



## PROFESSIONAL DEVELOPMENT FOR ARTISTS 2017-18 GRANT PROGRAM GUIDELINES

The application is available online at: [TampaArts.com](http://TampaArts.com)

**APPLICATION DEADLINE:** All required files **must be completely uploaded before 4 pm on Friday, Dec. 15, 2017.** There will be no deadline extensions.

**PANEL REVIEW:** Applicants are encouraged to attend. You can gain valuable insight into the grant application process by listening to panelists' comments.

---

### FUNDING FOCUS

The Arts Council's Professional Development for Artists (PDA) Grant Program was established in recognition of the value and important contributions of creative individuals to the cultural vitality of the Hillsborough County. The program's intent is to support and develop a vibrant, creative community that inspires, energizes and stimulates prosperity for residents and visitors alike.

PDA Grants provide support for specific projects that will advance the careers of individual artists with established success on local, national or international levels. It is an annual grant program that provides financial support to emerging or established artists in a variety of disciplines for a single purpose: Funding attendance at a professional development experience or the purchase/rental of a piece of equipment that is pivotal to the advancement of the artist's career.

### ELIGIBILITY

The PDA Grant Program is open to artists actively working in visual, performing or literary arts. Additionally,

- Applicants must be a permanent resident of Hillsborough County for a minimum of 12 months prior to application and throughout the funding period.
- Applicants must be 21 years of age or older and a US citizen or permanent resident.
- Applicants and recipients may not enroll in, or be currently enrolled in, any undergraduate or graduate degree-granting program during the time their funded project is in progress. Please note: Full-time arts-related faculty in higher education are NOT ELIGIBLE.

*Please note:* Artists who have received any type of individual artist grant from the Arts Council within the last three years are not eligible to apply.

## PROFESSIONAL DEVELOPMENT FOR ARTISTS GRANT PROGRAM

PDA Grant funds must be used to support a single purpose such as a professional education experience or equipment that can be shown as pivotal to advancing the abilities of the artist. The selection criteria include commitment to career, artistic/creative excellence, the potential of the project to contribute to the artist's professional growth, and the feasibility of the project itself. Grant funds must go to the individual applicant and may not be used to benefit an incorporated business or group project.

### Maximum Grant Amount

Artists may ask for a maximum of \$2,000. Only one application per individual will be accepted annually.

### Match Requirement

Matching funds are not required. However, if the cost of the project exceeds the maximum grant amount, the applicant must explain how the additional cost will be covered and the source of those funds.

### Timeline

- Application Deadline: 4 pm, Friday, Dec. 15, 2017
- Program Information Sessions (small groups): Tuesdays, Nov. 28 and Dec. 5, 2017. Call 813.276.8250 to sign up.
- Public Panel Review: To be determined but estimated late January or early February.
- Award Announcements: Friday, Feb. 24, 2018
- Funding Period: Funded projects must take place between March 1, 2018 and Sept. 15, 2018. Costs incurred prior to or after this period will not be reimbursed. All expenses claimed for reimbursement must be accompanied by receipts dated within funding period.

### Work Samples

Applicants must include work samples that have been created within the last two years and it is recommended at least one sample was created within the last year. Work samples submitted for review must be complete, not a work in progress. The applicant must be the primary artist behind the work, unless part of a partnership or collaboration and noted as such.

Applications without work samples or work samples not in the specified format will be disqualified. Please do not submit more than is requested as extra samples or support materials will be deleted.

Visual Artists – Eight high quality, digital images in JPG format. Upload each individual image separately through the online system. Do not place your images inside a text document. Make sure they are large enough for panelists to see detail.

Music, Dance, Theatre, and Film/Media Artists – Provide a clickable link (URL) to an online video hosting site such as YouTube or Vimeo for your video files. Clickable links to

online audio or video samples must be stated in work sample list. Please note: No more than three minutes will be reviewed by the panel. You should indicate which three minutes you want the panel to view on your work sample list. If no indication is given, the panel will review the first three minutes. Do not upload videos to our online application system.

Literary Artists – Up to ten pages of manuscript. All literary artists must upload their work sample through the online application system. The sample must be in PDF format.

### **Equipment Purchases**

If purchasing equipment is part of your request, you must provide a clickable link (URL) to a website page that includes the equipment description, supplier and cost. This must be the same equipment listed in the Budget section of your application.

### **Education Experiences**

You must provide a clickable link (URL) to the website with details of the conference/workshop/residency identified in the Budget section of your application. If you need to include travel costs in your application, you must estimate those costs and explain how you arrived at your estimate. Note: There are some types of travel expenses are not eligible for funding.

## **BUDGET: ALLOWABLE EXPENSES**

Use the following categories for your project's budget. Grant funds may only be used for the following allowable expenses. Any expenses over the amount of the grant award must be paid by the applicant.

1. **EQUIPMENT:** Equipment purchase or rental directly related to the creation of the artist's work. Specifications regarding product description, supplier and cost must be included with the application (be specific and comprehensive).
2. **EDUCATION FEES:** Attendance at an educational experience such as a workshop, seminar, residency that is directly related to advancing the applicant's discipline skills. Must include a brochure and/or invitation to participate that outlines program, presenting organization, location, and costs.
3. **TRAVEL:** Cost of travel to and from an approved education experience may be included in the grant request. Provide a quote or estimate from an airline or rental car agency showing location and estimated dates of travel.

**Lodging:** Lodging expenses are limited to a single room rate to accommodate the grantee only. Provide a detailed quote or estimate from the hotel for the dates that lodging will be needed. If not included as part of the package, the amount of reimbursement may not exceed the cost of lodging available through the workshop, residency or other educational offering approved in the grant award.

**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.

## **UPLOADING FILES**

All documents and work samples must be submitted electronically. Paper applications will not be accepted.

Submit all documents to our Dropbox folder at

<https://www.dropbox.com/request/wZThtlxdnvwLrDNMZmk0>.

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.

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

---

## **FREQUENTLY ASKED QUESTIONS**

### **Q: What can grant dollars be used for?**

A: Grant dollars must be used to support a single purpose. In most cases, this means a single item – a fee for a workshop or conference, taking a master class, purchase or rental of a piece of equipment. In some instances, there may be shared or related expenses that are also legitimate. For instance, attendance at a conference AND travel costs to attend; or, a major piece of equipment AND a necessary additional component (a saw AND a blade). If you are unsure if you can use grant funds for a specific expense, please see the ineligible costs below or contact the Arts Council. Applicants are required to provide details for the request and the request amount. For example, a conference brochure with location, pricing, and dates; a draft invoice; or an online price quote, etc.

### **Q: How much can I request?**

A: The maximum request is \$2,000. If granted, the award will be for the full amount requested; no partial grants will be awarded with this program.

### **Q: Am I required to match the grant?**

A: Although matching funds are not required, if the cost of the request exceeds the maximum grant amount, the applicant must show how the additional cost will be funded and the source of the funds.

### **Q: Am I an emerging or established artist?**

A: This is up to the applicant to determine. In general, an emerging artist is defined as an individual who has fewer than ten years of experience and is in the early stages of

their career or is changing disciplines. An established artist is defined as an individual who has more than ten years of experience and is at a mature stage of their career, with an extensive body of work and a history of public exhibition, etc. Applicants may be either emerging or established artists, but in either case must have a record of artistic achievement appropriate to the stage of their career.

### **Q. Why do I need an artistic resume/CV?**

An artistic resume/CV is not an employment resume. It is a valuable tool that provides important information about your commitment to being a professional artist, performer or writer. It will include relevant education, artistic training, achievements and accomplishments through performances, solo/group exhibitions, or published work. It includes specifics such as names, places, dates, and locations. If you do not already have an artistic resume/CV, please start as soon as possible. Creating a good artistic resume takes time but once you have created one, it will be easier to update and will be very useful to you in the future. For information on preparing an artistic resume/ CV, [see our website](#).

### **Q: How will my application be reviewed?**

A: A panel of professionals review all applications. Examples of past judges include professional artists, writers, performers (including previous grant recipients), educators, arts administrators or professionals in art-related fields etc.

Each panelist reviews and scores all eligible grant applications. A total of 100 points is possible with a minimum of 80 required to be eligible for funding. A score of 80 or higher does **not** guarantee funding. Grants are awarded for the full amount requested beginning with the highest scoring grant until funding runs out.

Panelists review applications based on artistic and project merit based on the following criteria:

- 35 points - Evidence of a commitment to pursuing or maintaining a career as a practicing artist.
- 30 points - Evidence of overall artistic/creative excellence (based on individual artistic level).
- 25 points - Evidence that the request contributes to the individual's artistic growth.
- 10 points - Evidence that the request is feasible and the request is realistic.

### **Q. How do I prove I've been a resident for one year?**

Valid proof includes your name and Hillsborough County address issued at least 12 months prior to application on a copy of a legible Florida Drivers License, Passport, Property Tax Receipt, Florida Vehicle Registration, Florida Voters Registration Card or Florida full-time employment documents (your most current pay stub and one at least

twelve months prior to application). This should be a single, separate file from any others and a PDF is preferred.

**Q: What other materials will I need to submit?**

A: In addition to the work samples listed above, you will be asked to upload a work sample list, resume, and price quote(s) onto your online application form. No additional support materials will be accepted. More information about these materials is available in the online application form. All work samples must be received by the deadline.

**Q: If I receive a grant, what will I be required to do?**

- To accept the grant, you must complete and return a signed Grant Agreement within 30 days of receipt.
- Give recognition/credit to the Arts Council of Hillsborough County and the Hillsborough County Board of County Commissioners in all communications related to the funded project including advertising, media interviews, social media, and digital or printed marketing materials.
- Complete the Final Report form within 30 days of your project end date. Final paperwork includes a report, at least two forms of project documentation (program, photos, receipts, etc.), and other paperwork as required.
- All grant recipients must complete an IRS W-9 Form within 30 days of receipt and will receive an IRS 1099 Form at the conclusion of the calendar year. Grantees are responsible for any tax obligations under federal, state or local laws.
- Grant recipients may be asked to participate in marketing activities and/or creative presentations during the funding period's calendar year. Grantees will provide a photo of their likeness (with or without their artwork) in hi-res (no less than 72 dpi and 600 pixel width) and a maximum 500 word bio and description of recipient's professional activities during the grant period which is required for use by the Arts Council in publicizing and promoting the program.

**Q: What types of grant requests can be funded?**

A: In the past, artists have been awarded grants for the following types of projects:

- To work with master artists in their field
- To purchase equipment (laptop, kiln, studio equipment, etc.)
- To pay for residency or workshop fees

**Q: Is there anything that I am unable to use grant dollars for?**

A: The PDA Grant Program will not support:

- Projects that take place outside the funding period.

- Tuition to assist artists in obtaining an undergraduate or graduate degree.
- Projects that do not primarily further your own development as an artist (e.g. teaching, curatorial work, etc).
- Multiple professional development experiences
- Requests to purchase/rent multiple pieces of equipment
- Food/ per diem expenses and some types of travel expenses

**Q: When do I have to turn in my application?**

A: Applications and work samples must be uploaded to the online system by **4 pm on Friday, Dec. 15, 2017**. Upon submitting your online application, you will immediately receive an e-mail confirmation. If you do not receive this confirmation e-mail, your application has not been successfully submitted. Unfortunately, applications submitted after 4 pm will not be accepted.

**Q: I have more questions. Where can I get help?**

A: Contact the Arts Council with any questions at 813.276.8250.