



## 2010 Regional Artist Project Grant Guidelines for Artists Residing In Franklin, Johnston, Vance, Wake & Warren Counties Administered by the United Arts Council of Raleigh and Wake County

### Purpose

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The Regional Artist Project Grant provides financial support to committed, gifted individual artists and small, unincorporated groups of collaborating artists. The Grant (up to \$1500) is designed to award projects that will advance the applicant's career in demonstrable ways. Career development opportunities may arise at different stages of a career; therefore, the grant is open to emerging and established artists.

### Sponsorship

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The Regional Artist Project Grant is funded and administered by the United Arts Council of Raleigh and Wake County (United Arts) and is supported by a grant from the North Carolina Arts Council. The program is operated in partnership with the Franklin County Arts Council, Johnston County Arts Council, Vance County Arts Council and Warren County Arts Council.

### Eligibility

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- Individual artists and small, unincorporated groups of collaborating artists are eligible to apply.
- Applicants may be either emerging artists or established artists and should possess a strong record of artistic accomplishment appropriate to the stage of the applicant's career.
- The applicant must be a current resident of Franklin, Johnston, Vance, Wake or Warren County and must have resided there for a minimum of 12 months immediately preceding the submission deadline of September 15, 2009.
- Applicants must be at least 18 years of age and **not** currently enrolled in a degree or certificate program.
- Staff members of any of the partner arts councils are not eligible to apply.
- Applicants who were awarded a grant and received funding in 2007, 2008 or 2009 are ineligible to apply for 2010.
- Each member of a small, unincorporated group of collaborating artists (eg, musicians) applying for the grant must meet **all** of the eligibility requirements.
- Unless the applicant is an unincorporated group of collaborating artists, the project costs must include payment for any artists involved in the project other than the applicant.

## Project Timeline

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Funded projects should be completed between January 1, 2010 and December 15, 2010.

## Eligible Projects

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The project's relationship to the applicant's career advancement must be clearly defined in the "Narrative" section of the application. Typical grant awards may include funds for the following:

- Completion/Production of New Work Examples: the cost of purchasing materials to complete a new work or the cost of renting a facility for presentation of a new work
- Career Promotion Examples: demonstration CD's, portfolios, editorial assistance
- Equipment Examples: the cost of purchasing equipment to complete the proposed project
- Training Examples: advanced study, coaching, or workshops that will enhance the applicant's abilities
- Travel Examples: costs for transportation, lodging, and food associated with training, workshops, seminars, or research

Grants **may not be used**:

- As scholarships to assist in obtaining academic or professional degrees
- To pay a fee or wage to the applicant
- To cover costs involved in submitting this grant application or associated required reports
- To curate another artist's exhibition
- To pay for self-publishing of literary works
- To support projects involving the artist as educator

## Evaluative Criteria

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A volunteer panel will evaluate applications based on the following criteria:

- Quality of the applicant's work
- Applicant's commitment to a professional artistic career
- The project's ability to advance the applicant's career in demonstrable ways
- Feasibility of the proposed project and realistic budget

## Submitting Your Application

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NEW: To reduce paper costs and waste for both the applicant and United Arts, **we are encouraging ALL applicants to e-mail their applications** to Jennifer McIntyre at [jmcintyre@unitedarts.org](mailto:jmcintyre@unitedarts.org). If you have Work Samples and Other Documentation that cannot be emailed in an acceptable format: mp3, jpg, wave, powerpoint, you may send those by regular mail. Applications submitted via email **MUST** include all documents, including certification page. Applications will not be accepted piecemeal (except for Work Samples and Other Documentation). If you have any questions about this process, please contact Jennifer McIntyre at 839-1498, ext. 301. Applications must be received by **5 pm on**

**September 15, 2009.** You should receive an email verifying receipt of your application. If you do not receive email confirmation, please follow up with a phone call.

If you would like to submit via regular mail:

Applications must be received by United Arts at 110 S. Blount Street, Raleigh, NC 27601 Attention: Jennifer McIntyre, by **5pm** on September 15, 2009. This is not a postmark deadline. Applications will not be accepted by fax. **Late or incomplete applications will not be accepted.** Please review the guidelines and application form carefully. Submission guidelines are as follows:

- Applications must be typed in 11 point or printed legibly.
- Responses are limited to the space provided on the Application Form.
- Multiple copies of other documentation are not required. The 'List of Work Samples and Other Documentation' form will provide a detailed description of your materials. There are two forms, one for Visual Art and Craft Applicants and one for Dance, Drama, Film/Video, Literature/Playwright, and Music Applicants.
- One (1) original of the application must be submitted. The original application should be:
  1. Copied on both the front and back of plain, white, 8 ½ x 11 paper
  2. Three-hole punched
  3. Bound with a paper clip – do not staple copies
  4. Assembled in the order indicated on the "Application Checklist"

**The Regional Artist Project Grant is highly competitive.** We recommend that applicants review their proposal and supporting materials with the appropriate staff at their local arts council's office. United Arts and the partner councils are available to help applicants submit complete and competitive proposals. Applicants are strongly encouraged to take advantage of this service. Awarded projects may receive full or partial funding. Applicants are not required to match the grant award. All else being equal, a proposal showing a serious financial commitment from the applicant will be reviewed more favorably than one that does not. Preference will be given to applicants who have not previously received a Regional Artist Project Grant.

### **Notification**

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December 15, 2009: All applicants will be notified of final grant decisions.

**Final awards are contingent upon availability of funds.**

### **Grant Requirements**

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- Funds may be spent on only those activities specified in the grant application or approved in a project or budget revision. Artists must submit a written request to United Arts (Attention: Jennifer McIntyre) prior to implementing any project or budget revisions.
- 75% of the awarded grant money is paid upon receipt of the grant contract, interim report and any required documents; 25% is paid after receipt of final report and documentation.
- Final grant payments are made on a reimbursement basis only; therefore, the recipient will initially have to pay for some portion of the project.

- Recipients may be asked to exhibit, read or perform work representative of the awarded project at the conclusion of the grant period.
- It is the responsibility of the recipient to determine his or her state and federal income tax liability as it relates to the grant award and to file appropriate tax forms.
- Grant funds that remain unspent at the end of the grant period must be refunded within thirty (30) days after the end of the grant period.
- Grantees must include the following credit in publicity, promotion and printed materials for the funded project (a copy of the United Arts logo is also available):

This project is supported by the North Carolina Arts Council with funding from the state of North Carolina and the National Endowment for the Arts, which believes that a great nation deserves great art.

It is also supported by a partnership of these art councils:

The United Arts Council of Raleigh and Wake County, Franklin County Arts Council, Johnston County Arts Council, Vance County Arts Council, and Warren County Arts Council.

## **Participating Partners**

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### **Franklin County Arts Council**

Emily Barrick

P.O. Box 758

Louisburg, NC 27549-0758

919-496-1191

[artsfcac@nc.rr.com](mailto:artsfcac@nc.rr.com)

website: franklinarts.org

### **Vance County Arts Council**

Alice C. Sallins, Executive Director

P.O. Box 34

Henderson, NC 27536-0034

252-767-4579

252-915-6118

[Alicevc2002@yahoo.com](mailto:Alicevc2002@yahoo.com)

### **Johnston County Arts Council**

Zilphia Adcock, Executive Director

P.O. Box 1300

Clayton, NC 27528-1300

919-553-1930

[info@johnstoncountyarts.org](mailto:info@johnstoncountyarts.org)

Betsy Whittington, President

919-820-2730

### **United Arts Council of Raleigh and Wake County**

110 S. Blount Street

Raleigh NC 27601

919-839-1498, ext. 301

[jmcintyre@unitedarts.org](mailto:jmcintyre@unitedarts.org)

### **Warren County Arts Council**

Dr. Sue Loper, Chair

Librarian

Warren County Memorial Library

119 S. Front Street, (P.O. Box 267)

Warrenton, NC 27589-0267

252-257-4990 ext. 100

[lsloper@gmail.com](mailto:lsloper@gmail.com)



## 2010 Regional Artist Project Grant Application Form

- Applications must be typed in 11 point or printed legibly.
- Responses are limited to the space provided on the Application Form. Additional pages (with the exception of requested attachments) will be discarded.
- Multiple copies of other documentation are not required. The 'List of Work Samples and Other Documentation' form will provide a detailed description of your materials. There are two forms, one for Visual Art and Craft Applicants and one for Dance, Drama, Film/Video, Literature/Playwright, and Music Applicants.
- If submitting by regular mail, one (1) original copy of the complete application should be submitted. (Be sure to keep a copy for your files). The original application should be:
  - Copied on both the front and back of plain, white, 8 1/2 x 11 paper
  - Three-hole punched
  - Bound with a paper clip - **do not staple copies**
  - Assembled in the order indicated on the "Application Checklist"

**United Arts must receive applications by 5pm on Tuesday, September 15, 2009.  
Late or incomplete applications will not be accepted.**

**1. Applicant** (This contact information is essential to scheduling interviews and communicating throughout the grants process.)

Name \_\_\_\_\_

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

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone – Day \_\_\_\_\_ Telephone – Evening \_\_\_\_\_

E-Mail Address \_\_\_\_\_ Website: \_\_\_\_\_

County \_\_\_\_\_ Length of Residence \_\_\_\_\_

Ethnicity: African-American \_\_\_\_\_ Asian \_\_\_\_\_ Caucasian \_\_\_\_\_ American Indian \_\_\_\_\_

Hispanic \_\_\_\_\_ Other \_\_\_\_\_

Demographic information is for North Carolina Arts Council grant reporting.

Have you received a Regional Artist Project Grant in the past?

No Yes If yes, when did you receive the grant? \_\_\_\_\_

Individual Application – or – Group Application – List participants below

Group Participants: (attach addition if necessary)

Name \_\_\_\_\_ County \_\_\_\_\_ Length of Residence \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

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**2. Project Description**

Artistic Category:      Dance      Drama      Film/Video      Literature/Playwright  
                                 Music      Visual Art/Craft

Provide a brief summary of your proposed project (3 to 4 sentences):

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Total Cost of Proposed Project \_\_\_\_\_

Note: Round figures to the nearest whole number; \$500.00, not \$499.50 for ex.

Grant Amount Requested \_\_\_\_\_

Can you complete this project with partial funding?      YES      NO

Are you considering other sources of funding?      YES      NO

If yes, name the sources:

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#### 4. Budget

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- Itemize a list of all project expenses on budget sheet provided on page 9 (below). The proposed project's expenses should provide at least as much detail as the sample below.
- The budget should be consistent with the project described in the narrative.
- Review your figures for accuracy.
- Round figures to the nearest whole number; \$500.00, not \$499.50 for example.

##### *Budget Example*

<u>Expense</u>	<u>Amount</u>
Workshop at Penland	
Tuition	\$500
Room and Board	\$400
Travel	\$ 70
Class Supplies	\$100
Multi-purpose bookbinding press	\$545
Book cloth, 12' @ \$11.25	\$135
Mohawk superfine paper	
White: 100 sheets @ \$.50	\$ 50
Buff: 200 sheets @ \$.50	<u>\$100</u>
<b>Total</b>	<b>\$1,900</b>

#### 5. Qualifications

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- Enclose a resume (not exceeding four pages) indicating the applicant's education, employment, artistic accomplishments (exhibitions, commissions, publications, honors, performances, etc.) and other relevant biographical information. List awards, grants, and fellowships received by the applicant, including the date received and the monetary value, if applicable. If a group of artists are applying for the grant, attach a resume for **each** participant.
- Two letters of recommendation **signed** from individuals familiar with the applicant's *recent* work and who support the proposed project must be mailed separately to United Arts. Their letters must state how they know the applicant. Personal references are less effective than professional recommendations. Each letter of recommendation should be submitted with an original signature and include:
  - First and last name of the person making the recommendation
  - Organization / Profession
  - Mailing address
  - Telephone number
  - E-mail Address

#### 6. Required Work Samples and Other Documentation

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Applicants are **required** to submit representative artistic work samples. Other documentation may also be sent if directly applicable to your application (a published review of your playwriting, for example). If you are emailing your application, work samples and other documents, they may be submitted by email with an attachment in pdf, mp3, wav, wmv or power point. Please note that emails are limited to 10mb in total size. It is at the discretion of the applicant to copyright any work sent via the internet. United Arts will not distribute any work without prior artist approval. If you have a digital format that is not listed here, please contact United Arts before submitting. There is a limit of 10mb per email. Required materials are indicated below, by discipline. For example, visual art applicants should submit one set of ten (10) slides or quality photographs with their application. Work samples are key to the success of a grant application and will be reviewed carefully by the panel.

- Submit one (1) original of the required materials.
- Submit the "List of Work Samples and Other Documentation" sheet. The list will provide a detailed description of your materials. There are two forms, one for Visual Art and Craft Applicants and one for Dance, Drama, Film/Video, Literature/Playwright, Music Applicants.
- Work samples and other documentation should be no more than three years old. Slides, DVD's and CDs will be returned if the applicant includes a self-addressed stamped envelope with sufficient postage with the application. Materials may be picked up from the United Arts Council office after December 15. Materials not collected by January 15, 2010, will be discarded. Other work samples and supporting materials will not be returned.

**Required work samples are as follows:**

Composers: Submit up to three (3) sample scores, one (1) copy only. Include an audio or video recording of the work being performed.

Film/Video: The panel will review ten (10) minutes of a video. Please indicate best starting point **or** send the link to the work sample on line. Make sure link site is active for review.

Literature/Playwright: Submit one (1) copy of up to ten (10) pages of a manuscript (three-hole punched and bound with a paper clip; no staples) or pdf file.

Performers: Provide one (1) video or audio recording. The panel will review up to ten (10) minutes of a video or audio recording. Indicate applicable track(s) on CD recordings.

Visual Art/Craft: Provide up to ten (10) slides or quality photographs that demonstrate the applicant's body of work. (Slides must be numbered in the upper right hand corner).

**7. Certification**

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Proof of residency is required. Provide a copy of your driver's license or utility bill that satisfies the one-year residency requirement. If a group is applying, provide a copy of a driver's license or other sufficient documentation for each participant.

The information contained in this application and all attachments is true and correct to the best of my knowledge. I acknowledge that although all appropriate care will be taken of my work samples and other documentation, the United Arts Council of Raleigh and Wake County will not be held responsible for possible damage or loss of these materials.

\_\_\_\_\_

**Applicant Signature for regular mail submission** **Date**

**For electronic submission, check the following box and type your full name and date.**

I, \_\_\_\_\_ certify this day \_\_\_\_\_ that the information contained in this application and all attachments is true and correct to the best of my knowledge. I acknowledge that although all appropriate care will be taken of my work samples and other documentation, the United Arts Council of Raleigh and Wake County will not be held responsible for possible damage or loss of these materials.



## Regional Artist Project Grant 2010 Application Checklist

Applications should be received by  
The United Arts Council of Raleigh and Wake County  
110 S. Blount Street, Raleigh, NC 27601  
Attention: Jennifer McIntyre ([jmcintyre@unitedarts.org](mailto:jmcintyre@unitedarts.org))

**Due 5pm on Tuesday, September 15, 2009**

**Late or incomplete applications will not be accepted.**  
Please review the grant guidelines and application form carefully.

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**Applicants are highly encouraged to submit their applications via email to  
[jmcintyre@unitedarts.org](mailto:jmcintyre@unitedarts.org) by September 15, 2009.**

### **Order of Application:**

Submit one (1) original of your completed application (keep a copy for your files), copied on both the front and back of plain, white, 8 ½ x 11 paper, three-hole punched and bound with a paper clip. Application documents should be submitted in the following order:

1. Completed application form
2. Group participants list
3. Narrative
4. Budget
5. Resume
6. Two letters of recommendation
7. Proof of residency
8. Signed Certification
9. Appropriate "List of Work Samples and Other Documentation"
10. Work Samples and Other Documentation: Electronic submissions should be sent with attachments in mp3, jpg, wave or power point. It is at the discretion of the applicant to copyright any work sent via the internet. United Arts will not distribute any work without prior artist approval. If you have a digital format that is not listed here, please contact United Arts before submitting.

Thank you for applying for a Regional Artist Project Grant. If you should have any questions about the grant, please contact Jennifer McIntyre at 919-839-1498, ext. 301 or [jmcintyre@unitedarts.org](mailto:jmcintyre@unitedarts.org) or your local arts council.

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It is also supported by a partnership of these art councils:

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**2010 Regional Artist Project Grant  
List of Required Work Samples and Other Documentation**

**Visual Art and Craft Applicants**

Name \_\_\_\_\_

Summary of Work Samples: (Example: 10 slides of large, abstract paintings)

Detail:

<b>Slide / Photo Number</b>	<b>Title</b>	<b>Date</b>	<b>Size</b>	<b>Medium</b>
Example	Study in Black	2004	20" x 24"	Mixed Media
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				



**Regional Artist Project Grant Budget**

Applicant Name \_\_\_\_\_

<b>PROJECT EXPENSES</b>	<b>United Arts Grant</b>	<b>Applicant + Cash Match If Any</b>	<b>=</b>	<b>Total Cash Expenses*</b>	<b>In-kind Amount</b>	<b>Contribution Source</b>
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)_____		+ _____	=	_____	_____	_____
<b>TOTALS</b>	_____	+ _____	=	_____	_____	_____

\*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 funds 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 Total Income  
Grant (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.**