



FY22 Pandemic Recovery for Individuals 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 specific 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

Pandemic Recovery Support for Individuals provides up to \$5,000 for activities that help artists adapt their work to the changing environment, return to creative careers after leaving the workforce during the pandemic and to stay relevant and connected to audiences, participants, students, or communities.

Objectives/Outcomes:

- Artists bridge economic gaps and return to creative gig work
- Artists access resources and support that enable professional recovery and re-emergence following months of pandemic-related barriers
- Artists continue making safe and responsible decisions regarding how to engage audiences and share their work
- Communities where artists live benefit from an increase in opportunities to learn about, view and engage with artists and creative work

WHO CAN APPLY

- Artists at least 18 years of age
- Current resident of Benton, Sherburne, Stearns, or Wright County and a resident of Minnesota 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

PROPOSALS ELIGIBLE

- Activities and purchases that contribute to growth and sustainability for artists, creatives and culture bearers.

PROPOSALS AND EXPENSES NOT ELIGIBLE

- Costs for activities that primarily take place outside the State of MN
- Proposals with no community or public component

HOW TO APPLY

You may apply to this program in one of three ways:

1. Submit a proposal through the online CMAB grants system
2. Call to schedule a meeting to discuss your proposal- CMAB staff will assist in creating an online application
3. Audio/Video Narrative Upload – Can be used in place of a written narrative

If you have questions, contact the CMAB office to discuss ways to submit.

Any applicant with two or more outstanding grants may have additional conditions applied to this grant, if awarded. Contact CMAB if you have questions.

To apply online: Click the MANAGE GRANTS button in the upper right corner of the page. First-time applicants need to create an account using an email address and a password.

Fax-to-File

Fax-to-File is a feature available within the application to help convert documents from hard copy to digital PDF format using a fax machine. **Fax-to-File** is in the upper left portion of your screen under tools.

APPLICATION CONTENT

REVIEW CRITERIA - 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.
- 4) Proposal is appropriate to applicant's career stage with respect to their level of training/experience/skills.
- 5) Proposal describes actions that are realistic and achievable relative to applicant's artistic experience and training.
- 6) Spending plan is appropriate to the proposed actions, outcome(s), and goal(s).
- 7) Proposal includes meaningful action to connect the artist with their target audience or community.

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. PROPOSAL DESCRIPTION – **may be provided in any ONE of the following three formats: written, audio or video narrative.** Use whichever format you are most comfortable communicating in. Evaluators are directed to focus on the content of the narrative, not production quality or writing ability. Applicants should take steps to ensure that the proposal description can be seen or heard clearly. Written transcripts of audio/video recordings will be provided to evaluators to accompany audio/ video narratives

Refer to the criteria statements above as you complete your narrative. Provide details to help reviewers understand how you will use the requested funds.

- **Describe what you intend to do with the funds**
- **Explain how this proposal fits into your work as an artist, creative or culture bearer**
- **Describe how the proposed activities will connect you and your work with your community, audience or patrons**

A. Written Narrative: Proposal Description - Provide details to help reviewers understand how you will use the requested funds.

OR

B. Audio/Video Narrative: Proposal Description - Explain how these funds will be leveraged to maintain or strengthen your work in response to closures, lost opportunities and changes in the previous thirteen (13) months.

- Audio and Video recordings are limited to 10 minutes.
- Accepted formats: .MP4, MP3, .WAV, .WMA.
- It is the Applicant's responsibility to ensure that recordings are audible and submitted in one of the accepted formats.
- If the upload does not accommodate the file size, an audio/video page or website URL can be provided.

3. **Artist Work Samples – Description and 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) Include a link to access work samples via a web address **ONLY** if you have not provided work samples through an upload. Website links that do not include specific instructions for how to access work samples that fit within the allowed limits will be deleted from the application prior to review.
- **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.

BUDGET

This is a proposed budget. Actual costs and expenses may differ between application and the execution of the proposal. Funded applicants should refer to their contracts for information regarding how to address budget changes.

4. **Spending Plan**- List expenses to be paid with CMAB Grant funds. Provide descriptions and breakdowns when possible.
5. **Amount Requested from CMAB** - Up to \$5,000 (round to the nearest dollar)
6. **Total Expense** - ALL COSTS associated with this proposal

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.

- **Proposal Name** –the purpose of your proposal
- **Proposal Summary** - Restate the proposal name and include a one or two sentence description
- **Start Date** - Must be after the Board Review Date: September 16, 2021
- **End Date** - Must be completed by September 16, 2022
- **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; **98** = Data not provided
- **Applicant 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

APPLICATION SUPPORT

Upon request, an applicant may schedule a time to work with CMAB staff to complete an application for this program. Requests must be made by July 15, 2021, to ensure time to accommodate.

REVIEW PROCESS

Applications will be made available to the CMAB Directors or a review panel at least two weeks prior to the Board approval date. Applications are assigned final scores at an in-person review meeting. Each application will receive a score on a scale from 0 to 30. **An applicant must obtain an average of 15 or higher to be considered for funding.** All review meetings are open to the public; see CMAB website for board and panel review dates. CMAB Directors give final approval on all grant awards. All applicants will be notified of the Board's decision.

GRANT CONTRACT

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

FINAL REPORTS

A final report must be submitted within sixty (60) days of the proposal's completion. Awardees with overdue final reports are ineligible to apply for CMAB grants until the final report is received and approved 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 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.

Evaluation: A systematic determination of merit, worth and significance, using established criteria. The primary purpose of evaluation, in addition to gaining insight into prior or existing initiatives, is to enable reflection and assist in the identification of future improvement and change.

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

For more information on Central MN Arts Board programs and services visit our website at www.centralmnartsboard.org or call 320.968.4290 or 1.866.825.1471.