



# **FY21 INDIVIDUAL ARTIST AWARD GUIDELINES**

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320-968-4290 | 1-866-825-1471 | 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 Individual Artist Award provides awards of \$2,000 each to outstanding artists living in the Minnesota counties of Benton, Sherburne, Stearns or Wright (Region 7W). The purpose of the award is to recognize and support individual artists in various stages of their careers.

## WHO CAN APPLY

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- A self-proclaimed artist at 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 may receive up to three individual artist awards in a lifetime with a minimum five-year interval between awards.

## APPLICANTS NOT ELIGIBLE

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- Any Individual who has received \$5000 in Individual Artist Awards within the past three years.
- CMAB grant recipients with any overdue final reports

## HOW TO APPLY

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Apply as an individual rather than part of a group or organization. Artists working in all disciplines and mediums are encouraged to apply (i.e. literary artists, dancers, visual artists, musicians, spoken word artists, etc.) Submit work samples that best demonstrate your individual artistic abilities.

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.

Applicants are encouraged to call the CMAB office at 320.968.4290 to discuss the eligibility of their application.

- Applications must be submitted by **11:59 pm on the deadline date**.
- Applications received after the deadline are ineligible and will not be reviewed. There are no exceptions to this policy.

Submit your application online and include:

- **WORK SAMPLES** with descriptions

## 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 a 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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Evaluators use the following criteria when reviewing the application: (30 points total)

1. The applicant's work exhibits originality, technical skill, a personal artistic vision or voice.
2. Applicant work samples evoke emotion, intellectual inquiry, or other responses from an audience.

### 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 work.

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.
- 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) Process and technique- Provide information to help reviewers understand your artistic discipline, medium, process and techniques. What may be important for a reviewer to know about how your work is made?

### 3) Artist Work Samples – Provide an example of your work in one of the following formats.

**\*\*Work samples exceeding the allowed number will be excluded from the application review.**

- **Art Sample(s) Upload** - Combine all samples into ONE PDF document or audio/video file. [20 MiB allowed]
- **Audio/Video or Website URL** - A website URL (optional) can be provided if the upload does not accommodate the file size.
- **Description** – Provide a description for the type of work samples included. 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

**Work samples must be created within the past five years and must not violate any copyright.** 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.

- ❖ **Two-Dimensional & Three-Dimensional:** Painting, drawing, photography, sculpture, ceramics, fiber arts, multi-media arts, and all fine crafts; **SUBMIT UP TO 7 WORK SAMPLES:** Submissions should not be more than 1800 pixels wide with **title, media, year of completion and dimensions 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 title, type (Poem, Novel excerpt, etc.) and year completed 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, etc. 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, .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”) and the date of the performance.
- **Music: combined run time of 7 minutes for all selections.** Submit samples in .MP3, .WAV, and .WMA formats and include the song title, length, year recorded and type of music for each sample

### CMAB Evaluative Data

The following questions help CMAB determine the reach of our programs and the equity in our grant making. The information is not considered in application review and is not visible to reviewers.

- **How did you learn about this program?**
- **Art Form-** Indicate your art form and include specific mediums, genre, themes, etc.
- **Street Address** - Enter your street address (No P.O. Box), city and zip code.
- **County** – Enter your county of residence
- **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
- **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
- **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

#### 3) Electronic signature

Your signature indicates that all the information in the application is true and complete to the best of your knowledge.

## CMAB SERVICES AND GRANTING PROCESS

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### 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.

Applications are assigned final scores at an in-person review meeting. Each application will receive a score on a scale from 1 (low) to 30 (high). **An applicant must attain an average of 15.0 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 AND DISTRIBUTION OF FUNDS

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

If awards are refused within 45 days of notification, they will be offered to the next applicant in rank order.

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 sixty (60) days of receiving the award. 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 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.

**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.