



FY23 ARTIST LEARNING GRANT GUIDELINES

220 - 4th Avenue North | PO Box 458 | Foley, MN 56329

320-968-4290 | 1-866-825-1471 | fax: 320-968-4291

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

Applicants may request an Artist Learning Grant to support:

- Tuition and materials for an arts class, workshop, conference or college-level course (non-degree seeking)
- Purchasing equipment and/or supplies to make art work
- Time with a consultant, mentor or skilled professional

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
- Current resident of Benton, Sherburne, Stearns, or Wright County
- 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
- Applicants who are current recipients of a CMAB Student Arts Scholarship
- Students currently living outside Region 7W

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 may be submitted between July 11, 2022, and May 26th 2023.
- Applications must be submitted a minimum of 30 days before the start of proposed activities.

Submit your application online and include:

- **WORK SAMPLES** with descriptions
- Information about the proposed expenses

FAX-TO-FILE

A Fax-to-File feature is available with 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.

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 FILE** PDF document or audio/video file.

If the upload does not accommodate the file size, an audio/video page or website can be provided.

- **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 & 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 how proposed activities will enhance their artistic skills
- 3) The proposed expenses relate to the applicant's artistic goals
- 4) Proposed activities are appropriate to the applicant's level of skill and experience

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

BUDGET

Applicants may request up to \$500 from the CMAB in eligible expenses. Break costs into eligible and additional expenses that are not eligible to be paid for with CMAB Grant funding.

9. 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

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

11. 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

12. Total Proposal Expenses - ALL COSTS associated with this class/workshop/purchase

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?**
- **Proposal Name** - Class/Workshop name or Equipment/Supplies Purchase
- **Proposal Summary** - Enter a one or two sentence description
- **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
- **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; **O** = Other; **99** = when no single group applies; **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 Five; **V** = Military Veterans; **A** = Adult (25 – 64 years); **Y** = Young Adult (19 – 24 years); **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 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 1.866.825-1471