



CMAB
Central MN Arts Board

HIGH SCHOOL STUDENT ARTS SCHOLARSHIP GUIDELINES

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CENTRAL MINNESOTA ARTS BOARD HIGH SCHOOL ARTS SCHOLARSHIP

The Central Minnesota Arts Board awards scholarships in the areas of: visual arts, music, performance arts, and literature. These scholarships are designed to help high school seniors who want to further their education in the arts. **Up to six students will be awarded scholarships of \$2,000 each. Scholarships may be renewable for an additional three academic years as long as the student remains eligible and funds are available.**

WHO CAN APPLY

Graduating high school seniors planning to continue their studies in the arts as a full-time student during the year following graduation.

ELIGIBILITY REQUIREMENTS

- Must be a graduating high school senior residing in Benton, Sherburne, Stearns, or Wright County at the time of application
- A US Citizen or have attained permanent resident alien status
- Scholarship funds can only be used for the cost of education that can be charged directly to the institution such as tuition, room and board, books, lessons, and other educational expenses.
- Student must be planning to attend an accredited institution full-time and major in an arts related field.
- Student may not defer the start of his/her studies beyond the fall after their high school graduation.

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.

Tip: If you want others to access your CMAB application you will have to share this information so make sure your email address and password used are created with this in mind. 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 answer 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. It will also assure spell check is available to identify any potential errors are corrected.

Applicants should apply only in the art discipline they plan to pursue. If applicant plans to double major in theater/music, for example, they may indicate this in their application and divide their art samples between the two disciplines.

SUBMIT an online application and include:

- Completed **Reference Form – School Counselor** with verification of grade point average (template available online)
- Your **most recent** and complete **high school transcript**
- Completed **Reference Form – Teacher** (template available online)
- Completed **Other Reference Form** (by someone other than a family member or fellow student) (template available online)
- **Artist Work Samples**
- **Artist Work Samples Description List**

Applicants are strongly encouraged to call the CMAB office at 320.968.4290 to discuss the eligibility of their application 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. (midnight) on the deadline date
- 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.

- **MN House District** - Use the [District Finder](#) (under Advocacy on CMAB website) to retrieve a list of your representatives
- **Status** - Institution code describing the 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** – is the same as Art discipline code describing applicant.
- **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** - Graduating high school senior must reside in Benton, Sherburne, Stearns, or Wright County at the time of application

2) NAME(S) of PARENT(S) OR GUARDIAN(S), phone, email

ARTISTIC MERIT/QUALITY

The following criteria are used by panel members when reviewing this section of your application: 1) The student's art samples demonstrate artistic quality and merit that stands out among similar age appropriate efforts (Consider such factors as creativity, design, concept, and artistic goals.) 2) Demonstrated skill relates to chosen art or arts-related field

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 converting file samples.

The applicant may submit up to 5 work samples. Samples should be combined into one or two documents [10 MB allowed for each upload] 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

5) 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

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	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.

6) ARTIST STATEMENT - Provide a brief statement about you and your art.

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.
- 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.

7) What art or arts-related field do you plan to enter?

8) What skills do you possess that are necessary for someone entering this field?

APPLICANT ABILITY

The following criteria are used by panel members when reviewing this section of your application: 1) Student has designed a focused plan to meet his/her arts related educational goals. 2) Student demonstrated his/her ability to complete educational goals (consider grades, references, achievements, etc.). 3) Student has demonstrated school/community involvement through art and/or non-arts participation in organizations/events

9) Educational Goals - Based on your chosen art or arts-related field what plan do you have to meet your future educational goals?

10) TRANSCRIPTS

Most recent complete high school transcript - Attach your most recent high school transcript from your school counselor. Document will upload once you click "save as draft" at the bottom of this page.[1 MB(s) allowed

11) REFERENCES

References cannot be from family members or fellow students. You may list one or two teachers, but at least one reference should be someone outside of school, such as an employer, clergy, youth or club leader, adult friend of the family, or any other adult who is not related to you. Three recommendations must be submitted.

Reference Forms required: [REFERENCE FORMS](#) are available for download within the application

- School Counselor
- Teacher
- Reference Form - Other*Reference cannot be from family members or fellow students. This reference should be someone outside of school, such as an employer, clergy, youth or club leader, adult friend of the family, or any other adult who is not related to you.

12) School and/or Community Activities

List school and/or community art or non-arts related activities in which you have taken part (if any).

13) Work Experiences - What work experiences have you had during high school?

14) Hobbies and Other Interests - What are your hobbies and other interests

COLLEGE INFORMATION

The following criteria is used by panel members when reviewing this section of your application: College/colleges listed are accredited and provide programs that support the student's art or arts-related educational goals

14) List the college(s) where you have been accepted.

16) Which college have you chosen to attend? (Indicate if undecided)

If you have not chosen a college, explain why?

- Address of chosen college
- City
- State
- Zip
- Phone of chosen college
- Website of chosen college

17) Is the college you have chosen accredited? Student must be planning to attend an accredited institution. Yes or No

18) Will you be enrolled as a full-time student this fall? Student may not defer the start of his/her studies beyond the fall after their high school graduation and must be attending college full-time. Yes or No

19) What is your art or arts-related major?

20) Describe what this college has to offer in your art or arts related field of choice.

21) SIGNATURES

Download the [Signatures Page](#). 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.

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.

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). Scholarships are awarded based on the review panel's determination of artistic quality and merit and on the student's ability to accomplish their program of study. Scholarships are not awarded based on the financial need of the applicant.

An applicant must attain at least a 3.0 average score during the review process to be considered for funding.

GRANT CONTRACT AND DISTRIBUTION OF FUNDS

Those applicants awarded scholarships will receive a Scholarship Contract to be signed and returned to the CMAB within 30 days of notification. Failure to provide any required documents within the prescribed time can result in the cancellation of a scholarship.

Award recipients must be registered as a full-time student as defined by the accredited institution and majoring in an arts related field. Recipients cannot defer the start of their studies beyond the fall after their high school graduation. Recipients must remain registered as full-time students during their scholarship year.

The CMAB must receive an official, notarized proof of registration that includes the name of the college, their address and phone number, and the student's arts major; a class schedule with the students ID number, as outlined in the contractual agreement by October 1 of the year awarded.

Once the student has complied with the conditions of the contract, a check for 50% of the scholarship award will be issued to the post-secondary institution within 30 days but not prior to October 30 of the contract year.

The remaining 50% of the scholarship award will be issued within 30 days of the CMAB receiving the student's Progress Report (see below) during their second semester.

Scholarship funds can only be used for the cost of education that can be charged directly to the institution such as tuition, room and board, books, lessons, and other educational expenses.

If the contract is not received within 45 days of receipt of scholarship notification, the funds will be offered to the next applicant in rank order or applied to future grant rounds. Scholarships are contingent upon the CMAB obtaining funding from its funding sources.

PROGRESS REPORT

Recipients must submit a Scholarship Award Progress Report by January 31st of the school year the scholarship was awarded. A complete semester transcript and second semester schedule must be attached. Failure to submit a progress report without prior request for an extension may result in the cancellation of the remaining scholarship amount and the recipient being ineligible to apply for any future CMAB grants until the progress 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, merit, or ability.

The Central Minnesota Arts Board reserves the right to award one scholarship, more than one scholarship, or no scholarship, depending on the number and qualifications of the applicants.

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.

Artistic Merit: The perceived quality or value as works of art.

Goal: An outcome that 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). This will be the location on your driver's license, voting precinct, legally established resident.

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.