Arts in Education Collaboration
Grant Program

Program Overview and Application Instructions

NDCA Fiscal Year 2024 (July 1, 2023 – June 30, 2024)

Program Officer

Arts in Education Director – Matthew Anderson

Email: mbanderson@nd.gov

Phone: (701) 328-7593

Contact the program officer for application support and/or questions.
Alternate application formats available upon request.

Application Deadline

Friday, April 14, 2023 – before 11:59 pm (CST)

Incomplete or late applications are not accepted

Draft Review Application Deadline

Wednesday, March 15, 2023 – before 11:59 pm (CST)

Earliest Project Start Date

July 1, 2023

Latest Project End Date

June 30, 2024

Contents

Program Overview

Arts in Education Collaboration

Arts in Education Collaboration (AIEC) is a grant program that provides up to $6,000 to arts organizations, schools, school districts, nonprofits, and government agencies to build collaborations and community partnerships that strive to increase access to high-quality, sustained arts education for K-12 North Dakota students.

This includes collaborations between teachers or departments within a school, between multiple schools within a district, between multiple rural school districts, between a school and community arts resource nonprofit (teaching artists or arts organizations), or for-profit organization. Projects may take place in-school (during regular school hours), after-school, during summer sessions, and during professional development in-services.

Applicants seeking an entry-level or shorter experience are encouraged to consider NDCA's Artist in Residence grant program. Applicants may receive only one North Dakota Council on the Arts Artist in Residence grant or Arts in Education Collaboration grant per fiscal year.

Considerations

North Dakota Council on the Arts AIEC grant program addresses a core vision that all students have access to high quality arts education. The AIEC grant program asks applicants to consider:
- *What is standing in way of "arts for every student" in their K-12 schools?*
- *What steps can be taken to address this challenge?*

Program Goals
- North Dakota school and district leadership, arts organizations, and community members are focused on providing students and teachers with increased access to K-12 quality arts education.
- Encourage and support arts education partnerships, so partnership foundations will be strengthened, and work can be sustained into the future.
- Support identification and implementation of the "first steps" towards a vision of high quality, sustainable arts education programming.
- Support initiatives that incorporate a core strategy for working towards long-term, self-sustaining, participatory, and meaningful arts learning experiences for students.

Eligibility

A North Dakota school district, government agency, nonprofit organization, or fiscally sponsored group is eligible to apply and serve as the lead partner and/or fiscal agent for the grant.

Applicants must be one of the following:

- **Federally tax-exempt nonprofit arts organization**
- **Federally tax-exempt non-arts nonprofit organization** - Arts budgets must be isolated from the larger entity's budget.
- **Public Entity such as a unit of state, local, or tribal government**
- **Public and non-public schools**
- **Fiscally sponsored groups with arts projects** must be comprised of at least three people and have an advisory committee of at least three people that are responsible for oversight of project and grant funds. Fiscal sponsors must be a tax-exempt 501(c)3 organization, unit of state or local government, or federally recognized tribal community or tribe.
  arts.nd.gov/sites/www/files/documents/grants/FiscalSponsorshipNDCA.pdf

All Applicants Must:

- Be physically located in North Dakota
- Have majority of arts programming, services, or activities take place in North Dakota
- Primarily serve and engage North Dakota audiences and participants

This Program Funds:

- Fees for teaching artists (including travel expenses)
- Fees for an arts education consultant or provider of professional development (including travel expenses)
- Fee for a project coordinator
- Administrative fees, including printing costs for lesson plans or other documents, and other administrative costs related to project planning and delivery. Administrative fees may not exceed 10% of the total requested amount
- Fees for professional performing arts groups, student tickets, and transportation expenses for exhibitions and performances when there is a clear connection to the overall arts learning plan. Funds cannot be used to support stand-alone field trips or assemblies
- Materials and supplies required for lesson/project implementation
- Fees for performance or exhibition space

This Program Does NOT Fund:

- Strictly field trip or performance-based activities
- Proposals that seek to supplant arts programs, curriculum or arts educators in schools
- Regular salaries for employees of schools, districts or educational cooperatives
- Individual professional development activities
- Travel outside of the state of North Dakota

- Fees for out-of-state contractors, unless prior approval is received from the program officer

An Application Will Be Ineligible If:

Funds are requested for expenses specifically for:	• Projects completed in previous fiscal years • Payment of project costs incurred before the project start date • Debt reduction or elimination • Replenishing depleted reserve and/or endowment funds • Starting, matching, adding to, or completing any type of capital campaign or capital expenditures • Permanent acquisitions • Capital costs, such as improvements, construction, property, equipment costing $5,000 or more • Permanent acquisitions • Fundraising events and activities • Prizes, awards, or benefits • Hospitality or entertainment functions, including food, beverages, and alcohol and associated costs • Sales inventory and related fees/taxes • Fellowships, scholarships, or tuition fees • Projects that are part of a required course or curriculum • Travel and projects that do not take place within the geographic boundaries of North Dakota • Projects involving the arts as therapy unless artists are employed
Funds are requested to support activities:	• Projects that violate any federal, state, or local laws, ordinances, or policies • Projects that support activities that are essentially for the religious socialization of the participants or audience or discriminate against persons or groups • Projects that attempt to influence any state or federal legislation or appropriation • Projects that are managed by another entity other than the applicant
The Application:	• Is not complete and received by 11:59 p.m. (CST) on the application deadline • Uses National Endowment for the Arts or other Federal funds and/or North Dakota Council on the Arts funds towards the match
The Applicant:	• Is a current grantee of the Artist in Residence NDCA grant program • Is not in compliance with any active grant agreement with NDCA

Grant Award Amount

Minimum award request: $2,500
Maximum award request: May not exceed $6,000 or 50% of the total project cost, whichever is less.

For previously awarded applicants in this program, the maximum grant award amount may be gradually reduced over a 4-year period depending on NDCA funding allocations.

Matching Funds

- A 1:1 match is required. For every one (1) NDCA dollar requested, the applicant must match or raise one (1) dollar from a cash source other than from NDCA and National Endowment for the Arts.
- Match sources may include general operating funds, past surpluses, other grants, earned income or revenue that is planned to be raised specifically for the project, and documented in-kind services and contributions.
- Matching cannot be more than 50% of the total match, which means no more than $3,000 can be in-kind if a total request is made of $6,000.

Multiyear Funding and Panel Review

Applicants may receive an Arts in Education Collaboration grant up to four consecutive years.

For each subsequent year of funding, the applicant must demonstrate progress towards the original programming goals and/or expansion of these goals, as appropriate.

After 4-years, the grantee will have been able to grow the project into a sustainable program with other resources and/or have expanded the project to include more partnerships, students, teachers, schools, and/or art forms.

Some grantees may qualify for funding beyond the 4-year period. To be considered, contact the program officer.

Project Requirements

All projects must include the following:

1) **A Minimum of Two Collaborative Partners**
   One from each category below:
   - School(s) or school district(s)
   - Parent group(s) or other community partner(s)

2) **Demonstrated Commitment from School Administration and Teachers**
   It is important that the application demonstrate **active** and **ongoing** collaboration between the teachers, staff, and arts providers.

- School superintendents and principals play a pivotal role in establishing a vision for the arts in their school by articulating goals associated with the proposed project and providing direction for the allocation of time and resources. They should demonstrate a high-level of leadership and commitment through participation in the proposed project activities when appropriate.
- Teachers are the "linchpins" to success in all new instructional efforts and must be included in the planning and implementation of the proposed plan.

3) **Core Strategy**
A strong proposal increases access to high-quality, sustained arts education for K-12 students, rather than focus on one-time exposure or enrichment activities, or short-term projects with limited student engagement. Examples:
- **Planning and foundation building:** Audit of available community resources, strategic planning, curriculum development, evaluation, resource development, etc.
- **Student learning in the arts:** Sequential, hands-on learning in, through and/or about the arts
- **Professional development:** Training and learning for certified arts educators, classroom teachers, administration, teacher/artist teams, etc.

4) **Qualified Personnel/Experts and Alignment with ND State Standards**
Arts learning projects must align with ND State Standards. Consultants and providers of professional development paid through the AIEC grant should have knowledge/expertise in addressing standards and various forms of assessment in the arts.

5) **Realistic Scope**
The project proposal should demonstrate focused and achievable goals that are aligned with the partners' current capacity, needs and resources provided by this grant.
- The project plan may focus on one grade level, a full school, or the entire district, or in the case of small rural communities, a plan between several school districts.
- The project plan may concentrate on one arts discipline, several arts disciplines, the integration of an arts discipline with another subject area, or any combination of these.

6) **Americans with Disabilities Act Compliance**
NDCA requires AIEC applicants to consider physical and programmatic accessibility as an integral part of each organization's planning and budgeting process. The project is required to be accessible as part of the planned activity.

Application Review Process

1) **After Submission:** Applications are reviewed by staff for eligibility and completeness.

2) **Panels:** Panelists are selected annually. For more information, visit: arts.nd.gov/get-involved/become-panelist. Meetings are open to the public. Anyone may attend and listen to

the discussion but may not present or participate. See arts.nd.gov/news/ndca-meetings for dates.

3) **Review Criteria:** The panel evaluates each application and makes funding recommendations to NDCA's Board based on how well the applicant addresses specific review criteria. Panelists individually score complete applications. Those scores are averaged to arrive at the final score.

4) **Panel Score:** To be recommended for an award, an applicant must receive an average total score of at least 60 out of 100.

5) **Board Approval:** NDCA's Board of Directors has final authority to approve grants.

Review Criteria

1) **Program Goals** (0-5 points)
   - Described project is realistic in scope with achievable goals, aligns with the school's/district's vision for arts education and the intent of the Arts in Education Collaboration grant, increases access to high-quality arts learning and meets the needs of described students.
   - For past applicants, the applicant demonstrates progress towards the original programming goals and/or expansion of these goals.
   - There is an accurate and realistic budget that is aligned with the project plan and includes an appropriate match and mix of income sources.
   - There is demonstrated management capacity based on the budget plan and other application materials.

2) **Partnerships and Collaboration** (0-5 points)
   - Project demonstrates meaningful partnerships and a process for engaging schools, school leadership, artists/arts organizations, and/or community members in support of arts learning.
   - There are appropriate partners on board committed to active collaboration.
   - There are appropriate levels of expertise and experience for key arts educators and program leaders.

3) **Strategy** (0-5 points)
   - Project includes a clear process/strategy that works towards long-term, participatory, and meaningful arts learning - rather than a one-time exposure or enrichment activity. Project includes possible next steps or ideas for extending/growing project in coming years.

4) **Documentation/Evaluation** (0-5 points)
   - Project includes a clear plan/process for documenting student work and for evaluating/determining the final outcomes or success of the project.

Generating Project Proposals that Address the Review Criteria and Program Goals
Applications that are the most successful in receiving funding address the topics below:
- Enhance or advance the school's vision for arts education
- Increase access to arts learning
- Include and/or enhance community partnerships
- Have clearly stated and achievable goals and objectives
- Demonstrate depth of learning for students
- Demonstrate depth of learning for teachers
- For returning applicants - Quality of Final Report. The applicant demonstrates responsible use of funding, provides a thorough evaluation that is supported through documentation and evidence, a plan for moving forward that builds upon success and challenges, and has a feasible plan for sustainability.

If Funded

Notification
- Communication regarding the grant award is via email to the contact listed in the application.

Payment
- **Request for Funds Form and Timing:** Arts in Education Collaboration grantees are required to submit a Request for Funds Form to receive payment of grant funds awarded. After submission, allow up to 4 weeks for payment.
- **Disbursement Amounts:**
  1. Requests can be made up to 80% of the total grant award upon signing the grant agreement. The remainder 20% can be requested after the completion of the online final report.
  2. Or, grantees can request the total amount of the grant award after the completion of the online final report.
- **Return of Funds:** Grantees are required to spend the entirety of the NDCA grant award. In cases where a match was required, applicants are required to raise and spend the match as well as the grant award. The final report must show expenses at or greater to the budgeted amount or funds will need to be returned.

Reporting
- **Change Reports:** Any project changes to the activities, timeline, or budget need to be approved in writing by the program officer, as not all project changes can be approved.
- **Final Reports:** An online final report is due by June 30, 2024. The final report must include documentation and evidence of evaluation. Overdue final reports will affect future eligibility to apply for and/or receive NDCA funding.

Recognition
- Grantees are required to acknowledge NDCA support by using the NDCA logo and credit-line on all promotional materials of the funded activity.

Application Instructions

How to Apply

Grant applications are submitted online through the NDCA online grant system.

1. **To apply**, go to grantinterface.com/Home/Logon?urlkey=ndca.
2. **Register or log into account.**
3. **Tutorials:** Video and downloadable PDF tutorials are available when creating an account that guide new users through the registration and application process.
4. Click **"Apply"** at the top navigation of the website.
5. Click the **"Apply"** button next to "Arts in Education Collaboration FY24 Application."

Application Support

Including the program officer in preparing the application is encouraged especially if you are a first-time applicant. They can assist with project idea development, questions on eligibility and program intent.

Draft Application Review Option

You may ask the program officer to review your application before the application deadline. **Email the program officer by March 15, 2023,** that you would like a draft review.

Online Application Tips

- You can type responses to application questions into text boxes or work in another document and paste the answers in. The online grant system automatically saves your work. There is also a "Save Application" button at the bottom of the application form.
- Rich text formatting is limited in narrative questions. You may use bullets, numbers, bolding, italicizing, and underlining. Text boxes with character length limits include letters, numbers, spaces, and paragraph breaks.
- **Links are only allowed in the work sample section.** Links provided in any other sections, will not be reviewed.
- Confirmation emails are sent automatically to the applicant after the application is successfully submitted. If not received, contact the program officer.

Application Requirements

- Applicant Information
- Narrative
- Support Materials (Partnership Form, Project Personnel Resumes, Letters of Commitment)
- Budget
- Work Samples and Supplemental Material (optional)

- Determination Letters

Applicant Information

SAM Unique Entity ID *(Required)*
For organizational applicants only, provide a SAM (System for Award Management) Unique Entity ID (UEI) number. Applicants can attain a UEI **without** having to complete a **full entity registration**.

- To apply, click here [sam.gov](sam.gov).
- You will need the organization's legal name and address

Organization Mission Statement *(Required)* (750 maximum characters)
Provide the applicant's board-approved official mission statement. Do not include additional information such as vision or values statements. For **fiscally sponsored groups** who do not have a mission statement, include a one sentence description of your focus as a group.

Organization/Group History *(Required)* (1,000 maximum characters)
Provide a brief general history/background of the applicant. For nonprofits and fiscally sponsored groups, summarize why and how the group formed, and what it does. What is the group's mission or purpose for forming? In general, what kind of arts programming has been produced and/or does it plan to produce? *This section is not rated by panelists but helps introduce your group to panelists who may not be familiar with what you do or your group's artistic output.*

NEA Questions *(Required)*
NDCA collects this information for the National Endowment for the Arts.

Authorizing Official *(Required)*
Provide the name, phone, and email address of the person who has the authority to make financial decisions for the applicant organization.

Project Coordinator *(Required)*
Provide the name, phone, and email address of the person who will manage the day-to-day aspects of the proposed project.

Applicants may receive Arts in Education Collaboration grant funding for up to 4 consecutive years. Indicate which year the organization is applying. *(Required)*
From the menu provided, indicate year 1, 2, 3, or 4.

Fiscal Sponsorship
Applicants who are required to apply with a fiscal sponsor must provide:

1. A fiscal sponsor agreement (*Required,* upload a PDF) that includes:
   - A description of responsibilities for both applicant and fiscal sponsor in carrying out the project;
   - An indication of fiscal sponsor administrative fees, if any, charged to the applicant;
   - Signatures of both the fiscal sponsor and applicant.
2. The fiscal sponsor's IRS 501(c)(3) letter of determination or tax-exempt certificate for a public entity. (*Required,* upload a PDF)
3. Fiscal Sponsor Legal Name and Contact Information *(Required)*
4. Fiscal Sponsor SAM Unique Entity ID *(Required)*
5. Fiscal Sponsor Federal EIN/TIN Number *(Required)*
6. Fiscal Sponsor Status *(Required)*
   - Select the category from the dropdown menu that best describes the fiscal sponsor's tax status.

Fiscal Sponsorship Tips: Applicants entering into fiscal sponsorship agreements are strongly encouraged to utilize best practices when entering into an agreement. Visit the National Network of Fiscal Sponsors (fiscalsponsors.org).

Narrative

In this section, describe the details of the proposed project and illustrate how the proposal is addressing the Arts in Education Collaboration grant goals and intentions.

Project Title *(Required)* (75 maximum characters)
Provide a short title describing the project.

Project Start Date *(Required)* The earliest date that can be entered is 7/1/2023.

Project End Date *(Required)* The latest date that can be entered is 6/30/2024.

1) **Background** *(Required)* (2,000 maximum characters)
   - What is the specific arts education need that has been chosen to be addressed?
   - Who are the key project partners, how did they come together, and how did they select and agree upon this focus area?
   - Describe any unique or defining characteristics of the students, teachers, and partners. If the project will serve a high percentage of students who are considered "underserved" (such as economically disadvantaged, geographically isolated, ethnic, or disabled), please describe the population and any relevant statistical and demographic information.

2) **Project Summary** *(Required)* (1,500 maximum characters)
   - Provide a **brief** summary of the proposed project's key components and goals.

- How will the need identified above be addressed?
- What are the project's expected outcomes?

3) **Project Plan** (Required) (3,000 maximum characters)
   - How will the project partners work collaboratively and ensure shared goals in an ongoing way?
   - How will the project be developed, implemented (address who will manage the project activities), documented, and evaluated?
   - How are the arts lessons aligned with National Core or State Standards or ND State Standards in the arts?
   - How is the student learning in the arts being assessed?
   - How might this project serve as a building block towards sustainable arts education programs in the school(s) applicant's community? How or why will it lead to increased support for arts education and/or a broader arts education plan in the future?
   - As appropriate, include general timeline information or target implementation dates for key components of the plan.
   - For applicants that have received an Arts in Education Collaboration grant in the past, briefly address how the project has grown or changed since your initial proposal, noting any key achievements and/or challenges and revisions.

Project Evaluation Tip: To have an impact, to learn from successes and mistakes, and to assure sustainability, it is important that that the project proposal has a plan to document and evaluate the outcomes. "Getting Started with Program Evaluation: A Guide for Arts Organizations" located here nasaa-arts.org/wp-content/uploads/2017/04/Getting-Started-with-Program-Evaluation.pdf, is a valuable resource for any organization funded through a state or federal grant.

4) **Arts in Education Advocacy and Outreach** *(Required)* (1,500 maximum characters)
   - Describe to whom and how the results of the project will be shared. Consider including the following: legislators, ND Department of Public Instruction, superintendent, school board members, parents, and community at large.

5) **Accessibility** *(Required)* (3,300 maximum characters)
   - Every grantee commits to hold all funded activities in spaces that meet Americans with Disabilities Act (ADA) accessibility requirements. How does the activity meet this requirement and ensure people with disabilities can participate? *Examples might include ADA accessible venue, ASL interpretation, audio described performance, large print programs, sensory tours, etc.*
   - How will accessibility options be proactively publicized and made available to the public? Who is responsible and will handle inquiries?

General Information about Accessibility and the Americans with Disabilities Act (ADA)
NDCA's applicants' programs and facilities should be accessible to every person.

If you have questions about the ADA, or need ideas to make your programs and facilities accessible, contact NDCA's Accessibility Coordinator Rhea Beto at rbeto@nd.gov or (701) 328-7594, or visit the National Endowment for the Arts' Office of Accessibility resource page arts.gov/impact/accessibility.

Support Materials

Partnership Form *(Required)*
Download the AIEC "Partnership Form" on NDCA's Arts in Education Collaboration webpage here arts.nd.gov/sites/www/files/documents/grants/AIECPartnershipFormFY24.pdf. Complete and upload the PDF file on this page.

- In the "Partnership Form," provide the names and contact information of the organization(s) and individuals that are participating in the proposed project. This may include teaching artists, consultants, lead teachers, profit and non-profits, parent groups and other local organizations.

Project Personnel Resumes *(Required)*
Include a minimum of two and a maximum of three summary resumes for key project personnel. This can include lead teaching artists, arts education consultants, and/or program coordinators. (1-page maximum for each resume, upload a PDF)

- Select individuals who are central to the project's success and/or those who will be compensated with NDCA grant funds.
- It is not a requirement to submit resumes for teaching artists or consultants who are already pre-approved on these lists: NDCA Teaching Artist Roster or Kennedy Center Roster of Teaching Artists.

Letters of Commitment *(Required)*
Include a minimum of one and a maximum of two signed Letters of Commitment from the primary organizational project partner(s). Letters should confirm the specific nature of the partner's role in the proposed project, including resources they intend to provide such as financial support, staff time, and/or facilities. Do not provide letters from staff or key contractors for the project. (upload PDF files)

If the lead applicant is a nonprofit organization:
- Include a letter from the school principal or a district administrator.
- If submitting a second letter, strong choices include: a K-12 leader or an additional community partner.

If the lead applicant is a school or district:
- Include a letter from someone in a leadership role at the partnering organization.
- If submitting a second letter, strong choices include: a district superintendent or an additional community partner.

Project Budget

Budget Form

Download the budget form on the AIEC webpage here
arts.nd.gov/sites/www/files/documents/grants/AIECBudgetFY24.pdf. Complete and upload to
the online application.

- Provide all the expenses and income related to the project, not just the portion of the project for which the applicant is requesting from the NDCA.
- Any expenses for items such as supplies, performances, and/or student tickets should generally comprise a modest percentage of the overall budget.
- No one individual should receive more than **70 percent** of the total project expenses. The proposal should ideally involve a number of difference arts education strategies and providers.
- For matching fund guidelines, refer to the "Program Overview" under "Grant Award Amount."

Rates of Pay

Project teaching artists must be paid a minimum salary of $30 per hour. Teaching artists from the NDCA's Roster of Teaching Artists will generally expect an average rate of $40 to $60 per hour. Appropriate rates will vary based on the artist's experience and location of the program. For teaching artists, consider compensation for planning meetings and preparation time, if there are significant expectations in this area. Consultants, artists, and performance groups should be paid their usual rate and should not be expected to donate time to the project.

Expenses	
Administrative Fee	May not exceed more than 10% of NDCA grant amount request.
Professional Fees	Include fees for consultants, teaching artists, and any other additional professional services related to the project (including travel expenses).
Materials, Resources, and Supplies	Include the total amount for all materials, resources, and supplies that will be purchased in support of the project.
Space Rental	Include the total amount of rental costs for meeting room(s), lessons, workshops, and/or performance space(s).
Additional Expenses	Include the total amount for any other expenses that are directly related to implementing the goals and objectives of the proposed project. For example: project related field trips, performance tickets, transportation such as buses, etc.

Income

Other Grant Funds	Include any combination of other grant funds. (Cannot use grants from NDCA and NEA or other Federal funds to match)
Allowable In-Kind Towards the Match	May not exceed $3,000
Cash-on-Hand	Actual cash applicant already possesses in a savings or checking account and has reserved for activity described.
NDCA Grant Amount Requested	List the amount that is being requested from NDCA in support of the project. May not exceed $6,000.

In-Kind

In-Kind	• Do not record an in-kind contribution unless it would otherwise have had to be purchased for the project or programming. In-kind contributions include the value of goods and services donated to the activity *(e.g., teacher salaries for out-of-classroom time spent on the project, project related substitute teachers, administrative support time, volunteers, or supplies.)* • The cash value of contributions should be based on fair market value of the good and/or service. When calculating the in-kind value of volunteer time, use the North Dakota minimum wage rate of $7.25 per/hr. For business professionals volunteering services (e.g., event staff, grant writers, or marketing professionals), use an hourly wage.
TOTAL In-Kind	*If claiming in-kind as part of the match, the total must at least match or be greater than the amount included in the "Allowable In-Kind Towards the Match" budget category.*

Work Samples and Supplemental Materials *(Not Required)*

Submit **one supplemental material, work sample type,** or **both** that demonstrate the quality of arts teaching and learning, the quality of the planning process, and/or a documentation of outcomes. Select items that will provide the panel with a deeper understanding of the applicant's work.

Notes about Rights

1. The works and the rights to those works resulting from NDCA grants are the sole property of the artist(s).
2. Copyright registration is the sole responsibility of the applicant.

3. All work samples submitted are public information and will not be returned. NDCA may use samples in promotional materials.

Supplemental Material
Provide a context statement that includes the date(s) of the completion/event and who was involved. (upload a PDF)

Work Sample Guidelines
Complete work samples include:
1. Images, video, audio, and/or written work
2. And a work sample description

Images
Provide a **JPG or JPEG** file for up to **5 images** with a maximum of **5 MB each.**

Video and Audio
Provide a **URL link** for **1 video** or **audio sample** for a maximum total length of **3 minutes.**

- Video files must be uploaded to vimeo.com or youtube.com.
- Audio files must be uploaded to soundcloud.com or dropbox.com.
- Include a Vimeo or Soundcloud password, if applicable.
- Include only the material intended for panel review.
- No video slide show of images or promotional videos

Online Samples: Keep video and audio samples available online until notified of grant award status.

If you **do not** want your video(s) to be public, see below guidelines on how to make them private **and** available for panel viewing.

- In **YouTube**, set the video sample to **"Unlisted" (not the "Private" setting listed). This allows** anyone with the link to view the video without a Google account and is not public for viewing.
- In **Vimeo**, when uploading a video, select **"Only people with a password can see this video."**
- For YouTube support, visit support.google.com/youtube
- For Vimeo support, visit vimeo.zendesk.com

Written Work
Provide a **PDF file** for up to **3 pages** of written work.
- Include only the material intended for panel review
- Remove title pages, table of contents, etc.
- Prose and Poetry: double spaced
- Scripts: formatting should follow industry standards

Work Sample Description
Include the following information for each work sample:

1. Artist Name
2. Title of Work
3. Completion Date
4. Location - Provide the location of any work sample that is a performance/concert/exhibition space, etc.
5. Medium – Provide the medium for any work sample that is visual art (e.g., acrylic, clay, etc.).
6. Duration/Pages
    a. For video and audio samples, state the length of the sample and the length of the complete artwork (e.g., 2 minutes of a 46-minute symphony).
    b. For written work, provide the number of pages of the portion of the artwork that will be read in the work sample. (e.g., eight pages of a 12-page scene, or three pages of a 200-page novel).
7. Statement – 1,000 maximum characters (optional.) The panel will read this as they view the work sample. This is an opportunity to provide information that will help the panel understand the work sample.

Determination Letters

In this section, provide the applicant's Federal IRS 501(c)(3) determination letter, North Dakota certification of nonprofit incorporation, or tax-exempt certificate letter for a public entity. (upload a PDF)