Spring 2020 Artist Support Grant Application Writing Workshop

Wednesday, February 19, 2020, 9 – 10:30 am @RAC
Tuesday, March 3, 2020, 5:30 – 7:00 pm. @RAC
Regional Arts Commission (RAC)

- The Regional Arts Commission (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.

- RAC provides financial support for both non-profit organizations and individual artists in St. Louis City and St. Louis County.

- Since 1985, RAC has awarded more than 7,000 grants totaling more than $100 million to help strengthen arts and culture within the region.
Grant Opportunities

**Individual Artists**
- Artist Support Grants
  - $500 - $3,000
  - Available Every 6 Months
- Artist Fellowships
  - $20,000
  - Annually Available

**Organizations**
- Program Support
  - $1,500 - $15,000
  - 1 – Year Grants
- General Operating Support (GOS)
  - $15,000 - $300,000
  - 2 – Year Grants
Artist Support Grants

Purpose:
To provide direct funds for an individual artist’s projects, needs, or creative opportunities in all artistic disciplines.
Artist Support Grants - Details

$500 - $3,000 for individual artists in any discipline.*
$200,000 Budgeted Annually | $100k available each round | 2 rounds

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

*Social Practice (NEW!)

*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.
New Discipline 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.
Categories

Projects:
- Example: Creating or finishing artworks, book publishing, recording studio rental, films, albums, murals.

Opportunities:
- Example: Workshops/seminars, residencies, apprenticeships, art fair participation fees and expenses.

Needs:
- Example: Materials, equipment, tools, space.
Grant Portal and Policy Clarifications:

• Grant Application Portal: grants.racstl.org

• Policy Clarifications:
  o Intended for an individual artist’s projects, needs, or creative opportunities; Fundraisers and commissions are ineligible.
  o Artistic collaborations are eligible for funding; however, only one artist may apply for an Artist Support Grant for the project. If multiple applications for the same project are submitted, all applications will be deemed ineligible.
  o Previously funded applicants must be in good standing with RAC, with no delinquent reports or required grant documentation outstanding.
Eligibility

An individual artist is eligible to apply for an Artist Support Grant if the artist:

- **Is** 19 years or older
- **Is not** enrolled as a full-time undergraduate student
- **Is** a current resident of St. Louis City or County for at least one year*
- **Has** created and presented their own original works to the public or performed for the public in the **past three years***
- Has not received an Artist Support Grant in the past 16 months.
- Has not received an Artist Fellowship in the past 18 months.

*Documentation Required
See [Individual Artist Grants Guide](#) for full list.
Restrictions

Artist Support Grants cannot fund:

- Anything twice (RAC organizational grantees, multiple submissions, etc)
- Fundraising or charity
- Presentation of other artist’s works (curation, archiving, journalism)
- A commission
- Reimbursements (prior to the applicant notification date)
- Non-creative-project pursuits (personal vacation, full-time tuition)

See Individual Artist Grants Guide for full list.
All Details in our Grants Guide:
Individual Artist Grant Information Guide

Download at https://racstl.org/grant/artists-support-grants/
# Grant Schedule – Key Dates

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Open</td>
<td>Open Now</td>
</tr>
<tr>
<td>Application Deadline</td>
<td>Thursday, March 12, 2020</td>
</tr>
<tr>
<td>Applicant Notifications</td>
<td>Friday, May 15, 2020</td>
</tr>
<tr>
<td>Public Announcement</td>
<td>Friday, May 29, 2020</td>
</tr>
<tr>
<td>Project/Opportunity/Need Start Dates</td>
<td>Monday, June 1, 2020</td>
</tr>
<tr>
<td>Project Ends</td>
<td>May 31, 2021</td>
</tr>
<tr>
<td>Final Report Due</td>
<td>July 1, 2021</td>
</tr>
<tr>
<td>Fall ASG and AF Applications Open</td>
<td>Monday, July 13, 2020</td>
</tr>
</tbody>
</table>
Application Review Process

1. RAC staff reviews all applications for eligibility.
2. Discipline Readers and RAC staff read and rate applications using 5 review criteria.
3. RAC staff makes recommendations to the Commission’s Grants Committee based on ratings.
4. The Grants Committee reviews the recommendations and the full Commission approves the Artist Support Grant recipients.
Discipline Readers

Who is reading your Artist Support Grant application?

Once applications are reviewed by staff to confirm eligibility, eligible applications are read by two discipline readers from the appropriate artistic disciplines from the following groups:

- RAC staff and Commissioners
- Members of the St. Louis arts community
- Members of the national arts community
Questions?
INDIVIDUAL ARTISTS

RAC supports individual artists of all disciplines through Artist Support Grants and Artist Fellowships.

Artist Support Grants provide direct funds for an artist’s projects, needs and creative opportunities. Artist Fellowships recognize artistic excellence and honor the work of seasoned artists, advance the work of mid-career artists and nurture the work of developing artists.
To Apply - Login or Register at http://grants.racstl.org
Welcome to the Regional Arts Commission of St. Louis' (RAC) grant application website.

- If you are new to our online grants system and do not have a password, click Sign Up and follow the prompts to get an account.
- If you are a returning applicant with an existing account, enter your email, password and click Sign In. Click "Forgot your Password?" to create a new password and continue.

If at any time during this process you need assistance, contact us at grants@racstl.org. For more information about RAC’s grant opportunities, please visit our website.
Applicant Setup:

Once signed in, RAC’s grant application website displays tasks to lead you through opening and submitting your application. Click Start to begin any task.

Before you begin your application, you’ll need to complete a quick “Applicant Setup” task to give us a little more information about yourself, and collect information on your eligibility. New here: Artist narrative bio

When finished setting up your profile, your task will say “complete.” This does not mean your application is complete. Scroll down for rest of application!
Starting an Application:

Scroll down the home page, and you’ll see a section called **Your Applications**.

If you are new to the system, you’ll see “No applications found.” If you applied last year, you’ll see your application listed as “Previous Year’s Application” though the deadline will match that of the current application.

Click the green **View Applications** button to continue and open a new application.
Past and new applications visible

Click on Spring Application to begin.
## Your Tasks

### Artist Support Grant Application - Spring

**Grant Application deadline:** 03/12/2020 11:59 PM CST

#### Submit Your Application

<table>
<thead>
<tr>
<th>TASK</th>
<th>STATUS</th>
<th>ACTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individual Artist Basic Information</td>
<td>INCOMPLETE</td>
<td><img src="https://example.com/start.png" alt="Start" /></td>
</tr>
<tr>
<td>Please provide RAC with some basic information about yourself and your primary artistic discipline.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Artist Support Grant Narrative</td>
<td>INCOMPLETE</td>
<td><img src="https://example.com/start.png" alt="Start" /></td>
</tr>
<tr>
<td>Artist Demographic Information</td>
<td>INCOMPLETE</td>
<td><img src="https://example.com/start.png" alt="Start" /></td>
</tr>
<tr>
<td>This information helps RAC learn more about who we serve. Your personal demographic information will not be shared with RAC application reviewers, and is not used to make grantmaking or award decisions.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Artist Support Grant Budget</td>
<td>INCOMPLETE</td>
<td><img src="https://example.com/start.png" alt="Start" /></td>
</tr>
<tr>
<td>Upload Detailed Resume/Curriculum Vitae (PDF only) for Artist Support</td>
<td>INCOMPLETE</td>
<td><img src="https://example.com/start.png" alt="Start" /></td>
</tr>
</tbody>
</table>

#### Members

- **Artist Name** (Owner)
  - ![Add Member](https://example.com/add_member.png)
  - ![Edit Members](https://example.com/edit_members.png)
Application Outline:

Task 1 - Individual Artist Basic Information
Task 2 - Artist Support Grant Narrative
Task 3 - Artist Demographic Information (not used to rate application)
Task 4 - Artist Support Grant Budget
Task 5 - Upload Detailed Resume/Curriculum Vitae (PDF only) for Artist Support
Task 6 - Documentation of Your Work: Media File Selection Form
Optional Upload: Supporting Information

Note: Tasks do NOT have to be completed in order
Application Outline (Detail):

- **Artist Support Narrative**: This task will ask you a series of questions about the project, opportunity or need for which you are applying. It is an opportunity for the discipline readers to get to know you.

- **Demographic Information**: This information helps RAC learn more about who we serve. Your personal demographic information is not visible to discipline readers.

- **Detailed Résumé/Curriculum Vitae**: Must be in a PDF format.

- **Artist Support Budget - Online Form**: This task will ask you to provide a breakdown of all expenses and sources of income (including the RAC artist support grant amount you are requesting). To complete this form, the total expenses must be equal to the total income.

- **Documentation of Your Work**: Images, video, audio, programs, invitations of your past significant artistic performances, exhibitions, or publication documentation to your application.

- **Supporting Information (optional)**: Use this task to upload miscellaneous image or PDF examples of any supporting materials for your project or opportunity, such as a brochure, letter, invoice, or bid.
Artist Support Grant Narrative Questions

● What are you requesting funds for? Check all that apply.
  o Artistic Project
  o Community Project
    • Please describe the community benefits you envision for this project.
  o Artistic or Professional Opportunity, Studio, Equipment, or Supply Need
  o Other
NEW: Please provide a brief synopsis of your grant request. (20 words or less)

Example:

“Requesting funding to upgrade my studio air filtration system.”

Or

“Requesting funding to pay for expenses relating to artist residency.”
● Please describe in more detail what is the project, opportunity, or need for which you are requesting support. How will the grant funds be spent if awarded?
  ○ Project Narrative Section (What, Why, How?)
Additional Application Questions

- Timeline of project: Start date and End date
- What important milestones exist within this project?
- How will this project, opportunity, or fulfillment of need further your creative career goals?
- Are there any materials or supplies that you will need to complete this project or opportunity? Describe materials.
- Will you be working with other artists or community partners to complete this project or opportunity? Describe partnerships.
- What are the desired outcomes of the project, opportunity, or fulfillment of need?
- Do you have additional funds for this project? Describe contributions.
Demographics

Required, but reviewers do not see this part. This will not be used to rate your proposal and doesn’t affect the outcome.

We use this data to help us with outreach so we can know who we are reaching and who we may need to work harder to reach as RAC is deeply committed to diversity, equity and inclusion.
Detailed resume which lists all of your artistic professional accomplishments in your field. This is your art/creative resume; NOT your job resume (unless your job is related to your artistic process).

The File you upload Must be a PDF.
Budget

10 lines - Group related items together:
 i.e.: “Paint Products, Inks”
 “Recording Studio Rental”
 “Travel for musicians”
 “Accommodations for musicians”
 “Workshop Fee”

Research costs online and provide backup, which can be shown in “Supporting Information” section (optional, but helpful)
Questions?
Review Criteria (What Discipline Reviewers Look For*)

- Artistic Accomplishment
- Clarity on How the Grant Funds Will Be Used
- Shows Commitment to Deepening and Expanding Artist Work
- Does it Further Artistic and Career Goals?
- Immediacy of Need (time frame)

*Each Criteria is Weighted Equally
Artistic Accomplishment

Demonstrated through:

• Your artistic resume
• Your work Samples
Clarity on How the Grant Funds Will Be Used

● Budget is Clear. Show expenses

● Narrative is Clear
  o Describe in detail what project, opportunity, or need for which you are requesting support. How will the grant funds be spent if awarded?
  o Are there any materials or supplies...?
  o Will you be working with other artists...?
  o Do you have additional funds...?
Commitment to Deepening and Expanding Artist’s Work

- Résumé shows artistic accomplishment
- Strong and high-quality work samples
- In your Narrative address:
  - How will this project further your creative career goals?
  - Will you be working with other artists...?
  - What are the desired outcomes...?
Furthering Artistic and Career Goals

● In Narrative:
  o Explain how the project will further your creative career goals.
  o Describe if and how you’re working with other artists and why this is important to the project.
  o Describe your desired outcomes

● In Resume:
  o Your resume should show a past trajectory to this project
Immediacy of Need

● In Your Narrative – Describe in Detail:
  ○ Timeline of project
  ○ Milestones (What will happen when?)
  ○ Will you be working with other artists (availability of artists, time constraint?)
  ○ Desired outcomes...?
  ○ Why Now?

● In your Budget
What Makes a Strong Proposal? Recap:

- **Narrative contains:**
  - Clear and succinct description of the project, opportunity or need
  - Clear communication about your practice and career goals
  - Clear description of the way in which the project, opportunity or need ties into your goals

- A clear and balanced budget

- Strong, clear, and relevant documentation/work samples.

- Don’t make assumptions about the reader’s knowledge of your specific niche, explain your artistic practice.
Regional Arts Commission of St. Louis
Promotes, Encourages & Fosters the Growth of THE ARTS IN ST. LOUIS.

GRANT APPLICATIONS  ACCESSING PAST APPLICATIONS  HELP  SETTINGS

Home » Artist Support Grant ... » Sample Applicant » Artist Support Budget

Artist Support Budget

Expenses
Please list your itemized expenses below, and give a brief description for each.

<table>
<thead>
<tr>
<th>Project Expenses Itemized</th>
<th>Dollar Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paint Supplies (paint, brushes, buckets, etc)</td>
<td>500</td>
</tr>
<tr>
<td>Stencil App</td>
<td>350</td>
</tr>
<tr>
<td>Wall Mounts</td>
<td>300</td>
</tr>
<tr>
<td>Ladders</td>
<td>150</td>
</tr>
<tr>
<td>3 Assistants</td>
<td>1000</td>
</tr>
<tr>
<td>Weathering Material</td>
<td>1300</td>
</tr>
</tbody>
</table>

Total Cash Expenses: $4100

Income
In the first line below, please enter the amount of your grant request. This is included as part of your income.

<table>
<thead>
<tr>
<th>Income</th>
<th>Artist Support Grant Request Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>RAC Artist Support Grant (Please enter amount)</td>
<td>3000</td>
</tr>
</tbody>
</table>
**Income**

In the first line below, please enter the amount of your grant request. This is included as part of your income.

<table>
<thead>
<tr>
<th>Income</th>
<th>Artist Support Grant Request Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>RAC Artist Support Grant</td>
<td>3000</td>
</tr>
</tbody>
</table>

Now, please list any other sources of income and the corresponding amount for your project. (Note that it is not required that you receive matching funds in order to be eligible to receive an Artist Support Grant, however, if your project costs exceed $3,000, you must document your other sources of funds.)

<table>
<thead>
<tr>
<th>Other Income</th>
<th>Dollar Amount (whole numbers only)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ladders (donated)</td>
<td>150</td>
</tr>
<tr>
<td>1 Assistant (volunteer)</td>
<td>500</td>
</tr>
<tr>
<td>Artist Funded</td>
<td>450</td>
</tr>
</tbody>
</table>

**Total Expenses:** $4100

- RAC Grant Request: $3000
- Subtotal Other Income: $1100
- Grand Total Income: $4100

In order to complete this part of the application, the total income must match the total expenses listed above.
Documentation: Part of a strong proposal

- Strong, clear and relevant documentation
  - High quality files (images, video and sound)
  - Self-edit: put your best foot forward (10 images!)
    - Can readers understand what they’re seeing/hearing/watching/reading without too much explanation?
    - Will they have questions (remember that you won’t be there to answer)?
    - Is each file revealing new information?
    - PDF document is STRONGLY recommended for groups of images

Reminder: Space to upload or link to various types of image, video and audio files. Full lists available in Application Tutorial or Individual Artist Grants Guide
Documentation: Examples

Files that are named with artwork’s title, date, medium, and dimensions provide a much clearer snapshot of the applicant’s career and practice than those without this information.

Example:
Cloud Gate, 2006, Stainless Steel, 33 x 66 x 42 feet
Examples

Example of image that is perhaps not the best, but does provide context and shows audience interactivity.

Example: Cloud Gate, 2006, Stainless Steel, 33 x 66 x 42 feet
Documentation: Create a running PDF Document from a Word or Google Docs File

10 total “Slides” or pages allowed.

1 image featuring one work per page, each with information on work or sample featured.

Paul Gauguin, *Two Women*, oil on canvas, 29 x 36 1/4 inches, 1901.
If details are important to show, you could do two images on a page.

Paul Gauguin, *Two Women*, oil on canvas, 29 x 36 1/4 inches, 1901.

Detail of “Two Women”
However, in general, multiple images on a page are not recommended.
EXAMPLE

Performance photos
EXAMPLE

Books or albums

Jane Austen, *Sense and Sensibility*, Dover Books, 1811
Documentation: Video and Audio

AUDIO SAMPLES: Up to 5 minutes each

VIDEO: Up to 5 minutes each

**Pre-Edit your videos to choose the best 5 minutes

More documentation specifications in the Grant Information Guide, page 14
A Note on your Website:

Your website is only a **supplement** to your application and work samples.

It cannot serve solely as your work sample!
Strong Proposal: Don’t Make Assumptions

- Don’t assume the Discipline Readers have knowledge of your specific niche.
  - Spend time introducing your work to the readers.
  - Utilize as many of the 5 W’s + H as necessary.
    - (Who, What, When, Where, Why & How)
  - Clearly connect the grant to your artistic practice or career
  - Timelines should be clear
  - If your work addresses a specific St. Louis issue, succinctly explain the issue to the reader.
QUESTIONS?
## Artist Support Grant Schedule – All Dates

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Opens</td>
<td>Tuesday, January 28, 2020</td>
</tr>
<tr>
<td>Application Deadline</td>
<td>Thursday, March 12, 2020</td>
</tr>
<tr>
<td>Application Reading Period</td>
<td>March - April, 2020</td>
</tr>
<tr>
<td>Commission Vote on Awards</td>
<td>Thursday, May 14, 2020</td>
</tr>
<tr>
<td>Applicant Notifications via Email</td>
<td>Friday, May 15, 2020</td>
</tr>
<tr>
<td>Award Paperwork Meetings Begin</td>
<td>Wednesday, May 27, 2020</td>
</tr>
<tr>
<td>Project/Opportunity/Need Start Dates</td>
<td>Post Monday, June 1, 2020</td>
</tr>
<tr>
<td>Public Announcement</td>
<td>June 2020</td>
</tr>
<tr>
<td>Final Report Deadline</td>
<td>July 1, 2021</td>
</tr>
<tr>
<td><strong>Next Round Application Opens</strong></td>
<td><strong>Monday, July 13, 2020</strong></td>
</tr>
</tbody>
</table>
Other Opportunities: Artist Fellowship

Details:
An award of $20,000 to 10 individual artists in any discipline.

Purpose:
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.

Dates:
Open: Monday, July 13 – Closes: Thursday, September 12
Workshops: July 28, 5:30 – 7 pm and August 18, 12:30 – 2 pm
RAC’s Other Programs

Community Arts Training Program (CAT) trains artists to create relevant, impactful arts programs particularly in under-resourced community settings, in partnership with neighborhood organizations, social service agencies, development initiatives, and after-school programs.

Gyo Obata Fellowship: a program for undergraduate students from underrepresented backgrounds who wish to pursue careers in arts management. Fellows are paired with hosting institutions.

St. Louis Teaching Artist Institute (TAI): TAI trains teaching artists focused on K–12 education using a curriculum inspired by the Lincoln Center Institute for the Arts in Education that focuses on hands-on opportunities to explore and understand the arts through “imaginative learning.”
Other Local Resources

VLAA: Volunteer Lawyers and Accountants for the Arts:
• Website https://vlaa.org
• Email: vlaa@stlrac.org

MAPS: Midwest Artist Project Services:
• Website: http://midwestarts.org/
• Email: info@midwestarts.org
Questions?

Olivia Lahs-Gonzales,
Interim Director of
Artist Programs and Services

Olivia@racstl.org