



# **FY23 ARTIST CAREER DEVELOPMENT GUIDELINES**

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[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 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

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The CMAB Artist Career Development program provides funds of up to \$4,000 in support of projects, training opportunities, creative time, purchases and other activities that assist artists in making the next step in their creative development and artistic careers.

Funding for this program is provided through [the McKnight Foundation](#).

**Goal:** Support artists' creative and 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
- 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

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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
- Creative Time

## 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.**

### 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 using a fax machine. Fax-to-File is located in the upper left portion of your screen under tools.

## APPLICATION CONTENT

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### ADVICE FOR APPLICANTS

**The Artist Career Development Program is scored using three criteria: Artistic Merit & Quality, 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.

#### **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. Proposed activities are appropriate to the applicant's level of skill and experience
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) **PROPOSAL DESCRIPTION** – **may be provided in any ONE of the following three formats: Written, Audio OR Video Narrative.** Use the 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** - Provide details to help reviewers understand how you will use the requested funds.

- 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) Location of Proposal

Address(es) where the activities will take place

### 4) Artist Work Samples – Description and Upload

Combine all samples into **ONE file** to upload as a PDF document or 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]
- **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)
- **Audio/Video or Website URL** - (i.e. [www.centralmnartsboard.org](http://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.
- **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 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 request 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) **Amount Requested from CMAB** – Grant request cannot exceed \$4,000.

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

11) **Total Expenses** - ALL COSTS associated with this proposal

## CMAB 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?**
- **Proposal Name** - summarize the proposal in 10 words or less
- **Proposal Summary** - Restate the proposal name and include a brief description
- **Start Date** - Must occur AFTER the Board Review date: September 15, 2022
- **End Date** – activities must be completed within 12 months of the Board Review date
  
- **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; **R** = Multiracial or Biracial; **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; **A** = Adult (25-64 years); **Y** = Young Adult (19-24 years)
- **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

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

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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.

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.

## GRANT AMOUNT

The CMAB shall pay 80% of the grant award **distributed to the Grantee thirty (30) days before the start date listed** in the proposal. The remaining 20% of the grant award will be released upon completion AND acceptance of the Final Report for this proposal.

## 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 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 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

**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 1.866.825.1471.