

Individual Artist Fellowship Grant Program

Application Instructions

NDCA Fiscal Year 2022 (July 1, 2021 – June 30, 2022)

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.

Program Officer

Kim Konikow

Email: kkonikow@nd.gov

Phone: (701) 328 –7592

Application Deadline

Visual Art (all forms, including traditional) and **Media Arts**

Thursday, April 15, 2021 – before 11:59 pm (CST)

For projects taking place between July 1, 2021 – June 30, 2022

Incomplete or late applications are not accepted

Draft Review Application Deadline

Monday, March 22, 2021 – before 11:59 pm (CST)

Earliest Project Start Date

July 1, 2021

Latest Project End Date

June 30, 2022

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 “Individual Artist Fellowship FY22 Application.”

Contact the program officer with any difficulties with the online application. **Online assistance** is available **only until 4:30 p.m. on April 15, 2021.**

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.

Draft Application Review Option

You may ask for an application review before the application deadline. Email the program officer by March 22, 2021.

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

- Work Samples

Applicant Information

Artist Statement *(Required)* (2,500 maximum characters)

Provide an artist statement that includes information about your work and artistic practice. An artistic statement is a unique reflection of your art. Describe your personal voice and vision, where are you now in your career as an artist, who and/or what influences you, and what you want to achieve?

Tip: Focus on your career in the arts compared to the intended project proposal for this program.

Artist Resume *(Required)*

In this section, provide an artist resume that illustrates evidence of strong career commitment, relevant informal or formal educational background, training, mentorship, apprenticeship, experience as an artist, artistic recognition, and awards. (2-page maximum, upload as PDF)

NEA Questions *(Required)*

NDCA collects this information for reporting purposes for the National Endowment for the Arts.

Narrative Questions

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)* Earliest date that can be entered is 7/1/2021.

Project End Date *(Required)* The latest date that can be entered is 6/30/2022.

1) Project Proposal *(Required)* (3,500 maximum characters)

- Discuss the scope of the art that will be produced, presented, or promoted in this project. What makes the work authentic or true to its original features, or explores your personal voice and vision?

2) Project Outcomes *(Required)* (2,500 maximum characters)

- Explain why this fellowship is important at this time in your career. Discuss why this project is the appropriate next step on your career path, and how you expect it to impact your artistic career.
- If the project you are proposing will be similar in nature and scope to past work, what about this project will provide an artistic or professional stretch for you?

3) Feasibility of the Artist Plan (*Required*) (2,500 maximum characters)

- Provide a reasonable project timeline that lays out individual steps of the process.
- Why is this time frame feasible and reasonable for what you are proposing?
- If collaborators will be involved with the project, name them and describe what they bring to the project.

Tip: The budget is evaluated and taken into consideration while determining the overall feasibility of the plan. Everything discussed in the plan must be demonstrated in the budget.

4) Impact on the State and Communities (*Required*) (2,500 maximum characters)

Community Component

- Describe the community component of the fellowship. Fellows must have three live, in person, community components in at least two of the eight North Dakota Regions. Some examples of possible community components are a public performance, exhibition, reading, open workshop, or demonstration that the public can attend. Community component activities are to also engage diverse audiences and communities.
- How will you connect with these locales or communities?
- Venues and dates do not need to be confirmed at the time of application, but it should be evident that viable options have been considered.
- How will the venue(s) help you reach new audiences? Why have you selected these locations?

5) Audience Community Component (*Required*) (2,500 maximum characters)

- Explain how your artistic background and this project are relevant to the identified population(s) to be served.
- Describe how this project will provide North Dakotans with arts experiences that are not currently available.

Project Budget

Budget Form

Download the budget form on the IAF webpage here

arts.nd.gov/sites/www/files/documents/grants/IAFBudgetFormFY22.xlsx. Complete and upload to the online application. Provide a thorough budget that clearly supports the actions that have been identified in the narrative.

Expenses

Artist Compensation*	Includes amounts paid to artists/arts organization(s) for project activities.
Other Project Personnel*	Includes compensation paid to all non-artist personnel for project activities. Examples: lighting tech, stage crew, etc.

Travel*	Includes lodging, meal per-diem, and transportation. NDCA’s reimbursement rate for gas is \$.35 cents per mile. North Dakota’s meal rate is \$35 per day. To calculate out-of-state meal rates refer to GSA here gsa.gov/travel/plan-book/per-diem-rates .
Rent*	Includes payments for use of space that is directly related to and necessary for the specific project. Examples: payments for rental of rehearsal space, theater, hall, gallery, or studio.
Materials and Supplies*	Include costs of items used in the creation or delivery of the project. Examples: fabric, rehearsal CDs, DVDs, etc.
Promotion and Marketing*	Includes expenses specifically identified with promoting or publicizing the project. Examples: advertising, printing and mailing brochures, flyers, and programs.
Equipment Purchase*	Includes payments for the purchase of equipment essential for the project. The total amount requested to purchase equipment must be less than \$5,000. Examples: purchase of musical instruments, cameras, kiln, etc.
Equipment Rental*	Includes rental of equipment essential for the project.
Other*	Includes any other expense necessary to successfully carry out the project. Examples: documentation, software, workshop fees, evaluation, permits, or costs to ensure accessibility.
TOTAL EXPENSES	This will be automatically calculated. The total income and expense lines must match.

* Items must be itemized

Income

Project Earned Income*	Includes any income earned through fees or sales related to the proposed project. In order to foster financial investment from all participants and promote sustainability, NDCA expects applicants to consider all options and implement appropriate strategies for generating earned revenue. This may include admissions, merchandise sales, fees for service, concessions, sales of artworks, etc. If a project will not be charging admission and/or earning revenue, the applicant must clearly explain in the application narrative why free programming is necessary to meet the needs of its intended participants.
Applicant Cash*	Actual cash the applicant already possesses that is reserved for the project.

In-Kind*	Projects may, but are not required to, have in-kind donations. In-kind includes the value of goods and services donated to the project. Artist compensation cannot be included as in-kind. When calculating the in-kind value of volunteer time, use the North Dakota minimum wage rate. Some examples include donated services, advertising, artist accommodations, space use, and printing.
Other Income*	Other income includes individual donations, grants from foundations, corporations, local governments, or the federal government other than the National Endowment for the Arts.
Amount Requested from NDCA	List the amount that is being requested from NDCA in support of the project. Amount may not exceed \$3,500.
TOTAL INCOME	This will be automatically calculated. The total income and expense lines must match.

* Items must be itemized

Project Budget Itemization

All items in the project budget with an “*” must be itemized in the downloadable budget form. Sample descriptions have been provided here. Indicate if an item for income is committed or pending

Expenses - Sample Description

- Artist Compensation: Research and studio time 100 hours @ \$30/hr = \$3,000
- Other Project Personnel: Lighting tech \$300; one stage crew \$300
- Travel: Mileage 500 miles @ .30/mile = \$150; per diem 3 days @ \$55 per day = \$165
- Rent: Theater rental \$500
- Materials and Supplies: Fabric \$500; rehearsal CDs and DVDs \$100
- Promotion and Marketing: Advertising \$700; postage \$300; printing \$500
- Equipment Purchase: XYZ sound system \$1,000
- Equipment Rental: Lighting instruments and control board \$750

Income - Sample Description

- Project Earned Income: 50 tickets @ \$10/each = \$500
- Applicant Cash: Personal savings \$1,000 (committed)
- In-Kind: rehearsal space at Sons of Norway Lodge #123 = \$500; 3 nights at Sweet Rest Motel @ \$100/night = \$300
- Other Income: Kickstarter campaign \$1,000 (pending)

Work Samples

Work samples are required to evaluate the artistic quality of the applicant's artwork. 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.

- Work samples **must be completed within the last three years** prior to the application deadline.
- Work samples cannot be commercial work.
- Applicants may submit collaborative work as a work sample only if the applicant's role in the creation of the work is clearly defined.
- Work samples with voiceovers or additional text that aim to describe the work or provide additional information are unallowable. Promotional or marketing documentation is not appropriate and will not be reviewed.

Work Sample Tips: A strong work sample accomplishes the following:

- Illustrates an artistic voice and technical skill;
- Provides evidence of the artistic quality of an artist's work;
- Documents the artwork itself, not the quality of teaching or the experience of a demonstration;
- Supports the stated intentions of the proposed project.
- Is documented in a medium that best represents the work and corresponds as closely as possible to the application request.
- When gathering application materials, consider the following items. Are the work samples professionally presented? Are the samples cohesive, yet varied? If you are not using the maximum quantity for work samples, do you have a good reason for making that choice?

Notes about Rights

1. The works and the rights to those works resulting from NDCA grants are the sole property of the artist(s). Copyright registration is the sole responsibility of the applicant.
2. All application materials submitted to NDCA are public information.
3. All work samples submitted will be retained by NDCA. NDCA may use submitted work samples in promotional materials and online.

Work Sample Guidelines

Visual Arts

- Submit at least a minimum of 5 images to a maximum of 10 images.
- To submit a video for artwork that is time-based, such as an installation, use this combination guide: 1 minute = 1 image. You may submit up to 5 images/minutes.

Media Arts

- Audio – submit at least a minimum of 2 audio samples to a maximum of 3 audio samples from different works for a total time no longer than 5 minutes.
- Film/Video/Digital - submit at least a minimum of 2 video samples to a maximum of 3 video samples from different works for a total time no longer than 5 minutes.
- Screenwriting – submit at least a minimum of 2 written samples up to a maximum of 3 written samples from different works, following industry standards, that total no more than 10 pages.

Type of Sample	Type	Maximum Quantity	Format and Notes
Images	JPEG, TIFF only	10 images	under 5 MB each
Video	Provide a URL link	5:00 minutes	<ul style="list-style-type: none"> • Video files must be uploaded to vimeo.com or youtube.com. • Include only the material intended for panel review. • For each video sample, copy the URL link and paste into the online application. • Include a Vimeo password, if applicable.
Audio	Provide a URL link	5:00 minutes	<ul style="list-style-type: none"> • Audio files must be uploaded to soundcloud.com or dropbox.com. • For each audio sample, copy the URL link and paste into the online application. • Include only the material intended for panel review. • Include a Soundcloud password, if applicable.
Written Work	PDF only	10 pages	<ul style="list-style-type: none"> • Remove title pages, table of contents, etc. • Include only the material intended for panel review • Scripts: formatting should follow industry standards

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
- For Vimeo support, visit 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. Role – Describe the artist’s role in the artwork. If the artist has multiple roles in the work, list all roles (e.g., composer/conductor, poet/performer).
7. 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).
8. For works in progress samples - Include information about the work’s goals.
9. 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.