



2011 Regional Artist Project Grant Guidelines & Application

For Individual Artists Residing in
Franklin, Johnston, Vance, Wake & Warren Counties



DEADLINE: Wednesday, September 15, 2010 – 5 pm
PROJECT/FUNDING PERIOD: January 1, 2011 - December 15, 2011

Purpose

The Regional Artist Project Grant (RAPG) provides financial support to committed, gifted individual artists and small, unincorporated groups of collaborating artists. The Grant (\$200-\$1500) is designed to support 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.

Who May Apply?

- 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 U.S. citizen and a current resident of Franklin, Johnston, Vance, Wake or Warren County and must have resided there since September 15, 2009 or longer.
- Applicants must be at least 18 years old and **cannot be** currently enrolled in a degree/certificate program.
- Staff members of any of the partner arts councils are not eligible to apply.
- Grant Recipients who completed projects in 2008, 2009 or 2010 are ineligible to apply for 2011.
- Each member of a small, unincorporated group of collaborating artists (e.g., 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.

Examples of Projects Eligible for Funding

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: 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: demonstration cd's, portfolios, editorial assistance
- Equipment: cost of purchasing equipment—e.g., a kiln for a potter, loom for a weaver, lens for a photographer
- Training: advanced study, coaching, workshops or seminars that will enhance the applicant's abilities
- Travel: costs for transportation lodging and food associated with training or research

Examples of Activities That Will NOT Be Funded

- Scholarship to assist in obtaining an academic or professional degree
- 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

Evaluation Procedure

All complete RAPG applications will be judged by discipline-based artists and college level instructors/professors (outside the five-county region) on overall excellence of applicant's art and demonstration of exceptional talent; applicant's commitment to a professional artistic career; project's ability to advance the applicant's career in demonstrable ways; and feasibility of proposed project and budget. A multi-county panel comprised of professional artists, college-level instructors/administrators and arts advocates review the applications and the judges' evaluations and make funding recommendations for selected projects. Grant recommendations are approved by the Board of United Arts Council of Raleigh & Wake County.

Submitting Your Application

- All applications MUST be submitted by e-mail to jmcintyre@unitedarts.org by 5pm on Sept. 15, 2010.
- Regular mail submissions MUST be received by 5pm on Sept. 15, 2010 at United Arts, 110 S. Blount Street, Raleigh, NC 27601. This is not a postmark deadline. No Faxes Accepted.
- Type application in 10, 11 or 12 pt. Arial or Times Roman type.
- Narrative may be up to one 8 ½ x 11 page typed. Limit other responses to the spaces provided on the Application Form.
- Provide a detailed description of your materials on page 2 of the application under *List of Required Work Samples and Other Optional Documentation*.
- References are optional, although highly encouraged (no more than 3)
- Incomplete applications will not be judged or presented to the panel.
- Late applications will not be accepted.

Required Work Samples For Each Discipline

Work Samples of current representative artistic work samples is **required**. Your work samples should pertain to your grant request. For example, if your project relates to fiction, submit a sample in the genre. *Electronic submissions should be no larger than 10 MB. 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.*

- **Composers:** Submit up to three (3) sample audio or video scores on cd or dvd--two (2) duplicate copies; electronic submissions can be sent with attachments in mp3, or wave file format; or send the link to the work sample on line. Make sure link site is active for the whole reviewing process.
- **Film/Video:** Submit ten (10) minutes of a dvd--two (2) duplicate copies. 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 up to ten (10) pages of a manuscript in a word or a pdf file electronically as an attachment with your application as well as eight (8) printed copies; three-hole punched and bound with a paper clip; no staples.
- **Performers—Music, Dance, Theatre:** Submit ten (10) minutes of a dvd or audio recording on cd or dvd--two (2) duplicate copies or (for music) electronically in mp3 or wave format. Indicate applicable track(s) for music recordings.
- **Visual Art/Craft:** Submit up to ten (10) jpg files of photographs that demonstrate the body of your work either by email; two (2) duplicate dvd's or cd's; or send the link to your work samples on line. Make sure link site is active for the whole reviewing process. Number jpgs 1-10 and be sure to include description of each image, date of completion, medium and size of work on page 2 of the Application under *Required Work Samples and Other Optional Documentation*.

Other Optional Documentation

Other Documentation is optional and may also be sent if directly applicable to your application. Work samples and Other Documentation should be no more than three (3) years old. Other Documentation may be reviews, programs, catalogs.

Reference Letters

References are not required but are encouraged. All Letters of Reference **should** be on letterhead and signed and **MUST** be **mailed separately** to United Arts. They should be from individuals familiar with your *recent* work and who support the proposed project. The letters should state how the individual knows you. Personal references are less effective than professional recommendations. You may provide up to three (3) letters.

Order of Application & How to Submit Electronically

Once you have received confirmation (whether submitting via email OR regular mail), you MUST supply by **Friday, October 1, 2010**, eight (8) copied sets of your application, narrative, resume and other documentation. To conserve paper, copy on the front and back of plain, white, 8½ x 11 paper in the following order; three-hole punch and bind the eight (8) copied sets with a large paper clip. **NO STAPLES.** *Keep a copy for your records.*

Applications submitted via email MUST include all documents named accordingly as indicated below. If you have any questions about this process, please contact Jennifer McIntyre at 839-1498, ext. 301. If you do not receive an email verifying receipt of your application, please follow up with a phone call.

✓	*Order of Emailed Application/Documents	Copies Needed	How to Name Doc's for Email Submission <i>YOUR last name first; YOUR first initial of YOUR first name; underscore; name of document as indicated below</i>
	1. Proof of Residency (required)	1 single	"doej_proof"
	2. Application (required)	8	"doej_application"
	3. Narrative (required)	8	"doej_narrative"
	4. Work Samples (# 1 -10) (required)	8	"doej_work1"
	5. Resume (optional)	8	"doej_resume"
	6. Other Documentation (optional)	8	"doej_otherdoc"

**(Applications without all attachments are considered incomplete and will not be judged or presented to the grants panel.)*

Example of Budget Summary - Project Expenses/Project Income

- Itemize a list of all project expenses on budget sheet provided on page 3 of the application. The proposed project's expenses should provide at least as much detail as the sample below. Project Expenses should occur during the project period, Jan. 1 – Dec. 15, 2011
- 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.

PROJECT EXPENSES

Description	Amount Grant would pay +	Amount you would pay =	\$ Total Amount
<i>Workshop at Penland -- Tuition</i>	\$ 500		\$ 500
<i>Room and Board</i>		\$ 400	\$ 400
<i>Travel</i>	\$ 70		\$ 70
<i>Supplies</i>	\$ 100		\$ 100
<i>Mult-purpose bookbinding press</i>	\$ 545		\$ 545
<i>Book cloth, 12' @ \$11.25</i>	\$ 135		\$ 135
<i>Mohawk superfine paper – white: 100 sheets @ \$.50</i>	\$ 50		\$ 50
<i>- Buff: 200 sheets @ \$.50</i>	\$ 100		\$ 100
Expense Totals:	\$ 1500 +	\$ 400 =	\$1900

PROJECT INCOME

Income Source	\$ Total Amount
Grant Amount Requested	\$ 1500
<i>Personal Funds</i>	\$ 400
Income Total:	\$ 1900

Notification

December 15, 2010: All applicants will be notified of final grant decisions.

Final awards are contingent upon availability of funds.

The Regional Artist Project Grant is highly competitive. We recommend that applicants review their proposal and support materials with the appropriate staff at their local arts council's office. United Arts and partner councils are available to help applicants submit complete and competitive proposals. See page 4 for grant writing workshop locations and times. 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 RAPG grant.

Workshop Schedule

Grant writing workshops are available to assist you with your application.

Please contact United Arts at 919-839-1498, ext. 301 or the participating Arts Council to reserve a space.

<p><u>Vance County: Thursday, July 15, 4:30-5:30pm</u> H. Leslie Perry Memorial Library 202 Breckenridge Street, Henderson</p>	<p><u>Warren County: Tuesday, July 20, 6-7pm</u> Warren County Memorial Library 119 S. Front Street, Warrenton</p>
<p><u>Johnston County: Saturday, July 17 @ 10:30–11:30am</u> Johnston County Arts Council 231 E. 2nd Street, Clayton</p>	<p><u>Wake County: Thursday, July 22 @ 6-7pm</u> United Arts of Raleigh & Wake County 110 S. Blount Street, Raleigh</p>
<p><u>Franklin County: TBA</u> Franklin County Arts Council 106 Justice Street, Louisburg</p>	<p><u>Wake County Saturday, July 24 @ 10:30-11:30am</u> United Arts of Raleigh & Wake County 110 S. Blount Street, Raleigh</p>

Information & Assistance

Franklin County Arts Council

Simon Brough, Board Chairman
Phone: 919-610-0704
Fax: 919-496-1191
Email: artsfcac@nc.rr.com
Address: The Arts Center
106 Justice Street
Louisburg, NC 27549



United Arts of Raleigh & Wake County

Jennifer McIntyre, Art Coordinator
Phone: 919-839-1498, ext. 301
Fax: 919-839-6002
Email: jmcintyre@unitedarts.org
Website: www.unitedarts.org
Address: 110 S. Blount Street
Raleigh, NC 27601



Johnston County Arts Council

Zilphia Adcock, Executive Director
Phone: 919-553-1930
Office Cell: 919-272-1441
Fax: 919-553-2501
Email: info@johnstoncountyarts.org
Website: www.johnstoncountyarts.org
Street Address: Old Town Hall
231 E. 2nd Street
Clayton, NC 27528
Mailing
Address: P.O. Box 1300, Clayton NC 27528



Warren County Arts Council

Sherman Johnson, Chair
Phone: 252-257-4990 ext. 100
Email: sjohnsontheshow@yahoo.com
Address: Warren County Memorial Library
119 S. Front Street
Warrenton, NC 27589



Vance County Arts Council

Alice Sallins, Executive Director
Phone: 252-915-6118
Email: Alicevc2002@yahoo.com
Address: H. Leslie Perry Memorial Library
202 Breckenridge Street
Henderson, NC 27536-4211



Grant Requirements

- Funds may be spent on only those activities specified in the application or approved in writing for a revision.
- 75% of the awarded grant money is paid upon receipt of the grant contract, interim report and any required documents; 25% is ONLY 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 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):

The Regional Artist Project Grant is funded and administered by the United Arts Council of Raleigh and Wake County. This project is supported by the N.C. Arts Council, a division of the Department of Cultural Resources. 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.