

**ARTS COUNCIL OF HILLSBOROUGH COUNTY
INDIVIDUAL ARTIST GRANT PROGRAM
2009 GUIDELINES**

Application is available electronically at: www.tampaarts.com

DEADLINE: 5:00 p.m. (Arts Council clock), Friday, December 5, 2008. Applications must be **received** by the Arts Council of Hillsborough County, located at 1000 North Ashley Drive, Suite 105, (St. Petersburg Times Building), Tampa FL 33602.

The Hillsborough Individual Artist Grant Program is intended to provide financial assistance to Hillsborough County artists to further their professional development through specific projects. **It is strongly recommended that first time applicants consult with the Arts Council staff prior to submitting an application. Application guidelines must be strictly adhered to.**

Grant Period and Amount:

The grant period is **January 26 – September 30, 2009**. Grant funds may not be encumbered prior to **January 26, 2008** or after September 30, 2008. **Maximum amount of funding: up to \$2,000**

Eligibility Requirements:

Applicants that do not meet the minimum eligibility requirements or comply with allowable expenses (particularly in regard to proposed electronic equipment purchases) will be declared ineligible. Applications must be complete in order to be eligible.

- 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. Artists 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 faculty in Higher Education are NOT ELIGIBLE.
- “Accomplished” status may be determined by artistic resume, training, or achievement; letters of recommendation from professionals within discipline; and catalogs, programs, press clips, and/or articles.
- Applicants must show evidence of public performance, exhibition, or being published during the past two years, and resume must show commitment to the art form through education, training, or professional experience.
- Artists who received an Individual Artist grant in 2006, 2007, or 2008 from the Arts Council of Hillsborough County are not eligible to apply during the 2009 grant cycle.
- Artists who receive a Hillsborough County Individual Artist grant may not apply again for 3 years. Artists may receive 2 grants over the lifetime of this program.

Allowable Expenses:

1. PRESENTATION/DOCUMENTATION: costs related to producing materials such as slides, catalogs, portfolios, demo audio/visual tapes, manuscripts, brochures, etc.
2. SERVICES: rental of facilities for the presentation/production of NEW work.
3. MATERIALS/SUPPLIES: purchase of materials and supplies that are necessary for the completion or production of work.
4. EQUIPMENT/FACILITIES: equipment purchase or facility improvements that are directly related to the creation of original artwork. Specifications **regarding product description, supplier and cost must be included and attached to the application (be specific and comprehensive).**
5. FEES/TRAVEL: 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.

Accountability:

All award recipients will enter into a contract with the Arts Council of Hillsborough County. Grants are reimbursable with appropriate receipts. Grantees are responsible for submitting a 3-part final report (financial, narrative and evaluation, including examples of the results of the grant project) within 30 days of the completion of the project. All funds not expended in accordance with the grant agreement will be returned to the ACHC or will not be reimbursed. **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. All grant recipients are considered Independent Contractors, will receive a 1099, and are responsible for any tax obligations under federal, state or local laws.**

Selection Criteria:

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. A total of 200 points is possible with 160 required for funding. Funding decisions will be based on the following:

- Impact of the proposed project on the professional development of the applicant, i.e. clearly defined, realistic, attainable goals based on the artist's level of achievement. (20 points)
- Artistic excellence as demonstrated by the work sample(s) submitted. (100 points)
- Professional resume, including education, artistic training, and level of achievement and/or evidence of commitment to personal artistic development as demonstrated through efforts to attain performances, exhibits, etc. (20 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.) (20 points)
- Impact of the proposed project on the local arts community or artists through public exhibition; sharing of artist development through marketing, local artist organizations, personal website, newsletter or advocacy. (40 points)

HOW TO APPLY

1. Review the 2009 Grant Program Guidelines
2. Submit 8 copies of the completed, word-processed application (One application with an original signature and an additional 7 copies for a total of 8 applications).
3. Submit 8 copies of your **resume** and written support materials (i.e., letters, articles, reviews, programs and other promotional materials) as evidence of artistic accomplishments and professional achievements. **Please highlight your name on each document for ease of review.** ATTACH RESUME AND SUPPORT MATERIALS TO THE BACK OF EACH APPLICATION COPY WITH A STAPLE IN THE UPPER LEFT CORNER. DO NOT SEPARATE APPLICATION PAGES.
4. Submit one copy of documentation proving a minimum of two-years of residency in Hillsborough County (i.e., a letter from a utility company attesting to 24 months of service in your name or a property tax notice). Attach copy to your **original application only**.
5. Supply the required work sample(s) outlined on pages 4 - 6 of these guidelines. Work must have been created within the last two years and it is encouraged that at least one sample must have been created and dated within the last year. **Only one type of work sample(s) may be included: for example; DVD, or music CD, or photos, or written sample.** Details are in the following sections.
6. Responses to the application narrative questions (1-4) must be completed within the suggested guidelines (total of 3 pages). One additional page may also be inserted after the project budget form. The last page of the application is the work sample ID/certification page, for a total not to exceed 6 pages for the completed form. The 6 pages does not include support materials. DO NOT CREATE YOUR OWN FORMS.
7. Applications, support materials, and documentation should all be submitted in one package, properly collated, and these items should be received on or before 5:00 p.m. December 5, 2008. **THERE WILL BE NO DEADLINE EXTENSIONS GRANTED.** NO APPLICATIONS OR SUPPORT MATERIALS WILL BE ACCEPTED BY FAX.
8. Do not attach cover letters or place the application materials in binders or folders.
9. All applications that include a request for funds for the purchase of equipment must be accompanied by dealer or manufacturer specifications on the equipment to be purchased.
10. Do not submit application or documentation materials other than those detailed in this application.
11. A suitable, self-addressed, stamped envelope must accompany the application if any work samples are to be returned to you. We will only return samples if they are returned by the panelists to the panel meeting. Make an extra copy of your application and support materials for your own files.

REQUIRED DOCUMENTATION (WORK SAMPLE)

- If documentation uses an unconventional medium, please contact the Arts Council Director of Program Services as early as possible. We are not responsible for loss or damage of materials; however, every effort will be made to properly care for the materials submitted. Visual and work samples should be submitted in protective packaging.
- Refer to the following discipline categories for additional documentation requirements.
- For applicants submitting CDs or DVDs, it is highly recommended that the work samples be edited to no more than 10 minutes in length, including contrasting styles if appropriate.

DANCE

Choreographer: **Eight** DVDs showing examples of original choreography created within the past two years. Label work samples and complete page 4 of application with the following information for each work included: name of choreographer, title of work, names of dancers or company, length of work, date of completion and performance.

Performer: **Eight** DVDs of examples of performances that have taken place within the past two years. Label work samples and complete page 4 of application with the following information for each work included: name of performer, title of work, name of choreographer, date and place of performance, and name of the company if applicable.

FOLK ARTS

Performer: **Eight** CDs or DVDs of work sample. Label the work samples and complete page 4 of application with the following information for each work included: name of artist, title of work performed, and instrument played by artist, if any. **NOTE: Folk performing artists should attach a brief description of how they learned the art form(s).**

Visual Artist: Submit **eight CDs of 6** (six) digital images (72 dpi, 800x600 JPEG) and complete page 4 of application with work sample identification information and listing of exhibitions, related activities, workshops, etc.

LITERATURE

Poetry: **Eight sets of five poems** not exceeding a total of 20 pages each. Label all work samples and complete page 4 of application with the following information for each work included: poet's name, title, and date of completion. **NOTE:** Manuscripts must be typewritten, clearly reproduced and properly collated.

Fiction: **Eight copies** of one short story or a chapter of a novel not exceeding a total of 25 pages in each set. Label all work samples and complete page 4 of application with the following information for each work included: author's name, title of work, and date of completion. **NOTE:** Manuscripts must be typewritten, clearly reproduced and properly collated.

MEDIA ARTS

Filmmaker, videographer, or sound artist: **Eight** DVDs or CDs of no more than 10 minutes with at least two samples of the work of the applicant. Label the work samples and complete page 4 of application with the following information for each work included: applicant name, title of work, length of work, and completion date.

Screenwriter: **Eight copies of a script** of one full-length screenplay or two shorts. Label all work samples and complete page 4 of application with the following information for each work included: applicant name, title of work, and date work was completed. A listing of any published or produced screenplays, with names of filmmaker or videographer, publishers and/or producing companies included on page 4 of application. NOTE: Manuscript must be typewritten, clearly reproduced and properly collated.

MUSIC

Composer: **Eight** CDs of at least two contrasting works composed during the past two years. Label work samples and complete page 4 of application with the following information for each work included: composer's name, title of work, performing artists involved, date of performances, length of work, and completion date.

Performer: **Eight** DVDs or CDs of at least two contrasting works performed during the past two years. Label work samples and complete page 4 of application with the following information for each work included: performer's name, title of work, names of other performers or ensembles involved, length of work, and performance date.

THEATRE

Playwright: **Eight copies of a script** of one full-length play or two one-act plays. Label all work samples and complete page 4 of application with the following information for each work included: applicant name, title of work, and date work was completed. A listing of any published or produced plays, or staged or workshop readings, with names of publishers and/or producing companies should also be included on page 4 of application. NOTE: Script must be typewritten, clearly reproduced and properly collated.

Performer: **Eight** copies of your professional artistic resume and three letters of recommendation from theatre professionals. It is highly recommended, but not required, that the applicant submit eight 8" x 10" black and white photo and **eight copies** of a two-minute monologue on CD or DVD. Label the work samples with the following information: actor's name, title and author of work performed, length of work, and date recorded. Also provide this information on page 4 of the application.

Set or Sound Designer: **Eight sets** of photographs, sketches, drawings or other visual records of designs created and constructed during the past two years; or **eight** DVDs of no more than 10 minutes with at least two samples of the work of the applicant. Label these materials and complete page 4 of application with the following information for each work included: designer's name, title of production for which design was created, production company for which design was created, and date of completion of design project.

Artistic Director: **Eight** DVDs directed by the applicant during the past two years. Label work samples and complete page 4 of application with the following information for each work included: director's name, title and playwright, theatre company or individuals involved, and dates of rehearsal and production.

VISUAL ARTS

If the work of an artist is installation-based or has performance elements, eight copies of a DVD may be an acceptable form of documentation. Please consult the ACHC Director of Program Services as early as possible.

Visual Arts or Fine Crafts: Submit **eight CDs of 6** (six) digital images (72 dpi, 800x600 JPEG) with work sample identification information, including dimensions, and listing of exhibitions, collections, related activities, workshops, etc. on page 4 of application.

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