



ARTIST SUPPORT GRANT INFORMATION GUIDE

REGIONAL ARTS COMMISSION OF ST. LOUIS



2022

WHAT'S NEW THIS YEAR?

Grants Management System (GMS)

In 2022 and moving forward, RAC is implementing a Blackbaud product as our grantee platform. Our previous grantmaking system was retired by the provider in 2020.

GMS Technical Assistance

For technical assistance questions when using the grantmaking system, please email MS_RACSTL_Grantmaking@blackbaud.com.

10-Point Rating System

This year RAC will implement a 10-point rating system. This system will not be too different from the previous nine-point system (4, 4-, 3+, 3, 3-, 2+, 2, 2-, 1), but will use numbers 1 through 10. The maximum eligible funding level, 100%, will be represented by receiving a 10.

Review Process

This year eligible grant applications will be reviewed and rated by members of the local arts community. Application ratings will then be reviewed and finalized by staff for RAC grants committee, which is comprised of RAC commissioners. The grants committee recommendation then goes to the full Commission for approval.

Disbursement Process

Each Artist Support Grant recipient will be asked to sign an agreement before receiving a singular payment, via direct deposit.

Reporting Process

In 2022, should a grantee not complete the final reporting requirement they will be ineligible to apply for RAC grants in the future. Additionally, any funds not expended for the purposes of the grant as applied for must be returned to RAC. Documentation will be required.

GMS Grant Stages

With the new grantmaking system, RAC will follow new grant stages embedded in the system. The stages of the grant process are (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.

ARTIST SUPPORT GRANT

2022 GRANT GUIDELINES

APPLICATION DEADLINE: Monday, March 21, 2022

GRANT ACTIVITY PERIOD: July 1, 2022 – June 31, 2023



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 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 of any discipline.

ELIGIBILITY FOR ARTIST SUPPORT

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

- 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 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)
- 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

RESTRICTIONS

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

PROJECT EXECUTION DATES

The project, opportunity, or need for which an application is being made must take place between July 1, 2022, and June 31, 2023.

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 Grant Funds Will Be Used
 - Applicant provides a clear and accurate budget with description of how funds will be

used.

- Commitment to Deepening and Expanding Artistic Work
 - Application demonstrates pursuit of creative opportunities, as evidenced by workshops and trainings, collaborations, residencies, etc.
- Funds Will Further Artistic and Career Goals
 - Narrative and budget demonstrate impact relevant to the artist’s current and aspirational career.
- Time Frame of Project
 - Artist will not be able to apply at a later date for support for this opportunity, as evidenced by timeline, narrative, optional supporting materials.

GRANT RATING SCALE

Rating Scale	Score Meaning
10	10 = Outstanding
9	9 = Excellent
8	8 = Excellent
7	7 = Good
6	6 = Good
5	5 = Fair
4	4 = Fair
3	3 = Poor
2	2 = Poor
1	1 = Not Competitive

AWARD AMOUNTS

An eligible individual artist may apply for a grant between \$1,000 and \$5,000. If selected, an Artist Support Grant request will be fully funded.

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

II. DECISION-MAKING

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, and/or other work samples.
- Provide RAC with feedback on the application review process for improvement purposes.

Review panelists are offered a modest honorarium of \$200 as a demonstration of RAC’s acknowledgement of and appreciation for the time and effort invested in this work.

RATING SYSTEM

Each application will be rated according to RAC's review criteria. RAC uses a ten-point rating system: 1, 2, 3, 4, 5, 6, 7, 8, 9, and 10. Please see page 4.

An applicant's rating is used to determine funding. Applicants who receive a rating of 10 are considered model – meeting all review criteria in an exemplary fashion; a rating of 10 is rare. Applicants who receive a rating of 6 are considered good, but some development is necessary. Applicants who receive a rating of 4 are considered in need of significant improvement in multiple areas, and depending upon the availability of funds, may not receive funding.

NOTIFICATION

If awarded a grant, applicants will be notified both in the GMS 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 GMS 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.com platform. After signing the agreement, grantees will receive a Bill.com email prompting them to create an account. There are instructions on the RAC website that will help guide grantees through this process. Once the account is created with the proper banking information, RAC will process the award payment.

2022-2023 Artist Support Grant Disbursement

The grant disbursement, which is the total award amount, will be received July 1, 2022. There will not be multiple payments.

IV. ANALYSIS

REPORTING

RAC will issue final report instructions and the report form through the GMS.

Each grantee will be required to submit a final report by July 1, 2022. 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 Application Required Documents Checklist

- Proof of Residency Documentation (i.e., voter registration, automobile registration, income tax

- or property tax receipt)
- Budget Template ([RAC Website](#))
- Up to 3 Work Samples

ARTIST SUPPORT GRANT SCHEDULE 2022

Applications Available	Monday, February 28
Application Writing Workshop*	Wednesday, March 9
Application Deadline	Monday, March 21
Reviewers Receive Applications	Week of Monday March 28
Reviewer Ratings Due	Friday, April 15
Staff Finalizes Ratings	Monday, April 18 - Friday, April 22
Commission Vote on Awards	Mid-May
Award Announcements	By May 31
Contracts Signed	June 17
Payment/Final Report Available	July 1
Grant Programming Timeframe	July 1, 2022 - June 31, 2023
Final Report Deadline	August 15, 2023

*The workshop will be virtual and a recording 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