

LANA JORDAN DEVELOPING ARTIST GRANTS GUIDELINES & GENERAL INFORMATION

The Salina Arts and Humanities Foundation exists to support and develop public awareness and interest in the arts and humanities in Salina Kansas; and to be a supporting organization to the City of Salina; its Arts and Humanities Department and Commission as a separate and independent, but closely related supporting organization.

ABOUT SALINA ARTS AND HUMANITIES FOUNDATION

Salina Arts & Humanities Foundation (SAHF), a 501c3, was organized in 1989 as a Kansas not-for-profit corporation to support Arts & Humanities programs. In an effort to clarify the role of the foundation and the commission, a new corporation and board was established in 2009 on a recommendation from the Salina Arts & Humanities Commission.

The SAHF establishes budgets and manages funding for portions of the Smoky Hill River Festival and the Horizons Grant Program. Its nine member board meets quarterly to review investments, approve grants, and explore how to further strengthen and support SAH programs. Unlike a public entity, the actions of this board are not publicly disclosed which helps maintain confidentiality with donors and funding recipients.

ABOUT SALINA ARTS AND HUMANITIES

Salina Arts and Humanities Commission was established by city ordinance in 1966. As a city agency, we work to foster community development through the use of artistic and cultural resources. Our mission is to cultivate this place, through the power of the arts and humanities to change lives and build community.

The Salina Arts & Humanities (SAH) activities fall under the jurisdiction of the Salina City Manager's office. The Mayor appoints nine (9) commissioners, who are approved by the City Commission to serve as an Advisory Board. A City Commissioner is appointed to serve in a liaison capacity.

Funding for SAH comes from a variety of sources, including city, state, and federal sources, earned income, and private and corporate contributions. These funds are used for a variety of purposes, which include:

- Services and funding for cultural and community organizations, individual artists, and educators who provide arts and cultural opportunities for young people;
- Programs and activities that benefit the citizens of Saline County by making the arts a part of their everyday lives;
- Efforts which promote, develop and preserve the artistic, cultural, historic and aesthetic resources of the community and the region.

PROGRAM OVERVIEW

The Horizons Grants Program is funded by a group of private individuals and businesses that provide grant dollars for the development of the cultural life in our community. All Horizons grant programs are administered by Arts and Humanities staff and funded through the Salina Arts and Humanities Foundation. This nine member 501(c)3 board operates separately from the Commission and gives final approval to staff recommended grant requests. They also determine the annual budget for Horizons based on annual contributions and fund balances.

The Horizons Program's Lana Jordan Developing Artist Grants category was established by the Salina Arts and Humanities in 1987.

Expected Program Outcomes: 1) foster the creation of new work; 2) promote artistic growth; 3) strengthen the ability of artists to build partnerships; and 4) implement a public component to engage the community.

WHO MAY APPLY

Any highly-skilled visual, performing, literary and/or interdisciplinary artist who has demonstrated dedication to his/her art form, but who has not yet firmly established his/her career as a full-time, practicing artist. Applicants must be 18 years or older. Applicants must have been a resident of Saline County for at least one year prior to the application due date.

If an artist is awarded a Developing Artist Award, he/she must skip a year before reapplying for any Horizons grant. Therefore, funding is on an every other year basis for funded artists.

Eligible candidates are not required to earn a living exclusively through the practice of their art form. However, applicants must demonstrate a commitment to doing so when and if it becomes feasible. Those who have established skills and credentials in one art form, but are expanding into a new area, may apply for funding.

Beyond these general guidelines, the decision of exactly who qualifies as a Developing Artist is ultimately determined by the Salina Arts and Humanities Department according to guidelines and criteria.

PLEASE NOTE: these grants are intended to not only advance an artist's career, but also to demonstrate community impact through a committed public component.

WHEN TO APPLY

By October 10, 2016 for projects which take place during 2017 (February 1 – November 30).

To be eligible for consideration, applications must be postmarked on or before the listed deadline date or be hand-delivered to the Salina Arts and Humanities office by 5 p.m. October 10.

Other Grant Opportunities

Applications for Horizons Enrichment Grants of \$500 or less may be submitted anytime between February 1 – November 30; however, the application must be postmarked at least six (6) weeks prior to the starting date of the activity (8 weeks for first time applicants). These are limited in number and are especially appropriate for first-time organization applicants who have an unexpected opportunity to enrich the organization and the community. There is no required match for these funds. Organizations

applying for a Horizons Enrichment Grant may apply for an Organizational Project grant in the same year. However, Enrichment Grant Awardees will skip a year before reapplying for a second enrichment grant. Contact SAH office or website salinaarts.com for separate guidelines and application forms for *Horizons Enrichment Grant*.

PROGRAM GUIDELINES

In order to make appropriate use of limited funds, Salina Arts and Humanities Department has developed the following guidelines for the Lana Jordan Developing Artist Grants category of the Horizons Grants Program. Please note: Applicants must schedule an appointment with SAH staff to review the proposed project prior to writing and submission.

1. Grants are typically awarded for the following activities:
 - Presentation – Funds may be requested to complete or produce a significant new work of art. Eligible requests may include: 1) the cost of purchasing necessary supplies and materials; or 2) the cost of renting a facility for a public presentation of the work.
 - Study & Training – Training funds should be used to advance the applicant’s artistic skills. Funding requests may include, for example, covering the fee to attend a master class conducted by an acknowledged authority in the artist’s discipline, attending a workshop which will assist the applicant in some aspect of presenting his or her work in a more effective and professional manner, or identifying and working with a mentor on a specific project.
 - Artistic Promotion – Funds may be requested for the development and distribution of a professional quality demonstration audiotape, videotape, or a portfolio of work samples.
 - Equipment – Funds may be requested for the purchase of equipment related to the applicant’s art form (for example: kiln, darkroom equipment, computers, musical instruments, etc.).
 - Travel – As judged appropriate in the context of the application, is allowed.
2. In general, Horizons Developing Artists funds may not be used for:
 - Tuition for undergraduate or graduate study
 - Projects that have already been completed
 - Projects that do not include plans for a public component or presentation
3. As part of the funding, applicants are asked to share the outcome of the grant activity through a public component. This component may occur during the grant period or, with the approval of the Salina Arts and Humanities office, within a six month time frame following the completion date of the grant. Technical Assistant, Stacy Ash, anticipates working with the grant recipient to help develop a public component that flows naturally from the grant activity (examples: workshop for children or other artists; a reading or concert; a studio tour; exhibit of work; premier of work by artist or other artists).
4. Applicants are required to supply one-third of the total cost of the project as a cash match; indicating a 1:2 ratio. Every dollar contributed by the artist toward the project is matched by Salina Arts and Humanities Foundation with two dollars. The applicant’s matching funds can come from a variety of sources, including from the applicant’s own pocket.

5. Funding amounts typically range between \$500 and \$3,000 – in a highly competitive process. Funds are awarded for a period not to exceed one year. In exceptional cases, a higher level of funding may be awarded.
6. Developing artists may submit up to two applications in a funding cycle; however, the total request of all applications may not exceed \$3,000.

GRANT CRITERIA

The Developing Artist Grant process will use a 100 point scoring system to review applications and will consider the following criteria when reviewing the grant applications:

Artistic Merit – 40pts.

- ◆ Narrative and work samples provide evidence of strong artistic merit—Clear and concise proposal narrative and work samples that describe sound practices and strong artistic merit (up to 20 points)
- ◆ Applicant demonstrates commitment to a career as a practicing artist—Succinct biography of the artist that demonstrates professional experience, practice and artistic ability (up to 20 points)

Artistic Growth and Community Building – 50pts.

- ◆ Proposed initiative will advance the artist’s professional growth and/or the art form—Clear connection between the project concept and artist’s professional goals and art form (up to 20 points)
- ◆ Public component is clearly defined, measureable and appropriate to the project, identifying constituents to be served and how they will be involved—Appropriate community impact that is detailed and clearly defined, well developed, and measurable (up to 15 points)
- ◆ If appropriate for the proposed initiative, the applicant has outlined comprehensive plans for marketing, publicity and distribution of the completed work—Thoughtful and thorough planning for marketing, if applicable, and/or distribution/dissemination of the completed artistic work (up to 15 pts)

Financial Management – 10pts.

- ◆ Budget is accurate and realistic for the project—Program budget with reasonable and feasible funds for the project and a history of fiscal responsibility as demonstrated by financial statement (up to 7 pts)
- ◆ Budget figures reflect a match equal to one-third of the total project cost, a 1:2 match (up to 3 pts)

HOW TO APPLY

1. Notify Salina Arts and Humanities staff of your intent to apply for funding at least four (4) weeks (6 weeks for first time applicants) in advance of the October 10 deadline. If required, staff will arrange a short, informal meeting to provide the necessary information and assistance in preparing application materials.

Please note: first time applicants MUST meet with staff prior to writing a grant.

2. **APPLICATION.** Complete an application form. Applications must be typed. Answer all questions as clearly and concisely as possible. Be sure to keep a photocopy of the application for your records. Compile **seven (7)** sets of the completed application form (original plus 6 copies) and all requested attachments (see “Support Materials” below). Mail or hand-deliver to the SAH office by October 10, 2016. The original copy of the application must be signed in ink (not black) on the last page.
3. **SUPPORT MATERIALS.** Applicants must submit **seven (7)** copies of the following support materials:
 - Resumes or bios for the applicant and any other key personnel to be involved in the proposed project.
 - Promotional materials (5 or fewer) from past activities such as brochures, press releases, newspaper articles, exhibition catalogs, concert programs, etc. This shows panelists in concrete ways public profile and how the applicant is presenting him/herself to constituents or the public.
 - Letters of support (3). Letters show panelists that there is support for the proposed project. A letter may also show evidence of the applicant having arranged important project collaboration.
 - Please note: refrain from writing a letter of support for another applicant. It creates a conflict of interest.

****Clip each application – please NO staples, folders or other binders.****

- B. Work Samples.** Please submit **three (3)** copies of up to six (6) documentation materials that are **directly related** to this proposal, which will be beneficial to the evaluator and the panelists in their deliberations. Examples: digital images or slides, audio tapes, CDs, DVDs, video tapes, literary writing, musical scores, etc.

FUNDING PROCEDURES

1. The staff of the Salina Arts and Humanities provides assistance and advice to applicants, but they are not involved in the process of awarding funds.

Applications will be reviewed and scored, according to the criteria, by a panel that includes representatives from various arts disciplines and organizations from outside Salina. Panelists are instructed to score on the content of the grant application only, not on any prior knowledge of the applicant. The panel recommendations will then be presented to the Salina Arts & Humanities Foundation for final approval, with notification shortly thereafter.

2. Final funding recommendations will be made by formula. Three types of decisions may be made:
 - A. Applicant receives funding amount requested;
 - B. Applicant receives less funding than requested; or
 - C. Applicant receives no funding.

If the award is funded in amount less than requested by the applicant, the organization must submit a revised project plan and revised budget if the funds are not adequate to cover the original project as described in the application. The revised project plan and/or revised budget must be received before grant will be dispersed.

3. Applicants will be informed of funding decisions by letter within two weeks of the grant meeting at which their applications were reviewed.
4. A hard copy of the Final Report Form will be provided at the beginning of the project. Final Report requirements include project documentation and evidence of outcomes achieved. Documentation must include photographs for use by SAH; jpeg format, 300 dpi provided on a CD. **You may request an electronic version of the Final Report form by contacting the office.**
5. If funding is awarded, a check for 90% of the grant amount will be sent to the Grantee, at least three weeks prior to the project starting date. A Final Report form will be due 30 days after the project completion date or no later than December 15. Upon receipt of an approved Final Report, the balance of the grant dollars will be mailed.

NOTE: If the Final Report has not been received within 30 days of the project completion date, the balance of the grant dollars shall be forfeited.

6. If an applicant believes a funding decision was based on erroneous or inadequate information, a written request for a formal appeal concerning the application in question may be submitted within 30 days, beginning with the date of the funding decision letter. Only the applicant may appeal. Upon reviewing the material, the Foundation may:
 - A. deny the request;
 - B. invite the applicant to a formal hearing; or
 - C. amend the grant decision.

FOR YOUR INFORMATION:

Any grant funds received in conjunction with this application may be expended only for the project as described in the application form. Any changes in this project or budget must be submitted in writing and are subject to the approval of the Salina Arts and Humanities Foundation.

The Horizons Grants Program is funded in part through donations from the Horizons donors group. During the grant process, artists or key project personnel may be requested to participate in an activity for donors. If necessary, additional artistic costs will be assumed by the Horizons program. Also, requests for special seating, showings, or other appropriate activities may be made, working in cooperation with the Grantee.

Applicant hereby agrees to comply with Title IV of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and where applicable, Title IX of the Education Amendments of 1972. Title IV, Section 504, and Title IX prohibit discrimination on the basis of race, color, national origin, handicap or sex.

If funds are awarded, Grantees must maintain financial records relating to this project for a period of three (3) years and are subject to periodic audits by SAH. In addition, SAH reserves the right to monitor the Grantee to ensure that applicable terms of the grant are being met.