

Artist Project Grant
Funding Category FY 2011-2012



ARTIST PROJECT GRANT

APPLICATION FORM

APPLICATION DEADLINE

DECEMBER 12, 2011

WEST VALLEY ARTS COUNCIL

BOARD OF DIRECTORS

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For Grants Information, contact Julie Richard
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WEST VALLEY ARTS COUNCIL MISSION STATEMENT

The West Valley Arts Council exists to build audiences for all of the arts, to drive arts policy forward, and to champion arts education throughout the West Valley.

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PURPOSE

Provides assistance to individual artists for creation of new work, career development projects, advancement of artistic development and innovative promotional methods.

Programs or projects may include, but are not limited to, travel, registration fees, exhibition expenses, educational and professional development experiences (workshop, apprenticeship).

ELIGIBILITY REQUIREMENTS

- West Valley Arts Council (WVAC) ARTIST PROJECT GRANTS are available to West Valley Arts Council's Arts Members.
- Be a practicing artist in dance, literature, media, music, theatre, or visual arts.
- Be 18 years of age or older at the time of the application.
- Not be enrolled as a full time undergraduate student at the time of application or during the grant period. Students are ineligible if academic credit will be earned as a result of the proposed project.
- Maintain a permanent residence in the West Valley for a minimum of 6 months prior to the application deadline and during the grant period.

RESTRICTIONS

- Projects such as workshops and exhibits must take place in the West Valley (west of I-17 within Maricopa County).
- Projects involving the construction or renovation of facilities or reduction of debts are not eligible for funding assistance.
- Grants will be made for no more than \$1,000.
- Projects must begin no earlier than April 11, 2012 and must be completed no later than March 29, 2013.
- Grants are given to help pay actual project costs, not artist's time or living expenses.
- Only one application will be accepted per artist.

MATCHING REQUIREMENTS

- Matching funds are not required.

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FINAL REPORT

- Once grants are awarded, the awardee may request (in writing) one half of the grant amount. The remaining half is distributed after the submission and acceptance of the Final Report.
- Detailed records and copies of receipts and invoices must be kept for a **Final Report**, to include a narrative, actual budget and documentation including any sample publicity or documentation.
- Funds must be used to pay the costs of the project as specified in the application.
- Four weeks after completion of the project, a final report and a full financial accounting must be submitted before final payment is made.

EVALUATION CRITERIA

- Artistic quality of the proposed project.
- Feasibility of the project's completion within the specified time and budget.

APPLICATION PROCESS

- Applications are made on the form provided.
- Submit original, plus 3 copies, of entire grant package (see Grant Application Checklist). Application Cover Page must include **original**, handwritten signature.
- Support materials, such as cd's and dvd's, programs, brochures, and educational materials **must** be included with the application.
- **Resumes for artists are required.**
- No handwritten copies will be accepted.

APPLICATION DEADLINE AND REVIEW PROCESS

Deadline for grants:

- Applications are due in the WVAC office by 12:00 P.M. on **December 12, 2011.**
- The WVAC office is located at:

West Valley Arts Council
13243 N. Founders Park Blvd
Surprise, AZ 85379

REVIEW PROCESS

- **December 2011** – Applications are reviewed by staff for completeness and to distribute to the committee.
- **January 2012** – Applications are reviewed by a Grants Review Panel.
- **February 2012** – The Grants Review Panel makes recommendations to the WVAC Board for approval.
- **March 2012** – Notification of grant awards.
- **March 10, 2012** – Grant awards made at the Diamond Ball.

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Grant Application Checklist

Please provide the following information in the order requested. **Please submit the original plus three (3) copies of the grant package, including the Grant Application Cover Sheet, Application Form and Narrative, Budget, Resume and Artistic Work Samples materials:**

Name of Artist: _____

- Completed Cover Sheet, with **original** signature
- Application Form and Narrative
- Project Budget (complete attached form)
- Resumes of artist
- Artistic Work Samples which support the application, such as cd's, dvd's, brochures, educational materials, or publications.
- Grant Application Checklist

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APPLICATION: No handwritten applications will be accepted. Incomplete applications will not be accepted. Please include #3 Project Narrative on a separate sheet of paper.

1) **Name of Artist:** _____

2) **Project Title:** _____

3) **Project Narrative:** (Please address the following and limit your narrative to one page)

- Describe what you propose to do.
- What are the goals, activities and timeline?
- How many West Valley residents do you anticipate that your project will impact?
- Describe how this grant will further your artistic endeavors.

4) **Project Budget:** (See attached form)

5) **Artistic Work Samples:**

Artistic Work Samples must represent work completed by the artist within the last 5 years. Acceptable artistic work are listed below. Please choose the most accurate and appropriate format to represent your discipline.

Artistic Work Sample Description

With any samples submitted, please include the artist's name, title of the piece(s), date completed or premiered, and as necessary dimensions and medium of the work, and other pertinent technical information.

• **Audio Material**

Audio material must be submitted on disc. Applicants submitting audio material as their primary work sample are limited to one three-minute segment. One or several short works or excerpts of works could be included. If the applicant submits more than three minutes, only the first three minutes will be heard in the jury process.

• **Video Material**

Video material must be submitted on disc. Applicants submitting video material as their primary work sample are limited to one three-minute segment. One or several short works or excerpts of works could be included. If the applicant submits more than three minutes, only the first three minutes will be viewed.

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Project Budget

Total income should match total expenses. Please round off all figures to the nearest dollar.

Income

- | | | | |
|----|---------------------------|----------|-------------|
| 1. | Grant Request | | 1. \$ _____ |
| 2. | Your Match (a+b+c) | | 2. \$ _____ |
| | a) Contributions & Grants | \$ _____ | |
| | b) Earned Income | \$ _____ | |
| | c) In Kind | \$ _____ | |

Total Income (1+2)	Total \$ _____
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Expenses

- | | | | |
|----|---------------------|----------|-------------|
| a) | Artist's Fees | | a) \$ _____ |
| | _____ | \$ _____ | |
| | _____ | \$ _____ | |
| | _____ | \$ _____ | |
| b) | Administrative Fees | | b) \$ _____ |
| | _____ | \$ _____ | |
| | _____ | \$ _____ | |
| | _____ | \$ _____ | |
| c) | Other Salaries | | c) \$ _____ |
| | _____ | \$ _____ | |
| | _____ | \$ _____ | |
| | _____ | \$ _____ | |
| d) | Production Expenses | | d) \$ _____ |
| | _____ | \$ _____ | |
| | _____ | \$ _____ | |
| | _____ | \$ _____ | |
| e) | Marketing Expenses | | e) \$ _____ |
| | _____ | \$ _____ | |
| | _____ | \$ _____ | |
| | _____ | \$ _____ | |
| f) | Travel | | f) \$ _____ |
| | _____ | \$ _____ | |
| | _____ | \$ _____ | |
| | _____ | \$ _____ | |
| g) | Other (please list) | | g) \$ _____ |
| | _____ | \$ _____ | |
| | _____ | \$ _____ | |
| | _____ | \$ _____ | |

Total Expenses (a+b+c+d+e+f+g)	Total Expenses \$ _____
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- **Digital Images**

Images must be high resolution (1mb or more) submitted on disc in .jpg, .jpeg, .gif, or .tif format. Applicants submitting images as their primary work sample are limited to five total images. If the applicant submits more than five images, only the first five will be viewed.

- **Written Document**

Writing samples must be submitted on disc in .doc or.pdf format. Applicants submitting writing samples as their primary work sample are limited to five total pages of material. Pages must be numbered, with 1” margins, in 12 point font size. Prose must be double-spaced, and poetry must be single-spaced.

- **Combination of Materials**

If it is necessary to use more than one artistic work sample format, please calibrate accordingly for a 3 minute viewing or experience of the combined samples.

6) Relevance of Artistic Work Samples:

Please state how the Artistic Work Samples you are submitting relate to your proposal in 50 words or less.

7) Resume or Bio:

Applicants must submit a one page resume or bio for the primary applicant. Applicant may submit a description of training and process in lieu of a resume.

Glossary of Terms

Marketing/Promotion	All costs for marketing, publicity, and promotion specifically identified with the organization's efforts to tell the community about its programs and services; includes cost of newspaper, radio and television advertising, printing and mailing of brochures, flyers and posters.
Other Revenue	May include income derived from a variety of sources such as catalog sales, advertising space in programs, promotional items, and bake sales.
Space Rental	Payments specifically identified with the project for the rental of office, rehearsal studio, theater, hall, gallery, and other such spaces.
Supplies	Funds include items necessary for production or exhibition such as visual or performing art supplies.
Travel	All costs for travel of an individual or individuals specifically identified with the project or with the applicant organization's programs and services. Expenses connected with trucking, shipping or hauling items should be included under "Other Expenses."