



# FY20 Artist Grant Guidelines

Deadline: January 9, 2020

**ARTSFAIRFAX**  
2667 Prosperity Ave.  
Fairfax, VA 22031  
(703) 642-0862  
[www.artsfairfax.org](http://www.artsfairfax.org)

## Table of Contents

- Introduction
- Purpose of the Artist Grant
- Amount of Artist Grant
- Eligibility
- Co-Applicants
- Grant Restrictions
- Matching Requirements
- Funding Categories
- Review Process
- Evaluation Criteria
- Conditions of a Grant
  - Announcement of Award
  - Duration of a Grant
  - Eligibility
  - Publicity
  - Acknowledgement of **ARTSFAIRFAX**
  - Use of Funds
  - Payment and Reporting Procedures
- Grant Preparation Assistance
- Uploads
  - Cover Page
  - Work Samples
- Supplemental Materials and Resume
- Required Eligibility Documents
- Submitting Your Application
- Appeals Process

## **Introduction**

**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.

## **Purpose of Artist Grants**

**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. The Artist Grants are an investment in the sustained growth and development of the arts in Fairfax County, as well as to 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 granted—Artist Grants recognize outstanding achievement in work that has already been completed.

## **Amount of Artist Grant**

The Artist Grant is \$5,000. The number of Artist Grants awarded each year varies depending on the number of applicants and available funding.

## **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.
5. Individuals must reside in Fairfax County for at least 12 months prior to the application deadline. Applicant must provide proof of residency. 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 an Artist Grant from **ARTSFAIRFAX** in the immediate five years prior to the grant application period.

## **Required Proof of Eligibility**

### **Identification**

Please provide a scan (PDF format) or photo (jpeg format) of a valid public identification (such as a driver's license, passport, or similar government-issued form of identification). Name the document as **ID\_First Name-Last Name, example ID\_Joe/Jane-Doe**. Do not include blank spaces in the file name.

### **Proof of Residency**

Please 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. Name the document as **PR\_First Name-Last Name, example PR\_Joe/Jane-Doe**. Do not include blank spaces in the file name.

### **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 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.

### **Grant Restrictions**

The Artist Grant shall only be used to support legal activities. The Artist Grant cannot be used for political advocacy or proselytizing, promoting any one faith over another or events that would be inappropriate for a diverse, multicultural and multigenerational audience.

### **Matching Requirements**

Many grant programs require the grant recipient to provide matching funds that equal or exceed the amount of the grant. There is no matching requirement for the Artist Grants.

### **Funding Categories**

A limited number of Artist Grants are available to professional creative artists living in Fairfax County. Artists working in the disciplines described below are eligible to

submit an Artist Grant application. Artists may apply in more than one arts discipline under a single application.

### **Choreography**

This category includes choreographers working in all aspects of dance.

### **Creative Writing**

This category includes creative artists writing in fiction, creative nonfiction or poetry.

### **Dance Performance**

This category includes all aspects of dance intended for public performance.

### **Film/New Media**

This category includes all aspects of film/new media intended for public viewing.

### **Music Composition**

This category includes composers working in all aspects of music.

### **Music Performance**

This category includes all aspects of music performance intended for public performance.

### **Theater Performance**

This category includes all aspects of theater intended for public performance.

### **Visual Arts**

This category includes all aspects of two- and three-dimensional art in any media.

## **Review Process**

Following the grant application deadline, **ARTSFAIRFAX** staff verifies eligibility and determines whether an application is complete. Staff may contact applicants for information needed to make an eligibility determination. If an applicant is determined to be ineligible as an official applicant, 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 Grants are evaluated by panel review. Panelists will 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.

**ARTSFAIRFAX** Board of Directors makes the final funding decisions based on the evaluations by the panels and the overall goals of the Artist Grant and of **ARTSFAIRFAX**.

## Evaluation Criteria

An advisory review panel, 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/or 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 of the applicant's work.

Evaluation criteria are equally weighted. Professional arts activity and achievement may be demonstrated through a listing of works, exhibits and/or performance history, awards, honors, etc. Examples of artistic merit include reviews/critical responses/acclaim, originality, innovation, context, impact, mastery and reach.

The Artist Grants are awarded on a competitive basis. Review meetings are open to the public and applicants are encouraged attend.

## Conditions of a Grant

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

### Announcement of Award

No information about the status of an application will be released until all applications have been reviewed and all award negotiations are concluded. **ARTSFAIRFAX** will notify applicants of final decisions by April 2020.

### Eligibility

Grant recipients must continue to meet all Artist Grant eligibility requirements during the grant period. Grant recipients are required to notify the **ARTSFAIRFAX** Grants Manager in writing of any major changes to their circumstances such as a change in residency, performance plans, exhibitions, or similar relevant factors.

### Publicity

By submitting an Artist Grant application, the applicant grants **ARTSFAIRFAX** a non-exclusive license to use, reproduce, record, exhibit, edit, broadcast, and perform in any manner and by any means or media of every nature, whether known or unknown, the name, biography, trademark, performance, film/new media, photograph, recording, choreography, compositions, literary works, artwork, and any and all copyrighted materials owned or controlled by applicant (including, but not limited to, any and all materials submitted in support of the Artist Grant application), singularly or in conjunction with other materials, solely in and in connection with the promotion, advertising and marketing of the Artist Grant and/or **ARTSFAIRFAX**.

### Use of Funds

While the Artist Grant may be used for a broad range of legal activities, grant funds may not be used for political advocacy or religious activities. All Artist Grant funds

must be expended during the grant period.

### **Acknowledgement of ARTSFAIRFAX**

ARTSFAIRFAX requires acknowledgement of ARTSFAIRFAX's support for all public programs. Recipients must include the following credit line in all publicity, advertising, new releases, printed programs, and promotional materials: "This program is funded in part by ARTSFAIRFAX." Grant Recipients should send copies to ARTSFAIRFAX of all materials that are distributed to the public, e.g. invitations, flyers, programs, and catalogues.

### **Payment and Reporting Procedures**

- Grant recipients are required to submit a brief final report at the end of the grant period by January 1, 2021.
- 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, 2019 and June 30, 2020.

### **Grant Preparation Assistance**

ARTSFAIRFAX will conduct a free information session to instruct prospective applicants on how to complete an Artist Grant application. ARTSFAIRFAX encourages attendance by potential applicants. An applicant's attendance at a workshop will not affect the evaluation of the application.

Wednesday, November 13, 2019

12:00 - 1:30 PM

Location: Mosaic Community Space

The workshop presentation will also be posted on ARTSFAIRFAX's website.

To register and obtain further information please contact Kimber Craine, by e-mail at [kcraine@artsfairfax.org](mailto:kcraine@artsfairfax.org) or by telephone at (703) 642-0862, ext. 6.

### **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.
- Use the ARTSFAIRFAX as a resource. If you have any questions, call at (703)

## Work Samples and Supplemental Materials

Submission of Required Documents, Work Samples and Supplemental Materials is mandatory. You may provide links to images, audio clips and/or online video (1280x720 resolution) samples. Uploads may include installation shots, programs, brochures, catalogs, study guides, posters, newsletters, other promotional materials, newspaper reviews, articles, testimonials, letters of support, and awards. Online media entry is limited to a maximum running time of five minutes.

Acceptable file upload types are listed below and in the upload section of the application. Work Samples and Supplementary Materials should describe **recent** (within the last three years) activities.

You may include links to work samples and supplementary materials including large files in the required cover sheet.

Submit required documents in **pdf, doc, docx, jpg, mp3, mp4, wav, mov, xls, xlsx format.**

### 1. Cover Sheet

Please include a cover sheet listing each work sample and supplemental materials (including links to online media) with a brief description. A description of each work should include the applicant's name, the work's name, as well as date of creation and date of performance/publication if appropriate. Please see category specific instructions for descriptions below. Name submission. CS\_First Name-Last Name.pdf.

### 2. Work Samples

Applicants are required to submit samples of their work. The samples should reflect the highest professional standards in the quality of artwork documented and in the manner in which they are presented. Artist Grants are competitive; 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. Due to the number of applications received, the panel will review a maximum of five minutes of recorded material per applicant.

Film clips should be submitted in a platform-independent player format or in QuickTime at a 1920x1080 pixels resolution (1080p/24) with the file suffix labeled as .MPEG or mov. Limit each film/new media entry to a maximum running time of five minutes.

### 3. Choreography, Dance Performance, Film/New Media, Music Performance, Theater Performance

- Submit a link to up to three recent examples of original work not to exceed a total of five minutes multimedia format.
- Samples may be excerpts or complete works.

- Indicate which sections show solo or ensemble work.
- Copy the links of your video examples into a MS Word file, each in a different line. Include the applicant's name, title of work and date of completion, as well as a brief description of the piece and applicant's role in the development and execution of the work. In the case of documented, professional, or group projects, applicants should fully describe their personal contributions.
- Name the file (Work-Sample-01\_ First Name -Last Name. Example, Work-Sample-01\_ Joe/Jane-Doe).

## **B. Creative Writing**

- This category includes creative artists writing in fiction, poetry, and/or creative nonfiction.
- Use at least 11 pt. Times New Roman, Arial, or Helvetica font.
- Work samples should be in Word or PDF format.
- Use a margin of not less than 1" on all four sides, double spaced.
- Submit up to three clearly organized work samples including, in manuscript form, up to 15 typed pages per sample.
- Work samples should best represent your creative ability. For the purposes of this grant, reviews of other artist's work are defined as criticism and are not eligible for consideration.
- Handwritten samples are not acceptable.
- Name the samples as Work-Sample-01\_ First Name -Last Name, Work-Sample-02\_ First Name-Last Name, Work-Sample-03\_ First Name -Last Name. Example, Work-Sample-01\_ Joe/Jane-Doe, Work-Sample-02\_ Joe/Jane-Doe, etc.
- Include applicant's name, title of work, date of completion, whether work has been published or not [if published, name of publisher and date of publication]. In the case of documented, professional, or group projects, applicants should completely describe their personal contribution in the Cover Sheet.

## **C. Music Composition**

- Submit up to three recent examples of original compositions as a total of three to five-minute sample in multimedia format.
- Submit up to 10 pages of scores or lyric sheets for the work samples submitted in a PDF or MS Word format file.
- Submit the links of your video samples in your cover sheet saved as a PDF or MS Word format file. For each of the link samples in the file include the applicant's name, title of work and date of completion, as well as a brief description of the piece and applicant's role in the development and execution of the project. In the case of documented, professional, or group projects, applicants should fully describe their personal contributions.
- Name the samples as Work-Sample-01\_ First Name -Last Name, Work-Sample-02\_ First Name-Last Name, Work-Sample-03\_ First Name -Last Name. Example, Work-Sample-01\_ Joe/Jane-Doe, Work-Sample-02\_ Joe/Jane-Doe, etc.
- Include the applicant's name, title of work, date of completion, whether work has been published or not [if published, name of publisher and date of publication].

In the case of documented, professional or group projects, applicants should fully describe their personal contributions.

## **D. Visual Arts**

### **1. Digital Format:**

- Submit a link to your 14 best high-resolution images in viewing priority in a MS Word file if your file size and number exceeds the requirements (15 images, up to total of 25 MB). For three-dimensional art, submit up to three views. Submissions must be in JPEG format with a file suffix of .jpg or .jpeg.
- Images must be compressed to 72dpi, no larger than 1,800 dpi in any one dimension and RGB.
- Images should not be submitted as a PowerPoint Presentation.
- Name each image as, Work-Sample-01\_ First Name -Last Name, Work-Sample-02\_ First Name-Last Name, Work-Sample-03\_First Name -Last Name. Example, Work-Sample-01\_ Joe/Jane-Doe, Work-Sample-02\_ Joe/Jane-Doe, etc.

### **2. Multimedia Format:**

- Submit three recent examples of original work as a total of three to five-minute sample in multimedia format. Provide the links of the video samples in a MS Word file with the full description of each one.
- Use Mov or MPEG files no larger than 1920x1080 pixels resolution (1080p/24) in any dimension and not to exceed 500 MB per entry.
- Name the sample as, Work-Sample-01\_ First Name -Last Name. Example, Work-Sample-01\_ Joe/Jane-Doe.

## **Supplemental Materials and Resume**

- Materials must describe recent activities (within the last three years). You can submit up to 10 items. Supplemental materials could include, but are not limited to, programs, brochures, catalogs, posters, newsletters, other promotional materials, newspaper reviews, articles, testimonials, letters of support, or awards.
- Name each submission with SM\_ First Name- Last Name\_01. For example, label the first submission SM\_ Joe/Jane-Doe \_01; the next submission SM\_ Joe-Doe \_02, etc.

## **Resume**

Your artist's resume is a list of your art achievements. It should take the form of an organized list—not a paragraph. For a visual artist, it should list solo exhibitions/publications, group exhibitions/publications, performances, teaching or lecturing experience, awards, press, collections, and your own education (BA, BFA, MFA). If you have many years' worth of experience, you may want to only include "selected exhibitions," the most recent or prominent shows.

Submit your resume in a MS Word or a PDF format. Name the file as RES\_First Name-Last Name, Example RES\_Joe/Jane-Doe.

## Required Documents:

1. Identification
2. Proof of Residency
3. Work Samples
4. Supplemental Materials
5. Resume
6. Cover sheet for Work Samples and Supplemental Materials.

## Submitting Your Application

All Artist Grant applications must be submitted on-line at <https://artsfairfax.submittable.com> no later than January 9, 2020 at midnight. Late applications will not be accepted.

## Appeals Process

Unless there are grounds for an appeal, all funding decisions of the **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.

Other than the grounds listed above, there are no other grounds for an appeal, including, but not limited to, general dissatisfaction with the process, dissatisfaction with the amount awarded, dissatisfaction with the qualifications of the members of the grant panel, disagreement with an opinion of a member of the grant panel, or the applicant's desire to submit additional evidence.

To file an appeal, an applicant must submit a written appeal request directly to the **ARTSFAIRFAX**. Such appeal must be received by **ARTSFAIRFAX** within fourteen (14)

calendar days of the date of the applicant's notification letter from **ARTSFAIRFAX** with regard to the funding decision being appealed. An appeal must state the grounds for the appeal and provide clear and convincing evidence in support of such grounds. No evidence or supporting materials which could have been provided as part of the applicant's original grant application will be considered.

All appeal requests will be reviewed by the Grants Committee of the **ARTSFAIRFAX's** Board of Directors. Appeals will be reviewed within sixty (60) calendar days from the date the written appeal request was received by **ARTSFAIRFAX**. If the Grants Committee determines that there exist grounds for an appeal, the Grant Committee will re-evaluate the application. All decisions of the Grant Committee regarding any re-evaluation will be final. If the Grants Committee determines that there are no grounds for an appeal, then the original decision of the grant panel shall become final without further recourse or reconsideration. All decisions of the Grants Committee with regard to appeal requests are final without further recourse or reconsideration.