# Individual Artist Support Program
# *Artist Project Track*

## GUIDELINES

## Fiscal Year 2015

# Individual Artist Support Program
## Artist Project Track Guidelines
## Table of Contents

## PROGRAM DESCRIPTION

The Individual Artist Support **Artist Project Track (IAS/AP)** supports individual artists in the production and presentation of an artistic project. Applicants may request a maximum of 75% of the total cash expenses of the project up to $3,000. The minimum request is $500. Applicants must secure a cash match to cover the remaining costs.

Support for the development of skills, tools, and resources to advance an individual artist's career is available through the IAS Professional Development Track. To access the IAS/PD guidelines follow this link:
http://www.arts.illinois.gov/sites/default/files/content/IASPD%20FY15.pdf

### Examples of activities IAS/PD will support

- Marketing and distribution of a manuscript
- Exhibitions and exhibition catalogues
- Post-production and screenings of film or video
- Music or Audio studio recordings
- Performances

### IAS/PD will not support

- Applicant compensation (payment to oneself)
- Apprenticeships or mentorships
- Capital purchases, capital improvements, or construction
- Purchase of permanent equipment which exceeds $500
- Enrollment in higher education classes or programs
- Presentation of classes or workshops
- Vanity press publishing
- Website development for artists
- Projects and activities which take place outside the United States

### Artistic Disciplines

Artists will select one Discipline Category to apply in.

- **Crafts**
  Includes Clay, Fiber, Glass, Leather, Metal, Paper, Plastic, Wood
- **Dance**
- **Design Arts**
  Includes Architecture, Fashion, Graphic, Industrial, Interior, Landscape Architecture
- **Ethnic & Folk Arts**
  Includes those artistic practices which have a community or family base, express that

community's aesthetic, heritage, or tradition, and have endured through generations. These art forms reflect the particular culture of the regional language, tribal, or nationality group from which they spring. Preference will be given to those artists whose work reflects their own heritage.

- **Interdisciplinary**
  Incorporates at least one discipline outside the visual arts.
- **Literature**
  Includes Creative Non-fiction, Fiction, Poetry, and Scriptworks. Creative non-fiction is distinguished from analytical, journalistic, technical, and scholarly/academic writing by its strong narrative literary quality as found in personal essays and memoirs.
- **Media Arts**
  Includes Film, Video, Audio, and Digital Art.
- **Music**
- **New Performance Forms**
  Includes work from Performance Artists, Solo Theatre Artists, Movement-based Artists, and Performance Poets.
- **Photography**
- **Theatre**
- **Visual Arts**
  Includes Experimental, Graphics, Mixed Media, Painting, and Sculpture. Experimental includes Conceptual, Installations, New Materials. Graphics includes Works on Paper, Drawing, Printmaking, and Artists Books.

## GUIDELINES

### Eligibility Requirements
All applicants must
- Be citizens of the United States or holders of permanent resident alien status
- Be legal residents of the state of Illinois for the twelve months prior to the application deadline and throughout the grant period.
- Be at least 18 years of age.
- Submit an application utilizing an eGrant account registered to the applicant.
- Submit all requested application materials.

Refer to the Proof of Eligibility page on the IACA website for specific details and verification requirements.

The following individuals are not eligible to apply:

- Individuals enrolled in any degree or certificate granting program (including high school, bachelor, or master degree programs) at the time of application or during the award period. (Ph.D. candidates need to have completed their course work by the application deadline to be eligible).
- Recipients of an IACA Individual Artist Support Professional Development or Artist Project grant in the previous fiscal year.

**Request Amounts**

Applicants may request a maximum of 75% of the total cost of the project up to $3,000. The minimum request is $500. All requests should be rounded-down to the nearest five or ten. Grant amounts awarded are based on eligible expenses outlined in the Project Budget. The grant amount request will be self calculated in the budget template.

**Cash Match**

Applicants must secure a cash match to cover the remaining costs of the project from sources other than the State of Illinois, including the Illinois Arts Council Agency.

**Collaborative Applications**

An applicant may submit an application for support of a project that involves the joint creation of a single work of art or a body of works of art by the applicant and up to two other artists. Only one artist of the collaborative team may be the applicant. The applicant must play a principal artistic role in the proposed project and is responsible for all legal and contractual issues related to the grant, including taxes. Any artist who indicates they are part of a collaborative team must demonstrate an ongoing record of collaborative work with the collaborating artists as named in the application. All collaborating artists must meet the "Eligibility" requirements listed in the guidelines.

**How to Apply**

- Read the IACA Policies and Priorities and guidelines carefully and contact IACA staff for clarification. It is the responsibility of the applicant to be familiar with IACA policies, priorities, and grantee requirements.
- Complete the online application and upload the required attachments.
- Successfully submit the online application to Illinois eGrant by the deadline.

**Deadline**

This program has an open deadline and will support activities that occur by November 30, 2015. Applications must be received 8 weeks prior to any expenditure included in the Project Budget. Applications are reviewed in the order in which they are received and will be accepted until funds are fully committed or by May 15, 2015.

**Application Components**

The IACA utilizes eGRANT, an online application submission system. It consists of form field components and the uploading of required documents. Each component must be complete and submitted in the required format by the deadline. For complete Illinois eGrant instructions go to the Using Illinois eGrant section of the IACA website (http://www.arts.illinois.gov/Using%20Illinois%20eGrant).

The electronic form includes:

<u>**Applicant Information**</u>

<u>**Project Information**</u>

- Track (Select IAS/AP)
- Discipline Category
- Request Amount (Between $500 and $3000)
- Beginning Date (No sooner than 8 weeks from date of submission)
- Ending Date (No later than November 30, 2015)

<u>**Attachments**</u>

All attachments must:

- Not be handwritten
- Have at least a 1" margin
- Use black, 12-point or larger font size
- Have sequentially numbered pages
- Not be typed in all capital letters
- Not be photo reduced
- Have the applicant's name and the provided attachment title  in the top right corner of each page
- Adhere to page limits
- Be saved as PDF files

There are many PDF converter options available for free or purchase on-line, including:

- Adobe PDF Pack (web-based subscription service)
- CutePDF (free download)
- PDFcreator (free Web-based converter)

The IACA does not endorse any particular software. Consult the vendor websites for more information.

*Project Narrative*

Address the following areas in no more than two pages:

- Project Description
  - Provide a detailed overview of the proposed project.
  - Include a description of the public release, or presentation of the proposed project.
  - Indicate your role in the proposed project. If any other individual or organization will be responsible for aspects of the proposed project, include their role, name(s), and background.
  - Describe why this project is important to you and your career at this time.
- Expenses
  - Detail the specific expenses related to this project.
  - If project expenses exceed the request, identify additional sources of income that will be used to complete the project.
- Target Audience
  - Describe the target audience for the project.
- Promotion and Distribution
  - Describe how the activity will be promoted and marketed to the targeted audience.
  - If applicable, indicate how the activity will be distributed to the targeted audience.
- Project Venue (if applicable)
  - Provide details on the venue and describe how it is relevant to this project and your work.
- Project Timeline
  - Provide a timeline for the project indicating specific dates for tasks to be completed including the public release or presentation.

Submit this document as a PDF file and labeled: lastname_firstname_Narrative

*Project Budget*

Complete a budget for the proposed project outlined in Attachment A: Project Narrative using the template available, providing the following:

Expenses: Itemize expenses for the project. Be specific about items, amounts, and note whether the expense is actual or anticipated. Do not include expenses prior to the project beginning date.

Income: Itemize the sources of income both cash and in-kind. Indicate if the source is Confirmed (C) or Anticipated (A). Applications must show a minimum of 25% cash match of the total cash expenses of the project. This amount is self calculated in the IAS/AP Budget Template. Project income must equal project expenses.

Submit this document as a PDF file and labeled: lastname_firstname_Budget

### Artist Resume or Bio

Submit an artistic resume or bio of no more than two pages. Academic vitae are discouraged.

Submit this document as a PDF file and labeled: lastname_firstname_Bio

### Artist Statement

Submit an artist statement of no more than one page explaining the direction, focus, aesthetic, thematic, content or form of your work.

Ethnic and Folk Arts applicants must also describe:
- Traditional art form practiced and how it was learned (from whom, when, and where it was learned).
- How the art form and personal experience expresses the culture and communities from which it springs.
- How the practice of this traditional art enriches your life and the life of your community.

Submit this document as a PDF file and labeled: lastname_firstname_Statement

### Proof of Confirmation

Submit verification of commitment from contractors, venues, recording studios, etc. related to the project. Acceptable formats include:

- A letter of intent
- A contract
- An application agreement
- A cost estimate from contractors, a conference, or a residency program

Submit this document as a PDF file and labeled: lastname_firstname_Confirmation

### Work Sample

This attachment may consist of multiple pages of materials or link(s) to online material. This could include documentation on sites such as VIMEO, YouTube, SoundCloud, Flickr, Dropbox or the artist's own website.

Refer to the Work Samples section of these guidelines for specific discipline requirements.

Submit this document as a PDF file and labeled: lastname_firstname_Sample

### Proof of Illinois Residency

Applicants must upload of one of the following items:

- A valid Illinois driver's license which includes the date issued and expiration date (entire front and back)
- A valid State of Illinois identification card which includes the date issued and expiration date (entire front and back)

Submit this document as a PDF file and labeled: lastname_firstname_Residency

## Certification
Under this tab certify eligibility and application content.

## Submit
Under this tab submit application to the Illinois eGrant system.

## Work Samples
Work samples submitted should correspond as closely as possible to the application request. Generally, samples should be of work completed within the past four years. Hard copies of work samples (DVD, CD, publications) are not accepted. If the work cannot be represented in the manner outlined below, contact the IACA staff to discuss alternatives.

### Crafts, Design Arts, Photography, and Visual Arts
Submit a PDF of no more than four pages in length which includes a link to the work samples or contains up to eight images.
Indicate the following for each image:
- Title of work
- Date of execution
- Medium
- Dimensions (height x width x depth)

### Dance and New Performance Forms
Submit a PDF of no more than one page in length which includes a link to a video work sample.
- Include title of work, length and date of completion.
- Indicate what portion of the work sample should be reviewed, up to 10 minutes.
- If the production of the work involves others, explain your role.
- If performing with others, describe yourself to help with identification. For example, "I am the performer in the green costume".
- Still photography will not be accepted.

### Ethnic and Folk Arts
Digital images, audio, and video links will be accepted. Follow the formats described for the disciplines that best capture the work being presented.

### Interdisciplinary
Digital images and video links will be accepted. Follow the formats described for the disciplines

that best capture the work being presented.

## Literature

Maximum of eleven pages allowed. The first page must be the work sample inventory listing followed by up to 10 pages of a typed manuscript.

- Pages must have the applicant's first and last name in the top right-hand corner in the top right-hand corner
- Manuscripts must be typed with one-inch margins of all sides
- Font size must be 12 pt. or larger

### *For Poetry submissions*

Include no more than one poem per page. Submissions may be single-spaced only if double-spacing would impinge on the interpretation or format of the work. The inventory page must indicate the following for each piece submitted in the order it appears in the manuscript.

- Title of poem
- Total page count of each poem submitted (if the page count is different from the poem in its original form, also indicate the original page count)
- The date completed, or if work-in-progress, anticipated date of completion

### *For Prose submissions (fiction, creative non-fiction)*

Manuscripts must be double spaced. The inventory page must indicate the following:

- Title of work
- Genre (fiction, creative non-fiction)
- Number of pages submitted
- Date completed, or if work-in-progress, anticipated date of completion
- A brief synopsis of the entire work. If the manuscript is an excerpt from a larger work, describe the submitted excerpt's relationship to the entire work.

### *For Playwrights/Screenwriters*

The first page of the manuscript should indicate the following:

- Title of work
- Title of excerpted scene or act submitted
- Genre (e.g. stage play, screenplay, teleplay, libretto, radio play, audio drama, etc.)
- Total length in pages
- Date completed, or if work in progress, anticipated date of completion
- A brief synopsis of the script including the excerpt and its relationship to the entire work

## Media Arts (film, video, audio and digital art)

Submit a PDF of no more than one page in length which includes a link to a video or audio work sample.

- Include title of work and date of completion.
- Indicate what portion of the work sample should be reviewed, up to 10 minutes.

- Indicate your role and the role of others involved (if applicable), in the production of the work.

## Music

Submit a PDF of no more than one page in length which includes a link to an audio work sample, or if the music has a strong theatrical or operatic component, a link to a video work sample.

### For Composers
- Include title of work, length, and date of completion.
- Indicate what portion of the work sample should be reviewed, up to 10 minutes.
- If the production of the work involves others, explain your role.

### For Musicians
- Submit a sample of your work as a musician as outlined for Composers.
- If performing with others, describe yourself to help with identification. For example, "I am playing the violin," or "I am the lead singer."

## Theater

Submit a PDF of no more than one page in length which includes a link to a video work sample.
- Include title of work and date of completion.
- Indicate what portion of the work sample should be reviewed, up to 10 minutes.
- If the production of the work involves others, explain your role.
- If performing with others, describe yourself to help with identification. For example, "I am the performer in the green costume".

If a video work sample is not available, the following may be submitted in its place:
- A PDF of no more than four pages in length which includes up to six photographs or digital images of scene(s) from two recent productions, labeled as follows:
  - ➢ Name of production.
  - ➢ Producing company.
  - ➢ Date of production.
  - ➢ Name(s) of actors from left to right.
- Program(s) from production(s).
- Published reviews of productions.

## REVIEW CRITERIA & PROCESS

## Evaluation Criteria
- Clarity of project
- Impact of the proposed project to advance the applicant's work and career
- Ability of the applicant to carry out the project

- Quality of the applicant's work

**Review Process**

The application is received and assigned an application number that will be used in future communication regarding that application.

The IACA staff reviews the application based on the review criteria with advisory panelist expertise when necessary. Applications which have been ruled ineligible or incomplete will not be reviewed. The applicant may be asked to answer questions or submit further written information. A record of the review process is maintained for all reviewed applications, applicants are encouraged to call for review feedback after receiving funding notification. Funding recommendations are presented to the Executive Director and the IACA board of directors for approval.

## NOTIFICATION & COMPLIANCE

**Notification**

Applicants will be notified of the Council's decision on their application via email within eight weeks of eGRANT submission date. If funded, this notification will include grant agreement and other required materials, which must be completed and returned to authorize payment. Once these documents and copies of other requested materials* are returned to the IACA, it will take at least two months and up to six months for payment to be issued by the State Comptroller.

*Before funds are released, grantees may be required to provide additional documentation that confirms residency status for at least one year prior to the application deadline. Refer to the Proof of Eligibility page on the IACA website for specific details and verification requirements.

Grantees are legally obligated to complete their project activities within the time frame and by the manner specified in the grantee's application.

Grantees should ensure they have access to available resources (monetary and otherwise) with which to fully complete the funded project in the timeframe and manner specified before accepting a grant award.

**Taxability of Grant**

The Internal Revenue Code provides that the full amount of an Individual Artist Support Program grant is taxable to its recipient. For questions regarding income-tax liability, contact the Internal Revenue Service or a personal tax advisor.

**Final Report**

All grantees are required to complete and submit a final report no later than 30 days after the completion of the project as stated in the grant agreement. Failure to submit a final report jeopardizes the receipt of future IACA funding.

**Crediting Requirements**

Grant recipients must credit the IACA in all promotional material and public notices in the following manner:

*This program is partially supported by a grant from the Illinois Arts Council Agency.*



For further information regarding usage of the logo and to download a copy, go to the logo page of the IACA website.

**Making the Project Accessible to All**

Recipients of public funding are required to make reasonable efforts for projects to be accessible to the public. Applicants should consider physical and programmatic accessibility as an integral part of the planning and budgeting process. Accessibility involves both the location (the facility) and the content (the activity or product.) Thinking about accessibility issues (e.g., accessible websites, sign language interpreters, recordings of printed materials, audio-description describers, or large- print labeling) in the early planning stages of a project, is the key to ensuring that persons with disabilities will be able to participate.

For further information and resources see the Grantee Requirements page on the IACA website.

For specific information on this program contact:
**Encarnacion Teruel, Visual Arts, Media Arts, & Multi-Disciplinary Programs, ADA/504 Access Coordinator**
**Phone: 312-814-6753, Email: Encarnacion.Teruel@illinois.gov**

For general information about the Illinois Arts Council Agency contact:
Illinois Arts Council Agency
James R. Thompson Center
100 West Randolph, Suite 10-500
Chicago, IL 60601-3230
312/814-6750
1/800/237-6994 Toll-free in Illinois
Email: iac.info@illinois.gov
Web site: www.arts.illinois.gov

The Illinois Arts Council Agency acknowledges continuous support from the National Endowment for the Arts.

It is illegal for the Illinois Arts Council Agency or anyone receiving assistance from the Illinois Arts Council Agency to discriminate on the basis of race, color, religion, sex, national origin/ancestry status, disability, age, marital status, arrest record, military status, unfavorable discharge from military service and citizenship status. Any individual who has been subject to such discrimination may file a complaint. Call the Illinois Arts Council Agency at 312/814-6750 or TTY 1-888-261-7957 and the Illinois Department of Human Rights at 312/814-6200 or TTY 312/263-1570.

# Individuals who are blind or have low vision or have learning impairments, may obtain assistance regarding Illinois Arts Council Agency applications and written materials by contacting the ADA/504 Access Coordinator at the IACA office: Encarnación M. Teruel (312) 814-6753 Encarnacion.Teruel@illinois.gov TTY: (888) 261-7957