

2008-09 Regional Artist Project Grant Program Guidelines

For artists residing in Franklin, Johnston, Vance, Wake and Warren Counties

Administered by the United Arts Council of Raleigh and Wake County

The Regional Artist Project Grant Program (RAPG) provides financial assistance to artists pursuing projects that will further their professional development. The RAPG Program is competitive. Major support for this Program comes from United Arts Council of Raleigh & Wake County and the North Carolina Arts Council, an agency funded by the State of North Carolina and the National Endowment for the Arts. Additional support is provided by the Franklin County Arts Council, Johnston County Arts Council, Vance County Arts Council and Warren County Arts Council.

Who is eligible to apply?

Individual artists and small unincorporated groups of collaborating artists (e.g., guitar duo, jazz quartet, dance group) who have resided at least one year in Franklin, Johnston, Vance, Wake or Warren County. (If residing outside this region, check with your local arts council or the North Carolina Arts Council on grants available in your area.) Artists in all art forms and at all phases in their artistic careers may apply, but must be able to demonstrate a strong record of artistic accomplishment and commitment appropriate to the stage of their career.

Applicants must be at least 18 years of age and cannot be currently enrolled or on leave from a degree or certificate program. Recipients of a Regional Artist Project Grant in 2006-07 or 2007-08 are not eligible to apply in 2008-09. Preference will be given to artists who have not previously received awards. No one on the staff or board of a participating arts council is eligible to apply.

How much money can I receive?

You may apply for up to \$1,500. Awarded projects may receive full or partial funding. Applicants are not required to match the grant award. However, all else being equal, a proposal showing a serious financial commitment from the applicant will be looked upon more favorably than one that does not. Final grant payments are made on a reimbursement basis only; therefore the applicant will initially have to pay for some portion of the project.

What types of projects can be funded?

Only one application per artist and per project will be considered. The proposed project must take place between January 1, 2009 and December 31, 2009. Projects that will specifically assist the applicant in his or her artistic or professional development may be considered. Applicants may not request money to pay tuition in a degree program, to pay for self-publishing of literary works or to support projects involving the artist as teacher. The purchase of art supplies or equipment, attendance at special conferences/workshops, research, production of a new work, and production of promotional materials are all examples of eligible projects.

When must I complete the application?

Applications must be completed and received by United Arts by 5:00 PM on Friday, September 19, 2008. This is not a postmark deadline. Late and incomplete applications, electronic submissions and facsimiles will not be considered.

What information do I submit?

- _____ One (1) signed and complete application form with required attachments.
- _____ One (1) copy of the signed and completed application form and all required attachments (except work samples)
- _____ 1 required set of work samples/documentation materials (see page 2)
- _____ 11 sets of any supplemental attachments relevant to the application. Do not submit materials larger than 8 ½" x 11". All supplemental materials must be three-hole punched or inserted into three-hole punched 8 ½" x 11" sheet protectors.
- _____ 1 self-addressed stamped envelope for return of work samples if desired.
(Include adequate postage. Otherwise, materials will not be returned.)

Descriptions of Required Application and Attachments:

1. APPLICATION: Type or legibly write all requested information in the space provided on the Regional Artist Project Grant Program Application form.

2. PROJECT NARRATIVE: Attach a one page statement (no less than 10 point font, 1" margins on all sides) and describe the project for which you are requesting funds. Be specific as to how this project will promote your artistic and/or professional development; explain how you will use the funds, and briefly where you are in your artistic career and goals. Include a timeline for your project. Although your project may have begun before January 1, 2009, the portion of the project for which you are requesting funding must take place between January 1 and December 31, 2009.

3. BUDGET FORM: Attach the Budget Form provided. Not all lines may be applicable. One additional page may be included with the budget form to provide further explanation of any line items on the form. For example, if buying Supplies attach a list of specific items and their costs.

4. RESUME or BIOGRAPHICAL STATEMENT (up to two pages): Resume should include information such as education, employment, and most recent exhibitions, performances, publications, commissions, honors and grant awards.

5. LETTERS OF RECOMMENDATION: Your application must be supported by two (2) current letters of recommendation with signatures from persons in your field of art who know your current work well and support your application. Letters should include the author's qualifications in the art form. You can not submit character references.

6. WORK SAMPLES: Include one (1) set of recent documentation material exemplifying work completed within the past 2 years. The applicant should retain original slides, tapes and other materials submit only duplicates with the application. United Arts is not responsible for any materials lost or damaged. Attach a detailed description of the documentation that you submit. Work sample specifications are:

For Arts & Crafts, 2D and 3D Visual Arts:	up to 10 slides, photographs, VHS videotape or DVD
For Theater/Drama, Film and Dance:	VHS videotape or DVD
For Music:	cassette, CD, VHS videotape or DVD
For Literature:	up to 10 pages of manuscript

* SLIDES and PHOTOGRAPHS: All slides should be 35 mm (suitable for carousel projection). Slides/photographs should be placed in a clear plastic sheet, no larger than 8" x 10". Label each slide/photograph with the name of artist, title of the work and indicate the top of the work with an arrow. The description of the slides/photographs/video images must be in the order to be reviewed and include name of work, dimensions, date of work and medium. We can not accept images on a CD or in other electronic formats.

* VIDEOTAPES, CD/DVDs AND AUDIO CASSETTES: All work samples should be labeled with the applicant's name and cued to the section or labeled as to what section is to be reviewed by the grants panel. Videotapes must be VHS format. Reviewers will listen to up to five minutes. The description should include when applicable: date of performance or creation of work; length of work; applicant's involvement or role in the project; indication of whether sample is a work in progress or a past completed project; and a description of its relationship to the proposed project.

7. PROMOTIONAL/MARKETING PLAN: If requesting funds for promotional/marketing materials, attach a one page description outlining specifically how the materials are to be utilized and the expected results. For example, if using grant funds to help produce a promotional CD, define who the CD will be distributed to, how will it be distributed, and how you will measure the success of the promotion.

Descriptions of Required Application and Attachments Continued:

8. CONFERENCE/WORKSHOP INFORMATION: If requesting funds to attend a workshop or conference, attach a description of the event and qualifications of the instructor(s) or speaker(s). (Often found on the registration form or brochure for the event).

9. NOT REQUIRED BUT WILL ACCEPT SUPPLEMENTAL MATERIALS: For example, copies of reviews. Must provide 11 sets for distribution to panel. Materials must be no larger than 8 ½" x 11" and three-hole punched for inclusion in panel notebooks. Items may be inserted into three-hole punched sheet protectors. Label all materials with name of applicant. United Arts reserves the right to remove any materials due to space and size limitations.

Will I have an opportunity to receive assistance with my application?

Yes, you may contact arts council advisors for assistance and you may have arts council staff review a draft of your application. However, this in no way guarantees funding. You can also learn more about preparing a competitive application at grant workshops. Contact United Arts or your local arts council for a workshop schedule, or go to our website at www.unitedarts.org.

Who decides which applications will be funded?

Applications in each discipline will be reviewed by a judge from outside of the five county region and then will be reviewed by an advisory panel made up of county representatives. The panel will make grant recommendations to the United Arts Board of Directors who will decide grant awards in the fall of 2008. All Board decisions are final.

What selection criteria will be used?

For applications that are accepted, the panel looks at the excellence of the applicant's artwork as appropriate to the stage of their artistic career and the apparent impact that the project will have on the advancement of the applicant's artistic development. An artistic career is defined as a consistent commitment to developing and mastering the practice of an art form over an extended period of time. Applications will be ranked according to the following:

1. Overall excellence of the applicant's artwork and demonstration of exceptional talent.
2. The applicant's serious professional commitment to his/her art form.
3. Contribution of the proposed project to the artist's professional development and/or contribution of the proposed project to the artist's artistic development.
4. Feasibility of the proposed project.

When will I find out if I received an award?

Notification to artists will be mailed in December, 2008.

When will I receive my award?

Funds are not available until after January 1, 2009. Award recipients will receive a contract, request for payment forms and a final report form. If the award is less than the original amount, a revised budget is required. Additional information may be required at the discretion of United Arts. Upon the return and approval of the contract, revised budget and a request for payment, the artist will receive 75% of the award. Upon receipt of a satisfactory final report with required documentation, the artist will receive the remaining 25% of the award on a reimbursement basis.

Accessibility

Guidelines and application are available in large type or recorded format upon request. Please allow ten working days to fulfill your request. Contact United Arts.

Whom should I contact for more information and scheduled workshops?

Check the United Arts website, www.unitedarts.org or call United Arts at 919/839-1498, ext.232. Or you can contact:

Franklin County: Franklin County Arts Council, 919/496-1191.

Workshop will be held at the Franklin Co. Arts Council, 106 Justice Street, Louisburg NC 27549, date and time to be announced. Please RSVP to the Franklin County Arts Council or United Arts if you plan to attend.

Johnston County: Johnston County Arts Council, 919/553-1930 or www.johnstoncountyarts.org.

Workshop will be held at the Johnston Co. Arts Council, 231 East Second Street, Clayton NC 27520 on Wednesday, July 23, 2008 at 6:00 PM. Please RSVP to the Johnston County Arts Council or United Arts if you plan to attend.

Vance County: United Arts Council of Raleigh and Wake County for information.

Workshop will be held at H. Leslie Perry Memorial Library, 202 Breckenridge St., Henderson, NC 27536 on Saturday, August 23, 2008 at 2 PM. Please RSVP to United Arts Council in you plan to attend. For more information on the H. Leslie Perry Memorial Library call 252.438.3316 or go to www.perrylibrary.org.

Wake County: United Arts Council of Raleigh and Wake County for information.

Workshops will be held at United Arts offices, 110 South Blount Street, Raleigh NC 27601 at 7:00 PM on Tuesday, August 12, 2008 and again on Thursday, August 14, 2008. You need only to attend one workshop. Please RSVP to United Arts if you plan to attend and indicate on which day.

Warren County: United Arts Council of Raleigh & Wake County for information.



www.ncarts.org

The Regional Artist Project Grant Program receives major support from United Arts Council of Raleigh & Wake County and the North Carolina Arts Council,

an agency funded by the State of North Carolina and the National Endowment for the Arts.

Additional support is provided by the Franklin County Arts Council and the Johnston County Arts Council.



United Arts Council of Raleigh and Wake County, a private nonprofit organization, builds *better communities through support and advocacy of the arts*. To accomplish this mission, we rely on support from businesses, individuals, foundations, and public funding. Funds are distributed back to the community through grants to artists and arts organizations, the Artists-in-the-Schools Program, Community Arts Reach and Creative Explorations teacher training. For more information, visit our website at www.unitedarts.org.

2008-09 Regional Artist Project Grant Program Application
For artists residing in the counties of Franklin, Johnston, Vance, Wake and Warren
Administered by the United Arts Council of Raleigh and Wake County, Inc.

To apply for a Regional Artist Project Grant, complete this application along with the appropriate attachments and correct number of copies, then submit to United Arts Council by **5:00 PM on Friday, September 19, 2008**. This is not a postmarked deadline. *Late and incomplete applications, electronic submissions and faxes will not be accepted. Only one application per person and per project can be submitted.* This form must be used and must be typed or written legibly. Incomplete or illegible applications will not be considered. Send to United Arts Council, 110 South Blount Street, Raleigh, NC 27601.

1. Applicant

Name: _____

Group Name (if applicable) _____

Address: _____

City: _____, NC Zip: _____ County of Residence: _____

Phone: (____) _____ - _____ (day); (____) _____ - _____ (evening)

Fax: (____) _____

email: _____

2. Have you been a resident of Johnston, Franklin, Vance, Wake or Warren County for at least one year? yes no
(Please note that if you move out of the five county region during the grant cycle, this may affect any grant awarded.)

3. Have you received a Regional Artist Project Grant before? yes no *If yes, when?* _____

4. Category in which this application should be judged (check only one):

arts&crafts

dance

theater/drama

film/video

music

literature

2D visual arts

3D visual arts

5. Grant amount requested: \$ _____ (Grant request may not exceed \$1,500.)

6. Dates for beginning and completion of project: _____
(Portion of project funded by grant must occur between January 1 and December 31, 2008. Be as specific as possible.)

7. In the space below, state specifically how any grant award will be utilized. Do not continue beyond the space provided.

8. **Certification:**

The information contained in this application, including all attachments and supporting materials, is true and accurate to the best of my knowledge. I also understand that, though all appropriate care will be taken of tapes, slides or other materials submitted to support this application, the Regional Artist Project Grant Program cannot be responsible for the possible loss or damage of these materials. Further, I understand that if I receive a Regional Artist Project Grant I will be required to submit a final report on the funded project along with any required support documentation at its conclusion. I agree to submit a final report within 30 days of the completion of the project or by December 31, 2009.

Signature of Applicant

Date

To this form, attach the following in the order they are listed. See guidelines for descriptions and definitions of attachments and the required number of copies.

- _____ **1. Project Narrative:** On one page **ONLY** (8 ½ x 11 with 1” margins all around, 10pt type or larger).
- _____ **2. Budget:** Complete the provided Budget Form. You may attach one additional page detailing any expenses listed on the Budget Form.
- _____ **3. Resume or Biographical statement:** No more than 2 pages.
- _____ **4. Two signed and dated Letters of Recommendation.**
- _____ **5. Work samples** – Make sure all work samples are properly labeled with name and contact information. See guidelines for more details. Retain original slides, tapes or other materials; submit only duplicates with the application. Include a self-addressed stamped envelope if you wish to have work samples returned.
- _____ **6. Promotional/Marketing Plan** – ONLY REQUIRED IF REQUESTING FUNDS FOR PROMOTIONAL OR MARKETING PROJECTS. On one page only, 8 ½ x 11 with 1” margins all around, 10pt type or larger.
- _____ **7. Conference/Workshop Information** - ONLY REQUIRED IF REQUESTING FUNDS FOR ATTENDANCE AT A WORKSHOP OR CONFERENCE.
- _____ **8. Not required but will accept: Supplemental Materials** – 11 sets, no larger than 8 ½” x 11” and three-hole punched in order to place in three-ringed notebooks. United Arts reserves the right to remove any materials due to space limitations.
- _____ **9. Did you attach the required number of additional copies?** See guidelines for requirements. Be sure to retain a copy for your files, as well.



The Regional Artist Project Grant Program receives major support from United Arts Council of Raleigh & Wake County and the North Carolina Arts Council, an agency funded by the State of North Carolina and the National Endowment for the Arts. Additional support is provided by the Franklin County Arts Council and the Johnston County Arts Council.

Regional Artist Project Grant Budget Form (application)

Applicant Name _____

PROJECT EXPENSES	United Arts Grant	Applicant + Cash Match If Any	Total Cash Expenses*	In-kind Amount	Contribution Source
Contracted Services (if any):					
- Artistic	_____	+ _____	= _____	_____	_____
- Technical/Production	_____	+ _____	= _____	_____	_____
Class/Workshop Tuition	_____	+ _____	= _____	_____	_____
Equipment (as related to project)**	_____	+ _____	= _____	_____	_____
PR/Marketing	_____	+ _____	= _____	_____	_____
Postage	_____	+ _____	= _____	_____	_____
Printing	_____	+ _____	= _____	_____	_____
Space Rental (as related to project)	_____	+ _____	= _____	_____	_____
Supplies **	_____	+ _____	= _____	_____	_____
Travel	_____	+ _____	= _____	_____	_____
Other (specify) _____	_____	+ _____	= _____	_____	_____
Other (specify) _____	_____	+ _____	= _____	_____	_____
Other (specify) _____	_____	+ _____	= _____	_____	_____
Other (specify) _____	_____	+ _____	= _____	_____	_____
Other (specify) _____	_____	+ _____	= _____	_____	_____
TOTALS	_____	+ _____	= _____	_____	_____

*Total Cash Expenses must be equal to Total Cash Income below

**On a separate sheet, please list specific supplies or equipment and itemized costs

PROJECT INCOME	Cash Income
Earned Income	
Admissions	_____
Perf/Exhibit Fees & Sales	_____
Sponsorships	_____
Advertising	_____
Special Events/Benefits	_____
Other	_____ (specify _____)
Other	_____ (specify _____)
Contributed Income	
Individual Artist(s)	_____
Other Individuals	_____
Foundations	_____
Corporations/Businesses	_____
Other Grants (Regional Artist Grants cannot be used to match fund from the North Carolina Arts Council)	
Government	
Federal	_____ (specify _____)
State	_____ (specify _____)
City	_____ (specify _____)
Other	_____ (specify _____)
Other	_____ (specify _____)
Other	_____ (specify _____)

Total Applicant Cash Income = _____ + _____ = _____
 If Any United Arts Grant Total Income (must equal Total Expenses above)

Regional Artist Project Grants do not require a cash match. But applicants should keep in mind that all grant awards are released in two payments, the second payment made on a reimbursement basis only after acceptance of completed final reports.