



# **FY20 ARTIST CAREER DEVELOPMENT GUIDELINES**

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320-968-4290 | 1-866-825-1741 | fax: 320-968-4291

[www.centralmnartsboard.org](http://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

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The CMAB Artist Career Development program provides funds of up to \$4,000 in support of projects, training opportunities, purchases and other activities that assist artists in making the next step in their artistic careers. Funding for this program is provided through [The McKnight Foundation](#).

**Goal:** Nurture artists' professional development needs

**Objectives:**

- Artists are given opportunities to advance their artistic career
- Awarded artists are recognized and promoted

**An ideal Artist Career Development Grant will help an individual:**

- Reach a new community or market
- Overcome a barrier to long-term success
- Professionalize or increase artistic output and quality
- Complete a project that marks a significant milestone in their career

## WHO CAN APPLY

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- Artists at least 18 years of age
- Resident 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

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- CMAB grant recipients with any overdue final reports

## PROPOSALS AND EXPENSES ELIGIBLE

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- Artistic performances, gallery series/exhibits
- Mentorships/Apprenticeships with other artists
- Purchases of equipment
- Improving/updating artist workspace
- Publishing a book, recording an album, finishing a body of work
- Researching a new market
- Consumable materials/supplies for specific work
- Workshops and Trainings

## PROPOSALS NOT ELIGIBLE

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- Those that do not have the arts as their primary focus
- Activities that are essentially for the religious socialization of the participants or audience
- Activities that attempt to influence any state or federal legislation or appropriation

## HOW TO APPLY

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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 a password.

Submit your **application online** and include:

- **WORK SAMPLES** with descriptions
- **OTHER** supporting documents essential to the proposal (i.e. Newspaper articles, mock-ups, research, etc).

Applications must be submitted by **11:59 PM on the deadline date**.

Applications received after the deadlines are ineligible. **There are no exceptions to this policy.**

## USING Fax-to-File:

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A Fax-to-File feature is available within 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.

## APPLICATION CONTENT

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### ADVICE FOR APPLICANTS

**The Artist Career Development Program is scored using three criteria: Artistic Merit & Quality, Professional Need, and Applicant Ability.** Each criterion has a series of statements that reviewers are asked to consider when reviewing and scoring an application. When completing a grant application, refer to the criteria statements listed. Strong proposals will address all applicable criteria.

#### **ARTISTIC MERIT/QUALITY - 12 of 30 points**

1. The proposed activities will contribute to the applicant's artistic growth and/or capacity as an artist.
2. The applicant's work exhibits originality, technical skill, and a personal artistic vision or voice.
3. Applicant work samples evoke emotion, intellectual inquiry, or other responses from an audience.

#### **PROFESSIONAL NEED - 12 of 30 points**

1. Applicant has identified how the proposed activities will benefit their artistic growth.
2. Applicant has outlined a plan for implementing their proposal that is logical, detailed and addresses challenges or barriers.
3. Proposal aligns with applicant's long-term artistic goals.

#### **ABILITY - 6 of 30 points**

1. Proposal is appropriate to applicant's career stage with respect to their level of training/experience/skills.
2. Proposal describes actions that are realistic and achievable relative to applicant's artistic experience and training.
3. Budget is appropriate to the proposed actions, outcome(s), and goal(s).

#### **1) 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.

- Write in the first person. Your statement is about you, so personalize it.
- Statement should be clear and understandable. 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.

#### **2) Application Narrative:** Introduce evaluators to your proposal. Include responses to the following statements and questions:

- Describe what you want to do (purchase, study, hire, create, etc.) and why you want to do it.
- Provide details that will make your idea clear to people who do not know you or your creative work.
- List any challenges you anticipate while implementing this proposal.
- Describe your long-term artistic goals and how they relate to the proposed activities.
- What will a successful outcome look like?
- How will you observe or measure the success of your proposal?

**The application narrative may be provided in ONE of the following three formats: written, audio or video recording.** Applicants are encouraged to use whichever format they are most comfortable communicating in.

Audio and Video recordings are limited to 10 minutes. Evaluators are directed to focus on the content of the narrative (not image quality or writing ability) but applicants should take steps to ensure that the narrative submitted is easy to see, hear and/or read. It is the Applicant's responsibility to ensure that recordings are audible and submitted in one of the accepted formats. Written transcripts of audio/video recordings will be provided to evaluators to accompany audio/ video narratives.

- **Narrative Upload** (optional) – Accepted formats: .MP4, MP3, .WAV, .WMA  
If the upload does not accommodate the file size, an audio/video page or website URL can be provided by pasting the URL into a word document.

### 3) Location of Proposal

Address(es) where the activities will take place

### 4) Artist Work Samples - Upload

Combine all samples into **ONE PDF** document or ONE audio/video file. A website URL (optional) can be provided if the upload does not accommodate the file size.

- **Art Sample(s)** with descriptions [10 MiB allowed]
- **Audio/Video or Website URL** - (i.e. [www.centralmnartsboard.org](http://www.centralmnartsboard.org))
- **Audio/Video Description** – Describe how the samples provided relate to your proposal. 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)
- **Supporting Material** (optional) – Music Scores, photos and videos of similar or previous projects, designs or schematics for proposed work

#### Work Sample Instructions

Contact the CMAB office if you need assistance attaching work samples. The CMAB is not responsible for samples that do not upload or display correctly. **Work samples that exceed the allowed number of images or run time will be excluded from application review.**

- **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 with title, description and dimension included 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.
  - Literary artists may include an audio or video recording of themselves reading an excerpt from submitted work samples. This sample may not exceed seven minutes in length.
- **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** in a separate document. **Optional:** You may attach scores for any music sample(s) submitted.

5) **Describe a timeline for the proposed activities.**

6) **If the proposal includes working with another artist, mentor or teacher, provide this information:**

- **Name, Address, Phone** of Mentor, teacher or artist
- **Email**
- **Website URL**
- **Upload work samples or training information**

7) **Artistic training and experience:** Note significant experiences you have had in your artistic field. Include formal and informal studies, exhibitions, volunteer experiences, work you were paid to complete, etc.

### Proposal Budget

Describe all expenses related to this proposal. Proposals may exceed the grant request but applicants are only eligible to receive a maximum of \$4,000.

8) **Expenses-** Provide descriptions and calculations for All Costs associated with the proposal.

- Fees - mentors, trainings, workspace, etc.
- Consumable Supplies & Materials
- Equipment (camera, kiln, musical instrument, etc.)

9) **Grant Amount Requested from CMAB** – Grant request cannot exceed \$4,000.

10) **Additional Expenses-** If the Total Expenses exceed the grant amount requested, explain how those expenses will be covered - i.e. cash on hand, crowdfunding, other grants, scholarships, etc.

11) **Total Proposal Expense** - ALL COSTS associated with this proposal

## 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.** RAC Data Codes are found on page 8.

- **How did you learn about this program?**
- **Proposal Name**
- **Proposal Summary** - Restate the proposal name and include a brief description
- **Proposal Discipline** - Select the category that best describes the grant activity
- **Start Date** - Must occur AFTER the Board Review date
- **End Date** – activities must be completed within 12 months of the 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. [Click Here](#) to use the District Poll Finder
- **Congressional District** – Enter your MN congressional district. [Click Here](#) to use the District Poll Finder
- **Artists Participating** - indicate the number of adults directly involved in or providing art or artistic services
- **Youth Audience** – Estimated number of children and youth (0-18) who will directly engage with the arts, related specifically to the grant, whether through attendance at arts events or participation in arts learning or other types of activities. Do not include broadcast audience.
- **Adult Audience** – Estimated number of adults (19+) who will directly engage with the arts, related specifically to the grant, whether through attendance at arts events or participation in arts learning. Excludes employees, paid performers, artists participating and broadcast audience. Do not include repeat attendees.
- **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

### 1) Electronic signature

Your signature indicates that all of the information in the application is true and complete.

## CMAB SERVICES AND GRANTING PROCESS

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### APPLICATION DRAFT REVIEW

Applicants may request a draft review of an application. CMAB staff will review the application and identify any concerns, upon request submitted via email ([media@centralmnartsboard.org](mailto:media@centralmnartsboard.org)) or fax (320-968-4291), at least two weeks before the application deadline. A review of the application does not guarantee that the request will be funded.

### REVIEW PROCESS

Applications will be made available to the CMAB Board of Directors or a review panel at least two weeks prior to the review date. All applicants will be notified of the Board's decision in writing.

Updated 7/23/19

Applications are assigned final scores at an in-person review meeting. Each application will receive a score on a scale from 0 (low) to 30 (high). **An applicant must attain an average of 15 or higher in order to be considered for funding.** All review meetings are open to the public; see CMAB website for board and panel review dates.

### AWARD RECIPIENTS

The Central Minnesota Arts Board reserves the right to use art samples for promotional purposes with the artist retaining full copyright.

### GRANT CONTRACT

Awardees must sign and return a contractual agreement **within 30 days** of notification. Failure to provide 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 grant notification, they will be offered to the next applicant in rank order. Returned or refused funds will be applied to future grant rounds after 45 days.

### FINAL REPORTS

A final report must be submitted within sixty (60) days of the proposal's completion. Failure to submit a final report will result in the recipient being ineligible to apply for future CMAB grants until the final report is received.

### GRANT APPEAL PROCESS

Any applicant who can show causes 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 determine if there exists sufficient cause for an appeal and if further investigation is warranted. If the Executive Committee finds that there is cause for an appeal, they will bring the matter 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 as works of art.

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

**Outcome:** The **final result** when goals have been achieved and the proposed activities are complete

**RAC Data Information:** Regional Arts Councils (RAC) data collected is maintained by the Minnesota State Arts Board and is distributed to others in accordance with the Minnesota Data Practices Act. Complete information is necessary to ensure the reliability of our data.

**Resident:** One who resides in a particular place 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, visit our website at <http://www.centralmnartsboard.org> or call 320.968.4290 or 1.866.825.1741.

# RAC Data Code Definitions

Art discipline codes		Institution codes		
DIS1/P	DISCIPLINE	INST1	INSTNAME	Description
01	Dance	01	Individual - Artist	One who creates, performs, or interprets works of art.
01A	Dance, ballet	02	Individual - Non-artist	Include technical consultants.
01B	Dance, ethnic/jazz	03	Performing Group	Group of artists who perform works of art (e.g., an orchestra, theatre, or dance group).
01C	Dance, modern	04	Performing Group - College/Univ	A group of college or university students who perform works of art.
02	Music	05	Performing Group - Community	A group of persons who perform works of art vocationally and who may be but are not necessarily directed by
02A	Music, band	06	Performing Group for Youth	A group which may but does not necessarily include children who perform works of art for young audiences.
02B	Music, chamber	07	Performance Facility	A building or space used for presenting concerts, drama presentations, etc.
02C	Music, choral	08	Museum - Art	An organization essentially educational or aesthetic in purpose with professional staff, which owns or utilizes works of art, cares for them, and exhibits them to the public in some regular schedule.
02D	Music, newExperimental, elec	09	Museum - Other	An organization essentially educational or aesthetic in purpose with professional staff, which owns or utilizes tangible objects, cares for them, and exhibits them to the public in some regular schedule (e.g., non-arts
02E	Music, ethnic	10	Gallery/Exhibition Space	An organization or space which primarily exhibits works of art from collections other than its own, and may be involved in selling those works.
02F	Music, jazz	11	Cinema	A motion picture theatre or organization which regularly shows films.
02G	Music, popular	12	Independent Press	A non-commercial publisher or printing press which issues small editions of literary and other works.
02H	Music, solo/recital	13	Literary Magazine	A non-commercial, numbered, serial publication devoted to contemporary poetry, fiction, drama, or literary criticism.
02I	Music, orchestral	14	Fair/Festival	A seasonal program of arts events.
03	Opera/Musical Theater	15	Arts Center	A multi-purpose facility for arts programming of various types.
03A	Opera	16	Arts Council/Agency	An organization whose primary purpose is to stimulate and promote the arts and increase access for the public through services, programs, and/or funding within a specific geographic area (e.g., county, state, local).
03B	Opera, musical theater	17	Arts Service Organization	An organization who's main mission is to provide services that assist or promote the arts and/or arts organizations (e.g., statewide assemblies, NASAA, Opera America, arts education alliances, etc.). Not to include presenters or producers of the arts or regional arts organizations.
04	Theater	18	Union/Professional Assn	Include artist coalitions, professional associations (such as the American Association of University Professors), and all artists' clubs, guilds, and societies.
04A	Theater, general	19	School District	A geographic unit within a state comprised of member schools within that area as defined by the state government.
04B	Theater, mime	20	School - Parent/Teacher Assn	An organization composed of school parents who work with local school teachers and administrators.
04C	Theater, puppetry	21	School - Elementary	Also called a grammar school.
04D	Theater for young audiences	22	School - Middle	Also called a junior high school.
04E	Theater, storytelling	23	School - Secondary	Also called a senior high school.
05	Visual arts	24	School - Vocational/technical	Trade school (e.g., school for secretarial, business, computer training).
05A	Visual arts, experimental	25	School - Other	Non-arts schools not included in codes 19-24, 26 or 48.
05B	Visual arts, graphics	25A	School - Preschool	
05D	Visual arts, painting	25B	School - Community Education	
05F	Visual arts, sculpture	25C	School - Homeschoolers	
06	Design arts	26	College/University	Include state-supported colleges/universities, private colleges/universities, junior colleges/community colleges.
06A	Design arts, architecture	27	Library	
06B	Design arts, fashion	28	Historical Society/Commission	an organization dedicated to the study and preservation of the history of a town or region, usually owning a collection of documents and/or artifacts and frequently based in a historic building; a historical "commission" is an arm of local government, usually volunteer, charged with the survey of historic buildings in a town or region.
06C	Design arts, graphic	29	Humanities Council/Agency	An organization whose primary purpose is to stimulate and promote the humanities through services,
06D	Design arts, industrial	30	Foundation	An endowed organization which dispenses funds for designated philanthropic purposes (include charitable
06E	Design arts, interior	31	Corporation/Business	A legal entity engaged in business or authorized to act with the rights and liabilities of a person.
06F	Design arts, landscape arch	32	Community Service	A non-arts organization designed to improve the lives of its membership and larger community through
06G	Design arts, urban/metro	33	Correctional Institution	A prison, penitentiary, reformatory, etc.
07	Crafts	34	Health Care Facility	A hospital, nursing home, clinic, etc.
07A	Crafts, clay	35	Religious Organization	A church, synagogue, etc.
07B	Crafts, fiber	36	Senior Center	A facility or organization offering programs, care or services for people age 65 and over.
07C	Crafts, glass	37	Parks and Recreation	municipal agency which provides a variety of experiences for the population, administration of park facilities, services may include activities such as concerts, plays, participatory activities (e.g., ceramics, macramé, and other crafts).
07D	Crafts, leather	38	Government - Executive	The administrative branch of the government, federal, state, county, local, or tribal. Include grants to
07E	Crafts, metal	39	Government - Judicial	Judges and courts of law.
07F	Crafts, paper	40	Government - Legislative(House)	The representative body of government (commonly the House of Representatives) creating statutes/laws
07G	Crafts, plastic	41	Government -	The other legislative body of government (commonly the Senate) creating statutes/laws (include senators and
07H	Crafts, wood	42	Media - Periodical	A periodical publication (include
07I	Crafts, mixed media	43	Media - Daily Newspaper	
08	Photography	44	Media - Weekly Newspaper	
09	Media Arts	45	Media - Radio	
09A	Media Arts, film	46	Media - Television	
09B	Media Arts, audio	47	Cultural Series Organization	An organization whose primary purpose is presentation of single arts events or cultural series (e.g., Community
09C	Media Arts, video	48	School of the Arts	Any school which has arts education as its primary educational mission. Include magnet schools for the arts,
09D	Media Arts, tech/experimental	49	Arts Camp/Institute	An organization dedicated to camps, institutes or in-depth experiences for limited time duration (e.g., a
09E	Media Arts, screen/scriptwriting	50	Social Service Org	Governmental or private agencies designed to provide services addressing specific social issues (e.g., public
10	Literature	51	Child Care Provider	An organization providing child care.
10A	Literature, fiction	98	Data not provided	
10B	Literature, non-fiction	99	None of the above	
10C	Theater, playwriting	STAT	STATDESC	Description
10D	Literature, poetry	01	Individual	A person, not an organization.
11	Interdisciplinary	02	Organization-Nonprofit	Not engaged in profit-making activities (i.e., no part of the income or assets inure to the benefit of any director, officer, or employee except expenses as salary or compensation for services /travel ).
12	Folk/Traditional Arts	03	Organization-Profit	Engaged in profit-making activities (i.e., income or assets do not inure to the benefit of directors, officers, employees, or stockholders).
12A	Folk/Traditional dance	04	Government-Federal	A unit of or individual associated with the federal
12B	Folk/Traditional music	05	Government-State	A unit of or individual associated with the state government or public school
12C	Folk/Traditional crafts/vis arts	06	Government-Regional	A unit of or individual associated with sub-state regional government.
12D	Folk/Traditional storytelling	07	Government-County	A unit of or individual associated with county government.
13	Humanities	08	Government-Municipal	A unit of or individual associated with municipal government.
14	Multidisciplinary	09	Government-Tribal	The governing authorities of tribes, bands, reservations or sovereign nations of American Indians/Alaska
15	Non-arts/Non-humanities	98	Data not provided	
98	Not provided	99	None of the Above	