ARTIST INITIATIVE
FY 2016 GRANT PROGRAM

Program overview and application instructions

Application deadlines
Literary arts...June 12, 2015
Performing arts...June 12, 2015
Visual arts...August 7, 2015

For projects taking place between
Literary arts: January 1, 2016, and December 31, 2016
Performing arts: January 1, 2016, and December 31, 2016
Visual arts: March 1, 2016, and February 28, 2017
The Minnesota State Arts Board

The Arts Board strives to ensure that all Minnesotans have the opportunity to participate in the arts. Its mission is to:

- Serve as a leading catalyst for creating a healthy environment for the arts that fosters public participation in, and support for, the arts statewide
- Promote artistic excellence and preserve the diverse cultural heritage of the people of Minnesota through its support of artists and organizations
- Act as a responsible steward of the public trust
- Work with the statewide network of regional arts councils to ensure accessibility to arts activities for all Minnesotans

The Minnesota State Arts Board is governed by eleven private citizens who are appointed by the governor. More than 250 volunteer advisory panel members are appointed each year to review grant applications and make recommendations to the board.

The Arts Board provides financial support and services to encourage the creation, promotion, and appreciation of arts in the state. Arts Board programs are intended to reach out to all Minnesotans, regardless of geographic location, economic situation, age, racial/ethnic characteristics, or disability. Funding for Arts Board programs and services is appropriated by the State of Minnesota, with supplemental support from the National Endowment for the Arts and the private sector.

In addition, Minnesota’s eleven regional arts councils provide grants for arts activities in their regions. The Arts Board acts as fiscal agent to the councils, but each council has local decision making authority over the state funds it receives. For more information about grant opportunities and programs specific to applicant’s region, please visit the Regional Arts Council section of the Arts Board Web site: www.arts.state.mn.us/racs/

Minnesota’s arts and cultural heritage fund

In November 2008, Minnesotans passed the clean water, land, and legacy amendment to the Minnesota Constitution. As a result, over twenty-five years, three-eighths of one percent of the state’s sales tax will be dedicated as follows:

- 33 percent to a clean water fund,
- 33 percent to an outdoor heritage fund,
- 14.25 percent to a parks and trails fund, and
- 19.75 percent to an arts and cultural heritage fund

Proceeds from the arts and cultural heritage fund “may be spent only on arts, arts education and arts access and to preserve Minnesota’s history and cultural heritage.”

Funding for this grant program is dependent on the Arts Board receiving an appropriation from the legislature from the arts and cultural heritage fund.
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PROGRAM OVERVIEW

Artist Initiative grant program
The Artist Initiative grant program is designed to support and assist professional Minnesota artists at various stages in their careers by encouraging artistic development, nurturing artistic creativity, and recognizing the contributions of individual artists to the creative environment of the state of Minnesota. Grants will be awarded for career building and the creative development of artists, in some cases leading to the creation of new work. Projects must promote the applicant’s professional development and should be strategic to career advancement.

Each project must include a live, in person, community component that will provide meaningful public engagement and draw visibility to the artist’s work. A public performance, exhibition, reading, open workshop, or demonstration that the public can attend, are some examples of possible community components.

The program serves eight disciplines and has discipline specific deadlines. Prose and poetry applicants must apply in literary arts by June 12, 2015; dance, music, and theater applicants must apply in performing arts by June 12, 2015; and media arts, photography, and two- and three-dimensional visual arts applicants must apply in visual arts by August 7, 2015. An individual may submit only one application in this program each year.

First time applicants are strongly encouraged to call the program officer prior to beginning an application.

Outcomes

Program outcomes
Artist Initiative projects must address at least one of the following overall program outcomes:
- Minnesota artists are able to expand or further develop their artistic abilities through varied learning opportunities;
- Minnesota artists are able to develop business skills needed to support their professional arts work;
- More Minnesotans are able to engage in or with the work of Minnesota artists.

Applicant’s project outcomes
Each applicant must identify one or more distinct and measurable project outcomes that it intends to achieve with the support that would be provided by this Arts Board grant.

In this program, an outcome statement describes change in knowledge, attitude, skill, behavior, or condition for the applicant. For information about outcomes-based evaluation, applicants may refer to Getting started with program evaluation, a resource guide published by the National Assembly of State Arts Agencies.
Every project supported by the arts and cultural heritage fund must have measurable outcomes. Grantees will be expected to evaluate their activities and be able to demonstrate measurable achievements related to outcomes.

**Grant amount**

Minimum grant amount – $2,000  
Maximum grant amount – $10,000

No matching funds are required in this program, provided that project expenses do not exceed $10,000.

Grants to individuals are taxable income. Applicants who need further information are encouraged to contact a tax preparer.

The board reserves the right to award full or partial support for proposed activities.

**Project period**

Projects in the literary and performing arts must not begin before January 1, 2016, and must end before December 31, 2016. Projects in the visual arts must not begin before March 1, 2016, and must end before February 28, 2017.

All projects must have a community component that occurs within the project period.

**Use of program funds**

Artist Initiative projects may be used for the following purposes:

1. For time to research, complete, or present work;
2. To travel within Minnesota for artistic research or to present or complete work;
3. For professional documentation of work to use as a tool to enhance an artist’s career;
4. To achieve specific artistic career goals or pursuit of other projects that further artistic development;
5. To purchase supplies;
6. To purchase equipment totaling less than $5,000;
7. To attend Minnesota based workshops and conferences for professional development;
8. For the realization of specific creative ideas or other purposes that will contribute to the artist’s professional growth and development.

The following activities do not make an application ineligible, but Arts Board funds may not be used for these purposes:

1. For activities that take place outside of the project period;
2. For activities primarily intended to serve elementary or secondary school students;
3. For travel for individuals or organizations brought into the state to participate in the project;
4. For activities not directly related to the enhancement of an artist’s career;
5. For work on scholarly manuscripts or standard journalism.
Eligibility

Eligible **individual applicants** must be **all of the following** as of the application deadline:

- A professional artist applying as an individual;
- At least 18 years of age;
- A current Minnesota resident for a minimum of six months who will remain a resident throughout the contract period;
- A U.S. citizen, or individual who has attained permanent resident status.

**Who is not eligible to apply?**

- An applicant that is not in compliance with any active contract with the Arts Board;
- An applicant that has a report specified in a previous contract with the Arts Board that is overdue as of the application deadline;
- An applicant who received a FY 2015 Artist Initiative grant;
- An applicant who received a FY 2015 or FY 2016 Cultural Community Partnership grant as either the official applicant/grantee or the artist partner;
- An applicant who is applying on behalf of a duo, group, or organization.

**What doesn’t the Arts Board fund?**

Arts Board grant funds may not be used for the purposes listed below. ANY application that includes any of the following items will be **ineligible**:

1. Activities that involve any organization at which the applicant is employed and/or from whom the applicant receives a W-2 or 1099 form;
2. Paying for tuition, fees, or work toward any degree;
3. Paying for translating another person’s literary work;
4. Activities that are exclusively for curriculum development;
5. Costs for relocating the applicant’s legal address/residence outside the state of Minnesota;
6. Paying for the establishment of any type of arts, other nonprofit, or for-profit organization;
7. Paying for publishing with a vanity press;
8. Activities in which artists are required to pay excessive fees in order to exhibit or perform;
9. Payment of debts incurred before the grant activities begin;
10. Activities that are essentially for the religious socialization of the participants or audience;
11. Activities in primary or secondary level parochial schools;
12. Activities that attempt to influence any state or federal legislation or appropriation;
13. Capital costs (such as improvements, construction, or property);
14. Equipment requests of $5,000 or more;
15. To start, match, add to, or complete any type of capital campaign (such as endowment, debt retirement, or building campaigns);
16. Events that are not open and accessible to the general public;
17. Events that, when feasible, do not establish admission charges;
18. Payment of costs for activities that take place outside the geographic boundaries of the state of Minnesota.

**Highlights of existing procedures**

**Maximizing earned revenue:** To be eligible for all Arts Board programs, applicants must establish admission charges whenever it is feasible to do so. Some arts events are not admission based and in some circumstances free or discounted admission may be appropriate. In order to foster
financial investment from all participants and promote sustainability, the Arts Board expects applicants to consider all options and implement appropriate strategies for generating earned revenue. This may include admissions, merchandise sales, fees for service, concessions, sales of artworks, etc.

**Artistic and support services compensation rates:** The Arts Board does not specify compensation rates. Instead, compensation for artistic services and support services, such as project management, marketing, technical work, etc. should reflect industry standards, market rates, and the skill and experience of the worker.

**The panel review**
All Minnesota State Arts Board grant applications are reviewed and discussed in open, public meetings. Applicants are encouraged to attend and listen to the discussion; however they will not be able to make a presentation or participate in the discussion. Dates of review meetings are posted on the [Deadlines/Calendar](#) page of the Arts Board Web site.

**Review criteria**
Proposals will be reviewed and grants awarded, based on the degree to which the applicant addresses the following three review criteria. When the review criteria have been thoroughly addressed, the panel is able to find the necessary evidence to understand the quality and completeness of the proposed project. The scores are weighted per criterion with the total possible points of 100.

**Artistic quality** (0 - 40 points)
When considering artistic quality, the panel will take into account where each applicant is in his or her career. The applicant's work sample, resume, and artist background should demonstrate:
- Originality;
- Technical skill;
- Personal artistic vision/voice;
- Professional commitment;
- Work that evokes or provokes emotion, intellectual inquiry, or other response from an audience.

**Merit and feasibility of artist plan** (0 - 35 points)
The applicant's outcome(s), artist plan, and budget demonstrate:
- Major goal is specific, promotes artistic growth, and is appropriate to the applicant's current career level;
- Project outcome(s) relates to the major goal and is achievable and measureable;
- Actions are logical, detailed, and address the barriers;
- Budget is appropriate to the actions, outcome(s), and goal(s);
- Impact on the applicant's career is clearly identified.
Impact or benefit to the state and/or creative community (0 - 25 points)
The community component and statements about the applicant’s impact on the state and/or creative community demonstrate:

- An in person, public activity, appropriate to the applicant and project;
- Public event that will help to increase the applicant’s visibility;
- Audience for the event is clearly defined and estimated attendance is reasonable;
- Adequate funds are budgeted for the community component;
- Ways in which the applicant has an impact on the state and/or the creative community.
APPLICATION INSTRUCTIONS

All applicants are required to use the WebGrants system to apply, and will submit all materials electronically. An online tutorial is available that illustrates how to use the WebGrants system. Viewing this tutorial along with WebGrants Frequently Asked Questions on the Arts Board Web site is strongly recommended.

WebGrants registration form

All applicants must be registered as users in the WebGrants system in order to apply to any Arts Board program. New users must register before they may begin an application. Register early. Registrants will receive a WebGrants user ID and password within five business days, which will also be used for subsequent WebGrants applications and grants management activity. An online tutorial is available on the Arts Board Web site to guide new users through the registration process.

Minnesota SWIFT vendor number and DUNS number

A Minnesota SWIFT vendor number and DUNS number are not needed to register or to complete an application. An individual will need a SWIFT number if awarded a grant; nonprofit organizations and those using a fiscal agent will need both a SWIFT and DUNS number if awarded a grant. If the applicant has not yet obtained these numbers, leave these WebGrants fields blank.

Primary discipline and secondary discipline

National Standard for Arts Information Exchange codes are used by state and local arts agencies across the country and the National Endowment for the Arts to provide accountability for public money, and aid national arts planning and research.

From the drop-down lists select the one or two that most clearly identify the applicant. From the primary discipline list, choose the term that best describes the applicant. Then, if the applicant works in more than one discipline, select a secondary discipline.

How to start an application

- [Log in to WebGrants]
- Select: Funding Opportunities
- Select: The appropriate funding opportunity
- Select: Start a new application

After an application is started, a complete list of questions asked and information needed to complete the application can be generated by clicking the “Application Details” button on the Application Forms screen.

Application deadline

Applications must be submitted to and accepted by the online WebGrants system BEFORE 4:30 p.m. on the following days:

- Literary arts applications
  - Poetry, prose

June 12, 2015
Performing arts applications  
Dance, music, theater  
June 12, 2015

Visual arts applications  
Media arts, photography, two- and three-dimensional visual art  
August 7, 2015

- All forms including those that you feel may not apply to you must be opened and marked as complete before clicking “Submit.”
- Submit well before the deadline to ensure that the complete application is transmitted to and received by WebGrants.
- Applicants will be alerted through the WebGrants system if there are issues with an application that require attention. To ensure that e-mail notices don’t go to a junk e-mail folder, enter the WebGrants e-mail address webgrants@apply.mnartsboard.com in your address book.

Although the WebGrants system will remain visible and accessible to users beyond the application deadline, the system is designed to prevent late applications from being submitted. At 4:30 p.m. on the deadline day, WebGrants will stop accepting applications.

The Arts Board is not responsible for the failure of Internet service providers to accept or deliver application materials.

The Arts Board will only accept applications that are submitted and accepted by the online WebGrants system before the 4:30 p.m. deadline, and will not grant an applicant extra time after the deadline to submit an application. There are no exceptions.

When an application is successfully submitted, a confirmation will be sent to the applicant by e-mail. Applicants are strongly advised to print and keep a copy of this e-mail as proof of their submission.

After the application deadline passes, the Arts Board will review all submitted application materials to determine whether the correct documents have been submitted and that all required documents are complete.

Any applicant that fails to submit all the required materials, or submits incomplete materials, will jeopardize the eligibility of its application.

IMPORTANT NOTE

The Arts Board advises that applicants plan ahead and begin applications well in advance of the deadline.

The Arts Board receives many calls and e-mails on the last few days before, and especially on the day of, a deadline. It makes every effort to respond to all inquiries, in the order they are received, but depending on the volume, may not be able to do so.

Applicants that need assistance should NOT wait until the day of the deadline, and/or the last few hours before the deadline, to contact the Arts Board. Doing so may jeopardize your ability to submit an application before the deadline.

Be proactive. Submit your application well in advance of the deadline to prevent the possibility that unforeseen problems will cause you to miss the 4:30 p.m. cutoff.
APPLICATION CHECKLIST

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<thead>
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<th>Fiscal year 2016 application forms</th>
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<tr>
<td>(Fill out in WebGrants)</td>
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1. General information  
2. Eligibility questionnaire – COMPLETE THIS FIRST  
3. Artist and participant estimates  
4. Artist plan  
5. Financial information  
6. Work sample  
7. National Endowment for the Arts statistical information  
8. Demographic information  
9. Certifications and signature

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<th>Artist plan</th>
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Resume  

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<th>Work samples</th>
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<td>(Attach to WebGrants application)</td>
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Work samples and description
GUIDE TO APPLICATION FORMS

Formatting narrative text
Applicants are strongly encouraged to prepare narrative text in another format (i.e., in a word processing document) and then copy and paste it into WebGrants. **Fields with length limits are measured in characters, not words. All length limits include spaces.** Word processors format rich text using unseen formatting tags, counting against the character length limits. To maximize the number of characters available for text, avoid unnecessary formatting.

File naming requirement
- Name files with a combination of the applicant name and document title. For example: Jane Doe_resume or ABC Company-brochure.
- Use only letters of the alphabet, numerals, underscoring, or dashes in file names. Do not use commas, periods, other punctuation marks, or special characters, as these may result in file corruption.

1. GENERAL INFORMATION FORM

**Primary contact**
The primary contact is the person responsible for completing and submitting this application, and is the liaison between the applicant and the Arts Board.

**Project title**
This field will automatically populate with the name of the funding opportunity.

**Organization**
Select “Apply as Individual.”

2. ELIGIBILITY QUESTIONNAIRE - COMPLETE THIS FORM FIRST

This form has two parts. To determine if an applicant is eligible to apply for this Minnesota State Arts Board grant, answer “yes” or “no” to each question in the “eligibility” section. In the “use of program funds” section, acknowledge that you have read and understand the prohibited use of program funds statements. Acknowledge reading the Tennesen warning.
3. ARTIST AND PARTICIPANT ESTIMATES FORM

For activities proposed in this application, provide estimates for the categories listed below. If awarded a grant, the grantee will be asked to provide actual figures as a part of the final report, and to explain differences.

a. **Artists** — Enter the number of artists who will be providing art or artistic content for the grant activities. Include living artists whose work will be represented whether or not the work is provided by the artist or an institution.

b. **Participants**
   - Children/youth (0 – 18 years) engaged; Adults engaged — Enter the number of people who will directly engage with the arts, whether through attendance at arts events or participation in arts learning or other types of activities in which people will be directly involved with artists or the arts. Do not count individuals reached through TV, radio or cable broadcast, the Internet, or other media. Avoid inflated numbers.

c. **Broadcast/electronic**
   The following figures are not intended to estimate marketing or promotion efforts. Provide only if project content will be delivered in these media. If not applicable, enter zero.
   - **Broadcast audience** — Estimate the total audience for radio, television, and recordings of these activities. Do not count anyone more than once.
   - **Electronic audience** — Estimate the number of visitors anticipated to visit the digital artwork or Web site. Do not count repeat visitors more than once.

4. ARTIST PLAN FORM

1. **Public statement** (225 characters maximum)
   If the application is funded, this statement will be used for publicity purposes such as posting on the Arts Board Web site. Write in the third person, use complete sentences, and speak to a general audience. Example: Jane Doe will create and perform ArtWork, a one woman play that uses poetry to explore social justice issues.

2. **Project location**
   Indicate that all the proposed activities in this project take place within the state of Minnesota.

3. **Review Panel**
   Select the advisory panel which is most appropriate to review this application.

4. **Project and program outcome(s)**
   **Applicant project outcome(s)** (150 characters maximum)
State at least one measurable outcome that the applicant intends to achieve. A second outcome is optional.

**How will the applicant’s project outcome(s) be evaluated?** (200 characters maximum)
State the methods(s) the applicant will use to evaluate progress toward each outcome.

**Crafting meaningful project outcomes**
In this program, an outcome describes change in knowledge, attitude, skill, behavior, or condition for the applicant. Effective project outcomes are specific, measurable, and can be reasonably achieved by the proposed activities. Outcomes always have two parts: the first one describing the person/people who will change, and the second one describing what that change will be. Outcomes for different programs might look like the following:
- The artist will develop skills (in a new medium, in marketing, etc.).
- The program participants will feel (empathy toward others, confidence in their own artistic ability, etc.)
- The audience will understand (the art form, the subject of the piece, etc.).

For information about outcomes based evaluation, applicants may refer to [Getting started with program evaluation](#), a resource guide published by the National Assembly of State Arts Agencies.

**Arts Board program outcome**
For each applicant project outcome, select an Arts Board program outcome that the project will achieve. More than one applicant project outcome can support the same Arts Board program outcome.

5. **Artist plan narrative** (7,500 characters maximum)
This is roughly equivalent to two single sided, single spaced pages, with one inch margins.
**Include the following headings:**

a. **Artist background:** Describe your work and where you are now in your career as an artist.

b. **Major goal:** Describe what you want to accomplish in the grant year. Identify a goal that will involve artistic growth, but is achievable within the project dates. Be specific about why this goal is the next step on your career path.

c. **Barriers:** Identify what is standing in the way of your goal and why it can’t be achieved without the support of this grant.

d. **Actions:** Describe the actions you will take to address the barriers and achieve the goal(s) and outcome(s) of the project. A detailed project timeline that lays out each step of the process will aid the panel in its review. The budget should relate directly to the proposed actions and include any items that are important to the project’s success.

e. **Community component:** Identify how the public will be able to participate in your project. A **live, in person** community component that provides meaningful public engagement and draws visibility to the artist’s work is required. Web sites or other forms
of electronic media can be an aspect of the project, but do not satisfy the requirement for a live and in person community component. Some examples of possible community components are a public performance, exhibition, reading, open workshop, or demonstration that the public can attend. Venues and dates do not need to be confirmed at the time of application, but it should be evident that the applicant has considered viable options.

f. **Impact on the state and creative community:** Discuss all the significant ways in which this project will build the creative capital of the state and/or creative community. State what you, as an artist, bring to the creative community and the state of Minnesota with this project, and how it will contribute to the state’s cultural heritage legacy.

6. **Resume** (two pages maximum; attach as PDF)
   Provide evidence of strong career commitment, relevant educational background, training, mentorship, experience as an artist, and artistic recognition.

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**5. FINANCIAL INFORMATION FORM**

Before entering totals into WebGrants, applicants are **strongly encouraged** to prepare draft budgets and check work in a spreadsheet. The total revenue **must equal** the total expenses.

An applicant may request and receive 100 percent of total project cash expenses up to $10,000.

**Validate financial information**
After entering financial information and before marking the form as complete, verify that the statements that appear on the WebGrants screen are true. If any statement is false, click “Edit” and make necessary corrections.

**Project revenue**
In the text box, provide an explanation for every line item with a dollar amount entered. or enter “N/A” if line item doesn’t apply. Applicant should indicate if income is committed or pending. (1,000 characters maximum, each)

**Project earned income** is any income earned through fees or sales related to the proposed project.

**SAMPLE REVENUE DESCRIPTION**

- **Earned income:** 50 tickets @ $10 each = $500.
- **Applicant cash or other income:** Personal savings $1,000 (committed); Kickstarter campaign $1,000 (pending).
- **In-kind:** Rehearsal space at Sons of Norway Lodge #123 = $500; 3 nights at Sweet Rest Motel @ $100/night = $300.

**Applicant cash or other income** may be funds from the applicant’s accumulated resources budgeted for these activities. Other income includes private donations, grants from foundations, corporations, local governments, or the federal government.
**Regional arts council grant(s)** includes any anticipated funding for the proposed project from any of Minnesota’s eleven regional arts councils.

**Subtotal other income** – This line calculates automatically and is only seen after selecting “Save.”

**Arts Board request** is the amount the applicant requests from the Arts Board to support the project. The Arts Board request is automatically calculated by WebGrants using the following formula: total expenses minus other income; excluding in-kind.

**Subtotal project revenue** – This line calculates automatically and is only seen after selecting “Save.”

**In-kind** includes the value of goods and services donated to the project. Artist compensation cannot be included as in-kind. When calculating the in-kind value of volunteer time, use the Minnesota minimum wage rate. Some examples include administrative, technical personnel, marketing, promotion, materials, artist’s accommodations, and space rental. The in-kind amount will be copied to the expense section of this form.

**Total project revenue** – This line will calculate automatically after clicking “Save.”

**Project expenses**

In the text box, provide an explanation for every line item with a dollar amount entered, or enter “N/A” if line item doesn’t apply.

**Artist compensation** includes amounts paid to artists/arts organizations for project activities.

**Other project personnel** includes compensation paid to all nonartist and nonadministrative personnel for project activities. Examples: lighting tech, Web designer, stage crew.

**Travel** includes an artist’s travel expenses within the state of Minnesota. accommodations, food, transportation, etc. The project may not include travel outside of the state or travel expenses related to bringing artists and organizations into the state to participate in the project.

**Space** includes payments for use of space related to the project not routinely used by the applicant. Examples: payments for rental of rehearsal space, theater, hall, gallery, or studio.

**SAMPLE EXPENSE DESCRIPTION**

- **Artist compensation:** Research and studio time 100 hours @ $30/hr. = $3,000.
- **Other project personnel:** Web designer $1,500.
- **Travel:** Mileage 500 miles @ .56/mile = $280; per diem 3 days @ $32 per day = $96.
- **Space:** Theater rental $500.
- **Materials and supplies:** Fabric and notions $500; rehearsal CDs and DVDs $100.
- **Promotion and marketing:** Advertising $700, postage $300, printing $500.
- **Equipment purchase:** XYZ sound system $1,000.
- **Equipment rental:** Lighting instruments and control board $750.
Materials and supplies includes cost of items used in the creation or delivery of the project. Examples: fabric, notions, rehearsal CDs, DVDs, etc.

Promotion and marketing includes expenses specifically identified with promoting or publicizing the project. Examples: advertising, printing and mailing brochures, flyers, and programs.

Equipment purchase includes payments for the purchase of equipment essential for the project. Equipment means an article of nonexpendable, tangible property, or a combination of articles with a single purpose, having a useful life of more than one year. The total amount requested to purchase equipment must be less than $5,000. Examples: purchase of musical instruments, cameras, kiln, etc.

Equipment rental includes payments for the rental of equipment essential for the project. Examples: lighting, costumes, sound equipment, etc.

In-kind expense will be filled in automatically with the value the applicant entered into the in-kind revenue field.

Other includes any other project related expenses. Examples: documentation, software, workshop fees, etc.

Total project expenses – This line will calculate automatically after clicking “Save.”

6. WORK SAMPLE FORM

The materials required in this section will be used to evaluate the artistic quality of the applicant’s artwork.

Required
A complete work sample includes:
1. images, audio, video, and/or written work, and
2. work sample description.

Any artist who does not submit a complete work sample will not be reviewed, thereby making the application ineligible.

Work samples
A strong work sample accomplishes the following:
- Illustrates an artistic voice and technical skill;
- Provides evidence of the artistic quality of an artist’s work.
- Documents the artwork itself, not the quality of teaching or the experience of a demonstration;
- Supports the stated intentions of the proposed project;
• Shows work made in the last four years;
• Is documented in a medium that best represents the work.

If there is a compelling reason to disregard the above approach to work samples, address it in the work sample description statement.

Promotional or marketing documentation is not appropriate as a work sample and will not be reviewed, thereby eliminating the artist from consideration in the project.

Notes about rights
1. The works and the rights to those works resulting from Arts Board grants are the sole property of the artist(s).
2. Artists must not present the work of others as their own work. When adapting, incorporating, or significantly drawing upon others’ work, proper attribution is expected.
3. All application materials submitted to the Arts Board are public information.
4. The Arts Board may use submitted images in promotional materials and online.

Work sample formatting and quantity

<table>
<thead>
<tr>
<th>Work sample type</th>
<th>Submission file type</th>
<th>Maximum quantity</th>
<th>Format and tips</th>
</tr>
</thead>
<tbody>
<tr>
<td>Images</td>
<td>JPG only</td>
<td>9 images, under 2 MB each</td>
<td>• Images will be projected at a resolution of 1024x768, in a sequence of three.</td>
</tr>
<tr>
<td>Audio</td>
<td>MP3 only</td>
<td>4:30 minutes</td>
<td>• Edit to include only the material intended to be part of the work sample.</td>
</tr>
</tbody>
</table>
| Video            | PDF only containing Vimeo URL link | 4:30 minutes | • Edit to include only the material intended to be part of the work sample.  
• Videos MUST be uploaded to https://vimeo.com/, a professional video sharing Web site.  
• Under “My videos” click the Settings icon  
Under the Privacy tab, “What can people do with your videos?”  
Check “Download the video”  
• If private viewing is selected, provide the video specific password in the PDF document along with your Vimeo URL.  
• Attach a PDF to your WebGrants application containing the Vimeo Web link.  
• For help with Vimeo, visit www.vimeo.com/help |
| Written Work     | PDF only             | 12 pages         | • Do not include additional information. No synopses or summaries will be accepted.  
• Double space written work |
WARNING

- Be sure to submit correct file types. Incorrect file types may result in panelists being unable to review work samples.
- Keep video work samples on Vimeo until you’ve been notified of the board’s decision; make no changes. Removing or altering a video may result in panelists being unable to review work samples.

File naming requirement:
- Use only letters of the alphabet, numerals, underscores, or dashes.
- Do NOT use commas, periods, other punctuation marks, or special characters, as they may result in file corruption.

Name files with a combination of document title, applicant name, and file type as shown: document_lastname_firstname.file type.
Examples: worksample1_Doe_Jane.jpg
        resume_Doe_Jane.pdf

Work sample description
1. Title of work – Enter the title of the artwork.
2. Order to view – Select a number to indicate preferred viewing order.
3. Completion date – Enter the date on which the artwork was completed. If the sample is a work in progress, state “work in progress.”
4. Type – Select the type of work sample submitted (image, audio, video, written work).
5. Medium/Role/Genre
   a. For images, select “medium” and provide the medium (e.g., acrylic).
   b. For audio/video, select “role” and describe the artist’s role in the artwork. (e.g., pianist, choreographer, voice of the bear in the story). If the artist has multiple roles in the work, please list all roles (e.g., composer/conductor, poet/performer).
   c. For written work, select “genre” and provide the genre of the artwork (e.g., science fiction).
6. Dimensions/Duration/Pages
   a. For images, select “dimensions” and provide the dimensions of the original artwork in both numbers and unit of measurement (e.g., 24” x 12”).
   b. For time-based samples, select “duration” and state the duration of the sample and the duration of the complete artwork (e.g., 2:00 minutes of a 46:00 minute symphony).
   c. For written samples, select “pages” and provide the number of pages of the portion of the artwork that will be read in the work sample (e.g., eight pages of a 12 page scene, or three pages of a 200 page novel).
7. Statement – Provide information that will help the panel understand the work sample.
11. NATIONAL ENDOWMENT FOR THE ARTS STATISTICAL INFORMATION

The Arts Board uses information entered on this form to prepare aggregate reports mandated by the National Endowment for the Arts. This form is not presented to review panels.

Project information
Select the label(s) that most clearly identify the proposed project's artwork.

- A primary discipline is mandatory. If the project ONLY presents puppetry, select **Primary discipline:** Theater, puppetry.
- A secondary discipline is optional. If the project primarily presents puppetry, but ALSO presents storytelling, select **Primary discipline:** Theater, puppetry; **Secondary discipline:** Theater, storytelling.
- From the **arts education** choices provided, select “Does not apply - Arts education not a component of the activities.”

Racial/ethnic population benefiting
Age of benefiting population
Distinct benefiting populations
Select all categories that, by your best estimate, will make up 25 percent or more of the population directly benefiting from grant activities during the period of support. These responses should refer to populations reached directly, rather than through broadcasts or online programming.

8. DEMOGRAPHIC INFORMATION FORM

This information is not open for public inspection, nor is it provided to the review panel. The Arts Board uses information to prepare aggregate reports for the National Endowment for the Arts, as well as to monitor its own efforts to reach all of Minnesota's communities.

13. CERTIFICATIONS AND SIGNATURE FORM

Applicant's certification
A signature certifies that the applicant meets all the program eligibility criteria and intends to use the granted funds only for allowable purposes. It also certifies that all information in the application is true and correct.

Minnesota Law authorizes state government agencies to conduct transactions electronically. Minnesota Statutes 302A.015 defines an electronic signature as "an electronic sound, symbol, or process attached to or logically associated with a record and executed or adopted by a person with the intent to sign the record."
The applicant’s electronic signature certifies that all information in the application is true and correct. It also certifies that the applicant meets all the program eligibility requirements, and intends to use the granted funds only for allowable purposes. **If an applicant receives an Arts Board grant that includes dollars from the arts and cultural heritage fund, it must certify that it will only use those funds for the following purposes:**

- To produce, present, or offer programs, projects, services, or activities in the arts, arts education, arts access, or arts that preserve Minnesota’s history and cultural heritage;
- To support programs, projects, services, or activities that take place within the state of Minnesota;
- To support programs, projects, services, or activities for which measurable outcomes have been established, and a plan for evaluating the outcomes and results is in place;
- To supplement and not substitute for traditional sources of funding; and
- To underwrite only those administrative, indirect, or institutional overhead costs that are directly related to and necessary for the programs, projects, services, or activities that the applicant will offer with the arts and cultural heritage funds it receives from the Arts Board.

**GENERAL PROGRAM INFORMATION**

**Important notes**

- **Tennessee warning.** The information submitted to the Arts Board is open for public inspection as governed by the Government Data Practices section of Minnesota Statutes. Failure to provide required information will prevent the individual, organization, or agency from being able to apply for a grant (or grants) from the Arts Board. The Office of the Legislative Auditor, the commissioner of Minnesota Management and Budget, the commissioner of the Minnesota Department of Revenue, the Office of the Inspector General, Arts Board staff, and the comptroller general of the United States are authorized to have access to the data. If a court issues an order requiring disclosure, the Arts Board will comply.

- Equal opportunity to participate in and benefit from the programs of the Minnesota State Arts Board is provided to all individuals regardless of race, national origin, color, sex, age, religion, sexual orientation, or disability in admission, access, or employment.

- Upon request, Arts Board materials will be made available in an alternative format.

**For questions or help**

Sample applications are posted on this program’s page of the Arts Board Web site.

For questions about the content of the application form or narrative, please contact:

**Kathee Foran**, program officer
kathee.foran@arts.state.mn.us..........................................................(651) 215-1626

For questions about the technical aspects of the application forms, or questions about electronic submission, please e-mail the Arts Board at: mailto:apply@arts.state.mn.us

The following staff may also be called regarding technical aspects, but e-mail is preferred.

**Tom Miller**, WebGrants project manager............................................(651) 215-1611

All staff can be reached toll-free at ...................................................(800) 866-2787