



## 2016-17 INDIVIDUAL ARTIST GRANT PROGRAM GUIDELINES

The electronic application is available online at: TampaArts.com

**APPLICATION DEADLINE:** All required files **must be completely uploaded before Friday, Jan. 20, 2017, 5:00 pm.** There will be no deadline extensions.

**NEW DATE! PANEL REVIEW:** Thursday, Feb. 16, 2017, 9:30 am. Children's Board of Hillsborough County, 1002 E Palm Ave, Tampa, FL 33605. Applicants are encouraged to attend.

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The Arts Council's Individual Artist Grant Program is offered to Hillsborough County resident artists to further their professional career through specific projects. It is a reimbursement grant program. These guidelines must be strictly adhered to. **It is strongly recommended that first-time applicants consult with the Arts Council staff prior to submitting an application.**

### HOW TO APPLY

1. Review this Grant Program Guidelines document carefully and in its entirety.
2. Go to <http://tampaarts.com/artist-grant-program/> and download the 2017 IAG Application document file. This is a Word document with fillable fields. Complete all sections of the application document. **DO NOT CREATE YOUR OWN FORM.**
3. If purchasing equipment is part of your request, you must provide a URL link(s) to a website with specifications regarding the equipment description, supplier and cost in the Budget section of the application document.
4. If requesting grant money for a conference/residency/education, you must provide a URL(s) link to the website with details of the conference/workshop/residency in the Budget section of the application document.
5. Work samples must be completely uploaded before the deadline. See the Work Samples section of this document for the number and type of samples required.
6. You may submit up to five other support materials (i.e., letters, articles, reviews, awards, programs and other promotional materials) as evidence of your artistic accomplishments and professional achievements. This is optional but encouraged. Only PDFs and JPGs are acceptable.
7. Submit one scanned copy of a document proving a minimum of two years of residency in Hillsborough County (for example: driver's license with Hillsborough County address dated Jan. 2015 or earlier; a 2015 Hillsborough County property tax in your name; a letter from a utility company attesting to 24 months of service in your name; etc). This should be a single, separate file from any others and a PDF is preferred.

8. Upload all documents to our Dropbox folder at <https://www.dropbox.com/request/jRJY3AXyWFeX5f2Dzlas>. You do not need to have a Dropbox account to upload files but you will be asked to provide your name and email address in order to upload your files. The name and email used must match the information given on the application. Once uploaded, you cannot make changes to files.
9. Do not submit materials other than those requested. Unnecessary files will be deleted.
10. It is **STRONGLY RECOMMENDED** that you do not wait until the last day to submit your files. Avoid possible technical problems or problems caused by many people uploading files at one time by submitting your files well ahead of the deadline.

## **GRANT PERIOD AND AMOUNT**

The grant period is **March 1 – September 15, 2017** and you may request funding **up to \$3000**. Your project's start date must be **on or after March 1, 2017**. Grant funds will not be disbursed for expenditures prior to March 1, 2017.

## **ELIGIBILITY**

Applicants that do not meet the minimum eligibility requirements, request grant funds for ineligible expenses or omit required documentation will be declared ineligible.

- Applicants must be accomplished creative artists at least 18 years of age and a legal resident of Hillsborough County for at least 24 consecutive months preceding the application deadline. Recipients are expected to continue their residency in Hillsborough County for at least 12 months following the grant award.
- Students pursuing any degree or full-time arts-related faculty in higher education are **NOT ELIGIBLE**.
- “Accomplished” status is determined by artist resume, training, or achievement; and catalogs, programs, press clips, and/or articles. Letters of recommendation from professionals within discipline are optional.
- Applicants must show evidence of public performance, exhibition, or being published **during the past two years**, and the artist resume must show commitment to the art form through relevant education, training, or professional experience.
- If you received an Individual Artist Grant in 2014, 2015 or 2016 from the Arts Council of Hillsborough County, you are not eligible to apply during this grant cycle. Please note: Artists who receive a Hillsborough County Individual Artist Grant may not apply again for three years. Artists may receive two grants over the lifetime of this program.

## APPLICATION DOCUMENT

The application document is a Word file and available for download from the Arts Council's website, TampaArts.com. You may type directly into the file or copy and paste your information into the file. All information must be typed in no less than 11 pt Times Roman font within the spaces provided. Take care not to exceed the page limits indicated for each section. Incomplete applications will be disqualified.

The application document consists of:

- Applicant information
- Narrative question one
- Narrative question two
- Artistic resume/ CV – Copy and paste your artistic resume/CV including performances, exhibitions (specify whether a solo or group show), or published works. Include specifics such as names, places, dates, and locations. Do not include student work. For information on preparing an artistic resume/ CV, [see our website](#). If you are not able to copy and paste your resume into this document, you may upload it as a separate document.
- Budget section – Please note if purchasing equipment is part of your request, you **must** provide a URL link(s) to a website with specifications regarding the equipment description, supplier and cost in the Budget section of the application document. If requesting grant money for a conference/residency/education, you **must** provide a URL(s) link to the website with details of the conference/workshop/residency in the Budget section of the application document.
- Work sample identification (see Work Sample section of these Guidelines for required information)

When you have completed all sections, upload the file to our Dropbox folder. Changes cannot be made after uploading. See the Uploading File Documents section of these Guidelines for more information. Work samples and other documents are uploaded separately.

## ALLOWABLE EXPENSES FOR BUDGET

Use the following categories for your project's budget. Grant funds may only be used for the following allowable expenses. Other expenses must be paid by the applicant.

1. **SERVICES:** Purchased services such as printing, duplicating, photography, rental of facilities, etc. for the presentation/production of NEW work.
2. **MATERIALS/ SUPPLIES:** Purchase of materials and supplies that are necessary for the completion or production of work.
3. **EQUIPMENT:** Equipment purchase or facility improvements that are directly related to the creation of original artwork. Specifications regarding **product description, supplier and cost must be attached** to the application (be specific and comprehensive).

4. **EDUCATION FEES:** Attendance at workshops and/or seminars directly related to advancing the applicant's discipline skills or business expertise, i.e. training in marketing, finance or development of marketing materials; research or advanced study/coaching that will enhance the artist's abilities. Must include conference brochure or invitation to participate.
5. **TRAVEL: Reimbursement for lodging during travel:** If not included as part of a package, the amount of reimbursement may not exceed the cost of lodging available through the conference, residency or other educational offering approved in the grant award. Lodging expenses are limited to a single room rate to accommodate the grantee only.  
**Travel exclusions:** Travel expenses that are not reimbursable include but are not limited to alcoholic beverages, auto rentals not from commercial establishments, entertainment, gratuities or meals.

## **WORK SAMPLES**

- All applications must include the applicant's work samples. Work must have been created within the last two years and it is recommended you include at least one sample created within the last year. Applications without work samples will be disqualified.
- The Work Sample Identification section of the application document must be completed. Include file name first followed by the title of work; completion date; dimensions or duration of finished work; the medium used if visual art; place of first exhibition, performance or publication; and first date of exhibition, performance or publication. Please note names of any other performers shown on the work. You may include additional special information (awards, methodology, etc) if needed.
- Acceptable file formats include JPG, PDF, MP3, MP4. Do not submit other file formats. See your category for specific content requirements.
- Video samples: It is highly recommended that the work sample be no more than 10 minutes in length and, where appropriate, include contrasting styles that show the range of your work. Provide a URL to an online video hosting site such as YouTube or Vimeo for video files. See the Uploading Files section of this document for more information.

## **DANCE**

**Choreographer:** Two samples of original choreography created.

**Performer:** Video of performances of no more than 10 minutes total that have taken place within the past two years. For video, you will need to provide a URL to an online video hosting site such as YouTube or Vimeo.

## **FOLK ARTS**

**Performer:** Audio or video recording of performances of no more than 10 minutes total. Performing folk artists should include a brief description of how they learned the art form(s) on the Work Sample Identification section of the application document. If video, you will need to provide a URL to an online video hosting site such as YouTube or Vimeo.

**Visual Artist:** Submit six digital images in JPG format, no larger than 2 MB each.

## LITERATURE

**Poetry:** Five poems not exceeding a total of 20 pages. NOTE: Manuscript must be typewritten; do not include photocopies from books or publications. **Optional:** An audio or video recording of no more than 10 minutes in length of the reading of your work may be submitted but not in lieu of written material. If video, you will need to provide a URL to an online video hosting site such as YouTube or Vimeo.

**Fiction:** One short story or a chapter of a novel not exceeding a total of 20 pages. NOTE: Manuscript must be typewritten; do not include photocopies from books or publications.

## MEDIA ARTS

**Filmmaker, videographer, or sound artist:** Two samples of no more than 10 minutes each. For video, you will need to provide a URL to an online video hosting site such as YouTube or Vimeo.

**Screenwriter:** One full-length screenplay or two shorts of no more than 20 pages total. Choose the strongest part of the work and include a synopsis or outline of the full work. NOTE: Manuscript must be typewritten; do not include photocopies from books or publications.

## MUSIC

**Composer:** An audio or video recording of two contrasting works of no more than 10 minutes total. For video, you will need to provide a URL to your YouTube or Vimeo channel.

**Performer:** An audio or video recording of at least two contrasting works. Choose work that shows your range, depth of talent. If video, you will need to provide a URL to an online video hosting site such as YouTube or Vimeo.

## THEATRE

**Playwright:** One full-length play or two one-act plays of no more than 20 pages total. Choose the strongest part of the work.

**Performer:** Two monologues (two minutes each), three letters of recommendation from theatre professionals and production photos from at least two shows. Include the author of the monologue in your Work Sample Identification.

**Set or Sound Designer:** Photographs, sketches, drawings or other visual records of original designs created and constructed during the past two years; or at least two audio samples of no more than 10 minutes total of the applicant's work.

**Artistic Director:** Sample of two works no more than 10 minutes total directed by the applicant during the past two years. You will need to provide a URL to an online video hosting site such as YouTube or Vimeo.

## VISUAL ARTS

**Visual Arts or Fine Crafts:** Submit six digital images in JPG format, no larger than 2 MB each. **Note:** If the work of an artist is installation-based or has performance elements, please consult the ACHC Director of Program Services.

## UPLOADING FILES

All applications and work samples will be submitted electronically. Paper applications will not be accepted. Submit all documents to our Dropbox folder at <https://www.dropbox.com/request/jRJY3AXyWFeX5f2Dzlas>. Please note the URL address is case sensitive. You do not need to have a Dropbox account to upload files but you will be asked to provide your name and email address. The name and email used must match the information given on the application. Once uploaded, your submission is final. No changes may be made. Avoid technical problems or online congestion by uploading your files well ahead of the deadline.

**FILE FORMATS:** Acceptable file formats include JPGs (no larger than 2 MB each), PDFs, MP3, and MP4. If an audio or video file exceeds 25 MB, do not upload.

**VIDEO:** Very large video files should be provided by a URL to an online hosting service such as YouTube or Vimeo. Indicate the URL link in your Work Sample Identification section of the application document. In this case, the URL link will replace the file name of the work sample being described.

**PROBLEMS:** Call the Arts Council during regular business hours, Mon-Fri, 9 am – 5 pm.

## REVIEW CRITERIA, SCORING

To evaluate grant applications, the Arts Council of Hillsborough County will select a panel of jurors comprised of professionals in the creative arts. The jury members may be professional artists, writers, educators, arts administrators or professionals in art-related fields and will include at least one (1) member of the Arts Council Board of Directors.

Each panelist reviews and scores all eligible grant applications. A total of 200 points is possible with a minimum of 160 required to be eligible for funding. A score of 160 or higher does **not** guarantee funding.

Grant awards will be for full funding of the amount requested beginning with the top scoring grant until funding is depleted. No differentiation is made for discipline, i.e., all disciplines are ranked together.

Funding decisions will be based on the following four areas:

- Artistic excellence as demonstrated by the work sample(s) submitted. (100 points)
- Artist resume, including relevant education, artistic training, and level of achievement and/or evidence of commitment to personal artistic development as demonstrated through accomplishments in attaining performances, exhibits, etc. (40 points)

- Impact of the proposed project on the professional development of the applicant, i.e. clearly defined, realistic, attainable goals based on the applicant's level of career achievement. (30 points)
- Completeness and clarity of the application. The reasonable likelihood that the project can be completed based on the itemized budget and proposed timeline. (The Arts Council grant cannot be the sole source of funding for the project. Other funds may come from personal savings or income, other grants, gifts, etc.) (30 points)

## **GRANTEE ACCOUNTABILITY**

- All award recipients will enter into an agreement with the Arts Council of Hillsborough County. The signed agreement must be returned within 30 days of receipt.
- All grant recipients are considered Independent Contractors, will receive a 1099, and are responsible for any tax obligations under federal, state or local laws.
- Grants are reimbursable with appropriate receipts and proof of payment.
- Grantees must submit a Final Report (including examples of the results of the grant project) within 30 days of the completion of the project.
- In all publicity, websites, printed or production materials related to the grant project, the recipient must credit the Arts Council of Hillsborough County and the Hillsborough County Board of County Commissioners for support in the same font size, or larger, as any other sponsors.
- In accordance with Arts Council policy, 2016 Individual Artist Grant recipients are not eligible to apply for these funds again until 2020. In addition, an artist may receive a maximum of two Individual Artist Grants from the Council.