



FY20 ARTIST LEARNING GRANT GUIDELINES

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www.centralmnartsboard.org

We understand that the online application system may present a barrier to some applicants and will make reasonable efforts to accommodate particular needs on a case-by-case basis. This information can be made available in the following alternative formats: Braille, large print, and audio recording. We can also help find a language interpreter to translate these guidelines. To accommodate your requests, the Central MN Arts Board will need at least 10 working days.

We recommend using Chrome or Firefox as your web browser to complete the online application.

MN Relay Service 1-800-627-3529

PROGRAM OVERVIEW

Applicants may request an Artist Learning Grant to support any of the following activities:

- Pay tuition and materials for an arts class, workshop, conference or college-level course
- Purchase equipment and/or supplies to make art work

Individuals are eligible to receive up to \$500 from the Artist Learning Grant program in a fiscal year.

The proposal start date must be at least 30 days from the date of submission and take place within 12 months of CMAB Board Review Date.

WHO CAN APPLY

- Artists 18 years of age or older
- Residents of Benton, Sherburne, Stearns, or Wright County for a minimum of six months prior to application
- Either a U.S. citizen or permanent resident alien

APPLICANTS NOT ELIGIBLE

- CMAB grant recipients with any overdue final reports
- Applicants who are current recipients of a CMAB Student Arts Scholarship

PROPOSALS AND EXPENSES NOT ELIGIBLE

- Any course taken in pursuit of a degree or to meet professional licensure requirements
- Payments for memberships to organizations

HOW TO APPLY

Click the Manage GRANTS button in the upper right corner of the CMAB homepage. First-time applicants need to create an account using an email address and password.

- Applications must be submitted by **11:59 pm on the deadline date**.
- Applications received after deadlines are ineligible. [There are no exceptions to this policy.](#)

Submit your application online and include:

- **WORK SAMPLES** with descriptions
- Information about the class/workshop

USING Fax-to-File:

A [Fax-to-File](#) feature is available with the application to help convert documents from hard copy to digital PDF format. [Fax-to-File](#) is located in the upper left portion of your screen under tools.

Click on [Fax-to-File](#) and you will be presented with a toll-free number. Once you have a fax number, you will have 20-minutes to fax documents for conversion. Click the "Finished Faxing" button to see a list of files. Converted documents will be available to download to your computer. After downloading, the documents can then be uploaded during the online application process. Contact the CMAB office if you need further assistance in converting files.

ARTISTIC MERIT/QUALITY - 15 of 30 points

Evaluators use the following criteria when reviewing the application:

- 1) Work samples demonstrate skill and ability.
- 2) The artist statement assists the reader in understanding the applicant's artistic process.

1. 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.

Suggestions:

- 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
- 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

2. Artist Work Sample Description and Upload - combine all samples into **ONE PDF** document or audio/video file. If the upload does not accommodate the file size, an audio/video page or website can be provided by pasting the URL address into a word document.

- **Art Sample(s)** with descriptions [15 MiB allowed]
- **Audio/Video or Website URL** - (i.e. www.centralmnartsboard.org)
- **Audio/Video Description** – Describe the samples. If necessary, direct reviewers to specific images, or a specific 7 minutes of audio/video (i.e – view from 1:16 to 5:06 and then from 18:04 to 20:00)

Artist Work Sample Instructions

Contact the CMAB office if you need assistance attaching or combining work samples. The CMAB is not responsible for samples that do not upload or display correctly.

- **Two-Dimensional & Three-Dimensional:** Painting, drawing, photography, sculpture, ceramics, fiber arts, multi-media arts, and all fine crafts; **SUBMIT UP TO 5 WORK SAMPLES:** Submissions should not be more than 1800 pixels wide and include a title, description and dimension with each sample.
- **Literary:** Original poetry, prose (fiction and creative nonfiction), playwriting and screenwriting. **Total number, including summary may not exceed 10 pages.** If the sample is part of a longer work, one of the pages may provide a BRIEF summary or context for the excerpt. **Include a description Title, Type (Poem, Novel excerpt, etc.) with each sample.**
 - All written materials must be submitted in .PDF format on 8-1/2" X 11" document.
 - Leave 1/2" margins (minimum) at top, bottom and sides of each sheet
 - Use black size 12 font or larger.
 - Scholarly manuscripts, standard journalism, and translations are not accepted
- **Performance:** Dancers, choreographers; Theatre performers, spoken word; composers, musicians. While artists can perform the work of others, panel members will be looking for the applicant's unique interpretation, or "personal stamp" on the work submitted and priority will be given to original work.
 - **Theater/Dance: combined run time of 7 minutes for all selections.** Submit samples in .WMV, .SWF or .MP4 file format or provide a URL link to a video. Include in a separate document the Title, Length of excerpt with a physical description explaining how to identify you (i.e., "I am the actor in the yellow shirt")

- **Music: combined run time of 7 minutes for all selections.** Submit samples in .MP3, .WAV, .WMA formats and include the Song Title, Length, Type of Music for each sample.

ABILITY & PROFESSIONAL NEED - 15 of 30 points

Evaluators use the following criteria when reviewing this section of the application:

- 1) Applicant has demonstrated the ability to reach their defined goals.
- 2) Applicant demonstrates the need for enhancing their artistic skills.
- 3) The class/workshop and/or proposed supply or equipment purchase relates to the applicant's artistic goals.
- 4) Proposed activities are appropriate to the applicant's stage of artistic development

3. Class/Workshop Information

- Name of school and/or instructor
- Contact phone number
- **Supporting Information** – include a brochure, admission form, or other promotional materials.
- **Website URL** – Optional

4. Location - Class/workshop Address, City, State, Zip Code

5. **Equipment and/or supplies** – Describe the materials you propose to purchase and how they will be used to advance your artistic skills and capacity.

6. What experience do you have with the skill/ genre/medium you want to study or practice?

7. List one long-term and one short-term goal for your development as an artist.

8. How will this learning experience and/or materials purchase assist in your progress toward these goals?

9. How will you measure progress toward the stated goal(s)? - Include self-evaluation methods, group feedback, etc.

BUDGET

The CMAB wants to know about all expenses related to this proposal. Some expenses are eligible to be paid for with grant funds and some are not. Applicants may request up to \$500 from the CMAB in eligible expenses.

10. Proposed Eligible Expenses: List expenses to be paid for with CMAB Grant funds and provide descriptions and calculations. Round up to the nearest dollar.

- Registration/training fees
- Consumable Supplies and Equipment

11. Grant Amount Requested from CMAB - Cannot exceed \$500

12. Proposed Additional Expenses: Additional expenses associated with the proposal that cannot be paid for with CMAB Grant funding. Provide descriptions and calculations. Round up to the nearest dollar.

- Mileage, airfare or travel
- Lodging and meals

13. Total Proposal Expense - ALL COSTS associated with this class/workshop/purchase

RAC Data Information

The following questions are required for data collection purposes by the Minnesota State Arts Board and the MN Legislature. **The information is not considered in the application review.** Definitions of the RAC Data codes can be found on page 7.

- **How did you learn about this program?**
- **Proposal Name** - Class/Workshop name
- **Proposal Summary** - Restate the proposal name and include a one or two sentence description
- **Proposal Discipline** - Select one category that best describes the grant activity
- **Start Date** - Must be 30 days or more after the date of submission
- **End Date** - Must take place within 12 months of Board review date
- **Publicity** - Does the applicant use an alternate name other than legal name for publicity purposes? (i.e. news releases)
- **Alternate Name** - If yes, enter alternate name to be used for publicity purposes. (or indicate N/A)
- **Status** - Enter "01" for individual
- **Discipline** - Select the code that best describes your primary area of interest in the arts
- **Institution** - Enter "01" for individual artist
- **Street Address** - Enter your street address (No P.O. Box), city and zip code.
- **County** – Enter your county of residence
- **MN House District** – Enter your MN legislative house district. To use the district poll finder, [Click Here](#)
- **Congressional District** – Enter your MN congressional district. To use the district poll finder, [Click Here](#)
- **Artists Participating** - For these grant activities is "01" Individual Artist
- **Applicant Ethnicity** - Select any combination (**optional**). **N** = American Indian/Native American; **A** = Asian; **P** = Native Hawaiian/Pacific Islander; **B** = Black/African American; **H** = Hispanic/Latino; **M** = Middle Eastern/North African; **W** = White; **99** = when no single group; **O** = Other; **98** = Data not provided
- **Applicant Distinct Groups**- Indicate if you identify as a member of any of the following demographics: **I** = Individuals with Disabilities; **S** = Adults older than Sixty; **V** = Military Veterans; **99** = None of the above; **98** = Data not provided
- **Additional Information** (optional) - Data collection questions do not always provide options to accurately describe the racial or ethnic identity of applicants. If there is additional information you would like to provide about your race or ethnicity, include that information here.

CERTIFICATION

12. Electronic signature

Entering your signature information and clicking "I Agree", certifies that it is accurate and that the proposal will be carried out as described if funded.

CMAB SERVICES AND GRANTING PROCESS

REVIEW PROCESS

Artist Learning Grants are reviewed by CMAB staff and given final approval by CMAB directors. All applicants will be notified of the Board's decision in writing. During the review process each application will receive a score on a scale from 0 to 30. **An applicant must attain a minimum average of 15 in order to be considered for funding.**

GRANT CONTRACT

Awardees must submit a contractual agreement **within 30 days** of notification. Failure to provide required documents can result in the cancellation of a grant commitment.

Applicants who receive awards totaling \$600 or more will receive an IRS form 1099 at the end of each calendar year. Awardees are responsible for any taxes owed.

FINAL REPORT

A final report must be submitted within 60 days of completion of the class/workshop. Failure to submit a final report will result in the recipient being ineligible to apply for CMAB grants until the final report is received.

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 fifteen (15) business days of being notified of the CMAB's decision.

The Executive Committee will review the appeal and determine if further investigation is warranted. If there is cause for an appeal, the matter will go before the full board for a final decision. There is no right of appeal to dispute decisions in respect to artistic quality or merit, ability or need. Contact the CMAB office to view a copy of the complete appeal policy.

DEFINITIONS

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

Goal: Specific, measurable, attainable, realistic and **time-targeted objectives** that allow people to identify and work towards outcomes.

Resident: One who resides in a particular place permanently or for at least six months prior to application. This will be the location on your driver's license, voting precinct, legally established residence.

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

RAC Data Code Definitions

Art discipline codes		Institution type			
DIS1/PDIS1	DISCIPLINE	INST1	INSTNAME	Description	INST1
01	Dance	01	Individual - Artist	One who	01
01A	Dance, ballet	02	Individual - Non-artist	Include	02
01B	Dance, ethnic/jazz	03	Performing Group	Group of artists	03
01C	Dance, modern	04	Performing Group - College/Univ	A group of	04
02	Music	05	Performing Group - Community	A group of	05
02A	Music, band	06	Performing Group for Youth	A group which	06
02B	Music, chamber	07	Performance Facility	A building or	07
02C	Music, choral	08	Museum - Art	An organization	08
02D	Music, new-experimental, elec	09	Museum - Other	An organization	09
02E	Music, ethnic	10	Gallery/Exhibition Space	An organization	10
02F	Music, jazz	11	Cinema	A motion	11
02G	Music, popular	12	Independent Press	A non-	12
02H	Music, solo/recital	13	Literary Magazine	A non-	13
02I	Music, orchestral	14	Fair/Festival	A seasonal	14
03	Opera/Musical Theater	15	Arts Center	A multi-	15
03A	Opera	16	Arts Council/Agency	An organization	16
03B	Opera, musical theater	17	Arts Service Organization	An organization	17
04	Theater	18	Union/Professional Assn	Include artist	18
04A	Theater, general	19	School District	A geographic	19
04B	Theater, mime	20	School - Parent/Teacher Assn	An organization	20
04C	Theater, puppetry	21	School - Elementary	Also called a	21
04D	Theater for young audiences	22	School - Middle	Also called a	22
04E	Theater, storytelling	23	School - Secondary	Also called a	23
05	Visual arts	24	School - Vocational/technical	Trade school	24
05A	Visual arts, experimental	25	School - Other	Non-arts	25
05B	Visual arts, graphics	25A	School - Preschool		25A
05D	Visual arts, painting	25B	School - Community Education		25B
05F	Visual arts, sculpture	25C	School - Homeschoolers		25C
06	Design arts	26	College/University	Include state-	26
06A	Design arts, architecture	27	Library		27
06B	Design arts, fashion	28	Historical Society/Commission	A historical	28
06C	Design arts, graphic	29	Humanities Council/Agency	An organization	29
06D	Design arts, industrial	30	Foundation	An endowed	30
06E	Design arts, interior	31	Corporation/Business	A legal entity	31
06F	Design arts, landscape arch	32	Community Service Organization	A non-arts	32
06G	Design arts, urban/metro	33	Correctional Institution	A prison,	33
07	Crafts	34	Health Care Facility	A hospital,	34
07A	Crafts, clay	35	Religious Organization	A church,	35
07B	Crafts, fiber	36	Senior Center	A facility or	36
07C	Crafts, glass	37	Parks and Recreation	Usually a	37
07D	Crafts, leather	38	Government - Executive	The	38
07E	Crafts, metal	39	Government - Judicial	Judges and	39
07F	Crafts, paper	40	Government - Legislative(House)	The	40
07G	Crafts, plastic	41	Government - Legislative(Senate)	The other	41
07H	Crafts, wood	42	Media - Periodical	A periodical	42
07I	Crafts, mixed media	43	Media - Daily Newspaper		43
08	Photography	44	Media - Weekly Newspaper		44
09	Media Arts	45	Media - Radio		45
09A	Media Arts, film	46	Media - Television		46
09B	Media Arts, audio	47	Cultural Series Organization	An organization	47
09C	Media Arts, video	48	School of the Arts	Any school which	48
09D	Media Arts, tech/experimental	49	Arts Camp/Institute	An organization	49
09E	Media Arts, screen/scriptwriting	50	Social Service Org	Governmental or	50
10	Literature	51	Child Care Provider	An organization	51
10A	Literature, fiction	98	Data not provided		98
10B	Literature, non-fiction	99	None of the above		99
10C	Theater, playwriting				
10D	Literature, poetry				
11	Interdisciplinary	01	Individual	A person, not an organization.	
12	Folk/Traditional Arts	02	Organization-Nonprofit	Not engaged in profit-making	
12A	Folk/Traditional dance	03	Organization-Profit	Engaged in profit-making activities	
12B	Folk/Traditional music	04	Government-Federal	A unit of or individual associated with	
12C	Folk/Traditional crafts/vis arts	05	Government-State	A unit of or individual associated with	
12D	Folk/Traditional storytelling	06	Government-Regional	A unit of or individual associated with	
13	Humanities	07	Government-County	A unit of or individual associated with	
14	Multidisciplinary	08	Government-Municipal	A unit of or individual associated with	
15	Non-arts/Non-humanities	09	Government-Tribal	The governing authorities of tribes, bands,	
98	Not provided	98	Data not provided		
		99	None of the Above		