

**NDCA American Rescue Plan (ARP) Fund  
INDIVIDUAL ARTIST APPLICATION**

**APPLICANT INFORMATION**

To review the Application Guidelines, click **HERE**

First Name:

Last Name:

Physical Address:

City:

Zip Code:

County:

Phone:

E-mail:

Legislative District:

**Locate your legislative district** **HERE**

Please provide a link to your professional website, Facebook page, or other proof of artistic practice:

Have you previously received any funding from NDCA in the last three years?

Yes

No

What amount of funding are you requesting?

*Individuals can request \$1,000 - \$8,000. Round to the nearest \$50*

Which NDCA ARP Fund application deadline are you applying for?

August 16, 2021

October 15, 2021

## **PROJECT PROPOSAL**

NDCA ARP Funds are to be used by individual artists for proposed projects and activities that will be conducted and completed within the grant period of June 1, 2021 to January 31, 2022.

These projects and activities include providing artistic presentations, hosting workshops, or the creation of artwork with tangible outcomes (such as a specific community impact or raising awareness of the arts).

\*\*\* *Support for a one-time award to honor or recognize an individual's achievement is not allowed.*

\*\*\* *"Artist relief" including rent or food subsidies to alleviate financial hardship is not allowed.*

\*\*\* *Business expenses of individual artists are not permissible under this award.*

- **Describe your presentation, workshop, or artistic creation; the goal(s) of your proposed project; and how this demonstrates artistic merit.**
- **Provide a list of who you will be working with (organizations, partners, communities, audience, etc.).**
- **Describe how you plan to accomplish your goal(s) for the project or activity within the grant period.**
- **Provide a projected timeline for the progress of the proposed project within the grant period.**
- **Describe the expected outcomes of your proposed project.**

*Limit: 8,000 Characters/1,500 Words. You must be succinct!*

**BUDGET**

NDCA ARP Funds are not meant to be used as relief funds, but rather as a means to assist artists as they establish and re-engage in producing arts and cultural programs and activities.

- Your total budget should equal the amount of funding you requested above.  
**No match is required.**
- Your budget should reflect expenses incurred **ONLY** between **June 1, 2021 to January 31, 2022.**
- NDCA recognizes that Individuals who are undertaking new creative work may not have the capital on hand to achieve this goal. Therefore, 60% of total project funds will be available following the award notification (funds dispersed on October 15, 2021 for Round 1 grantees; funds dispersed on December 15, 2021 for Round 2 grantees).
- The remaining 40% of the total grant award will be reimbursed upon submission of appropriate documentation, completion of the Final Report, and within the timeline provided in the NDCA ARP Fund Guidelines (February 1, 2022)

**NOTE: Full funding of the allocated grant amount is contingent on the documentation provided by the Individual. If adequate expenses and documentation cannot be provided, any ARP funds unaccounted for must be returned to NDCA. Taxes are not reimbursable.**

- Accepted expenses include costs solely associated with your proposed project(s) including: Artist's fees, Travel costs (mileage and lodging), Supplies necessary for providing workshops, Marketing and promotional fees, etc.
- Expenses that will **NOT** be reimbursed include: Costs associated with personal financial hardship; Operational business expenses including rent, utilities, etc.; Food or drink; etc.
- Review the application Guidelines for a list of accepted expenses and documentation.

**Artist's Fees**

**Amount**

**Total Artist's Fees:**

**Travel and Lodging**

*Mileage must be calculated at the North Dakota state rate of \$.56 cents per mile.*

**Amount**

**Total Travel/Lodging Costs:**

**BUDGET CONTINUED**

**Materials and Supplies**

**Amount**

**Total Materials/Supplies Costs:**

**Marketing and Promotion**

**Amount**

**Total Marketing/Promotion Costs:**

**Other Expenses**

**Amount**

**Total Additional Expenses Costs:**

*Add the totals of each budget category.* **TOTAL BUDGET AMOUNT:**

## **FINAL REPORT**

Your final report is due February 28, 2022. The final report will collect information about the results of your proposed project(s). Please maintain records of fund usage and any other relevant information that will help demonstrate the outcome of your proposed project(s).

***Details about completing your final report will be sent with the grant award letter.***

## **ASSURANCES**

1. I hereby state that all elements of this application are true.
2. I understand that this application is subject to approval through a panel process and available funding.
3. My expenses and timeline do NOT overlap with any ARP Funds provided by an agency other than NDCA.

Electronic Signature

Date

## **To Submit Your Application:**

1. Ensure you have completed all portions of this fillable .pdf application.
2. Save the completed application: "File" → "Save As" → Save to your desktop
3. If you complete your Project Proposal as a Word document, follow Step 2. If you have hand written your Project Proposal, follow Step 5.
4. Attach all completed .pdf or .docx files in an email to [ndcagrants@nd.gov](mailto:ndcagrants@nd.gov).
5. Applications CANNOT be faxed. If necessary, mail a physical copy of your application to: NDCA; Attn: ARP Fund; 105 N 4th St.; Bismarck, ND 58501.  
*Mail must be postmarked by the application deadline.*

**If you have any questions, please send an e-mail to [ndcagrants@nd.gov](mailto:ndcagrants@nd.gov)**