



**REGIONAL ARTS
COMMISSION**
OF ST. LOUIS

**2024 ARTIST SUPPORT
GRANT GUIDELINES**

FALL 2024 CYCLE

Applications Open: Friday, July 5
Application Deadline: Friday, August 2

www.racstl.org/artistsupport

WHAT YOU NEED TO KNOW

RAC Glossary

Reference the RAC Glossary for definitions of key terms and grant language.

Proof of Residency Upload

Applicants are required to upload documentation serving as proof of residency in St. Louis City or St. Louis County (i.e. valid state ID, voter registration, automobile registration, income tax or property tax receipt). The address on your Proof of Residency document must match the address entered in the application.

New Timeline – Two Cycles

In 2024, the Artist Support Grant cycle will run twice, with the opportunity to apply for Artist Support in the Spring and Fall 2024. Please see the Artist Support Grant timeline (page 14).

Funding will be divided between the two rounds. **An artist can only receive a single award in 2024. If you received an Artist Support Grant in Spring 2024, you are not eligible to apply in the Fall 2024 round.**

Applicant Demographics

RAC tracks the collective progress of its grantees as it relates to DEI efforts by gathering demographic data on individual artists. To ensure that data is tracked in a consistent and standardized manner, RAC requires this data reporting as part of the application.

Demographic information provided by you is for internal purposes only. This information will not be shared with Reviewers.

Artistic Disciplines

RAC supports artistic disciplines in the following categories modeled after the National Endowment for the Arts (NEA) (sans Local Arts Agencies and Museums). Please [click here](#) to view the NEA Artistic Discipline list.

Removal of Pre-Application Process

Due to timeline changes and the second Artist Support grant cycle, RAC removed the pre-application process that was available in 2023. The application has been simplified, although the number of questions remains the same. There are four narrative response questions and five required uploads. Applicants are encouraged to attend workshops as well as to attend office hours leading up to the grant application due dates.

Rating System

Reviewer ratings correlate to the application criteria and are designed to simplify the review process for the applicant and reviewers.

Artist Collectives/Co-Creators

RAC welcomes artist collectives to apply. This allows artists working collectively (i.e., bands, ensembles, etc.) to apply as a group for artist support grant funding. An artist collective/ co-creator group consists of at least two consistent members who have a history of creating together. 501(c)3 organizations are NOT eligible to apply for an Artists Support Grant.

All members of the collective must meet the eligibility requirements outlined below.

Eligibility Updates

Acceptance of LLCs

RAC will accept applications from individual artists who also have LLCs.

Age Requirement

RAC will accept applications from individual artists 18 or older.

Student Eligibility

Students are eligible to apply for funding. In previous years, undergraduate students were ineligible to apply while graduate students were eligible. That requirement has been removed.

GMS Grant Stages

RAC will follow the four grant stages embedded in the Blackbaud grantmaking system: **(1) Request; (2) Decision-making; (3) Grant Management;** and **(4) Analysis.** These stages are explained in the grant guidelines that begin on the following page.

GMS Technical Assistance

For technical assistance questions about the online grantmaking system, please email MS_RACSTL_Grantmaking@blackbaud.com.

ARTIST SUPPORT GRANT

2024 GRANT GUIDELINES



FALL APPLICATION DUE DATE:

Friday, August 2, 2024

GRANT ACTIVITY PERIOD:

January 2025 through May 2025

for artistic practice and/or for project needs or creative opportunities

I. REQUEST

BACKGROUND

The Regional Arts Commission's (RAC) Artist Support Grant (ASG) serves as funding for the career advancement of individual artists. This grant provides funds for an individual artist's projects, needs, or creative opportunities in all artistic disciplines. Direct support enables diverse artists of various 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.

IS ARTIST SUPPORT RIGHT FOR YOU?

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

Artist Collective/Co-Creators

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. 501(c)3 organizations are NOT eligible to apply for an Artist Support Grant.

All members of the collective must meet the eligibility requirements outlined below. 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.

ARTIST SUPPORT GRANT RESTRICTIONS- WE DO NOT FUND

[Click here](#) to review the list of programs, projects, or events that RAC does not fund.

ARTIST SUPPORT GRANT ELIGIBILITY

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

- 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)

PLEASE NOTE: The address provided in the application must match the address on the required proof of residency document. Hotel/Motel tax, generated from St. Louis City and County, is the source of revenue for the Artist Support Grants-- therefore RAC must ensure applicants are residents of St. Louis City or St. Louis County.

If the provided addresses do not match, the application will be ineligible.

- In the past three years, the artist has created and presented their original work(s) to the public or performed for the public (documentation required; **this should be documented in a CV or Resume**)

HOW MUCH CAN I APPLY FOR?

The maximum amount of funding an individual artist can apply for and receive is \$7,500.

NOTE: All awards and grants to individual artists are taxable income.

WHAT ARE THE FUNDING CRITERIA?

Artist Support applicants will respond to three **grant review criteria**:

1. 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.

The artist has provided (1) the essential information for their request, (2) an artist statement, and (3) proof of residency.

- Includes clearly articulated 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.
- Artist statement demonstrates artistic significance, and the project is relevant to the artistic field and/or the arts & culture sector.
- 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 co-creator team, each member of the collective/co-creator 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.

2. Community Benefit (weighted at 30%)

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

The artist has provided a description of (1) their intended audience, (2) potential partners in the work, and (3) DEIA efforts.

- The 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).
- 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/co-creator team, each member is listed and their role in the work is clear
- 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 work is presented are intentionally accessible to all people (if applicable).

3. Capacity & Sustainability (weighted at 30%)

Artist is intentional about artistic/practice capacity and sustainability.

The artist has provided (1) a budget explaining their request, (2) a Resume or CV related to their artistic work, and (3) work samples.

- Has a realistic and balanced budget and clearly articulated budget narrative.
- Budgeting is appropriate to scope of what artist proposes.
- Budget indicates diverse revenue streams.
- Indicates contingency plan to support program completion.
- Resume /CV is related to the individual's artistic career.
- 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 in the past three years, the artist has created and presented their own original works to the public or performed for the public.
- 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.

Artist Support Grant Application Required Uploads Checklist

- Artist Statement (PDF or Video Upload)
- Proof of Residency Documentation (i.e., voter registration, automobile registration, income tax or property tax receipt)

PLEASE NOTE: The address provided in the application must match the address on the required proof of residency document. Hotel/Motel tax, generated from St. Louis City and County, is the source of revenue for the Artist Support Grants-- therefore RAC must ensure applicants are residents of St. Louis City or St. Louis County.

If the provided addresses do not match the application will be ineligible.

- Budget Template ([Click here](#))
- Resume/CV
- Up to 3 Work Samples

UPON APPLICATION SUBMISSION

Upon successful submission of an application, the applicant will receive email confirmation. If you have not received an email confirmation within 24 hours of submission, please reach out to grants@racstl.org.

II. DECISION-MAKING

APPLICATION REVIEW PROCESS

Grant reviewers play a central role in RAC's annual grantmaking process. Reviewers commit to the following:

- Attend/view an online orientation meeting to learn how to review the applications according to the guidelines and review criteria.
- Read the assigned applications, including videos, photos, recordings, or other work samples and provide a final rating for each application by the communicated deadline.
- Provide feedback on the application review process for improvement purposes.

Note: Grant reviewers will independently read and rate all applications within the GMS portal. Staff will review the ratings and make recommendations for funding based on reviewer ratings.

Eligible reviewers are offered an honorarium of \$200 as a demonstration of RAC's acknowledgement of and appreciation for the time and effort invested in this work. Reviewers who do not meet the deadline can receive an extension but do not receive the honorarium.

RATING SYSTEM

Each application will be rated according to RAC's review criteria and the rating system, shown in the table below.

- There are three review sections that correspond to RAC review criteria: Artistic Essentials; Community Benefit; and Capacity/Sustainability.
- Each review section has three questions, for a total of nine questions in the application.
- Each review section is weighted and conveys the corresponding points possible for each question. Application question responses can be rated exemplary, strong, good, fair, or weak and given a score within the provided point range.
- The maximum number of points available is 100.

The points assigned to each question in the application are used to determine funding. Points are combined to provide an overall application score. Reviewer scores for an application are then averaged for the final application score.

Final application scores are determined in whole numbers. Most applications will receive an average that is not a whole number. For example, if an application receives a 60.7 overall score. This means the application's final score is 60. The final score is determined by the whole number and not rounded up or down.

Applicants who receive a rating of 100 are considered model – meeting all review criteria in an exemplary fashion; a rating of 100 is rare and means an applicant is eligible to receive 100% of their request amount. Applicants who receive a rating of 60 are considered good, some development is necessary, and they are eligible to receive 100% of funding. **Applications with a rating of 47 or lower (fair or weak) are considered in need of improvement in multiple areas and are not eligible for funding.**

Using the application rating key: Use your application overall score and find where it lies in the point range column (highlighted yellow). Use that column to find your applications overall rating, the rating definition, and the percentage of your ask for which you are eligible.

Application Rating Key			
Rating	Rating Definition	Point Range	Percent Eligible
Exemplary	Applicant provides overwhelming evidence of all three review criteria. Application is exemplary.	90-100	100% of ask
Strong	Applicant provides strong evidence of all three review criteria. Application is strong.	69-89	100% of ask
Good	Applicant provides sufficient evidence of all three review criteria. Application is good.	48-68	100% of ask
Fair	Applicant provides limited evidence of all three review criteria. Application needs work and is not eligible for funding.	20-47	Not Eligible
Weak	Applicant provides little to no evidence of all three review criteria. Application is weak and not eligible for funding.	0-19	Not Eligible

Please note: The available source of funding for RAC Artist Support Grants is not sufficient to meet applicant demand.

The final distribution of funding is dependent on several factors. These variables factor into the final funding matrix:

- **The available funding**
- **The number of applications submitted**
- **The applicant score**
- **The number of applicants awarded funding**

Given the above information, the percentage for funding for which your application is eligible may not be your grant award amount.

APPLICATION QUESTIONS AND RATING

Cultural and/or Artistic Essentials (40% weighting)

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

The artist has provided **(1)** the essential information for their request, **(2)** an artist statement, and **(3)** proof of residency.

Application Question	Review Criteria	Rating	Rating Definition	Point Range
1 <u>Essentials:</u> 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.	<ul style="list-style-type: none"> 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. 	Exemplary	Applicant provides overwhelming evidence of Cultural and/or Artistic Essentials.	14-16 pts
		Strong	Applicant provides strong evidence of Cultural and/or Artistic Essentials.	11-13 pts
		Good	Applicant provides sufficient evidence of Cultural and/or Artistic Essentials.	8-10 pts
		Fair	Applicant provides limited evidence of Cultural and/or Artistic Essentials.	4-7 pts
		Weak	Applicant provides little to no evidence of Cultural and/or Artistic Essentials.	0-3 pts
2 <u>Artist Statement:</u> Upload You may choose to upload a 90 second video of your artist statement OR a one-page pdf.	<ul style="list-style-type: none"> Artist statement demonstrates artistic significance and how the project is relevant to the artistic field and/or the arts & culture sector. 	Exemplary	Applicant provides overwhelming evidence of Cultural and/or Artistic Essentials.	11-12 pts
		Strong	Applicant provides strong evidence of Cultural and/or Artistic Essentials.	8-10 pts
		Good	Applicant provides sufficient evidence	5-7 pts

				of Cultural and/or Artistic Essentials.	
			Fair	Applicant provides limited evidence of Cultural and/or Artistic Essentials.	3-4 pts
			Weak	Applicant provides little to no evidence of Cultural and/or Artistic Essentials.	0-2 pts
3	<u>Proof of Residency:</u> Upload Acceptable forms of proof of residency: voter registration, automobile registration, or income tax or property tax receipt. The address provided in the application must match the address on the required proof of residency document.	<ul style="list-style-type: none"> 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. 	Exemplary	Applicant provides overwhelming evidence of Cultural and/or Artistic Essentials.	11-12 pts
			Strong	Applicant provides strong evidence of Cultural and/or Artistic Essentials.	8-10 pts
			Good	Applicant provides sufficient evidence of Cultural and/or Artistic Essentials.	5-7 pts
			Fair	Applicant provides limited evidence of Cultural and/or Artistic Essentials.	3-4 pts
			Weak	Applicant provides little to no evidence of Cultural and/or Artistic Essentials.	0-2 pts

Community Benefit (30% weighting)

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

The artist has provided a description of **(1)** their intended audience, **(2)** potential partners in the work, and **(3)** DEIA efforts.

Application Question	Review Criteria	Rating	Rating Definition	Point Range
	Community Benefit			
4	<u>Audience:</u> Who is your community/intended	Exemplary	Applicant provides overwhelming	9-10 pts

	<p>audience? Do you plan to document your creative process and/or how will you disseminate your work?</p> <p>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.</p> <p>When responding to this question, feel free to think beyond the broader art community.</p>	<ul style="list-style-type: none"> • 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). 		evidence of community benefit.	
			Strong	Applicant provides strong evidence of community benefit.	7-8 pts
			Good	Applicant provides sufficient evidence of community benefit.	5-6 pts
			Fair	Applicant provides limited evidence of community benefit.	3-4 pts
			Weak	Applicant provides little to no evidence of community benefit.	0-2 pts
5	<p><u>Partners:</u></p> <p>Do you have community partners in this work, official (artist collective: band, exhibition team, etc.) or unofficial? Who are they? In what ways do these partners inform your work?</p>	<ul style="list-style-type: none"> • 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. 	Exemplary	Applicant provides overwhelming evidence of community benefit.	9-10 pts
			Strong	Applicant provides strong evidence of community benefit.	7-8 pts
			Good	Applicant provides sufficient evidence of community benefit.	5-6 pts
			Fair	Applicant provides limited evidence of community benefit.	3-4 pts
			Weak	Applicant provides little to no evidence of community benefit.	0-2 pts
6	<p><u>DEIA:</u></p> <p>How do you and/or your practice/work contribute to the vibrancy, diversity, safety, and economic vitality of neighborhoods,</p>	<ul style="list-style-type: none"> • 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 	Exemplary	Applicant provides overwhelming evidence of community benefit.	9-10 pts
			Strong	Applicant provides strong evidence of community benefit.	7-8 pts

communities, or the entire St. Louis region?	intentionally accessible to all people (if applicable).	Good	Applicant provides sufficient evidence of community benefit.	5-6 pts
		Fair	Applicant provides limited evidence of community benefit.	3-4 pts
		Weak	Applicant provides little to no evidence of community benefit.	0-2 pts

Capacity & Sustainability (30% weighting)

Artist is **intentional** about artistic/practice **capacity and sustainability**.

The artist has provided **(1)** a budget explaining their request, **(2)** a Resume or CV related to their artistic work, and **(3)** work samples.

Application Question		Review Criteria	Rating	Rating Definition	Point Range
		Capacity & Sustainability			
7	Budget: Upload The budget to include budget narrative notes explaining expenses and revenues.	<ul style="list-style-type: none"> 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. 	Exemplary	Applicant provides overwhelming evidence of Capacity & Sustainability.	9-10 pts
			Strong	Applicant provides strong evidence of Capacity & Sustainability.	7-8 pts
			Good	Applicant provides sufficient evidence of Capacity & Sustainability.	5-6 pts
			Fair	Applicant provides limited evidence of Capacity & Sustainability.	3-4 pts
			Weak	Applicant provides little to no evidence of Capacity & Sustainability.	0-2 pts
8	Resume or CV: Upload	<ul style="list-style-type: none"> Resume /CV is related to the individual's artistic career. 	Exemplary:	Applicant provides overwhelming evidence of	9-10 pts

	<p>Resume or CV related to your artistic career and accomplishments.</p>	<ul style="list-style-type: none"> • 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 & Sustainability.	
			Strong	Applicant provides strong evidence of Capacity & Sustainability.	7-8 pts
			Good	Applicant provides sufficient evidence of Capacity & Sustainability.	5-6 pts
			Fair	Applicant provides limited evidence of Capacity & Sustainability.	3-4 pts
			Weak	Applicant provides little to no evidence of Capacity & Sustainability.	0-2 pts
9	<p>Work Samples: Upload</p>	<ul style="list-style-type: none"> • 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. 	Exemplary	Applicant provides overwhelming evidence of Capacity & Sustainability.	9-10 pts
			Strong	Applicant provides strong evidence of Capacity & Sustainability.	7-8 pts
			Good	Applicant provides sufficient evidence of Capacity & Sustainability.	5-6 pts
			Fair	Applicant provides limited evidence of Capacity & Sustainability.	3-4 pts
			Weak	Applicant provides little to no evidence of Capacity & Sustainability.	0-2 pts

NOTIFICATION

If awarded a grant, applicants will be notified both in the online grantmaking portal and via email.

TERMS AND CONDITIONS ACCEPTANCE

Once awarded, an artist will sign a terms and conditions agreement before receiving the grant award in full, via direct deposit. Direct deposit must be set up prior to the payment date. Grantees will have access to instructions on how to do this through the online grantmaking portal or in email communications.

III. GRANT MANAGEMENT

PAYMENT PROCESSING

Each Artist Support Grant recipient will be asked to sign an agreement before collecting the payment. Grant awards are disbursed in a single payment through automatic deposit to the grantee's designated bank account through the BILL (formerly Bill.com) platform.

After signing the agreement, grantees will receive payment via BILL (formerly Bill.com). Instructions will be emailed to grantees and are also available on the RAC website to help guide grantees through this process. Once the BILL account is created with the proper banking information, RAC will process the award payment.

The Artist Support Grant payment will be received in one disbursement equaling the total award amount.

IV. ANALYSIS

REPORTING

RAC will issue final report instructions and the report form through the online grantmaking portal.

Each grantee will be required to submit a final report at the end of the grant period. Should a grantee not complete the reporting requirement, they will be ineligible to apply for RAC grants in the future. Please Note: Any funds not expended for the purposes of the grant as applied for must be returned to RAC.

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	November 2024
Contracts Signed	November 2024
Payment/Final Report Available	November 2024
Grant Programming Timeframe	November 2024—May 2025

*Workshops will be recorded and available on the RAC website

WHO TO CONTACT WITH QUESTIONS

Chloe Smith
 Grants & Programs Manager
chloe@racstl.org

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

Leigh Winter
 Grants Operations Assistant
leigh@racstl.org

FOR TECHNICAL QUESTIONS ABOUT BLACKBAUD GRANTS MANAGEMENT SYSTEM

Blackbaud Technical Support
MS_RACSTL_Grantmaking@blackbaud.com