



**ARTSFAIRFAX**

**FY19 Artist Grant Workshop**

**14 November 2018**

# Agenda

- Introduction
- **ARTSFAIRFAX** Grant Programs
- Purpose
- Award Amount
- Eligibility
- Grant Restrictions
- Co-Applicants
- Matching Requirement
- Funding Categories
- Review Process
- Evaluation Criteria
- Conditions of a grant
- Previous Award Recipients
- Grant Writing Tips
- Submitting your application

# Introduction

**ARTSFAIRFAX** is a 501-c-3 organization designated as Fairfax County's local arts agency. **ARTSFAIRFAX** creates and nurtures an environment in which the arts and artists can flourish, and is designated as Fairfax County's local arts agency. Through partnerships with schools, individual artists, arts organizations, and other cultural and community groups, **ARTSFAIRFAX** promotes and encourages excellence in the arts by initiating and supporting programs, activities, and policies that inspire, nurture, and reflect the cultural diversity of Fairfax County.

# ARTSFAIRFAX Grant Programs

- **ARTSFAIRFAX** distributes more than \$500,000 annually in the county funds through competitive grants to arts organizations and artists of all disciplines
- There are currently 5 grant programs:
  - Project Support Grant
  - Operating Support Grant
  - Organizational and Professional Development Grant
  - Artist Grant
  - Fast Track Grant

# Purpose

- **ARTSFAIRFAX** awards *Artist Grants* to support and encourage Fairfax County's finest creative artists in all disciplines. Artist Grants recognize professional working artists' achievements and their demonstrated history of accomplishments, and they promote artists' continued pursuit of their creative work.
- These awards honor artists' commitment to an artistic discipline, their professional activity in Fairfax County, and their contributions to the quality of life in Fairfax County.
- No specific project needs to be carried out with the funds –*Artist Grants* award outstanding achievement in work that has already been completed.

# Award Amount

- The Artist Grants are \$5,000.
- The number of Artist Grants awarded each year varies depending on the number of applicants and available funding.
- For FY19 we expect to make 2 awards;
  - (1) Award for a performing artist
  - (1) Award for a visual artist

# Eligibility

All applicants must meet the following criteria to apply for an *Artist Grant*. Staff reviews all grant applications for eligibility prior to the review process.

1. Individuals must be at least 18 years of age at the time of the application deadline.
2. Individuals must be actively working in and/or deriving income from the discipline of the application.
3. Individuals must have exhibited, performed, presented and/or published artistic work in a public context that demonstrates an ongoing commitment to their artistic discipline.
4. Individuals must be identified as a primary creator or author of work(s) described in the application. Individuals applying as a director or conductor, must be the KEY CREATIVE INDIVIDUAL(S) most clearly responsible and involved in the creative aspects of the process.

# Eligibility cont'd

5. Individuals must be residents of Fairfax County for at least 12 months prior to the application deadline. Residency must be in the applicant's name. Residency is based on the applicant's physical residence [home], not on a P.O. Box, studio/workspace, or other property owned by the applicant. Grantees must remain residents of Fairfax County for the duration of the grant period.

6. Individuals must not be enrolled as an undergraduate student in a degree or entry level certification program related to the specific discipline of this application.

7. Individuals must not have received a *Artist Grant* from **ARTSFAIRFAX** in the immediate five years prior to the grant application period.

# Grant Restrictions

The Artist Grant shall only be used to support legal activities. The Artist Grant cannot be used for political advocacy or religious activities.

# Co-Applicants

Two artists who work together may apply for the Artist Grant as co-applicants provided that the majority of their work is produced as a long standing collaboration. Both artists must meet all of the eligibility criteria. Co-applicants will share a log-in for the online application system.

## **Special Upload Instructions for Co-Applicants**

Co-Applicants should upload resumes, ID's, and proof of residency for both artists. Only work samples of collaborative work and supplementary materials referring to the joint work should be submitted.

# Matching Requirement

Many grant programs require the grant recipient to provide matching funds that equal or exceed the amount of the grant. Artist Grant recipients are not required to provide any matching funds.

# Review Process

Following the grant application deadline

- **ARTSFAIRFAX** staff determines whether an application is eligible and complete. Staff may contact applicants for information needed to make an eligibility determination. If an applicant is determined to be ineligible, the application will be rejected without evaluation.
- Incomplete applications are subject to rejection without evaluation. If an application is rejected, the applicant will be notified by e-mail.
- All eligible applications for the *Artist Grant* are evaluated by a review panel. Panelists include arts professionals with a particular knowledge of or expertise in the segments of the arts community that are eligible to apply to the **ARTSFAIRFAX** for funding. The panel meeting is open to the public.
- The **ARTSFAIRFAX** Board of Directors makes the final funding decisions on the basis of the evaluations by the panels and the overall goals of the *Artist Grant* and of **ARTSFAIRFAX**.

# Evaluations Criteria

Advisory Review Panels usually comprised of 3-5 individuals who have no conflict of interest, will review and evaluate each eligible application on its own merit. **ARTSFAIRFAX** selects panel members for their diverse backgrounds, expertise in a particular arts discipline, and knowledge of the community. Panelists will evaluate each grant request based on the criteria below:

1. Applicant's record of professional arts activity and achievement.
2. Artistic merit, originality, and innovation of the applicant's work.

# Terms & Conditions

*Artist Grant* recipients must agree to comply with the following conditions.

- Announcement of Award in April: No information about the status of an application will be released until all applications have been reviewed and the **ARTSFAIRFAX** board approves final awards at the end of March.
- Eligibility: Grant recipients must continue to meet all Artist Grant eligibility requirements during grant period.
- Publicity
- Use of Funds
- Acknowledgement of **ARTSFAIRFAX**
- Payment and Reporting Procedures
  - Grant recipients are required to submit a brief final report at the end of the grant period by January 1, 2020.
  - Awardees are encouraged to share any works produced with **ARTSFAIRFAX** via high resolution photographs, copies of catalogues, recordings, and video including credit lines.
  - Grant funds must be used within the dates of July 1, 2018 and June 30, 2019.

# Acknowledgement of ARTSFAIRFAX Funding

All grant recipients are required to acknowledge **ARTSFAIRFAX** funding for the duration of the grant. Your success is our success. By working together we raise the profile of the arts in the county.

**ARTSFAIRFAX** is your brand umbrella

- Acknowledge **ARTSFAIRFAX** in all print materials and digital communications
- Include **#ARTSFAIRFAX** in your social media channels

**Cross Promote Your Events:**

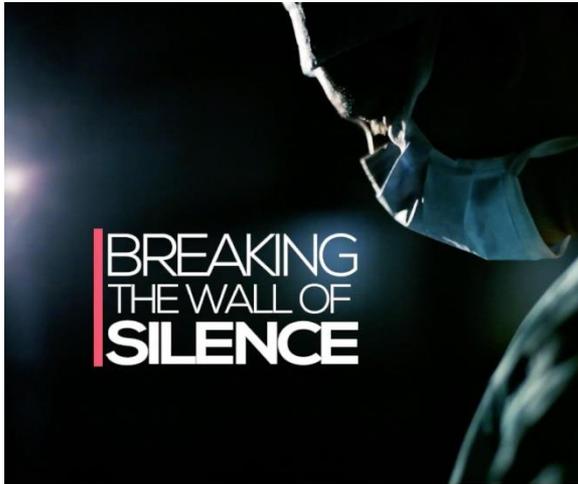
- Add **ARTSFAIRFAX**'s calendar to your Web site
- Share your activities on **ARTSFAIRFAX** Facebook and Instagram **@ARTSFAIRFAX**

**See the Grant Communication Kit @ [www.artsfairfax.org/grants](http://www.artsfairfax.org/grants)**

# Grant timeline

- January 9, 2018 – Application Deadline
- February 20 & 21, 2019 – Panel Meetings
- April 2019 - Announcement of award

## Previous artist grant recipients



Carolyn McCulley



Catherine Day

## Previous artist grant recipients



Linda Hesh



Margie Jervis



Scott Hutchison

## Previous artist grant recipients



Shu- Chen Cuff



Stephen Gorbos



Jeanne Harrison

## Previous artist grant recipients



Katherine Horrigan  
& Arturo Garcia



Andrew Watson



Andy Yoder

*See **ARTSFAIRFAX** Website for links to over 50 previous recipients*

# Required eligibility documents

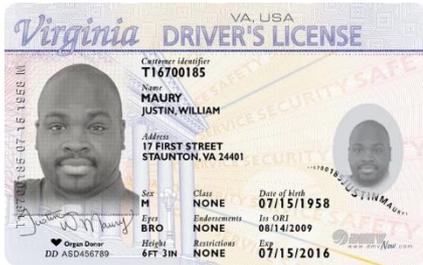
## Identification

- Provide a Photocopy of a valid public identification (such as a driver's license, passport, or similar government-issued form of identification).

## Proof of Residency

- Provide a copy of your Proof of Residency in Fairfax County for the **past 12 months** (i.e., a copy of a lease, rental agreement or mortgage, or matching billing statements (utility bills) for a **12 month cycle** up to the present month. Combine all documents in one **PDF file** and upload.

Proof of Residency may be submitted as one document.



Jan 31, 2014

**Customer Bill**

DOMINION CUSTOMER

12345 MAIN STREET  
ANYWHERE, VA 12345

**Billing and Payment Summary**

Account # 0123456789      Due Date: Feb 24, 2014

**Total Amount Due \$ 226.33**

To avoid a Late Payment Charge of 1.5% please pay by Feb 24, 2014.

Previous Amount Due: \$ 221.82  
Payments as of Jan 30: \$ 221.82CR

**Explanation of Bill Detail**

Customer Service 1-866-DOM-HELP (1-866-366-4357)

Previous Balance 221.82  
Payment Received 221.82CR  
Balance Forward 0.00

Residential Service (Schedule 1) 01/01-01/30 40.35  
Distribution Service kWh  
Electricity Supply Svc (ESS)  
Generation 108.89  
Transmission 13.51  
Fuel 56.75  
Sales and Use Surcharge 1.16

For service emergencies and power outages please call  
1-866-DOM-HELP (1-866-366-4357) Visit us at www.dom.com

**Meter and Usage**

Current Billing Days: 30

**Billable Usage**  
Schedule 1 01/01-01/30  
Total kWh 1895

**Measured Usage**  
Meter: 00023456789  
Current Reading 31736  
Previous Reading 29840  
Total kWh 1895

**Usage History**

Mo	Yr	kWh
Aug	12	2144
Sep	12	1935
Oct	12	1352
Nov	12	1298
Dec	12	1369
Jan	13	1637
Feb	13	1316
Mar	13	1262
Apr	13	1307
May	13	1692
Jun	13	1892
Jul	13	2572
Aug	13	1895

State/Local Consumption Tax 2.90  
Utility Tax 3.75  
**Total Current Charges 226.33**

**Total Account Balance 226.33**

View payment options, request service changes and enroll in eBill at  
www.dom.com, search: Manage Your Account

**Important Customer Information from Dominion Virginia Power**

Striking an underground powerline while digging can cause serious injury or death. Please call 811 before you dig. It's free and it's the law. Call 811 to play it safe.  
Visit "Manage Your Account" on www.dom.com or call us to join our Budget Billing and Automatic Bank Draft Plans. They are free services.

Please detach and return this payment coupon with your check made payable to Dominion Virginia Power. Please see reverse side for mailing address change instructions.

Bill Date Jan 31 14

**Payment Coupon**

Please Pay by 02/24  
**\$ 226.33**

**Amount Enclosed**

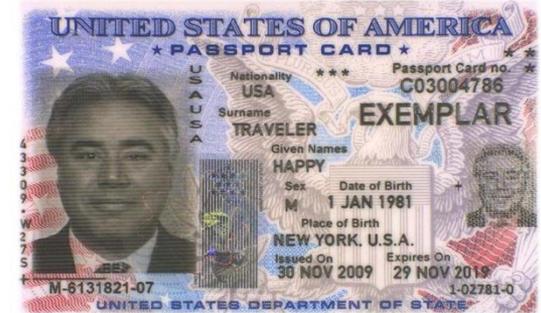
Account No. 0123456789

DOMINION CUSTOMER  
12345 MAIN STREET  
ANYWHERE, VA 12345

Send Payment to:

DOMINION VIRGINIA POWER  
P O BOX 26543  
RICHMOND VA 23290-0001

888 1234567890 0000018633 0000018633 91



Passport Card Sample



# Work samples

- Applicants are required to submit samples of their work. The samples should reflect the highest professional standards. Applicants are encouraged to submit the strongest examples of their work. The panel's judgment of artistic merit will be based upon the quality of the work submitted.
- A description of each work should include the applicant's name, the work's name, medium, dimensions, as well as date of creation and date of performance/publication if appropriate.

Due to the number of applications received, the panel will review a **maximum of five minutes** of recorded material per applicant.

**Please refer to the guidelines for category specific instructions.**

# Appeals process

**Unless there are grounds for an appeal, all funding decisions of ARTSFAIRFAX are final. ARTSFAIRFAX funding decisions may be appealed only upon the following grounds:**

1. The Applicant's grant application was denied based on criteria other than those set forth in the applicable guidelines, where the application of such improper criteria was open and obvious and there was also no legitimate basis for denial under the applicable guidelines;
2. The Applicant's grant application was denied based on the grant panel's failure to apply the applicable guidelines, where such failure is open and obvious and not merely a subjective evaluation of the merits of the application;
3. The Applicant's grant application was denied based on the grant panel's failure to consider relevant evidence presented in support of the grant application, where such failure was both open and obvious and not merely the result of the Applicant's failure to properly identify or present such evidence; and/or
4. The Applicant's grant application was denied as the direct result of an undisclosed conflict of interest between the Applicant and a member of the grant panel, where, but for such conflict, the Applicant's grant application would not have been denied.

# Grant Writing Tips

- Write clearly and concisely.
- Do not use jargon.
- Check narrative and other text for grammar and spelling errors.
- Do not repeat information.
- Keep in mind that the ARTSFAIRFAX staff does not participate in panel discussions. The application must stand on its own merits.
- Verify that all contact information in your application is correct, including e-mail addresses and phone numbers.
- **Consider including a video submission explaining your art**
- **Visual artists: include at least one installation photo to provide a sense of scale of the art**  
*(optional but recommended)*
- Use ARTSFAIRFAX as a resource: model applications are on our website.
- If you have any questions, call at (703) 642-0862, ext. 106 or ext. 101, or e-mail to [grants@artsfairfax.org](mailto:grants@artsfairfax.org).

# Submitting your application

Go to <https://artsfairfax.submittable.com/submit>

*Artist Grant* applications must be submitted on-line no later than January 9, 2019 at midnight. Late applications will not be accepted.

# Thank You & Contact Us

## **Lisa Mariam**

Director of Grants

**ARTSFAIRFAX**

2667-A Prosperity Avenue,  
Suite A, Fairfax, VA 22031

Office: 703-642-0862 x1

Direct: 571-395-4617

Fax: 703-712-8599

[lmariam@artsfairfax.org](mailto:lmariam@artsfairfax.org)

<http://artsfairfax.org>

## **Kimber Craine**

Grants Manager

**ARTSFAIRFAX**

2667 Prosperity Avenue, Suite  
A, Fairfax, VA 22031

Office: 703-642-0862 x6

Direct: 571-395-4618

Fax: 703-712-8599

[kcraine@artsfairfax.org](mailto:kcraine@artsfairfax.org)

<http://artsfairfax.org>