

# Artist in Residence Grant Program

## Application Instructions

NDCA Fiscal Year 2021 (July 1, 2020 – June 30, 2021)

## Program Officer

Arts in Education Director – Rebecca Engelman

Email: [rengelman@nd.gov](mailto:rengelman@nd.gov)

Phone: (701) 328-7593

Review the guidelines and contact the program officer for application support and/or questions. Upon request, application instructions can be made available in an alternate format.

## Application Deadline

Before 11:59 pm (CST), 6-weeks prior to the start date of the proposed activity

Incomplete or late applications are not accepted.

## Earliest Project Start Date

July 1, 2020

## Latest Project End Date

June 30, 2021

## 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](https://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 **“Artist in Residence FY21 Application.”**

Contact the program officer with any difficulties with the online application.

## Application Support

Including the program officer in preparing the application is encouraged especially if you are a first-time applicant. The program officer can assist with project idea development, questions on eligibility and program intent, and, when possible, review the application materials for eligibility in advance of the deadline.

## Online Application Tips

- You can type responses to application questions into text boxes or can 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.
- Formatting is limited. Text boxes do not include bold or italics. Text boxes with character length limits include letters, numbers, spaces, and paragraph breaks.
- **Links are only allowed in the work sample section.** The panel reviews only the information in the application.
- Confirmation emails are sent automatically to the applicant after the application is successfully submitted. If you do not receive a confirmation email, contact the program officer.

## Application Requirements

- Applicant Information
- Narrative Questions
- Project Budget
- Teaching Artist Work Samples and Narrative (optional for select artists, see page 6)
- Sponsor and Artist Agreement and Residency Schedule
- Determination Letter

## Applicant Information

**Organization Mission Statement** (*Required*) (1,000 maximum characters)

Provide the applicant's board approved, publicly utilized mission. Do not include additional information such as vision or values statements; only include the official mission statement. For **fiscally sponsored groups** who do not have a mission statement, include a one sentence description of the proposed project.

**Organization/Group History** *(Required)* (2,500 maximum characters)

Provide a brief general history/background of the applicant. 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 reporting purposes for the National Endowment for the Arts.

**Residency On-Site Coordinator Name** *(Required)*

Provide the name of the on-site coordinator who will manage the day-to-day aspects of the residency.

**Residency On-Site Coordinator Phone Number** *(Required)*

**Residency On-Site Coordinator Email Address** *(Required)*

**Narrative Questions**

In this section, describe the details of the proposed project and illustrate how the proposal is addressing the Artist in Residence goals, intentions, and required elements.

**Project Title** *(Required)* (75 maximum characters)

Provide a short title describing the project.

**Brief Project Description** *(Required)* (250 maximum characters)

Provide a very brief (one-two sentence) description for the project.

**Project Start Date** *(Required)* The earliest date that can be entered is 7/1/2020.

**Project End Date** *(Required)* The final report is due 30 days after the project's end date. The latest date that can be entered is 6/30/2021.

**Teaching Artist(s) Name** *(Required)*

Provide the name of the artist who will be conducting the residency.

**Teaching Artist Phone Number** *(Required)*

**Teaching Artist Email Address** *(Required)*

**Is the artist included on NDCA’s Teaching Roster?** *(Required)*

From the dropdown menu, choose “yes” or “no.” If the answer is no, it is required to provide work samples of the selected teaching artist and resume. (See page 6 for instructions.)

**1) Planning Committee** *(Required)* (5,000 maximum characters)

- Provide the names and titles of the members of residency planning committee. Indicate who is the on-site residency coordinator and describe how the committee worked together to plan the residency.

**2) Planning** *(Required)* (5,000 maximum characters)

- Describe the school or organizational sponsor’s anticipated participant population (i.e. students, teachers, and community). Provide any statistical and/or demographic information, particularly if there is a high percentage of the participant population that is traditionally considered underserved. Underserved communities may be a geographic entity, or it may be a community of shared interest or identity.

**3) Describe the population(s) who will make up the core group(s) during the residency.** *(Required)* (3,300 maximum characters)

**4) Provide a complete description of the residency.** *(Required)* (10,000 maximum characters)

- What is the overarching goal for the residency?
- Describe the art activities and expected outcomes for both the core and non-core groups. Include any plans for extending the residency’s impact, such as providing teacher or staff training and follow-up activities.
- Describe the final project, community performance or culminating event. What will it include? Who will be invited? Where and when will it take place?
- Describe the public relations and promotion plan.
- Describe the plan for documenting and evaluating the overall impact of the residency. This is required for NDCA’s AIR final report.

**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](https://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.

**5) Accessibility and Accommodations** *(Required)* (3,300 maximum characters)

- The programmatic aspects of the proposed activity are required to be accessible. In what ways does the activity ensure that people with disabilities can participate? Describe how

the proposed activity will meet this requirement and/or upload a PDF of the organization’s board-approved Accessibility Plan. Examples might include ADA accessible venue, ASL interpretation, audio described performance, large print programs, sensory tours, etc.

### General Information about Accessibility and ADA

Persons with disabilities have the right to access all NDCA funded programs. Applicants’ programs and facilities should be accessible to every person. The Americans with Disabilities Act (ADA), provide guidance to ensure the arts are available to everyone.

### What to Include in an Accessibility Plan

Plans will vary and should always be designed to address accessibility needs in relationship to a given organization’s activities specific to efforts to make programming and facilities accessible to persons with disabilities. Efforts to address general geographic or financial accessibility may be described in other areas of the application.

### Questions Related to Accessibility

If you have questions about the Americans with Disabilities Act, the accessibility plan, or ways to make your programs and facilities accessible, contact NDCA’s accessibility coordinator, Amy Schmidt at [amschmid@nd.gov](mailto:amschmid@nd.gov) or (701) 328-7594; or visit the National Endowment for the Arts’ Office of Accessibility resource page here at [arts.gov/impact/accessibility](https://arts.gov/impact/accessibility).

## Project Budget

### Budget Form

Download the budget form on the AIR webpage here

[arts.nd.gov/sites/www/files/documents/grants/AIRFY21Budget.xlsx](https://arts.nd.gov/sites/www/files/documents/grants/AIRFY21Budget.xlsx). Complete and upload to the online application.

- **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.

### Expenses

Artist Fee	
Lodging	
Per-diem	North Dakota’s per diem rate is \$35 per day.
Travel	Includes ground travel, parking costs, flights, gas expenses, and car rental. NDCA’s reimbursement rate for gas is \$.35 cents per mile.

<b>Supplies and Materials</b>	Include the total amount for all materials and supplies that will be purchased in support of the project.
<b>Other</b> (must be itemized) <i>Sample Description: Bus Expenses for Project Related Fieldtrip - \$200; Space Rental - 3 hrs x \$100 = \$300</i>	Include the total amount for any other expenses that are directly related to implementing the goals and objectives of the proposed project.
<b>TOTAL EXPENSES</b>	This will be automatically calculated. The total income and expense lines must match.

Income

<b>Applicant Cash-on-Hand</b>	Actual cash the applicant already possesses that is reserved for the project
<b>Other Grants</b> (must be itemized)	Include any combination of other grant funds. (Do not include grants from the National Endowment for the Arts or NDCA)
<b>PTO Funds/Other Donated Funds</b>	Include total amount of PTO or other donated funds
<b>Amount Requested from NDCA</b>	List the amount that is being requested from NDCA in support of the project. <ul style="list-style-type: none"> <li>• For proposals that include a North Dakota teaching artist resident: may not exceed \$2,500 or 70% of the total project cost, whichever is less.</li> <li>• For proposals that include an out-of-state teaching artist resident: may not exceed \$2,500 or 50% of the total project cost, whichever is less.</li> </ul>
<b>TOTAL INCOME</b>	This will be automatically calculated. The total income and expense lines must match.

In-Kind

<b>In-Kind</b> (must be itemized) <i>Sample Description: Artist Lodging: Hilton Hotel - 5 nights x \$130 = \$650; Artist Meals: Lunch - 5 days x \$10 = \$50</i>	Projects may, but are not required to, have in-kind contributions. Though, in-kind may not be used towards the match, it is important for the panel to understand any additional community support when provided. <ul style="list-style-type: none"> <li>• <b>If a portion of the total artist’s fee is provided as in-kind, such as meals or lodging, the amount provided as in-kind may not be used as an expense and must be subtracted from the artist’s total fee.</b></li> <li>• In-kind includes the value of goods and services donated to the project. Cash value of these expenses should be based on fair market value of the items, services, etc. donated. Do not record an in-kind</li> </ul>
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	donation unless it would otherwise have had to be purchased for the project or program. When calculating the in-kind value of volunteer time, use the North Dakota minimum wage rate.
<b>TOTAL IN-KIND</b>	This will be automatically calculated.

**Teaching Artist Work Samples and Narrative** (Not required if the teaching artist(s) selected is on NDCA’s roster of teaching artists.)

- Work samples are required to evaluate the artistic quality of a teaching artist who is **NOT** on NDCA’s roster of teaching artists here [arts.nd.gov/grants/arts-education/rostered-artists](https://arts.nd.gov/grants/arts-education/rostered-artists).
- Applicants who do not submit a complete work sample will **not** be reviewed. **A complete work sample includes** 1) images, video, audio, and/or written work and 2) a description for each sample.

**Teaching Artist Selection Question** (*Required*) (1,000 maximum characters)  
 Provide information about why the teaching artist has been selected.

**Teaching Artist Resume** (*Required*) (2-pages maximum, upload as PDF)

**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 artist.
3. All application materials submitted to NDCA are public information.
4. All work samples submitted will be retained by NDCA and will not be returned. NDCA may use submitted work samples in promotional materials and online.

**Work Sample Guidelines**

Type of Sample	Type	Maximum Quantity	Format and Notes
<b>Images</b>	JPEG, TIFF only	10 images	under 5 MB each
<b>Video</b>	Provide a URL link for up to two video samples.	5:00 minutes	<ul style="list-style-type: none"> <li>• Video files must be uploaded to <a href="https://vimeo.com">vimeo.com</a> or <a href="https://youtube.com">youtube.com</a>.</li> <li>• Include only the material intended for panel review.</li> <li>• For each video sample, copy the URL link and paste into the online application.</li> <li>• Include a Vimeo password, if applicable.</li> </ul>

<b>Audio</b>	Provide a URL link for up to two audio samples.	5:00 minutes	<ul style="list-style-type: none"> <li>• Audio files must be uploaded to <a href="https://soundcloud.com">soundcloud.com</a> or <a href="https://dropbox.com">dropbox.com</a>.</li> <li>• For each audio sample, copy the URL link and paste into the online application.</li> <li>• Include only the material intended for panel review.</li> <li>• Include a Soundcloud password, if applicable.</li> </ul>
<b>Written Work</b>	PDF only	10 pages	<ul style="list-style-type: none"> <li>• Remove title pages, table of contents, etc.</li> <li>• Include only the material intended for panel review</li> <li>• Prose: double spaced</li> <li>• Poetry: single or double spaced</li> <li>• Scripts: formatting should follow industry standards</li> </ul>

**Combination**

If using a combination of work sample types, use this guide: 1 minute = 1 page = 1 image. You may submit up to 5 images/minutes/pages. Example: If there are 2 minutes of video, you could submit a combination of images and written work that total 3 pages and/or images.

**Online Sample Warning:** Keep video and audio samples available online until you are notified of the 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.**” Remember the password and provide for the application.
- For YouTube support, visit [support.google.com/youtube](https://support.google.com/youtube)
- For Vimeo support, visit [vimeo.com/help](https://vimeo.com/help)

**Work Sample Description**

Include the following information for each work sample:

1. Artist Name
2. Title of the Work
3. Completion Date

4. Location - Provide the location of any work sample that is a performance/concert, 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.

### **Sponsor and Artist Agreement and Residency Schedule**

#### **Sponsor and Artist Agreement and Residency Schedule Form** *(Required)*

Download the AIR “Sponsor and Artist Agreement and Residency Schedule” form here [arts.nd.gov/sites/www/files/documents/grants/air\\_sponsor\\_and\\_artist\\_agreement\\_and\\_residency\\_schedule\\_form\\_fy21.pdf](https://arts.nd.gov/sites/www/files/documents/grants/air_sponsor_and_artist_agreement_and_residency_schedule_form_fy21.pdf). Complete and upload.

### **Determination Letters**

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