



Completing the Artist Support Grant Application: An Artist Support Grant Presentation

2024



Welcome!

We will get started shortly. Please take a seat and review the agenda.

Agenda:

- ❖ Team Introductions
- ❖ RAC Priorities
- ❖ Workshops & Office Hours
- ❖ ASG Overview
- ❖ Timeline
- ❖ Artist Collectives/Co-Creators
- ❖ Accessing the Application
- ❖ Application Overview
- ❖ Review Criteria
- ❖ Application Questions
- ❖ Writing Narratives
- ❖ Uploads
- ❖ FAQs
- ❖ Contact Information/Technical Assistance
- ❖ Q&A!

RAC Priorities



Mission and Vision

As the leading public catalyst for arts and culture in St. Louis, the Regional Arts Commission leverages the power of creativity to strengthen and enrich our community.

RAC envisions:

- A full creative life for every St. Louisan
- St. Louis as a growing and captivating arts and culture destination
- A community rich with opportunities and resources that promote and sustain artists

Guiding Principles

We invest in the region's arts and culture through our grants, programs, and special initiatives

We believe in diversity, racial equity, accessibility and inclusion

We build partnerships that strengthen our community

We are passionate champions that support and recognize artists

We believe every child deserves a well-rounded education that includes the arts

Core Values

Our core values embody our culture, spirit, and dedication to living our mission. They keep us grounded and help us make good decisions about everything we do.

We are:

Passionate champions for arts and culture.

Accountable stewards of the public trust.

Committed to practices that promote diversity, equity, inclusion, and accessibility.

Socially and civically engaged community catalysts.

Servant leaders.

RAC's mission, vision, guiding principles, and core values are a balance between

- Our passion and interests
- The needs of our community

The Grants Committee and Grants Team worked to be sure our new grants cycle reflects our mission, vision, principles, and core values...which helps ensure our process runs smoothly (as smoothly as possible!)

You may have questions...



As questions come up throughout the workshops, please note your questions.

In the next slide we will review the recorded workshops and the 2024 office hours.

Please save your questions for the Q&A at the end of this workshop or plan to attend office hours to get some answers!

RAC Workshops and Office Hours

Recorded Workshops

Basic Grant Application Writing- *All Applicants*

Artist Statements- *Individual Artists Grant Applicants*

Building your Application Budget- *All Applicants*

These workshops have been recorded and are available on the RAC website.

Artist Support Grant Office Hours

In 2024, members of the RAC Grants Team will be available to answer questions regarding the application and process. **Office hours will be conducted on a first come, first served basis.**

Tuesday, February 27, 2024- Artist Support Office Hours, 11AM-1PM

Spring Artist Support Grant Deadline – Monday, March 4

Artist Support Grant Overview



What is Artist Support?

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

This grant provides direct funds for an individual artist's or artists collectives **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.

Grant funds may 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 or artist collective of all disciplines.

Applicant's request can be between **\$1,000 - \$7,500**.

Artist Support Eligibility

- ❖ The artist is 18 years or older
- ❖ 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 required)
- ❖ In the past three years, the artist has created and presented their own original works to the public or performed for the public (documentation required; this should be documented in a CV or Resume)
- ❖ **For the Artist Collective/Co-creator:** at least one of the artists has created and presented their own original works in the past three years AND the collective has created and presented for at least one year (documentation required) *All requirements apply to individuals and artist collectives/co-creator*

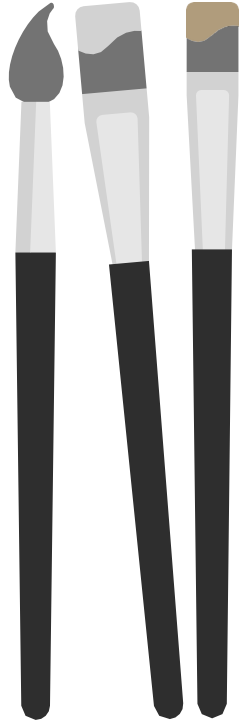
acceptance of LLC's and student applicants



Creative Disciplines in Artist Support Grants

- Arts Education
- Arts Services
- Dance
- Design
- Folk and Traditional Arts
- Literary Arts
- Media Arts
- Music
- Musical Theatre
- Opera
- Presenting & Multidisciplinary Works
- Theatre Arts
- Visual Arts
- Social Practice
- Public Art
- Other

Timeline & Cycles



| ARTIST SUPPORT GRANT SPRING 2024 SCHEDULE | |
|--|-------------------------------------|
| Application Questions Published | December 2024 |
| Workshop Dates | TBD |
| Application Available | Monday, February 5 |
| Application Deadline | Monday, March 4 (four weeks) |
| Eligibility Review (Internal) | Week of March 4 |
| Reviewers Receive Applications | Week of March 11 |
| Reviewer Ratings Due | Friday, April 12 (four weeks) |
| Staff Rating Analysis | Week of April 15 |
| Commission Vote on Awards | (Email) Week of April 22 |
| Award Announcements | Wednesday, May 1 |
| Contracts Signed | Week of May 6 |
| Payment/Final Report Available | Week of May 13 |
| Grant Programming Timeframe | May 2024 – Jan 2025 (9 months) |

| ARTIST SUPPORT GRANT FALL 2024 SCHEDULE | |
|--|--------------------------------------|
| Application Questions Published | December 2024 |
| Workshop Dates | TBD (same as Spring dates) |
| Application Available | Friday, July 5 |
| Application Deadline | Friday, August 2 (four weeks) |
| SUMMER BREAK | August 2- August 31 |
| Eligibility Review (Internal) | Week of September 2 |
| Reviewers Receive Applications | Week of September 9 |
| Reviewer Ratings Due | Monday, October 7 (four weeks) |
| Staff Rating Analysis | Week of October 14 (14-holiday) |
| Commission Vote on Awards | (Email) Week of October 21 |
| Award Announcements | Friday, November 1 |
| Contracts Signed | Week of November 4 |
| Payment/Final Report Available | Week of November 11 |
| Grant Programming Timeframe | November 2024—May 2025 (8 months) |

Please note the removal of the pre-application process for ASG.

Artist Collectives/Co- Creators

Artist Collectives/Co-creator Groups

RAC will accept a single application on behalf of a group of two or more artists working as an artist collective or as co-creating artists.

An artist collective/ co-creator team consists of at least two consistent members who have a history of creating together. All members of the collective must meet the eligibility requirements.

One member of the collective will submit the application and serve as the application contact. The applying member will be responsible for signing the application, and if awarded, the Terms & Conditions Agreement.

Artists may apply for either an individual artist grant OR an artist collective/co-creator grant, NOT both.

Accessing the Application

How to Access the Application

Use the link to apply on the RAC website.

If you did not apply in 2023 click “create account”.

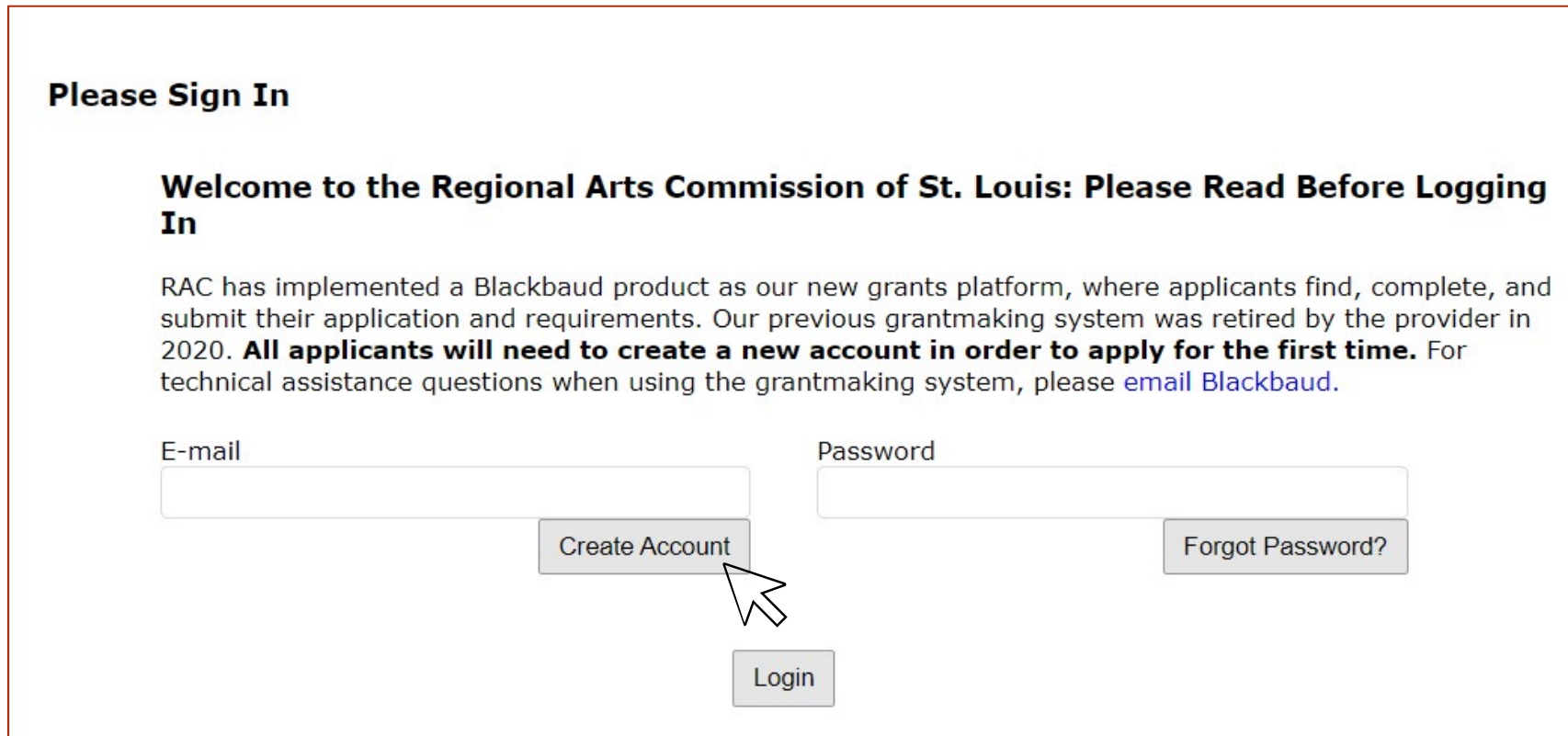
Please Sign In

Welcome to the Regional Arts Commission of St. Louis: Please Read Before Logging In

RAC has implemented a Blackbaud product as our new grants platform, where applicants find, complete, and submit their application and requirements. Our previous grantmaking system was retired by the provider in 2020. **All applicants will need to create a new account in order to apply for the first time.** For technical assistance questions when using the grantmaking system, please [email Blackbaud](#).

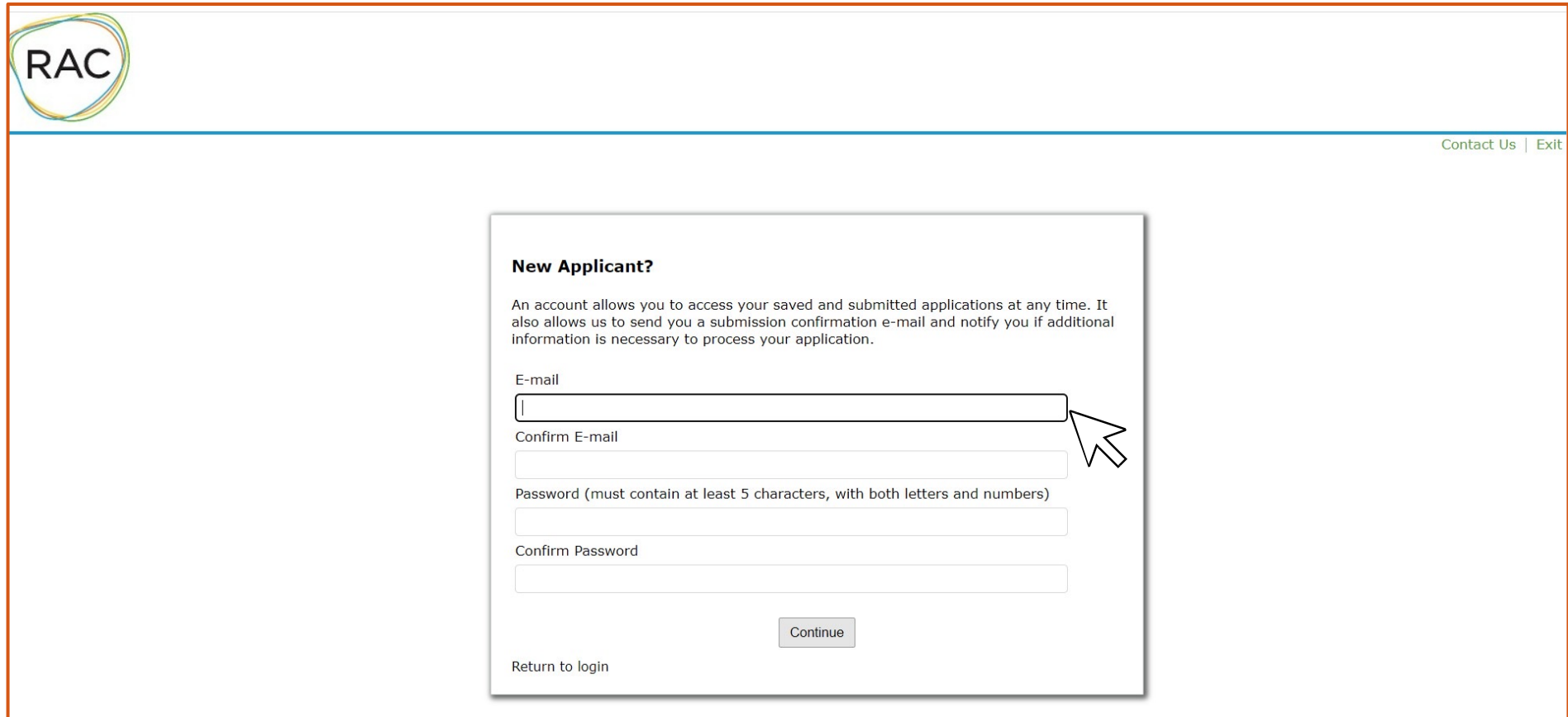
E-mail

Password



How to Access the Application: Create Your Account

Create your new account including your email and password.



The screenshot shows the RAC website's registration page. In the top left corner is the RAC logo, and in the top right corner are links for 'Contact Us' and 'Exit'. The main content area features a central form titled 'New Applicant?'. Below the title is a paragraph explaining the benefits of an account. The form contains four input fields: 'E-mail', 'Confirm E-mail', 'Password (must contain at least 5 characters, with both letters and numbers)', and 'Confirm Password'. A 'Continue' button is positioned below the password fields, and a 'Return to login' link is at the bottom left of the form. A mouse cursor is pointing at the 'E-mail' input field.

RAC

[Contact Us](#) | [Exit](#)

New Applicant?

An account allows you to access your saved and submitted applications at any time. It also allows us to send you a submission confirmation e-mail and notify you if additional information is necessary to process your application.

E-mail

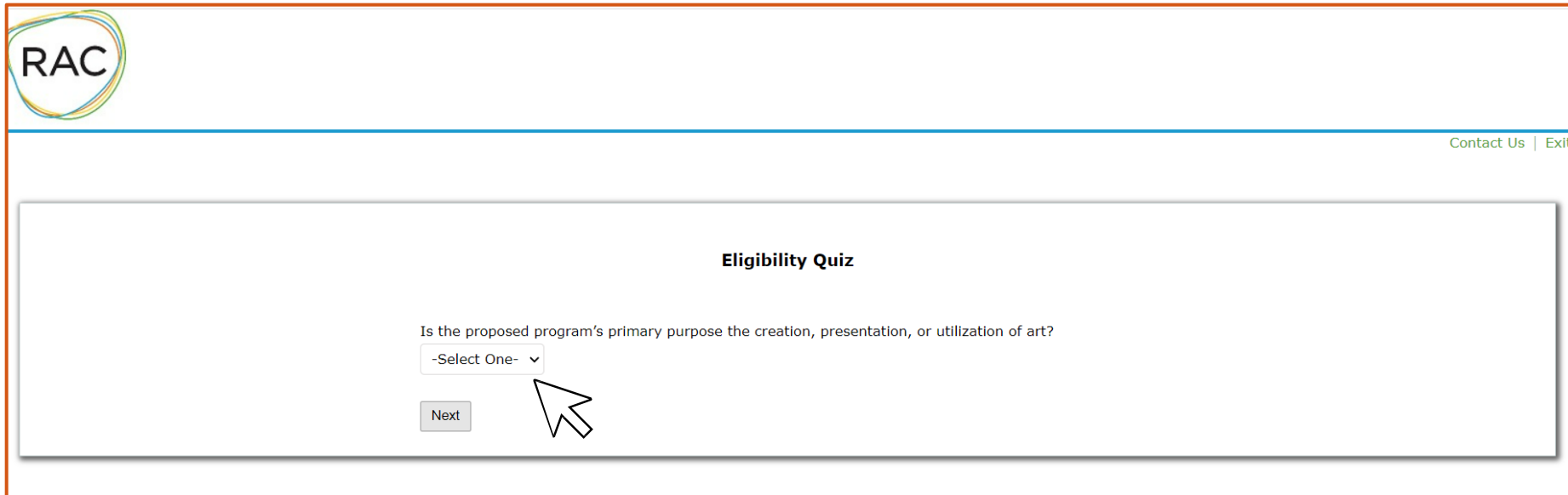
Confirm E-mail

Password (must contain at least 5 characters, with both letters and numbers)

Confirm Password

[Return to login](#)

How to Access the Application: Eligibility Quiz



The screenshot shows a web interface for the RAC Eligibility Quiz. In the top left corner, there is a logo for RAC (Recreation Area Council) consisting of the letters 'RAC' inside a stylized circular graphic. In the top right corner, there are links for 'Contact Us' and 'Exit'. The main content area is titled 'Eligibility Quiz' and contains a question: 'Is the proposed program's primary purpose the creation, presentation, or utilization of art?'. Below the question is a dropdown menu with the text '-Select One-' and a downward arrow. A mouse cursor is pointing at the dropdown menu. Below the dropdown menu is a 'Next' button.

Answer the questions in the eligibility quiz to access the application.

Application Overview

Application Overview

General Information

Cultural and/or Artistic Essentials (3 questions)

- Artist Statement
- Proof of Residency

Community Benefit (3 questions)

Capacity & Sustainability (3 questions)

- Budget
- CV/Resume
- Work Samples

Note: nine total questions, five uploads, four narrative responses

Review Criteria

Review Criteria

Cultural and/or Artistic Essentials *(weighted at 40%)*

A culturally and artistically significant practice or work that contributes to the creative life of the artist and, ultimately, to St. Louis.

Community Benefit *(weighted at 30%)*

Artist demonstrates broad community benefit with a practice or work that considers diversity, equity, inclusion, and accessibility.

Capacity & Sustainability *(weighted at 30%)*

Artist is intentional about artistic/practice capacity and sustainability.



Application Questions

Cultural and/or Artistic Essentials

QUESTION 1

Essentials: Provide an overview of what you are requesting grant funds for. Indicate if funds will be used for a personal need to support your artistic practice or a public project.

- Includes clear plans such as location, dates, frequency (as applicable) (the who, what, when, where, and why).
- Proposed work contributes to the artist's practice, skills, and craft.
- Proposed work contributes to innovation and new thinking in the artform and wider culture.
- Indicates how grant funds will be used.

Cultural
and/or
Artistic
Essentials

QUESTION 2

Artist Statement

Upload: You may choose to upload a 90 second video of your artist statement OR a one-page pdf.

- Artist statement demonstrates artistic significance and how the project is relevant to the artistic field and/or the arts & culture sector.

Cultural
and/or
Artistic
Essentials

QUESTION 3

Eligibility Check!

Proof of Residency

Upload: Acceptable forms of proof of residency: voter registration, automobile registration, or income tax or property tax receipt.

- 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.
- If the applicant is applying as a part of a collective or as a co-creative, each member of the collective/co-creative team 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.

Community Benefit

QUESTION 4

Audience: Who is your community/intended audience? Do you plan to document your creative process and/or how will you disseminate your work? If you are applying to fund an artist need that is not public facing, please address how having that need met/funded will affect your community contribution as an artist. When responding to this question, feel free to think beyond the broader art community.

- Intended audience is clearly defined.
- It is clear this is a direct (public project) or an indirect (artist need) contribution to the St. Louis community.
- Artist considers and articulates documentation/dissemination of work (if applicable).

Community Benefit

QUESTION 5

Partners: Do you have community partners in this work, official (artist collective: band, exhibition team, etc.) or unofficial (graphic designer, neighborhood, venue)? Who are they? In what ways do these partners inform your work?

- Efforts in place to develop meaningful collaborations with diverse groups to expand artistic practice (if applicable).
- Demonstrates community participation/connection (if applicable).
- Specifies community partnerships that increase engagement (if applicable).
- If the applicant is applying as a part of a collective each member of the collective is listed and their role in the work is clear.

Community Benefit

QUESTION 6

DEIA: How do you and/or your practice/work contribute to the vibrancy, diversity, safety, and economic vitality of neighborhoods, communities or the entire St. Louis region?

- Creates and presents art that represents the telling of stories of diverse populations (if applicable).
- Provides equitable opportunities to create and participate (if applicable).
- Activities/artwork, and the locations where they are provided, are intentionally accessible to all people (if applicable)

Capacity and Sustainability

QUESTION 7

Budget

Upload: The budget to include budget narrative notes explaining expenses and revenues.

- Has a realistic and balanced budget and clear budget narrative.
- Budget is appropriate for the scope of what artist proposes.
- Budget indicates diverse revenue streams (if applicable).
- Indicates contingency plan to support program completion.

Capacity and Sustainability

QUESTION 8

Eligibility Check!

Resume or CV

Upload: Resume or CV related to your artistic career and accomplishments.

- Resume/CV conveys a clear and ongoing commitment to artistic planning, goal setting, and promotions (where applicable).
- Resume/CV shows a connection to the artist's earlier work or represents an intentional shift from what the artist has done in the past as indicated by artist statement and CV or resume, if applicable.
- Resume/CV indicates that in the past three years, the artist has created and presented their own original works to the public or performed for the public.

Capacity and Sustainability

QUESTION 9

Work Samples

Upload: Limit three work-samples, single PDF.

- Work samples indicate alignment with what is outlined in the application.
- Work samples are relevant to the project for which the artist is applying, (if applicable).
- Work samples are within the limits set by the application.

Creating Your Narratives

(Four Application Narratives)

How to Put Together an Effective Narrative

The narrative component of your application defines your project's scope and purpose, and it explains how it will be executed.

Effective narratives are

- Succinct
- Organized
- Written in clear, direct language



What's in a Narrative?

An application narrative is the core of your application.

It typically covers:

- ❖ Purpose
- ❖ Significance or impact (why it is important)
- ❖ Program Description
- ❖ Timeline
- ❖ Projected Outcomes
- ❖ Budget / Budget Narrative




Prepare to Write

Think through all the details of your request

Clear details of items like:

- Specific audience
- Location(s) where your project will take place
- Potential challenges you may face

Begin by copying and pasting the application questions into a word document, this ensures you don't lose anything you've created in the grant's portal.



This will be your first draft!

Write fast and furiously, getting the details down.

No need to worry about word count at this point.

Use the wording from the application question and the review criteria.

Once you respond to all 9 of the application questions

- Go over what you've written: Are you happy with it?
- Do a word count
- Revise, edit, etc.

In your next draft...

Make sure you've responded to the question and the review criteria

Cut out "the fat"

Don't go overboard on abbreviations

Write for a general audience

Check to see that you've addressed WHO, WHAT, WHEN, WHERE, and WHY

- ❖ Who is implementing the project?
- ❖ What activities does the project consist of?
- ❖ When will the project take place? What are milestones in the project timeline?
- ❖ Where will the project take place?
- ❖ Why is the project relevant? Why are you the right person to do the project?

Consider how you will assess your project's success

Review!

Are you happy with your narrative?

Find a trusted colleague or friend to read what you've written

- Ask the reader what questions they may have about your project after reading what you've written. It may help you clarify what you need in your narrative.
- Incorporate revisions
- Spellcheck!



Required Uploads Checklist

- ❖ Artist Statement (PDF or Video Upload)
- ❖ Proof of Residency Documentation
- ❖ Budget Template
- ❖ Resume/CV
- ❖ Up to 3 Work Samples

You are ready to submit!

Ensure all elements of your application help tell the same story—from narrative sections through document uploads and budget.

Aim to submit at least one day prior to the deadline. RAC will not accept any late submissions.



FAQs

Q1: What is the total dollar amount available for Artist Support Grants in 2024?

A: \$1M is budgeted for ASG in 2024 including both Spring and Fall rounds.

Q2: How many Artist Support Grants will be made in 2024?

A: We do not know how many artist support grants will be made this year. In 2023, RAC granted almost \$1.2M to 180 artists. ASG will be very competitive this year. Not all good applications will receive funding.

Q3: How many applications are typically submitted each year?

A: The number of applications varies year to year, and it is hard to predict this year especially because we have two cycles this year instead of one. In 2023, we received 280 total applications only 252 were eligible.

Q4: I do not have a specific project in mind, more that I need funds for maintenance and supplies to continue to create. Am I eligible to apply?

A: Yes, these grants are designed to be flexible and support an artist's project, opportunity, and/or need.

General Questions

What is the final deadline for Artist Support Applications?

Application Deadline
Monday, March 4



When will we be notified whether or not an Artist Support Grant has been approved?

Award Announcements
Wednesday, May 1



I am applying for a specific Artist Support program. What if I incur costs before the May 1, 2024, timeline?

Costs incurred before the timeline are not eligible for request. RAC will not grant request for already expended funds.

Timeline

Artist Collective

Is it possible to apply for an Artist Support Grant individually AND as part of a Collective?

No. An artist's name may only be tied to a single application. You may apply as an individual OR as a part of a collective not both.

Budget Template

Yes. The template is provided in PDF. If you have adobe, you can add and delete lines and categories as needed.

If you do not have adobe, you can recreate the template in Excel or Sheets. If you recreate the template keep the formatting as similar as possible. This will also have to be uploaded as a PDF.

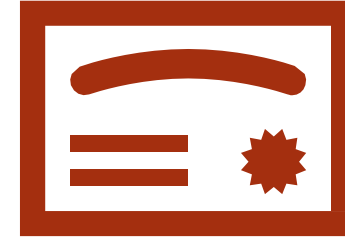
RAC Grants Team recommend using the PDF template.

Is it possible to add or delete lines and categories in the budget template?



What is a CV?

A CV – or Curriculum Vitae – is an itemized list of a person's entire education, publications, accomplishments, notable projects, awards, honors, achievements, and professional experiences.



How many years back should a CV/resume go?

CV can go back as far as needed, but at least three years.

Other Artist Support Uploads

Reporting Requirements

Awarded grantees are presented with a final report asking a couple of questions regarding the grant management process including if the project was completed as intended and funds were expended accordingly. In the final report you will provide budget actuals in comparison to the budget you proposed in the application. You will not be required to upload receipts, but they can be helpful for referencing when you are looking to provide actual budget numbers.

Is it necessary to report how the grant funds have been used? Will I need to track my spending? Are grant funds restricted to funds in the budget.

Tuition Restriction

The restrictions state no tuition reimbursement. In the case an artist would like to take a class for artistic development, may the class be at a university and/or community college.

Courses for the purpose of an artist's development is eligible for request IF the artist is non-degree seeking and the class is not for credit.

Contact Information

For any technical questions please email MS_RACSTL_Grantmaking@blackbaud.com.

WHO TO CONTACT WITH PROCESS QUESTIONS

Chloe Smith
Grants & Programs Manager
chloe@racstl.org

Ann Haubrich
Grants & Programs Senior Manager
ann@racstl.org

Thank You!



Q&A!