



REGIONAL ARTS COMMISSION
OF ST. LOUIS

INDIVIDUAL ARTIST GRANTS

INFORMATION GUIDE

2020 GUIDELINES

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REGIONAL ARTS COMMISSION

INDIVIDUAL ARTIST GRANTS INFORMATION GUIDE

SECTION 1

ABOUT RAC

The Regional Arts Commission of St. Louis (RAC) is at the forefront of efforts to transform St. Louis into a more vibrant, creative, and economically thriving community by elevating the vitality, value, and visibility of the arts. Founded in 1985, with a mission to promote, encourage, and foster the arts in St. Louis City and County, RAC is the largest annual funder of nonprofit arts in St. Louis, having awarded more than 7,000 grants totaling more than \$100 million to support individual artists, nonprofit arts and culture organizations and programs. RAC is governed by a board of 15 Commissioners appointed by the chief executives of St. Louis City and County, who lead the organization in its ongoing efforts to develop, support and market the arts for the benefit of all throughout the region.

RAC POLICIES

RAC Freedom of Expression Policy

RAC has an abiding commitment to preserve and enhance freedom of speech, thought, inquiry, and artistic expression. RAC's responsibility for and dedication to securing the conditions through which freedom of expression can flourish extend to all forms of artistic expression including: the visual arts, design, literature, media, and the performance of theatre, music, and dance.

RAC recognizes that the right of artists to exhibit or perform does not preclude the right of others to take exception to particular works of art.

RAC Diversity Policy

RAC advocates respect, inclusion, and appreciation of the diverse cultures and backgrounds of all individuals and is committed to working through the arts to eliminate bias and prejudices based on race, ethnicity, socio-economic status, gender, age, sexual orientation, religion, or disability. RAC encourages, supports, and strengthens arts organizations and programs that reflect these values and partners with other organizations to address issues of diversity.



SECTION 2

INTRODUCTION

The Individual Artist Grants Information Guide has been developed to provide individual artists applying for an Artist Support Grant or an Artist Fellowship with useful information regarding the application, guidelines, and review process. It includes background information and instructions that may not be included in the online grants.racstl.org application. We suggest that you review the guide and refer to it as you progress through the online application completion process.

Contained in the Grants Information Guide and highlighted below are the significant changes affecting the 2020 application process for the Artist Fellowship and Artist Support Grant (ASG) programs:

Grant Application Website: grants.racstl.org. In June 2017, RAC introduced a new online grant application website. Artists who have applied since then will be able to login and access their recent grant applications in this new system. Any artist who has not applied for a grant before June 2017 must create a new account. **You will not be able to login using your past eGrant information.**

WHAT'S NEW

Social Practice has been added to the list of disciplines under which you may apply. As with each of the disciplines, your grant will be read by specialists or practitioners in that particular area. Social practice is an art medium focusing on engagement through human interaction and social discourse. The discipline values the process of a work over any finished product or object. Artists working in social practice co-create their work with a specific audience or propose critical interventions within existing social systems to inspire debate or catalyze social exchange.



SECTION 3

ABOUT THE ARTIST FELLOWSHIP

The Regional Arts Commission's (RAC) Artist Fellowship serves to foster and invest in the careers of St. Louis artists of all disciplines by providing funds to allow for more time and space to study, reflect, experiment, explore, practice, and create and to lead in efforts to transform St. Louis into a more vibrant, creative, and economically thriving community through elevating the vitality, value, and visibility of the arts. The goal is to advance the individual artist's creative journey. This annual Artist Fellowship recognizes artistic excellence and honors the work of seasoned artists, advances the work of mid-career artists, and nurtures the work of developing artists.

Each year, ten St. Louis artists working in varied disciplines* are chosen by discipline readers and a Review Panel, which is comprised of professionals, peers, and RAC Commissioners. These fellowships are investments in the careers of St. Louis-based artists as well as in the cultural vitality of the region. Artists make substantial contributions to our community's vibrancy by boosting creative problem-solving, pushing boundaries, provoking thought, and animating our neighborhoods and cultural institutions. These Artist Fellowships are designed to call attention to the depth and quality of the art being created in St. Louis and to amplify the work of ten outstanding St. Louis artists in varied disciplines.

*** Disciplines:**

Architecture	Craft and Traditional Arts	Dance
Design	Literature	Media Arts
Music	Social Practice	Theatre Arts
	Visual Arts	

The purpose of the disciplines is to select the appropriate readers for the applications, and to ensure diversity within our grantee pool. Multi-disciplinary artists are encouraged to apply and are asked to select and apply in one primary discipline.

Eligibility for the Artist Fellowship

An individual artist at any stage of career development—emerging, mid-career, and established—is eligible to apply for an Artist Fellowship if they meet the following requirements:

- The artist is 25 years or older.
- Is not enrolled as a full-time undergraduate or graduate student and has no plans to enroll in a full time undergraduate or graduate program in the next 15 months.
- Is a current resident of St. Louis City or County and has maintained primary residence in St. Louis City or County for at least one year prior to the application deadline. (Documentation is required.)
- In the past three years, has created and presented their own original works to the public or performed for the public. (Documentation is required.)
- Has not received an Artist Fellowship in the past 10 years.
- Is in good standing with RAC, with no delinquent reports or required grant documentation.

Please note that eligibility for the Artist Fellowship and the Artist Support Grant differ. Artist Support Grant recipients may apply for the Artist Fellowship at any point. If selected as an Artist Fellow, the applicant will no longer be eligible for an Artist Support Grant in the same cycle.



Note: The Artist Fellowships are for individual artists. 501(c)(3) status or fiscal sponsorship is not required to receive a fellowship.

Grant Restrictions

- Any non-current Artist Support Grant must be completed, and required reports submitted before applying for an Artist Fellowship.
- Artists who are granted Artist Fellowships must remain residents of St. Louis region for the duration of the Artist Fellowship period (12 months).
- Artists who are granted an Artist Fellowship must wait one full calendar year after the fellowship period has ended to apply for the Artist Support Grant.
- Artists may apply for and receive an Artist Fellowship every 10 years, not to exceed three lifetime Artist Fellowship Awards.
- No portion of the Artist Fellowship can be used to directly or indirectly participate in or intervene in any political campaign on behalf of, or in opposition to, any candidate for public office or to attempt to influence legislation or to support or promote, directly, or indirectly terrorism or violent acts.
- Organizations are ineligible to apply.

Artist Fellowship Schedule

Fellowship Year: January 1, 2021 - January 31, 2021

Application Available at grants.racstl.org

Artist Fellowship Application Writing Workshop*

Artist Fellowship Application Writing Workshop*

Full Application Deadline

Artist Fellowship Discipline Reading Begins

Notification of Advancement to Review Panelists

Artist Fellowship Review Panelist Begins

Artist Fellowship Review Panel Meeting

Full Commission Vote on Awards

Artist Fellowship Notifications via email

Public Announcement

Artist Fellowship Year Start

Mid-Point Reports Due

Final Reports Due

Monday, July 13, 2020

Tuesday, July 28, 2020, 5:30-7:00 PM

Tuesday, August 18, 2020, 12:30-2:00 PM

Thursday, September 10, 2020, 1:59 PM

Friday, September 18, 2020

Friday, October 16, 2020

Wednesday, October 21, 2020

Second week in November

Thursday, December 10, 2020

Friday, December 11, 2020

Mid-January 2021

Friday, January 01, 2020

Thursday, July 1, 2021

Tuesday, February 1, 2022

*** All Grant Writing Workshops will be held at:**

The Regional Arts Commission

6128 Delmar Blvd.

St. Louis, MO 63112



Artist Fellowship Awards

Ten (10) eligible St. Louis artists will be awarded \$20,000 each. Eighty percent of the award will be made available at the beginning of the fellowship period. The remaining twenty percent will be made available after the fellowship mid-point upon completion of a mid-point report and check-in. Each artist will sign a contract agreement and be responsible for any taxes due. (Please note that all awards and grants to individual artists are taxable income.)

Artist Fellowship Review Process

There are three primary steps in the review process: Artist Fellowship applications are first reviewed by staff to confirm eligibility. Eligible applications are then read by two expert discipline readers from the appropriate artistic disciplines.

Each application will be rated according to RAC's review criteria. RAC uses a numerical rating system for the first round of review of the Artist Fellowship applications. After the discipline readers have reviewed and rated the applications, the top-rated applicants from each discipline are reviewed by the Artist Fellowship Review Panel. Applicants who ascend to the second round of review will be notified. The Artist Fellowship Review Panel will then review all selected applications, regardless of discipline, and select the ten applicants to be recommended to the Grants Committee and approved by the full Commission.

Artist Fellowship Review Criteria

In the first round of review by discipline, readers will evaluate the Artist Fellowship applications based on the following review criteria:

1. Artistic Excellence
 - Does the artist's statement and support materials demonstrate creative accomplishment and excellent work?
2. Benefit of Artist Fellowship to Artistic Practice
 - Does the narrative clearly demonstrate how the Artist Fellowship will benefit and advance the artist creatively and professionally?
3. Income as a Working or Teaching Artist
 - Demonstrable history of deriving income from those skills as a working or teaching artist.
4. History of Creating Art and Presenting to the Public
 - History of active engagement in creating artwork and presenting it to the public.
5. Artistic Education
 - Artistic education or training (formal or informal).

The Artist Fellowship Review Panel will evaluate the Artist Fellowship applications based on the following review criteria:

1. Artistic Excellence
 - Do the artist's statement and support materials demonstrate creative accomplishment and excellent work?
2. Benefit of Artist Fellowship to Artistic Practice
 - Does the narrative clearly demonstrate how the Artist Fellowship will benefit and advance the artist creatively and professionally?
3. St. Louis Community Impact
 - How has the artist's work or practice contributed to the vibrancy and advancement of the St. Louis region?



Artist Fellowship Application Questions

1. Please provide a short narrative biography
2. Please provide an artist's statement.
3. Please provide a description of how receiving an Artist Fellowship would benefit you creatively and professionally as an artist at this time in your career.
4. Please detail the ways in which your work or practice contributes to the vibrancy and advancement of the St. Louis region.

Application Attachments must include:

- Detailed artist's résumé or CV
- Good visual, written, or aural documentation of the artist's work depending on the discipline

Artist Fellowship Application Process

The Artist Fellowship application and review process begins in July 2020 and ends in December 2020. This process includes the following steps:

- All interested and eligible* artists must submit an application for the Artist Fellowship. The application will be available through grants.racstl.org on July 13, 2020 and is due by September 10, 2020.
 - Application-writing workshops will be held in July and August, 2020.
- Expert readers in each discipline read and rate each proposal using RAC's review criteria.
- Staff reviews ratings and compiles the top applications in each artistic discipline.
- A Review Panel reviews the top applicants from each artistic discipline and rates each proposal using RAC's review criteria. Staff will notify applicants if they have advanced or not to the Artist Fellowship Review Panel.
- The Grants Committee, a subcommittee of RAC's Board of Commissioners, makes final recommendations based on the Artist Fellowship Review Panel's ratings of the applications.
- RAC's Board of Commissioners votes on the recommendations made by the Grants Committee.
- After the full Commission meets and approves the proposed grantees, notification will go out to all applicants that were advanced to the Panel, on Friday, December 11, 2020.
- Public announcement of Fellowship awards will be made in January 2021.

*See Artist Fellowship eligibility requirements and restrictions on pages 3 and 4.

 IF YOU HAVE ANY QUESTIONS,
please contact Olivia Lahs-Gonzales at
olivia@racstl.org.



SECTION 4

ABOUT ARTIST SUPPORT GRANTS

The Regional Arts Commission's (RAC) Artist Support Grant (ASG) serves as funding for the career advancement of individual artists.

This grant provides direct funds for an individual artist's projects, needs, or creative opportunities in all artistic disciplines.

Direct support enables diverse artists of all disciplines to advance their careers and complete creative projects. It is designed to be flexible and accessible and to encourage creativity, innovation, entrepreneurship, and sustained commitment to artistic work.

These grant funds can be designated for (but not limited to) equipment and materials, rental space, arts-related travel, conference fees, project completion, salaries, professional and artistic development, training, and other resources for an individual artist of all disciplines.

Grant Awards

An eligible individual artist can apply for anywhere between \$500 and \$3,000. If selected, an Artist Support Grant request will be fully funded.

Eligibility for Artist Support Grants

An individual artist is eligible to apply for an Artist Support Grant if they meet the following requirements:

- The artist is 19 years or older.
- The artist is not enrolled as a full-time undergraduate student.
- The artist is a current resident of St. Louis City or County and has maintained primary residence in St. Louis City or County for at least one year. (Documentation is required.)
- In the past three years, has created and presented their own original works to the public or performed for the public. (Documentation is required.)
- The artist has not received an Artist Support Grant in the past 16 months.
- The artist has not received an Artist Fellowship in the past 18 months.
- The artist is in good standing with RAC, with no delinquent reports or required grant documentation.

Please note that eligibility for the Artist Fellowships and the Artist Support Grants differ. Artist Support Grant recipients may apply for the Artist Fellowship at any point. Artists may apply for both an Artist Support Grant and an Artist Fellowship simultaneously. *If selected as an Artist Fellow, the applicant will no longer be eligible for an Artist Support Grant in the same cycle.*

Note: These grants are for individual artists. 501(c)(3) status or fiscal sponsorship is not required. If you wish to apply to RAC as an organization, please see our Organization Grants.



Restrictions

- A proposed project cannot receive funding from multiple RAC grant opportunities. This includes:
 - Projects where an individual artist is partnering with, employed by, or contracted by a RAC organizational grant recipient, and
 - Individual artists collaborating on the same project and applying separately.
 - Multiple applications for the same project will render all applications ineligible to receive funding.
- Grant funds cannot be designated for such things as:
 - Personal vacation
 - Full-time college tuition
 - Or any items not directly related to an artist's personal, professional, artistic, or project development.
- Grant funds may not pay for projects for which the main intent is:
 - Fundraising or charity,
 - The presentation of other artist's works, including curation, archiving, journalism (where the applicant's work is not the primary content,) or
 - A commission.
- No part of the grant may be used for reimbursement of expenses prior to the applicant notification date.
- Any funds not expended for the purposes of the grant as applied for must be returned to RAC.
- No part of the grant may be used directly or indirectly to participate in or intervene in any political campaign on behalf of, or in opposition to, any candidate for public office or to attempt to influence legislation or to support or promote, directly or indirectly terrorism or violent acts.
- Organizations are ineligible to apply.



Artist Support Grant - Spring 2020 Schedule

For projects, needs, or creative opportunities that begin in June 2020 or later.

Application Available at grants.racstl.org	Tuesday, January 28, 2020
Application Writing Workshop*	Wednesday, February 19, 2020, 9:00–10:30 AM
Application Writing Workshop*	Tuesday, March 3, 2020, 5:30–7:00 PM
Application Deadline	Thursday, March 12, 2020, 11:59 PM
ASG Discipline Reading Begins	Thursday, March 26, 2020
Full Commission Votes on Awards	Thursday, May 14, 2020
ASG Notifications via email	Friday, May 15, 2020
ASG Award Meetings Begin	Wednesday, May 27, 2020
Public Announcement	Mid-June 2020
ASG Final Report Due	July 1, 2021

* All Writing Workshops held at the Regional Arts Commission, 6128 Delmar Blvd., St. Louis, MO 63112

Artist Support Grant - Fall 2020 Schedule

For projects, needs, or creative opportunities that begin in January 2021 or later.

Application Available at grants.racstl.org	Monday, July 13, 2020
Application Writing Workshop*	Tuesday, August 4, 2020, 5:30–7:00 PM
Application Writing Workshop*	Thursday, August 20, 2020, 12:30–2:00 PM
Application Deadline	Thursday, August 27, 2020, 1:59 PM
ASG Discipline Reading Begins	Thursday, September 10, 2020
Full Commission Votes on Awards	Thursday, November 12, 2020
ASG Notifications via email	Thursday, November 19, 2020
ASG Award Meetings Begin	Monday, November 23, 2020
ASG Award Meetings End	Friday, December 11, 2020
Public Announcement	January 2021
ASG Final Report Due	February 1, 2022

* All Writing Workshops held at the Regional Arts Commission, 6128 Delmar Blvd., St. Louis, MO 63112



Artist Support Grant Review Process

Each Artist Support Grant application is read by two knowledgeable art practitioners and experts from the following groups:

- RAC staff
- Members of the St. Louis arts community
- Members of the national arts community

Each application will be rated according to RAC's review criteria. Once readers have rated all applications, RAC staff will select the top-rated applicants from each reader group based on the ratings and will recommend grantees to the Grants Committee until the funds are exhausted for each round. The Grants Committee will then recommend to the full Commission, who will approve the final grant awards.

Please note that all awards and grants to individual artists are taxable income.

Artist Support Grant Review Criteria

Applications are evaluated based on the following criteria:

- Artistic Accomplishment
 - Artist has achieved a relative level of success as evidenced by:
 - Awards and recognition, including prizes, residencies, other grants; presentation opportunities, including juried exhibitions, juried publications, castings, bookings; critical review; documentation of work.
- Clarity on How the Grant Funds Will Be Used
 - Applicants have provided a clear and accurate budget with description of how funds will be used
- Commitment to Deepening and Expanding Artist Work
 - Artist displays pursuit of creative opportunities, as evidenced by workshops and trainings, collaborations, residencies, etc.
- Artist Support Grant Funds Will Further Artistic and Career Goals
 - Narrative and budget demonstrate a strong impact to the artist's career
- Immediacy of Need: Time frame of project or immediacy of need
 - Artist will not be able to apply at a later date for support for this opportunity, as evidenced by timeline, narrative, optional supporting materials.

Artist Support Grant Application Questions

1. Please provide a short summary of grant request (limit 200 words)
2. Please provide a short narrative biography.
3. Please provide more detail on your project, opportunity or need for which you are requesting support. How will the grant funds be spent?
4. Provide project timetable (milestones)
5. Briefly describe the important milestones in this project
6. How will this project, opportunity or fulfillment of need further your creative career goals?
7. Please describe in more detail what materials are needed to complete the project or opportunity
8. Will you be working with other artists or community partners to complete the project or opportunity? (Yes or No).
9. Please describe the partnerships.
10. What are the desired outcomes of the project, opportunity, or fulfillment of need?



11. Do you have additional funds for the project? (Note: Revenue outside of the Artist Support Grant is not required, but the maximum request amount is \$3,000. Is there any donated or contributed assistance for this project, opportunity or need? (Note: Matching funds are NOT required.
12. Please describe any donations or contributions.

Application Attachments must include:

- Detailed artist's résumé or CV
- Good visual, written, or aural documentation of the artist's work depending on the discipline

Artist Support Grant Application Process: Spring 2020

The Artist Support Grant (ASG) application process begins in January 2020 and ends in May 2020. This process includes the following steps:

- All interested and eligible* artists must submit an application for the Artist Support Grant. The application will be available through grants.racstl.org on January 28, 2020 and is due by March 12, 2020.
 - Application-writing workshops will be held on February 19 and March 3, 2020.
- Readers in each discipline read and rate each proposal using RAC's review criteria.
- Staff reviews Reader ratings and recommends the top applications in each discipline until funds are exhausted.
- The Grants Committee, a subcommittee of RAC's Board of Commissioners, makes final recommendations to the full Board of Commissioners.
- RAC's Board of Commissioners votes on the recommendations made by the Grants Committee.
- Notification will go out to all applicants on May 15, 2020, after the full Commission meets and approves the grants.
- Public announcement of grant awards will be made in June 2020.

Artist Support Grant Application Process: Fall 2020

The Artist Support Grant (ASG) application process begins in July 2020 and ends in November 2020. This process includes the following steps:

- All interested and eligible* artists must submit an application for the Artist Support Grant. The application will be available through grants.racstl.org on July 13, 2020, and is due by August 27, 2020.
 - Application-writing workshops will be held on August 4 and 20, 2020.
- Readers in each discipline read and rate each proposal using RAC's review criteria.
- Staff reviews Reader ratings and recommends the top applications in each discipline until funds are exhausted.
- The Grants Committee, a subcommittee of RAC's Board of Commissioners, makes final recommendations to the full Board of Commissioners.
- RAC's Board of Commissioners votes on the recommendations made by the Grants Committee.
- Notification will go out to all applicants on Thursday, November 19, 2020, after the full Commission meets and approves the grants.
- Public announcement of grant awards will be made in January 2021.

*See Artist Support Grant eligibility requirements and restrictions on pages 7 and 8.



SECTION 5

USING GRANTS.RACSTL.ORG TO SUBMIT YOUR APPLICATION SETUP AND FULL APPLICATION

The Regional Arts Commission of St. Louis (RAC) requires all applicants to submit proposal information online via our *new* grant application website, grants.racstl.org. (*Note: RAC no longer accepts applications via the eGrant system. It is NOT used or connected to the new system in any way.*)

<https://grants.racstl.org>

(*Note: Your old eGrant login will not work here.*)

1. To begin, click **Sign Up** on the bottom right of the grants.racstl.org home screen.
2. After you provide your name and email, click **Register**, and check your email. You'll need to confirm your registration so that we may email you important notifications from the application website system.
3. Next, complete the **Applicant Setup** form. Here you'll complete your profile and check preliminary award eligibility.
4. When that form is completed, click on **View Grant Applications** to see which awards are available for you to apply.

Application Selection

After you complete the **Applicant Setup** form, you can apply to either the Artist Support Grant or the Artist Fellowship, or both.

General grants.racstl.org Instructions

To make your experience using grants.racstl.org more successful, please note the following:

Saving Your Work

The grant application system outlines your application into a set of tasks. After you open a task you may save your progress, and marking a task as complete will also save your work. Always save your progress before logging out. RAC is not responsible for any lost work due to technical glitches. Drafting and saving your application responses offline (such as on a word processor on your computer) will ensure you have a backup of your application content. Please pay attention to word and character limits on questions if you plan to draft your application offline.

Formatting

Although you can copy and paste text into the new online application system, formatting features (i.e. bold, italic, underline, etc.) will not transfer. Use other ways to emphasize your words such as quotation marks, capitalization, or numbering.

We strongly recommend that you group images into one or two PDFs rather than uploading individual image files. The system provides all files to readers and reviewers as drop-down menus and does not save their place between files.



DEMOGRAPHIC DEFINITIONS

As steward of the largest public funding resource for the arts in St. Louis City and County, the Regional Arts Commission of St. Louis (RAC) works to ensure that the arts, which are essential to a healthy and democratic society, are accessible to everyone. This means doing all we can to encourage and fund diverse artists and more open, inclusive and diverse projects for people to experience the arts.

One way that RAC tracks collective progress on diversity and inclusion is by gathering demographic data on our grantees and applicants. To ensure that the data is tracked in a consistent and standardized manner, we have made it a requirement of our grant application.

The demographic data we require will be used to establish a baseline — a starting point from which we can measure our progress toward diversity and inclusion in the arts. Staff will use the data to inform the development of outreach and invitations to ensure that our applicant pool and, by logical extension, our grantee pool both reflect the diversity of our region.

Race

The following racial categories generally reflect a social definition of race recognized in the United States and not an attempt to define race biologically, anthropologically, or genetically. People who identify their origin as Hispanic, Latino or Spanish may be of any race.

(NOTE: RAC utilizes the same categories and definitions as the [United States Census Bureau](#)).

American Indian or Alaska Native: A person having origins in any of the original peoples of North and South America (including Central America) and who maintains tribal affiliation or community attachment.

Asian or Asian-American: A person having origins in any of the original peoples of the Far East, Southeast Asia or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

Black or African American: A person having origins in any of the Black racial groups of Africa.

Native Hawaiian or Other Pacific Islander: A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

White: A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Ethnicity

The US Census Bureau defines “Hispanic or Latino” as a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race. Both Hispanic and Latino/a are based on language. Latino/a refers to a person of a culture or origin of Latin America, which is defined as the group of countries and dependencies in the Americas where romance languages are predominant. In the United States this is typically simplified to refer to any country south of the United States. Hispanic refers to a person of a culture or origin from a Spanish-speaking country. (NOTE: RAC utilizes the same definition and categories as the [United States Census Bureau](#)).



SECTION 7

SUPPORT MATERIALS

Documentation of your work is required for evaluation. A minimum of two artistic work samples must be uploaded in the application. There is no maximum number of work samples; however, the provided work samples should be relevant to the project being applied for and illustrate the artist accomplishment of the applicant. Acceptable file formats are on the next page. The following are discipline-specific suggestions for artistic work sample submissions:

DISCIPLINE	REQUIRED DOCUMENTATION	SUGGESTED WORK SAMPLE LIMITS
Architecture	Images – or – Published Materials	IMAGES: Up to 10 Images (<i>Suggested Format: PDF with one image or grouping per page. Include title and date.</i>) PUBLISHED MATERIALS: Up to 5 sample pages
Craft and Traditional Arts	Video – or – Images	VIDEO: Up to 5 minutes each IMAGES: Up to 10 Images (<i>Suggested Format: PDF with one image or grouping per page. Include title and date</i>)
Dance	Video	VIDEO: Up to 5 minutes each
Design	Images – or – Published Materials	IMAGES: Up to 10 Images (<i>Suggested Format: PDF with one image or grouping per page. Include title and date</i>) PUBLISHED MATERIALS: Up to 5 sample pages
Literature	Published Materials	PUBLISHED MATERIALS: Up to 5 sample pages
Media Arts	Video – or – Images – or – Published Materials	VIDEO: Up to 5 minutes each IMAGES: Up to 10 Images (<i>Suggested Format: PDF with one image or grouping per page. Include title and date</i>) PUBLISHED MATERIALS: Up to 5 sample pages
Music	Audio – or – Video	AUDIO SAMPLES: Up to 5 minutes each VIDEO: Up to 5 minutes each
Theatre Arts	Video	VIDEO: Up to 5 minutes each
Visual Arts	Images – or Published Materials	IMAGES: Up to 10 Images (<i>Suggested Format: PDF with one image or grouping per page. Include title and date</i>) PUBLISHED MATERIALS: Up to 10 sample pages



Uploading Documentation

The following guide shows what file types are accepted in the application system. File types with an asterisk (*) are recommended as they ensure universal accessibility (to readers and panelists).

Preview the artistic documentation files before and after uploading to ensure that there are no technical problems that might interfere with the panel's review of the work. Panelists generally spend no more than three to five minutes on the work sample(s) for each application. Please be aware that the entire sample (not just the selected segment) is considered part of the application and may be reviewed.

Media Type	Accepted Formats
Audio Samples	.mp3, .mp4, .wma, .wav .acc, .m4a, .flac
Image Samples	
PowerPoint presentations, which must be saved as and submitted as a pdf, are the best format for artworks shown in exhibitions or installations.	.pdf*, .jpg*, .png* .bmp, .gif, .jpeg
Documents (such as Word documents) should be saved as .pdf before uploading.	
Video Samples	
In general, for the performing arts, panelists prefer to review substantive artistic excerpts rather than short edited clips with heavy narration.	.avi*, YouTube link*, Vimeo link* .mp4, .mpg, .mpeg, .wmv .mov, .flv, .f4v
Published Materials	
This format is best used for literary publications or museum and gallery catalogues.	RAC strongly encourages you to provide your materials as .pdf attachments.
Special Note for Graphic Designers	RAC's grant application website supports a limited number of type fonts. RAC strongly encourages you to flatten any PDFs of images where the specific type font is critical to the presentation of your artistic work.

**Suggested formats that ensure universal accessibility of the files.*



REQUIRED DOCUMENTATION

Artist Support Grant

Artists selected for an Artist Support Grant are required to provide to the Regional Arts Commission (RAC) the following before receiving the grant:

- Signed W9 with Social Security Number
- Proof of residency for at least one (1) year in St. Louis City or St. Louis County. The following are acceptable forms for proof of residency:
 - Signed and dated tax forms for the **prior year**
 - Personal Property tax receipts for the **prior year**
 - Lease agreement signed **one year prior** to application (or before) by the applicant and landlord, with the landlord's contact info
 - One (1) utility bill from **one year prior** to application date that shows annual usage and have applicant's name on the bill (EX: Ameren, Spire, etc.) Artists who have resided in multiple locations within the past year, will need documentation for both residences.

Artist Fellowship

Artists awarded an Artist Fellowship are required to provide to the Regional Arts Commission the following before receiving the grant:

- Signed W9 with Social Security Number
- Proof of residency for at least two (2) years in St. Louis City or St. Louis County. The following are acceptable forms for proof of residency:
 - Signed and dated tax forms for the **two years prior**
 - Personal Property tax receipts for the **two years prior**
 - Lease agreement signed **two years prior** to application (or before) by the applicant and landlord, with the landlord's contact info
 - One (1) utility bill from **the previous year** and one (1) **from the year before** that each show annual usage and have applicant's name on the bill (EX: Ameren, Spire, etc.)
Artists who have resided in multiple locations within the past two years, will need documentation for both residences.



DISCIPLINE READER AND ARTIST FELLOWSHIP REVIEW PANELIST INFORMATION

Discipline Readers and Artist Fellowship Review Panelists play a central role in the Regional Arts Commission's (RAC) annual grant making process. Each year, RAC invites dozens of local and national individuals representing a broad and diverse range of artistic and cultural viewpoints, professions, and backgrounds to read individual artist grants and assist with the evaluation of applications.

Readers are volunteers who are knowledgeable and informed about the arts and culture community, have backgrounds in the artistic disciplines under review, and can commit the time and energy to fulfill the obligations of the review process. RAC panelists commit to the following:

- Time to read a training document and learn how to evaluate the applications according to the guidelines and review criteria
- Time to read and rate the assigned applications, including videos, photos, recordings, writings and/or other work samples

Artist Fellowship Review Panelists commit to the above as well as:

- Time to gather with other Review Panelists for a two- to three-hour meeting where they will discuss and rate selected Artist Fellowship applications and to recommend a cohort of 10 artists.

Discipline Reader and Artist Fellowship Review Panel Nomination Process

Readers are nominated to serve through a public process. An individual may self-nominate to serve or recommend others by completing a simple application process. Staff reviews the nominations and makes selections according to need, talent and the individual's availability to serve. Readers may serve up to three years to ensure that there is always a steady pool of talented individuals from which to choose.

RAC staff manage the application process and provide readers with online access to the applications as well as technical assistance throughout the evaluation process. Readers are given three to five weeks to read and rate their list of applications.

To ensure that readers are reviewing each application fairly, they are required to declare any conflict of interest with artists in their list. In the event of a conflict of interest, applications are transferred to other readers to read and rate.

Readers review a training document and declare any conflicts of interest before reading the applications, reviewing the work samples and ultimately rating the applications.

Artist Fellowship Review Panel

After the discipline readers have reviewed and rated the applications, the top-rated applicants from each discipline are reviewed by the Artist Fellowship Review Panel. Applicants who have made it to the second round of review will be notified. The Artist Fellowship Review Panel will then review all selected applications, regardless of discipline and select the ten Artist Fellows to be recommended to the Grants Committee and approved by the full Commission.



DISBURSEMENTS AND PAYMENTS

Artist Support Grant

Each Artist Support Grant recipient will need to make an appointment to submit documentation, sign their agreement, and collect their check following their notification. During the meeting, artists will present valid documentation as listed under Required Documentation. Then, the grant manager will review the contract with the artist; and after all documentation has been submitted and paperwork signed, will disburse the check.

Grant funds will not be released without proper documentation.

(Please note that all awards and grants to individual artists are taxable income.)

Artist Fellowship Awards

Artist Fellowship Disbursement 1

Up to \$16,000 (80%) of the \$20,000 award will be made available at the beginning of the fellowship period. To receive this first disbursement, Fellows will need to provide valid documentation as listed under Required Documentation. Each artist will sign a contract agreement. Once all documentation has been submitted and paperwork signed, the artists will receive a check for their requested initial disbursement (up to \$16,000) during the Artist Fellowship reception, scheduled in January.

Artist Fellowship Disbursement 2

The remaining amount will be made available after the fellowship mid-point upon completion of a mid-point report and check-in.

(Please note that all awards and grants to individual artists are taxable income.)

NOTE: You will not be able to collect your grant funds without proper documentation. If you have questions about your documentation, contact Olivia Lahs-Gonzales, olivia@racstl.org.



REPORTING REQUIREMENTS

ARTIST SUPPORT GRANTS

If your application is approved you are required to provide the Regional Arts Commission (RAC) the following before receiving your grant:

On completion of your project or opportunity, please provide RAC with a Final Report. Your report should include the following:

- A one-page narrative describing how the funds were used for your project, opportunity, or need and detailing your overall accomplishments. Discuss how the grant has impacted your career.
- If there is any significant variation in how the funds were used from those stated in the original grant, please include a brief explanation. *(Any significant changes in the project as first proposed must first have been approved by the Program Manager);*
- Any documentation such as photos, links to websites, marketing materials, etc., illustrating your completed Artists Support Grant project or opportunity.
- Copies of any receipts or expenditures related to your Artists Support grant.
- A final budget.

Please submit your report through RAC's grant application website, grants.racstl.org, under "Manage your Grant." Any questions, please contact Olivia Lahs-Gonzales at olivia@racstl.org.

ARTIST FELLOWSHIP AWARDS

Throughout the Artist Fellowship year, the artists may be asked to participate in public presentations regarding the Artist Fellowship program and to provide content and documentation for the website. Artist Fellows may be asked to meet periodically with RAC staff. These meetings and presentations are intended to expand the scope of the fellowship experience. At the midpoint and at the end of the one-year period, each artist will provide a one-page narrative of the artist's creative achievements within that year and where that may lead. They may also be asked to participate in a public presentation.

Reporting requirements:

- **June:** One-page mid-year narrative report about how the Artist Fellowship is affecting your work and career as an artist.
- **December:** One-page final narrative report about your Artist Fellowship year and the way in which it has affected your art practice and your career.

If you were awarded the Artist Fellowship prior to 2017, email all parts of your mid-year and final reports to Olivia Lahs-Gonzales, olivia@racstl.org. If you became an Artist Fellow in or after 2017, please submit your report through the grants application website, grants.racstl.org.



GLOSSARY OF USEFUL TERMS

Applicant: An applicant is an individual artist that has submitted an application to receive grant funding from RAC.

Artist: An individual generally recognized by critics and peers as a professional practitioner of the visual, performing or literary arts, or a combination thereof. This is based on the professional practitioner's body of work, educational background, past commissions, exhibition/performance record, publications, and production.

Arts: The arts encompass visual disciplines (i.e. painting, sculpture, design, photography, printing, mosaic, video, film, mixed-media, textiles, etc.), performing disciplines (i.e. music, theater, dance, spoken word, etc.) and literary disciplines (i.e. poetry, fiction, non-fiction, etc.).

Commissioner: A volunteer appointed by the mayor of the City of St. Louis and the county executive of St. Louis County to serve as a member of the board of directors of RAC.

Community: The constituent group (audience, participants, neighbors, and beneficiaries) to which the applicant belongs and/or intends to serve.

Demographics: Quantifiable characteristics of a given population. Can cover whole societies or groups defined by criteria such as education, race, age, gender, religion, and ethnicity.

In-Kind Contributions*: In-kind contributions are goods or services donated to a project or program either as volunteer staff time or physical goods (e.g.: paintbrushes, venue, equipment loaned for an event, etc).

*The value of in-kind contributions should be reflected as income in the budget.

RAC: Regional Arts Commission of St. Louis.



GETTING HELP

If you have any questions regarding the Individual Artist Grants, please contact:

Olivia Lahs-Gonzales
Interim Director of Artist Programs and Services
olivia@racstl.org or (314) 863.5811 ext. 1009

Erika Fiola
Interim Director of Grants
erika@racstl.org or (314) 863.5811 ext. 1008

