

Individual Artist Fellowship Grant Program

Program Overview and Application Instructions

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

Program Officer

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Contact the program officer for application support and/or questions.

Alternate application formats available upon request.

Application Deadline

Friday, March 31, 2023 – before 11:59 pm (CST) Incomplete or late applications are not accepted.

Accepting Applications for **Dance** and **Theater** (all forms, including traditional).

Draft Review Application Deadline

Friday, March 17, 2023 – before 11:59 pm (CST)

Earliest Project Start Date

July 1, 2023

Latest Project End Date

June 30, 2024

Contents

Program Overview ----- 1
Application Instructions ----- 5

Program Overview

Individual Artist Fellowship

The **Individual Artist Fellowship** grant program is designed to support outstanding and established practicing individual artists residing in North Dakota. Two fellowships of \$5,000 are awarded annually for projects that will enhance or expand artistic skills and help generate greater visibility to potential audiences.

Each proposal must include three community components (two in person) in at least two of North Dakota’s eight regions (such as a *public performance, exhibition, reading, open workshop, or demonstration*). This will provide greater visibility for the artist's work and promote meaningful engagement with audiences in North Dakota’s diverse communities.

Eligibility

Eligible Individual Artist Applicants Must:

- Be pursuing original artwork on an ongoing basis within an artistic discipline
- Be the originator of the work, not an interpreter of the work of others
- Be a United States citizen or have attained permanent resident status
- Be at least 18 years of age
- Be a North Dakota resident as of January 1, 2022, and continue to reside in North Dakota throughout the contract period
- Not be enrolled as a student in any high school, college, or university at the time of application

This Program Funds:

- Artists who see the arts as an ongoing vocation, rather than as a hobby, pastime, or occasional pursuit; and who have already completed their training, if they pursued formal training at all.
- Artists who have a significant record of generating and publicly presenting/exhibiting/published work in the discipline in which support is requested.
- Artists whose primary goal is to generate new works

This Program Does NOT Fund:

- Collaborative groups or artworks. The applicant must be the primary creator in the project proposal.

Fellowship Schedule and Eligible Disciplines

This program serves six disciplines that have rotating deadlines every three years. It includes **traditional arts** that historically have developed informally or been passed on generationally and depict an ethnic or geographical art form.

- **Fiscal Year 2024 - Dance and Theater**

Friday, March 31, 2023 – before 11:59 pm (CST)

For projects taking place between July 1, 2023 – June 30, 2024

Includes: Choreographers (including traditional dance genres), theater directors who generate new works, playwrights (including musical theater genre), lighting designers, set designers, and costume designers.

- **Fiscal Year 2025 - Visual Art and Media Arts**

For projects taking place between July 1, 2024 – June 30, 2025

- **Fiscal Year 2026 - Music and Literature**

For projects taking place between July 1, 2025 – June 30, 2026

An Application Will Be Ineligible If:

<p>Funds are requested for expenses specifically for:</p>	<ul style="list-style-type: none"> • Projects completed in previous fiscal years • Payment of project costs incurred before the project start date • 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 • Projects that are part of a required course or curriculum • Travel and projects that take place outside the geographic boundaries of North Dakota • Projects that are not open to the general public • Projects involving the arts as therapy unless artists are employed
<p>Funds are requested to support activities:</p>	<ul style="list-style-type: none"> • 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

	<ul style="list-style-type: none"> Projects that are managed by another entity other than the applicant
The Application:	<ul style="list-style-type: none"> Is not complete and received by 11:59 p.m. (CST) on the application deadline
The Applicant:	<ul style="list-style-type: none"> Is a grantee of the Individual Artist Fellowship grant program in the last ten years. Is not in compliance with any active grant agreement with NDCA

Grant Award Amount

Maximum Award Request: \$5,000

- No matching funds are required for this program.
- Grants to individuals are taxable income.

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) Quality (0 -5 points)**
 - Quality of the applicant's work as evidenced by work samples submitted.
- 2) Professional Achievement (0 - 5 points)**
 - Professional achievement and record of arts activity as reflected in the artist's resume.
- 3) Merit and Feasibility of Artist Project Proposal and Plan (0 - 5 points)**
 The applicant’s plan and budget demonstrate:
 - Project is specific in promoting artistic and/or professional growth;
 - Project is achievable and appropriate;

- Actions are logical, detailed, and will lead to a successful outcome(s);
- Budget is appropriate and matches described actions and outcome(s);
- Current artistic skills and strengths are enhanced and expanded.

4) Potential Impact (0 - 5 points)

Potential impact of the fellowship on the artistic future of the artist.

The community component and statements about the applicant's impact is demonstrated by:

- Three public activities, appropriate to the applicant and project;
- Events that will draw visibility to the applicant's work;
- Diverse audiences/communities for the events are clearly defined;
- Adequate funds are budgeted for these events.

If Funded

Notification

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

Payment

- **Disbursement Amounts and Timing of Funds:** Awarded funds are paid in full within the month of August, upon the grant agreement being signed and received.
- **Return of Funds:** Grantees are required to spend the entirety of the NDCA grant award. The final report must show expenses at or greater to the budgeted amount or funds will need to be returned. 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 July 15, 2024, after the grant period ends. 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 “Individual Artist Fellowship FY24 Application.”

Application Support

Include the program officer in preparing the application 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

The program officer can review your application before the application deadline. Email the program officer by **Friday, March 17, 2023**.

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 after the application is successfully submitted. If not received, contact the program officer.

Application Requirements

- Applicant Information
- Narrative
- Budget
- Work Samples

Applicant Information

Artist Statement *(Required)* (2,000 maximum characters)

An artistic statement describes 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. Provide a statement that focuses on your career in the arts and includes information about your work and artistic practice.

Artist Resume *(Required)* (2-page maximum, upload a PDF)

In this section, provide a 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.

If you are working in the **traditional arts**, please describe your learning process and mentors/teachers.

NEA Questions *(Required)*

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

Narrative

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

Provide a short title describing the project.

Project Start Date *(Required)* 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) **Project Proposal** *(Required)* (3,000 maximum characters)

- Discuss the scope of the art that will be produced, presented, or promoted in this project. How does the project explore your personal voice and vision?

2) **Project Outcomes** *(Required)* (2,000 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 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 a stretch for you?

3) **Feasibility of the Artist Plan** *(Required)* (2,000 maximum characters)

- Provide a reasonable 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.
- The budget is 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) (1,000 maximum characters)

Community Component

- Describe the community component of the fellowship. Fellows must have three community components (two in person) in at least two of North Dakota’s eight regions (such as a *public performance, exhibition, reading, open workshop, or demonstration*).
- 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) (1,500 maximum characters)

- How is this project and your background relevant to the community(ies) you’ve identified for your program?
- Describe how this project will provide North Dakotans with arts experiences that might not currently be available.

Budget

Budget Form

Download the budget form on the IAF webpage here

arts.nd.gov/sites/www/files/documents/grants/IAFBudgetFormFY24.pdf.

Complete and upload to the online application. Provide a thorough budget that clearly supports the actions that have been described in the narrative.

Expenses

Artist Compensation	Includes amounts paid to artists for project activities.
Other Project Personnel	Includes compensation paid to all non-artist personnel for project activities. <i>Examples: lighting tech, stage crew</i>
Travel	Includes lodging, per-diem, and travel. North Dakota’s meal per-diem rate is \$35 per day. Travel includes ground travel, parking costs, gas expenses, and car rental. NDCA’s gas reimbursement rate is \$.50 cents per mile.
Rent	Includes payments for use of space that is directly related to and necessary for the specific project. <i>Examples:</i>

	<i>payments for rental of rehearsal space, theater, hall, gallery, or studio.</i>
Materials and Supplies	Include costs of items used in the creation or delivery of the project. <i>Examples: fabric, rehearsal CDs, DVDs, etc.</i>
Promotion and Marketing	Includes expenses specifically identified with promoting or publicizing the project. <i>Examples: advertising, printing and mailing brochures, flyers, and programs.</i>
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. <i>Examples: purchase of musical instruments, cameras, kiln, etc.</i>
Equipment Rental	Includes rental of equipment essential for the project.
Other	Includes any other expense necessary to successfully carry out the project. <i>Examples: documentation, software, workshop fees, evaluation, permits, or costs to ensure accessibility.</i>

Income

Project Earned Income	Includes any income earned through fees or sales related to the proposed project. This may include admissions, merchandise sales, fees for service, concessions, sales of artworks, etc.
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.
Applicant Cash	Actual cash the applicant already possesses that is reserved for the project.
NDCA Grant Amount Request	List the amount that is being requested from NDCA in support of the project. May not exceed \$5,000.

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.

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.

Work Sample Guidelines

Dance

- Choreography - submit at least 2 video samples to a maximum of 3 video samples from different works for a total time no longer than 5 minutes.

Theatre

- Directing - submit at least 2 video samples to a maximum of 3 video samples from different works for a total time no longer than 5 minutes.
- Playwrighting – submit at least 2 written samples to a maximum of three written samples from different works, following industry standards, that total no more than 10 pages. If the genre is musical theater, submit 1 libretto/score/book sample up to 5 pages, following industry standards, and 1 audio sample no longer than 2 min and 30 sec.
- Set/Costume Design – submit at least 5 images to a maximum of 10 images. Include under “Statement” in the Work Sample Description, the relationship between the production and the set or costume design.
- Lighting Design – submit at least 5 images to a maximum of 10 images or schematic drawings that show equipment installation and lighting results. Include under “Statement” in the Work Sample Description, the relationship between the production and the lighting design.

Images

Provide a **JPG or JPEG** file with a maximum of **5 MB each**.

Video

Provide a **URL link**

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

Audio

Provide a **URL link**

- Audio files must be uploaded to soundcloud.com or dropbox.com.
- Include only the material intended for panel review.
- Include a Soundcloud password, if applicable.

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

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

Written Work

Provide a **PDF file**

- 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 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.