their last award date. (Previous award recipients are encouraged to contact the CMAB office at 320-968-4290 to discuss their eligibility.)

HOW TO APPLY

Read through the entire Guidelines before beginning. Applicants must apply as an individual rather than as part of a group or an organization. Applicants may only apply for an award in one of the following art categories:

- Two-Dimensional & Three-Dimensional: painting (all mediums), drawing (all mediums), photography, sculpture, ceramics (all mediums), fiber arts, multi-media arts, and all fine crafts.
- Literary: poetry, prose (fiction and creative nonfiction), playwriting and screenwriting
- Dance: original choreography only (What about Theatre/Media, we have it listed in samples)
- Music: composition, composers only

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 on online application and include:

- Your **ARTIST WORK SAMPLES**
- Your **ARTIST WORK SAMPLES DESCRIPTION LIST**

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** – *Individual Artist Award amount is \$3,000*
- **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 residency. [Refer to RAC data collection template](#) for current codes
- **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

ARTISTIC MERIT/QUALITY

The following evaluation statement is used by panel members when reviewing and ranking the artistic merit and quality of your work samples: 1) The applicant's art samples demonstrate artistic quality and merit that stands out among similar efforts.

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 create it. (2,000 characters allowed)

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
- 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
- Keep it philosophical, not biographical. Describe what you do and why you do it
- Avoid comparing yourself to other artists

Provide a brief statement about you and your art.

3) ARTIST WORK SAMPLE DESCRIPTION

Artist Work Sample Description - 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.

4) ARTIST WORK SAMPLES

The applicant must be the primary creator of the work submitted (i.e.: musicians must personally compose the work; 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. (10 M allowed for each field)

- 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

❖ Art Sample(s) Upload

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

5) 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.

- Signature Page Upload
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Review Process

Once the CMAB receives your application, staff will check for 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.

During the review process a ranking system is used. Each application will receive a score from each panel member on a scale from 1 (low) to 6 (high) based solely on the artistic merit/quality of the applicant's work sample. An applicant must attain at least a 3.0 average score in order to be considered for funding.

Award Recipients

Recipients will be expected to participate in a formal art show and allow advertising and promotion of their art. Artists agree that the Central Minnesota Arts Board reserves the right to use the winning art samples for promotional purposes with the artist retaining full copyright to the art samples themselves.

Grant Contract and Distribution of Funds

Those awarded must sign and return a contractual agreement within 30 days of notification. Failure to provide any required documents within the prescribed time can result in the cancellation of a grant commitment.

If funds are refused within 45 days of receipt of award notification, they will be offered to the next applicant in rank order. Returned funds or funds refused after 45 days will be applied to future grant rounds

Note: Those awarded 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.

Final Report

A final report must be filed within sixty (60) days of receiving the award. 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 Appeal Process

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.

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.