

Prairie Lakes Regional Arts Council

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PLRAC/McKnight EMERGING ARTIST GRANT

Fiscal Year 2012 Program Guidelines

July 1, 2011 – June 30, 2012

Letter of Intent Due: January 16, 2012

Full Application Due: February 1, 2012

A. INTRODUCTION AND ELIGIBILITY

The purpose of the PLRAC/McKnight Emerging Artist Grant Program is to provide financial support to developing artists committed to advancing their work and careers. **Emerging artists in their formative stages of development are eligible.** Emerging is defined as showing potential or advancing in skill, technique and/or moving in a new direction. Applications are encouraged from artists in all art disciplines. This may include but is not limited to dance, literature, music, theater and visual art. This program provides artists with small but critical grants for specific projects that contribute directly to their growth and development as professionals. These are projects that produce art work that involves personal creative expression. This program is made possible by funds provided by the McKnight Foundation under a program designed and administered by the Prairie Lakes Regional Arts Council (PLRAC). Applicants must reside in Blue Earth, Brown, Faribault, LeSueur, Martin, Nicollet, Sibley, Waseca, or Watonwan County.

B. GRANT AMOUNT AND DEADLINE

The Emerging Artist Project Grants are for \$1,000 each and there is \$9,000 available this year. Artists must personally contact the Prairie Lakes staff to inform them of their intent to apply. The Letter of Intent is due January 16, 2012 using the form provided in these guidelines (pages 5-6). The full application must be mailed by February 1, 2012. Staff will determine the eligibility of the Artist for the grant by the information submitted in the Letter of Intent. The Letter of Intent is used as a screening method to ensure that artists are prepared to submit all the needed materials for the application; most importantly the work samples. Artists will be contacted if it is determined that they do not qualify. The Artist Applications will be reviewed at the February 23, 2012 board meeting. Grant applications must be postmarked by the deadline date. Applications postmarked after the deadline will not be accepted. The earliest starting date is approximately March 15, 2012.

C. APPLICATION ASSISTANCE

The Prairie Lakes staff is available to assist applicants in project development and answer questions about the grant application process. Applicants are encouraged to contact the staff early in the planning process. Staff assistance does not guarantee or imply that a grant request will be funded. The content and accuracy of an application are solely the responsibility of the applicant.

D. HOW TO APPLY

All proposals must be submitted on the official application form and signed by the artist. Work samples and a resume are also required as part of the application. **No handwritten Letter of Intent or Application will be accepted.** Applications can be requested as an email attachment or downloaded from our website www.plrac.org. The document is in both a PDF Format and Microsoft Word document. Please call to see if the document can be sent in a compatible format for your computer. You may cut & paste sections in the space allowed on the application. Do not reduce print to less than 12 point characters. (Keep a copy for your records). **Work samples will not be returned to the applicant.**

E. ELIGIBILITY AND RESTRICTIONS

1. Applicants must be 18 years of age, a U.S. citizen or have permanent resident alien status and must currently reside in and have been a resident of the nine county PLRAC region for a minimum of twelve months prior to application; and do not intend to relocate outside the 9-county region during the year of the grant project. Residency is determined by: voting location, payment of state income taxes or a valid Minnesota driver's license listing a town in our region.
2. The \$1,000 grant must support a specific career-developing project as opposed to unrestricted support.

3. Projects must be completed within twelve months of the starting date. Each artist is limited to one grant per two-year period with a **maximum of three PLRAC artist grants**.
4. Grant money can not be used for payment of supplies or expenses incurred before March 15, 2012.
5. No students are eligible at all (enrolled in college, university, vocational school, high school, etc.). This means no full time or part-time students or an individual taking one evening class at these institutions; for the one-year period of this grant.
6. Faculty at a university, college or vocational school are not eligible. This means part-time and/or adjunct instructor at these institutions; for the one-year period of this grant.
7. Artists are not eligible if you have achieved distinctions in your artistic discipline such as:
 - a. Have a record of extensive accomplishment in your discipline (as listed on your resume).
 - b. Had a solo art exhibition in a major art gallery such as the Minneapolis Institute of Arts, MN Museum of American Art –Landmark Center, Walker Art Center, Weisman Art Museum, etc.
 - c. Received a grant directly from the National Endowment for the Arts, the Minnesota State Arts Board (Fellowship, Career Development and/or Artist Initiative Grant) or a major Foundation.
 - d. Published a book by a major publisher.
 - e. Had music compositions funded by a foundation or commissioned by a group.
8. Projects are not eligible if they request grant money for:
 - a. Fulfillment of degree or course requirements for students.
 - b. Publishing, which is initiated solely by the applicant (i.e. vanity press).
 - c. Strictly commercial activities or projects intended for retail or mass-market distribution (i.e. limited edition prints, note cards, CD or DVD for musicians and performers).

F. ELIGIBLE PROJECTS

Examples of projects that are likely to be funded in the Emerging Artist grant program are described in the following list. The list is not meant to be limiting or all-inclusive.

1. Production and Presentation - Costs involved in visual art show preparations, portfolio production, studio time for producing a demonstration tape for a composer or musician, a DVD for a choreographer, editorial assistance for a writer, etc.
2. Workshops, Training, Research or Mentorship – Registration fee, travel and other costs involved in attending a workshop in your field, advanced training or apprenticeship with a professional artist.
3. Supplies and Equipment - Purchase of supplies, materials or equipment necessary for the completion or production of new work. (Visual Art: paint, brushes, canvas, matting and framing, etc.)

G. BUDGET EXAMPLES

Briefly describe the expenses for your project, with specific amounts for each category. (materials, supplies, equipment, registration fee, travel, editing & studio time hourly rate: ___hrs. @ \$___ per hr.) Mileage may be reimbursed at .50 per mile.

Materials or Supplies: paint (\$150), brushes (\$100), canvas (\$220)	<u>\$ 470</u>
Matting and framing (8 pieces @ \$60)	<u>\$ 480</u>
Documentation: digital prints, CD, etc.	<u>\$ 50</u>
	Total \$1,000

Literature Workshop Registration	<u>\$ 300</u>
Hotel, mileage and meals	<u>\$ 410</u>
Editing (15 hrs. @ \$15/hr.), paper & postage	<u>\$ 290</u>
	Total \$1,000

H. REVIEW CRITERIA

The board will use the following criteria to evaluate each grant application, for a total of 30 points.

1. Demonstration of work and exceptional talent. (0-10 points)
Does the work sample reflect artistic quality? Is their skill and technique clearly evident? Has the applicant described well how they are an emerging artist?
2. Evidence of serious artistic commitment. (0-10 points)
Does the applicant appear to have sufficient initiative and ability? Does their resume reflect a variety of experiences and public exposure of their artwork?
3. Project's contribution to the artist's artistic growth. (0-10 points)
Is the project described well? Is the budget realistic? Will this project assist in the artistic development of the applicant? Does this project reflect a logical next step in their artist's growth and development?

I. GRANT REVIEW PROCESS

Staff analyzes the application for eligibility, budget accuracy, clarity, and completeness, and contacts the applicant if changes are required. Grant applications are reviewed and ranked by the board based on the stated criteria. Grant applications are then recommended for funding according to their order of ranking and the top 9 ranked grants will receive funding. On average there are 15-18 applicants per year. Applications are competitive and there is \$9,000 available.

J. PAYMENT PROCESS

Upon notification of the grant award, the applicant must sign and return the Grant Contract within 30 days. After the contract has been returned to the Prairie Lakes office, a check for 80% of the grant award is sent to the grantee one month prior to the project starting date. The grantee may claim the remaining 20% by submitting a Final Report within 60 days of the project's completion.

The Final Report is an extremely important document. If the project has been carefully managed, there should be little difference between the final project description & budget and the initial application project description & budget. The PLRAC realizes that as projects develop, some minor differences may arise, but applicants should take every precaution to insure implementation, operation, and evaluation of the project as promised. Grantees that fail to submit a required Final Report within the prescribed time with good cause, and subject to Council approval, will automatically be considered ineligible for future funding.

K. GRANTEE RESPONSIBILITIES

The grant recipient must:

1. Use grant funds only for the expenses listed in their application. Any significant revisions in the project must be requested and cleared, in advance and in writing, with the PLRAC's Executive Director.
2. Be responsible for completion of the project and for proper management of grant funds. Documentation and receipts for expenses must be submitted with the Final Report. The Final Report must be submitted within 60 days after the completion of the project.
3. Include the following credit line in all programs, postcards and publicity related to the project: **"This activity is made possible by a grant from the Prairie Lakes Regional Arts Council with funds provided by the McKnight Foundation."**

L. RESUME

A resume is required as part of this application. The resume should not exceed two one-sided pages in length. A resume could include any or all of the following: name, address, phone, education, training and experience in the art form, work experience, volunteer or related experience, public and private exposure of your artwork (i.e. exhibitions, collections, commissions), grant awards, professional associations and interests.

M. WORK SAMPLE DESCRIPTION

The Work Sample Description is a one-page typed list providing specific details about your work samples. Work samples should be fairly recent (within the last four years), and should support the intentions stated in your application.

- a. **Put your name, email and daytime phone number at the top of the sheet.**
- b. If you are submitting **Digital JPEG images on a CD**, they should be numbered and in viewing order. For each JPEG image provide a number, starting with 1 up to 10. Also include the title of the work, dimensions, and date it was completed.
- c. If you are submitting **Literary Samples** (fiction, non-fiction, prose, poetry, plays, etc.): list the title, page numbers, and the completion date of each work;
- d. If you are submitting a CD: list titles of works and recording date of each work
 1. If the production represented by a CD involved others, explain your role in the work (for example, a choreographer may or may not appear in submitted CD);
 2. If you are performing on a CD, give a description to help the panel identify you (for example, "I'm the dancer in the green tights");
 3. Indicate any technical instructions for presentation.
- e. You may also include a brief explanation of the work on your Work Sample Description Page.

N. WORK SAMPLES

Remember that artistic merit is one of the primary criteria for the selection of grantees. Your work sample should represent your work to its best advantage. **Work samples should be fairly recent (within the last four years) and should support the intentions stated in your application.** Do not submit original works. When submitting digital JPEG images on a CD, make sure the objects pictured are well lit and in focus. With a little care, good quality video and sound recordings can be made on home equipment. In all cases, make sure the work sample adequately reflects the quality of your work. **Work samples will not be returned to the applicant.**

Visual Artists: Submit maximum of 10 digital JPEG images, minimum of 300 dpi, on a CD. Number from 1 through 10 in viewing order and label the CD with your name. For each jpeg image provide a number, starting with 1 up to 10. Also include the title of the work, dimensions, and date it was completed.

Literary Arts: (fiction, non-fiction, prose, poetry, play, etc.) - 10 pages maximum. Must be typed or computer generated and double-spaced, except poetry which can be single-spaced. Include cover sheet with title, writer's name and a brief synopsis of the contents.

Performing Arts: Submit visual or audible record of your work, maximum of 8 minutes. Only a CD is acceptable. Clearly label with name, title of work(s), and length. Submit a written score (printed or computer generated) or a condensed score.

Upon request, PLRAC grant application materials will be made available in an alternate format such as large type, disk or on audiotape. Please call the PLRAC office in Waseca at 1-800-298-1254. For TTY, contact the Minnesota Relay Service at 1-800-627-3529.

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PLRAC/McKnight EMERGING ARTIST GRANT

Fiscal Year 2012 (July 1, 2011 to June 30, 2012)

Emerging Artist Letter of Intent

Letter of Intent to apply due: January 16, 2012

Full Application Due: February 1, 2012

Note: Artists must submit this form by 1/16/2012 to be eligible.

No handwritten Letter of Intent will be accepted

The Emerging Artist Project Grants are for \$1,000 each and there is \$9,000 available this year. Artists must personally contact the Prairie Lakes staff to inform them of their intent to apply. The Letter of Intent is due January 16, 2012 and the full application must be mailed by February 1, 2012. Staff will determine the eligibility of the Artist for the grant by the information submitted in the Letter of Intent. The Letter of Intent is used as a screening method to ensure that artists are prepared to submit all the needed materials for the application; most importantly the work samples. Artists will be contacted if it is determined that they do not qualify. Artists will be notified if they do qualify and may submit a grant application. The Artist Applications will be reviewed at the February 25, 2012 board meeting. Grant applications must be postmarked by the deadline date. Applications postmarked after the deadline will not be accepted. The earliest starting date is approximately March 15, 2012.

Applicant's Name _____

Street _____

City _____ State _____ Zip _____

Day Phone # _____ Evening Phone # _____

Email Address _____

Type of work sample and Media (circle one): **dance, literature, multi-media, music, theater or visual art.**

Work samples should be fairly recent (within the last four years) and should support the intentions stated in your application.

Two sentence description of project.

Two sentence description of how you are an Emerging Artist.

I am ready to submit my work samples by (circle one): **CD, DVD, or written document.**

I have read the list of Eligibility Requirements for the Emerging Artist grant of \$1,000 and I fit all of the criteria. Yes_____ No_____

Emerging Artist Eligibility Requirements and Restrictions of this grant.

- _____ 1. I am a practicing artist, applying as an individual.
- _____ 2. **I am not a student enrolled in a college, university or vocational school.** (Guidelines: E. Restrictions, #5)
- _____ 3. **I am not faculty at a university, college or vocational school.** (Guidelines: E. Restrictions, #6)
- _____ 4. I have been a resident of the 9-county area served by Prairie Lakes Regional Arts Council, for a minimum of 12 months.
- _____ 5. I am at least 18 years of age.
- _____ 6. I am a United States citizen or I have permanent resident alien status.
- _____ 7. I do not intend to relocate my legal residence outside the 9-county PLRAC region during the year of the grant project. *Note: If grantee leaves the PLRAC region before completion of the grant project, the grant funds must be returned.*
- _____ 8. I am submitting a complete and accurate application on a current year's PLRAC application form, with all information requested.
- _____ 9. I have not received a PLRAC Artist Grant within the past twelve months.
- _____ 10. I have not received three PLRAC Artist grants (*there is a maximum of 3 grants per artist*).
- _____ 11. I do not have an outstanding final report due to the PLRAC.
- _____ 12. I will make any events related to this project open to the general public.

My proposal does not propose or include any of the following activities or uses of funds:

- _____ 13. Any project which does not have the Fine Arts as its primary focus.
- _____ 14. Tuition or materials for college or university credit.
- _____ 15. Projects which have received funding from the Minnesota State Arts Board.
- _____ 16. Projects which are a routine completion of work in progress or are a continuation of past work unless there is a new or expanded focus or audience.
- _____ 17. Development of curriculum plans, teaching materials, or teaching programs.
- _____ 18. The translation or editing of material that is not a literary work of art.
- _____ 19. Payment of debts incurred before the grant request is approved.
- _____ 20. Activities that are essentially for the religious socialization of the participants or audience.
- _____ 21. Living or travel costs which are intended to provided experiences and not artistic growth.

CERTIFICATION

I certify that the information contained in this application is true and accurate to the best of my knowledge. I have kept a copy of this Emerging Artist Letter of Intent form for my records.

Applicant Signature

Date

- 6. ADDITIONAL BUDGET INFORMATION.** If the project budget is larger than the request, indicate whether other support is anticipated or already committed. Are you aware of other funding opportunities and have you investigated them?

Questions 7, 8, 9 correspond to the “Review Criteria” listed on page 3 of the Guidelines

7. DESCRIBE YOUR CAREER AS AN ARTIST. (PAST)

What motivates you to create art and how long have you been practicing your art? What training and experience have you had in your art form and describe any public exposure of your artwork. Information should also be represented on your resume.

8. DESCRIBE WHY YOU THINK YOU ARE AN EMERGING ARTIST.

How do you define yourself as emerging? Does it relate to your years of experience, exposure to this art form, changing to a new medium, etc. Emerging is defined as showing potential or advancing in skill, technique and/or moving in a new direction, according to the guidelines.

9. HOW IS THIS PROJECT GOING TO HELP YOU DEVELOP AS AN ARTIST? (PRESENT)

Explain how this project reflects a logical next step in your artistic growth and development. What new information or direction will it take you in? What will you accomplish in the next year with this grant money and project to get you to the next level as a professional artist?

10. DESCRIBE YOUR CAREER GOALS AS AN ARTIST. (FUTURE)

Where do you see your art career in three years? How will this grant help you move toward your goals?

11. HAVE YOU RECEIVED A GRANT PREVIOUSLY FROM PRAIRIE LAKES?

If so, list the year and provide a sentence description of the project.

12. REQUIRED ATTACHMENTS

Checklist of items to submit with the application. **No handwritten application or attachments will be accepted.** Please keep a personal copy of all documents.

1. Emerging Artist Application form

2. Applicant's Resume – No more than two one-sided pages which includes any or all of the following: name, address, phone, email, education, training and experience in the art form, work experience, volunteer or related experience in the arts, public and private exposure of your artwork (i.e. exhibitions, collections, commissions), grant awards, professional associations and interests.

3. Work Sample Description (single page). The Work Sample Description is a one-page list providing specific details about your work samples. **Put your name, email and daytime phone number at the top of the sheet.**

- a. If you are a Visual Artist submitting **JPEG images on a CD** save the images in viewing order 1-10, minimum of 300 dpi, and label the CD with your name. For each jpeg image provide a number, starting with 1 up to 10. Also include the title of the work, dimensions, and date it was completed.
- b. If you are submitting **Literary Samples** (fiction, non-fiction, prose, poetry, plays, etc.): list the title, page numbers, and the completion date of each work.
- c. If you are submitting a **CD** list titles of works and recording date of each work. The length can only be 8 minutes, so please submit only that amount. For musicians submitting multiple songs, please give instructions on how many minutes of each song should be played.
 1. If the production represented by a CD involved others, explain your role in the work (for example, a choreographer may or may not appear in submitted CD);
 2. If you are performing on a CD, give a description to help the panel identify you (for example, "I'm the dancer in the green tights");
 3. Indicate any technical instructions for presentation.
- d. You may also include a brief explanation of the work on your Work Sample Description.

4. Work Samples – Must be in the art medium of the project grant described in the application. Work samples should be fairly recent (within the last four years) and should support the intentions stated in your application. **Work samples will not be returned to the applicant.**

Visual Artists: Submit maximum of 10 digital JPEG images, minimum of 300 dpi, on a CD. Number from 1 through 10 in viewing order and label the CD with your name. For each jpeg image provide a number, starting with 1 up to 10. Also include the title of the work, dimensions, and date it was completed.

Literary Arts: (fiction, non-fiction, prose, poetry, play, etc.) - 10 pages maximum. Must be typed or computer generated and double-spaced, except poetry which can be single-spaced. Include cover sheet with title, writer's name and a brief synopsis of the contents.

Performing Arts: Submit visual or audible record of your work, maximum of 8 minutes. Only a CD is acceptable. Clearly label with name, title of work(s), and length. Submit a written score (printed or computer generated) or a condensed score.

5. RAC: Grant Data Collection Form

13. CERTIFICATION PAGE – Please check all that are true

- 1. I am a practicing artist, applying as an individual.
- 2. I have been a resident of the 9-county area served by Prairie Lakes, for a minimum of 12 months.
- 3. I am at least 18 years of age.
- 4. I am a United States citizen or I have permanent resident alien status.
- 5. I do not intend to relocate my legal residence outside the 9-county PLRAC region during the year of the grant project. *Note: If the artist leaves the PLRAC region before completion of the grant project, the grant funds must be returned.*
- 6. I will not be enrolled as a student at a college, university, vocational school or high school during the one-year period of this grant.
- 7. I am not a faculty at a university, college or vocational school.
- 8. I am submitting a complete and accurate application on a current year's PLRAC application form, with all information requested.
- 9. I have not received a PLRAC Artist Grant within the past twelve months.
- 10. I have not received three PLRAC Artist grants (*there is a maximum of 3 grants per artist*).
- 11. I do not have an outstanding final report due to the PLRAC.
- 12. I will make any events related to this project open to the general public.

My proposal does not propose or include any of the following activities or uses of funds:

- 13. Any project which does not have the Fine Arts as its primary focus.
- 14. Tuition or materials for college or university credit.
- 15. Projects which have received funding from the Minnesota State Arts Board.
- 16. Projects which are a routine completion of work in progress or are a continuation of past work unless there is a new or expanded focus or audience.
- 17. Development of curriculum plans, teaching materials, or teaching programs.
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- 19. Payment of debts incurred before the grant request is approved.
- 20. Activities that are essentially for the religious socialization of the participants or audience.
- 21. Living or travel costs which are intended to provided experiences and not artistic growth.

CERTIFICATION

I certify that the information contained in this Emerging Artist Grant Application is true and accurate to the best of my knowledge. I have kept a copy of this application for my records.

Applicant Signature

Date

RAC GRANT DATA COLLECTION FORM

TO THE APPLICANT: This form is used to gather information about grant applicants to the Minnesota Regional Arts Councils (RACs). The data is maintained by the Minnesota State Arts Board in cooperation with the RACs, and may be distributed to others in accordance with the Minnesota Data Practices Act. Complete information is necessary to ensure the reliability of our data. *Note: If you are using a fiscal agent, please fill out this first page as it pertains to the arts organization conducting the activity, not the fiscal agent.*

1. APPLICANT INFORMATION

Date _____

Legal name of organization or individual _____
 Professional or other name NA
 Address _____
 City _____ State _____ Zipcode _____
 Day phone _____
 Email address _____
 Contact person name and title NA
 County _____ MN House district _____ U.S. Congressional district _____
 Fiscal agent name (if applicable) NA

2. SPECIAL CHARACTERISTICS:

For individuals applying (optional)
 Select any combination that applies describing your racial/ ethnic characteristics. This information is not made public.

- American Indian/Alaska Native (N)
- Asian (A)
- Native Hawaiian/Pacific Islander (P)
- Black/African American (B)
- Hispanic/Latino (H)
- White (W)
- Other _____

For individuals, mark these items if they apply (optional)

- Disability (I)
- Older Adult - 60+ (S)
- Veteran (V)

For organizations applying
 Select the one code that best represents **50% or more** of your staff or board or membership

3. STATUS:

Select the one code which best describe the applicant's legal status

- | | | |
|---------------------------|---|-------------------------|
| 01 Individual | 04 Government-Federal | 07 Government-County |
| 02 Organization-Nonprofit | 05 Government-State (includes public schools) | 08 Government-Municipal |
| 03 Organization-Profit | 06 Government-Regional | 09 Government-Tribal |
| | | 99 None of the Above |

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4. INSTITUTION:

Select the one code which best describe the applicant

- | | | |
|--|-------------------------------------|---------------------------------|
| 01 Individual artist | 18 Union/Professional Association | 36 Seniors Center |
| 02 Individual non-artist | 19 School-District | 37 Parks & Recreation |
| 03 Performing Group | 20 School-Parent/Teacher Assn | 38 Government-Executive |
| 04 Performing Group-College/University | 21 School-Elementary | 39 Government-Judicial |
| 05 Performing Group-Community | 22 School-Middle | 40 Government-Legis (House) |
| 06 Performing Group-Youth | 23 School-Secondary | 41 Government-Legis (Senate) |
| 07 Performance Facility | 24 School-Vocational or Technical | 42 Media-Periodical |
| 08 Museum (Art) | 25 School-Other (incl Community Ed) | 43 Media-Daily Newspaper |
| 09 Museum (Other) | 26 College/University | 44 Media-Weekly Newspaper |
| 10 Gallery/Exhibition space | 27 Library | 45 Media-Radio |
| 11 Cinema | 28 Historical Society/ Commission | 46 Media-Television |
| 12 Independent Press | 29 Humanities Council/Agency | 47 Cultural Series Organization |
| 13 Literary Magazine | 30 Foundation | 48 School of the Arts |
| 14 Fair/Festival | 31 Corporation/ Business | 49 Arts Camp/ Institute |
| 15 Arts Center | 32 Community Service Organization | 50 Social Service Organization |
| 16 Arts Council/Agency | 33 Correctional Facility | 51 Child Care Provider |
| 17 Arts Service Organization | 34 Health Care Facility | 99 None of the Above |
| | 35 Religious Organization | |

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Legal name of organization or individual _____

5. DISCIPLINE:

Select one code which best describes the applicant's primary area of interest in the art (e.g. ballet 01A)

- 01 Dance—general
 - 01A ballet
 - 01B ethnic/jazz/folk-inspired
 - 01C modern
- 02 Music—general
 - 02A band
 - 02B chamber
 - 02C choral
 - 02D new-experimental, electronic
 - 02E ethnic/folk-inspired
 - 02F jazz
 - 02G popular
 - 02H solo/recital
 - 02I orchestral
- 03 Opera/Musical Theater—general
 - 03A opera
 - 03B musical theater
- 04 Theater—general
 - 04A theater, in general
 - 04B mime
 - 04C puppetry
 - 04D theater for young people
 - 04E storytelling
 - 04F playwriting/scriptwriting
- 05 Visual Arts—general
 - 05A experimental
 - 05B graphics (include drawing, cartooning, printmaking, book arts)
 - 05D painting
 - 05F sculpture
- 06 Design Arts—general
 - 06A architecture
 - 06B fashion
 - 06D industrial
 - 06E interior
 - 06F landscape architecture
 - 06G urban/ metropolitan
- 07 Crafts—general
 - 07A clay (includes ceramics)
 - 07B fiber (includes basketry)
 - 07C glass
 - 07D leather
 - 07E metal
 - 07F paper
 - 07G plastic
 - 07H wood
 - 07I mixed media
- 08 Photography (include holography)
- 09 Media Arts—general
 - 09A film
 - 09B audio
 - 09C video
 - 09D technology/experimental screenwriting
 - 09E experimental screenwriting
- 10 Literature—general
 - 10A fiction
 - 10B non-fiction
 - 10C playwriting/scriptwriting
 - 10D poetry
- 11 Interdisciplinary (include collaborations & performance art)
- 12 Folklife/Traditional Arts, in general
 - 12A Dance
 - 12B Music
 - 12C Crafts and visual arts
 - 12D Oral traditions
- 13 Humanities
- 14 Multi-disciplinary
- 15 Non-arts/non-humanities

PROJECT ACTIVITY

6. _____ **Adult Artists Participating** Record the number of adult artists expected to be directly involved in providing art or artistic services for these grant activities.
7. _____ **Adult Audience Benefiting** Record the number of adult audience expected to benefit directly from these grant activities (excluding employees, paid performers, artists participating, children/youth, and broadcast figures). Do not double-count repeat attendees.
8. _____ **Children/Youth Benefiting** Record the number of children and youth under the age of 18 expected to participate in and/or benefit directly from these grant activities, or were included in the audience (excluding broadcast figures). Do not double-count repeat attendees.
9. **Project Discipline** Using the same discipline coding listed above, select one category which best describes the grant activity.

10. For organizations applying, **total organization expenses** for most recently completed fiscal year: \$ _____ FY _____

TO BE COMPLETED BY REGIONAL ARTS COUNCIL STAFF ONLY

Total Project Revenue (cash only-include grant request) \$ _____ Total Project Cost (cash only) \$ _____ In-Kind Contributions \$ _____

FISCAL YEAR 2012 GRANT REQUEST \$ _____ SOURCE OF FUNDS

RAC 9 RECOMMENDED \$ _____ State General Fund \$ _____ ACHF Arts & Arts Access \$ _____

APPLICATION # 02012012 AWARDED \$ _____ Federal \$ _____ ACHF Arts Education \$ _____

Other \$ _____ ACHF Arts & Cultural Herit \$ _____

- GRANT PROGRAM
- Production Assistance
 - Sponsorship Activity
 - Other
 - General Operating Support
 - Organization Arts Project
 - Organizational Management Support
 - Arts in Education School Residency
 - Arts Scholarship
 - Individual Artist

APPLICATION WITHDRAWN APPLICATION INELIGIBLE

Reason for ineligibility or withdrawn application _____

Comments _____

Proposed Project Description _____

ALL INFORMATION ON THIS FORM HAS BEEN REVIEWED AND IS COMPLETE AND CORRECT