

# Individual Artist Grant Application

Deadline to apply: Wednesday, April 15, 2009 by 5:00 p.m.



## PURPOSE

This program awards funds to experienced artists of exceptional talent to produce original works of art or advance their careers. Artists in any creative discipline may apply, including:

*Visual Artists:* painters, sculptors, printmakers, filmmakers, craftspeople, photographers and video artists;

*Creative Writers:* writers of poetry and prose, playwrights and screenwriters;

*Composers, choreographers, dancers, designers, musicians, actors,* and other artists not falling within an artistic discipline listed above.

This program enables artists to set aside time to create or present works of art, conduct research, purchase materials, attend workshops or seminars, generally advance their artistic careers, or cover loss of artistic materials resulting from theft, fire or other emergencies or disasters.

## GENERAL ELIGIBILITY

To qualify for an Individual Artists Grant, the applicant must:

- submit original work samples that demonstrate exceptional talent and professional commitment;
- have been a Juneau resident for the past year, currently residing here; and planning to reside in Juneau for the duration of the grant project;
- not have received an Individual Artist Grant from JAHC in the previous grant cycle;
- fulfilled all reporting requirements for any prior grant award.

## GRANT REVIEW CRITERIA

Individual Artists Assistance Grants will be awarded based on the following criteria and in comparison with other applicants without regard to age:

- 1) the quality of the artist's work as presented in work samples;
- 2) the artist's achievements and current artistic involvement in the community and Alaska as articulated in the résumé;
- 3) the benefit and impact of the proposed project for the larger community;
- 4) the relationship between the proposed activity and the artist's professional development;

5) the applicant's financial need according to submitted budget proposal for funding

6) the application is complete and the applicant meets the general eligibility requirements.

## JAHC GRANT POLICIES

Funds are for projects that begin after the award date and must be expended by the grantee within the project dates unless JAHC approves an extension before the project's ending date. Projects may not be funded retroactively.

Projects may not already be receiving funding from CBJ.

Funds may be used for the artistic and professional development of the artist, or for the development of a work of art by the applicant, not for arts-in-education programs.

Requests for airfare may not exceed discounted advance purchase rates.

JAHC will not award grant funds to support religious projects.

JAHC reserves the right to conduct periodic reviews and audits of grant projects to determine if the grantee is spending money appropriately and is complying with grant guidelines and policies.

Applicants may submit one application in a grant cycle, and may only receive an award every other grant cycle.

Awards may fully meet but not exceed the amount requested in the application.

Grantees must have a completed grant evaluation on file for any prior awards to be considered for a new grant award.

All promotional and printed materials about the project must include this notice: ***This project is funded in part by the Juneau Arts and Humanities Council and the City and Borough of Juneau.*** Copies of all promotional material must be submitted to JAHC.

## **GRANT AMOUNTS AND DEADLINES**

Individual Grant awards may not exceed \$750. Funds may be applied to projects beginning on or after 7/1/09 and ending 6/30/10. Applications must be received by Monday, April 6, 2009 by 5:00 p.m.

## **APPLICATION INSTRUCTIONS**

Please fill out the attached form legibly. Incomplete applications delay consideration of your request.

Submit the original application and four copies. Cover letters are unnecessary. Copies of support materials should be limited to four pages (Creative writers: this does not pertain to manuscripts).

The starting project date should occur before the anticipated expenditure of grant funds. The ending date should occur after all project-related expenses have been incurred. (This must be within 8 months of the starting date.)

The following items must accompany all Individual Artists Grant applications:

With the original, submit samples of work, slides, manuscripts, and/or a portfolio of work (no original artwork, please submit slides, digital photos or other forms of representation to be returned after the application is reviewed);

To the original and each copy of your application attach a résumé of your artistic background and experience, including any previous artistic contributions and involvement in the community and Alaska;

If applying for project-related funds elsewhere, include one copy of other grant applications with your original.

## **REVIEW PROCESS**

JAHC staff initially reviews your application for completeness and eligibility. You may be contacted for additional information. Then the JAHC Grant Committee will review the applications, grade them according to the criteria, and present their recommendations to the JAHC Board of Trustees. Final determination will be made at the JAHC Board meeting. You will be notified of the Board's final decision. All funding decisions are final.

When your application is received you will be notified of the review and determination dates.

## **EVALUATION**

Grantees are required to provide a written evaluation at the end of each project. It should

include an explanation of how the grant was used and a complete accounting of the funds expended. Attach copies of all project-related printed and promotional materials as well as copies of receipts for all expenses.

Evaluations must be received by March 1, 2010. Unless JAHC has approved a delayed filing, grantees who fail to file evaluations will not be considered for future funding.

JAHC will review the grantee's evaluation based on the criteria and policies listed above as well as consideration of how applicants relate to the mission and values of the JAHC. This determination will include, in part, discussions between reviewers and their shared judgment based on the material presented.

## **CHECKLIST**

- Did you submit a total of five applications and résumés (the original and four copies)? You may wish to make another copy for your own records.
- Did you submit work samples (photos, slides, videos, etc.)?

\*We encourage you to contact JAHC staff for technical assistance in preparing the application and evaluation. Our phone number is 586-ARTS.

\*JAHC will not accept late or faxed applications.

**Juneau Arts & Humanities Council**  
**2009-10 INDIVIDUAL ARTIST GRANT APPLICATION**

Name: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Home #: \_\_\_\_\_ Work #: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Project Title: \_\_\_\_\_

Project Dates: \_\_\_\_\_

Amount Requested: \_\_\_\_\_

Artistic Discipline: \_\_\_\_\_

You have been a Juneau resident since (mo/yr): \_\_\_\_\_

When, if ever, did you last receive a grant from JAHC? \_\_\_\_\_

If so, for what project? \_\_\_\_\_

**NARRATIVE:**

1) Briefly describe your project in the space below and, if necessary, on the back of this page..

Name: \_\_\_\_\_

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2) Please explain the contribution your project will have on the larger community and/or Alaska.

3) Please explain how this project will enhance your artistic development.

Name: \_\_\_\_\_

**BUDGET: List your total project-related expenses for each of the categories listed below that applies to your grant request.**

A. ESTIMATE OF PROJECT CASH COSTS

Travel Expenses: (from \_\_\_\_\_ to \_\_\_\_\_ ) \$ \_\_\_\_\_

Supplies: \$ \_\_\_\_\_

Workshop Fees: \$ \_\_\_\_\_

Space Rental: \$ \_\_\_\_\_

Shipping Costs: \$ \_\_\_\_\_

Living Expenses: \$ \_\_\_\_\_

Equipment: \$ \_\_\_\_\_

Advertising/Marketing: \$ \_\_\_\_\_

Miscellaneous: \$ \_\_\_\_\_

Total Cash Costs: \$ \_\_\_\_\_

B. ESTIMATE OF CASH RESOURCES

Total cash reserves available for project: \$ \_\_\_\_\_

Grants from other agencies: (please list):

\_\_\_\_\_ (pending \_\_/approved \_\_)

\_\_\_\_\_ (pending \_\_/approved \_\_)

\_\_\_\_\_ (pending \_\_/approved \_\_)

\_\_\_\_\_ (pending \_\_/approved \_\_) \$ \_\_\_\_\_

Sales of work resulting from the project: \$ \_\_\_\_\_

Admissions or fees: (# \_\_\_\_\_ @ \$ \_\_\_\_\_ each) \$ \_\_\_\_\_

Miscellaneous: \$ \_\_\_\_\_

Total Cash Resources: \$ \_\_\_\_\_

C. TOTAL CASH COSTS \$ \_\_\_\_\_

TOTAL CASH RESOURCES \$ \_\_\_\_\_

**AMOUNT REQUESTED** \$ \_\_\_\_\_

Name: \_\_\_\_\_

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Bearing in mind that the Juneau Arts & Humanities Council receives far more requests than it can fund, would you be willing to accept partial funding toward your project? If yes, how would you adjust your projected budget, or make up any shortfall?

**RÉSUMÉ:** Attach a short (2 pages or less) résumé of your artistic background and experience including, but not limited to, any previous artistic contributions and involvement in Juneau and Alaska.

**CERTIFICATION:** I certify that the information contained in this application, including all attachments and support materials, is true and correct to the best of my knowledge. If my project is funded by JAHC, I will submit a written grant evaluation by March 1, 2010.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_