



FY24 GUIDELINES ARTIST LEARNING GRANT

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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

Individuals are eligible to receive up to \$500 from the Artist Learning Grant program in a fiscal year **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

The proposal start date must be 30 days from the date of submission and completed within 12 months of approval

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

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
- Artists 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
- Travel Expenses: Mileage, airfare, lodging and meals

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, 2023, and May 24, 2024.
- 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.

APPLICATION CONTENT

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. (1500 characters)

Suggestions:

- Write in the first person. Your statement is about you, so personalize it
- Your statement should be clear, understandable, not overstated.
- 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** – Provide a description of your work sample, process, technique, tools, and/or software used to create the artwork. Combine all samples into **ONE file** to upload as a PDF document or audio/video file. A website URL can be provided if the upload does not accommodate the file size.

- **Art Sample(s)** with descriptions [15 MiB allowed]
- **Audio/Video or Website URL** - (i.e. <https://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 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 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 demonstrates how proposed activities will enhance their artistic skills with clearly defined goals
 - 2) Proposed activities are appropriate to the applicant's level of skill and experience
 - 3) The proposed expenses relate to the applicant's artistic goals
 - 4) Applicant has demonstrated the ability to reach their defined goals
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3. **Proposal Name and summary**, provide a name for the activity and a brief one or two sentence description. If application is for a workshop, provide the name

 4. **Describe the learning opportunity the grant would support.**

 5. **Start Date** - Must be 30 days or more after the date of submission

 6. **End Date** - Must be completed within 12 months of approval

 7. **Location** - Class/workshop Address, City, State, Zip Code

 8. **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

 9. **What experience do you have with the skill/ genre/medium you want to study or practice?**

 10. **List one long-term and one short-term goal as an artist related to this request. Explain how equipment or supplies purchased as part of this grant would help to advance your artistic skills and capacity?**

 11. **What will you do to measure your progress toward the stated goal(s)? How will you know if you have advanced your skill or capacity?** - Include self-evaluation methods, group feedback, etc.

BUDGET

Applicants may request up to \$500 from the CMAB for eligible expenses. Break costs into eligible and additional expenses associated with the proposal beyond the grant request.

12. Eligible Expenses: List expenses the CMAB Grant funds would support. Provide descriptions and calculations.

Awardees will be required to submit receipts for purchases made with grant funds. Round up to the nearest dollar.

- Registration/training fees
- Consumable supplies and equipment

13. Grant Amount Requested - Cannot exceed \$500

14. Additional Expenses: Additional expenses associated with the proposal that the applicant intends to pay for beyond the grant. Provide descriptions and calculations. Round up to the nearest dollar.

- Travel: mileage, airfare, lodging, meals
- Additional supplies or equipment

15. Total Proposal Expenses - ALL COSTS associated with the proposal. Round up to the nearest dollar.

DATA COLLECTION

The following questions are required for data collection by the Minnesota State Arts Board and the MN Legislature and help CMAB determine the reach of our programs and the equity in our grant making.

Definitions of the [DATA CODES](#) can be found on page 7 or online [HERE](#).

- **How did you learn about this program?**
- **Applicant Address Changed? Please check your account address and provide any changes here. Yes/No**
 - **Street Address** – Enter the street address (No P.O. Box), City and Zip Code where the applicant is located.
- **County** – Select the county where the applicant is located.
- **Publicity** – If the applicant uses an alternate name other than the legal name for publicity purposes, list it here. (or indicate N/A)
- **Discipline** – Select the code that best describes the applicant's primary area of interest in the arts.
- **Proposal Discipline** – Select one category that best describes the grant activity.
- **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;
- **Applicant Groups**- Indicate if you identify as a member of any of the following demographics: **I** = Individuals with Disabilities; **S** = Adults older than 65; **V** = Military Veterans; **A** = Adult (25 – 64 years); **Y** = Young Adult (19 – 24 years); **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. Include any additional information you want to provide about your race or ethnicity 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

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	