**Springfield Area Arts Council**

**CITY ARTS**

**Rosie Richmond**

**Artist Advancement Award**

**Fiscal Year 2019**

**Grant Application**

**Guidelines and Forms**

Springfield Area Arts Council

420 South Sixth Street Springfield, IL 62701

Phone: 217-753-3519 Fax: 217-753-8018

programs@springfieldartsco.org

**City Arts Grant**

**2018 - 2019**

*Rosie Richmond Artist Advancement Award*

**Guidelines**

**What is the Artist Advancement Awards Program?**

Artist Advancement Awards are grants that provide financial assistance to committed visual, performing, literary, and interdisciplinary artists enabling them to advance their work and careers. The program provides grants to artists who pass an open and competitive screening process for professional development projects. Awards for selected disciplines are granted in alternate years.

In 1994, the Awards were renamed the *Rosie Richmond* *Artist Advancement Awards* in memory of Rosie Richmond, author, poet, co-founder of Brainchild Writers, and supporter of the arts in Sangamon County.

**Who sponsors the Awards program?**

The Springfield Area Arts Council conducts the *Rosie Richmond* *Artist Advancement Awards*, a component of the City Arts Program. The Arts Council should be credited on all promotional materials with the following statement: "This project is funded in part by a grant from the Springfield Area Arts Council and the City of Springfield."

**Which artists are eligible for grants?**

The *Rosie Richmond Artist Advancement Awards* support talented visual, performing, literary, and interdisciplinary artists who have a strong record of accomplishment as practicing artists.

* Eligible candidates must be 21 years of age or older.
* Eligible candidates must have resided in either Sangamon or Menard County for at least one year prior to application deadline.
* Eligible candidates must complete a grant application form and submit the application and documentation with the three (3) required sets by April 15, 2019.

Prospective award recipients need not earn their living exclusively through the practice of their art form but should demonstrate a commitment to doing so when and if it becomes practicable. Awards may not be used as scholarships to assist artists in obtaining undergraduate or graduate degrees.

Note: Artists who have received two consecutive *Rosie Richmond Artist Advancement Awards* may reapply after an abstention of one two-year award cycle.

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**What projects are likely to be funded?**

*Rosie Richmond Artist Advancement Awards* are intended for specific professional development projects which will advance the artists' careers in demonstrable ways. Typical awards include funds for:

1. Training For example, the cost of tuition to attend a master class conducted by an

 acknowledged authority in the applicant’s artistic discipline or to attend a

 workshop on some aspect of effective presentation of talent

2. Travel For example, costs for transportation and lodging incurred in association with

special training or to attend a conference specific to the field of artistic endeavor

3. Presentation For example, the cost of producing a quality demonstration CD for a musician, DVD documentation for a choreographer, or a portfolio for a visual artist

4. Services For example, the cost of renting a facility for the presentation of a new work or

the cost of hiring a consultant such as a graphic designer, web designer, or photographer

5. Supplies For example, the cost of purchasing supplies and materials necessary

for the completion or production of a major new work

THE PROJECT FOR WHICH FUNDS WOULD BE USED MUST OCCUR

BETWEEN OCTOBER 1, 2018, AND SEPTEMBER 1, 2019.

**What types of projects will not be funded?**

* Tuition for courses that will lead to a degree
* Projects that are part of the curriculum of schools, colleges, and universities
* Payment of personal rent or utilities, purchase of real property, permanent equipment, and accumulated deficits
* Projects considered hobbies or of a therapeutic or recreational nature
* Expenses incurred prior to starting date of project
* Projects which are being funded by the Illinois Arts Council Agency
* Applications that are incomplete or unsigned

**Visual Arts, Dance/Choreography, and Interdisciplinary/Performance Art applications were accepted in 2017 for FY 2018.**

**Music/Music Composition, Literature, and Playwriting/Screenwriting applications will be accepted in 2019 for FY 2019.**

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**What is the selection process?**

Each applicant's artistic work will be evaluated by one or two jurors who are recognized authorities in the applicant's art discipline and who are not residents of either Sangamon or Menard counties. Based on the independent rankings of the juror(s), the City Arts Panel will recommend funding of applicants, and the Springfield Area Arts Council's Board of Directors will ratify the decisions. Applicants will be informed of the Board’s decision after May 16, 2019.

**What is the selection criteria?**

1. Demonstration of talent and overall excellence of the artist's work

2. Degree to which the project for which funding is requested will contribute to the artist's

 professional growth

3. Demonstrated commitment to a career as a practicing artist

**What is the maximum grant request?**

An applicant may apply for up to $1,000 in one project category. Multiple applications are not allowed. It will be the jurors' prerogative to recommend either full or partial funding of a project. Exact grant amount is also contingent upon the number of applications submitted and the funds available.

Note: Applying for a *Rosie Richmond Artist Advancement Award* does not guarantee receipt

 of funding.

**How does the artist receive the grant award?**

Upon notification of the award, the artist must sign an agreement and return it to the Arts Council office. The Springfield Area Arts Council expects to distribute the grant funds no earlier than May 31, 2019. The artist is required to file final report forms and expense statements after completion of the project. If the grant funds are not spent in their entirety, then the recipient will need to return unspent funds to the Springfield Area Arts Council.

**HOW TO APPLY**

1. Complete the *Rosie Richmond Artist Advancement Awards* Application Form.

2. Respond to the following Narrative items:

 A. Describe your proposed project.

 B. Describe how an *Artist Advancement Award* will advance your professional/artistic career.

 C. Describe the direction, focus, or aesthetic concerns of your artwork.

 Note: Use no more than one (1) single-spaced page for your responses.

3. Create a Project Budget.

4. List previous grants or fellowships, including dates and award amounts.

5. Supply a one-page summary of Artistic Activities and Achievements (Do not include your

 business résumé.)

6. Complete the Documentation and Support Materials Form.

7. Provide attachments as described on the following page.

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**DOCUMENTATION / SAMPLES OF RECENT WORK**

Documentation of work completed within the past three (3) years (2016-2019 inclusive) should accompany the application form. Check the requirements of your discipline for the format and number of items requested. Indicate on the Documentation and Support Materials Form the documentation that is included with the application. Please see pages 5 and 6 of the guidelines for details.

The Arts Council can be responsible for a thorough review of an application only if documentation of work is submitted by the deadline.

Reviews, brochures, catalogues, etc. may be submitted as support materials. If submitted, then please indicate under "Other Support Materials" on the Documentation and Support Materials Form.

Please do not provide more than the required documentation unless you have consulted with the

Arts Council staff. Specific information on documentation requirements is on a separate page.

*All applicants who have not applied in this category previously must schedule a meeting with program staff in order to be eligible for funding. Please call 217-753-3519.*

**APPLICATION DEADLINE**

**Monday, April 15, 2019**

Hand-delivered by 5:00 PM to the

Springfield Area Arts Council office

 (Hoogland Center for the Arts, basement)

OR

Postmarked on or before April 15, 2019

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***Rosie Richmond* *Artist Advancement Awards***

**2018 – 2019**

**Artistic Discipline Requirements**

**MUSIC AND MUSIC COMPOSITION**

Included in this category are blues, chamber, electronic, folk, hip-hop, jazz, opera, symphonic, and vocal/choral music.

**Musical performers** should submit **two (2) works** on a CD or DVD. Each selection should be approximately five (5) minutes in length. Works submitted must not be more than three (3) years old. The CD or DVD should be labeled with the tracks to be heard.

An inventory of the music submitted must accompany the CD or DVD. The list should include the following:

 Artist Name

 Address (including city and state)

 Phone Number

 Email address

 Track # Length of recording

Title and composer

 Your instrument

 Other instruments/vocalists in recording

**Composers** should submit **two (2) works** on CD with accompanying scores or lead sheets. Each selection should be approximately five (5) to ten (10) minutes in length. Works submitted must not be more than three (3) years old.

An inventory of the music submitted must accompany the CD. This list should include the following:

 Composer Name

 Address (including city and state)

 Phone Number

 Email address

 Track # Length of recording

Title

Date composed/completed

Total playing time

 Instrument(s), vocalist(s) used in recording

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**LITERATURE AND PLAYWRITING / SCREENWRITING**

Included in this category are fiction, creative non-fiction, poetry, playwriting and screenwriting.

**Applicants should submit** **two collated, clearly reproduced copies** of the materials listed below. Work submitted must be no more than three years old. Works may have been published but must be submitted as manuscripts, not photocopies from publications.

**FICTION:** Submit a *maximum* of 30 pages of recent work. Manuscripts must be double-spaced (no smaller than 12 font) on one side of an 8 1/2" x 11" sheet. Number the pages of your manuscript. Clip each set – DO NOT STAPLE. Photocopies from publications will not be accepted.

Writers may also submit a chapter of a novel or novel-in-progress, the length of which may not exceed 30 pages. It should be noted, however, that the chapter selection should be able to stand on its own as an autonomous, coherent piece of short fiction.

**CREATIVE NON-FICTION:** This is defined as a work with a strong, narrative element, such as memoirs or personal essays. Submit a *maximum* of 30 pages of recent work. Manuscripts must be double-spaced (no smaller than 12 font) on one side of an 8 1/2" x 11" sheet. Number the pages of your manuscript. Clip each set – DO NOT STAPLE. Photocopies from publications will not be accepted.

**POETRY:** Submit a *maximum* of 15 pages of recent work. Poems must be on one side of an 8 1/2" x 11" sheet and may be single-spaced (no smaller than 12 font), but no more than one poem should be on a single page. If a poem is longer than one page, the poem title should appear at the top of each page. Number the pages. Clip each set – DO NOT STAPLE. Photocopies from publications will not be accepted.

A combination of fiction, creative non-fiction and poetry also may be submitted. **A**

***maximum* of 30 pages will be accepted.** Refer to the guidelines listed above for a

description of appropriate documentation for submission.

**PLAYWRITING / SCREENWRITING:** Submit one complete play. Scripts should be generated in a professional format and be securely bound. Note: If the play is an opera or musical theater piece, a CD and score should accompany the script.

**SPRINGFIELD AREA ARTS COUNCIL**

**City Arts Grant Application**

*Rosie Richmond* *Artist Advancement Award*

2018 - 2019

**Application Form**

Please review the guidelines for this application. If you need additional assistance in completing the application, then contact the Springfield Area Arts Council staff (217-753-3519 or programs@springfieldartsco.org).

Name of Applicant Social Security Number

Address Home Phone Work Phone

City, State, Zip E-mail address

Resident of Sangamon or Menard County since \_\_\_\_\_\_\_\_\_ If in Springfield: Ward # \_\_\_\_\_\_\_\_\_

 Circle one.)

Has applicant received *Rosie Richmond* *Artist Advancement Award* in the past? No \_\_\_\_\_

Yes \_\_\_\_ If "Yes," year(s) funded: \_\_\_\_\_\_\_\_ ; \_\_\_\_\_\_\_\_ ; \_\_\_\_\_\_\_\_

**Grant Amount Requested \_\_\_\_\_\_\_\_\_\_\_\_\_\_**  ($1,000 maximum)

Project start date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Completion date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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The information contained in this application, including all attachments and support material, is true and accurate to the best of my knowledge. Further, I understand that the *Rosie Richmond* *Artist* *Advancement Award* requires a final report/evaluation which I agree to submit thirty (30) days after the completion of the project or by July 31, 2019, whichever comes first.

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Signature of applicant Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Typed name of applicant

**SPRINGFIELD AREA ARTS COUNCIL**

**CITY ARTS GRANT APPLICATION**

*Rosie Richmond* *Artist Advancement Award*

2018 – 2019

**Documentation and Support Materials**

Name of Applicant

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone Number E-mail Address

**DOCUMENTATION:** Indicate how many of each item accompanies your application.

 (Please refer to the requirements of your discipline for the requested items.)

**MUSIC and MUSIC COMPOSITION:**

\_\_\_\_\_\_ CD of music sample \_\_\_\_\_\_ DVD of sample performances

 with attached “inventory” list with attached “inventory” list

**LITERATURE and PLAYWRITING / SCREENWRITING:**

 Manuscript of no more CD and score to Poems, no more than 30 pages accompany an opera than 15 pages

 or musical theater piece

**OTHER SUPPORT MATERIALS:**

Applicants are encouraged to submit other support materials directly related to the grant application and which will be beneficial to the review.

 Please specify what support materials are attached.

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SPRINGFIELD AREA ARTS COUNCIL

**CITY ARTS GRANT APPLICATION**

*Rosie Richmond* *Artist Advancement Award*

2018 - 2019

**Project Budget**

Applicant \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ANTICIPATED CASH INCOME

1. Springfield Area Arts Council Grant Amount $

 ($1000 maximum)

2. Other Contributions/Support $

 (sponsorships, private donations)

3. Personal Support $

 (savings, sale of artwork/CDs)

4. **TOTAL CASH INCOME $**

ANTICIPATED CASH EXPENSES

 Expenses In-kind

5. Fees and Services:

Artistic $ $

 Other (Technical staff, etc.) $ $

6. Supplies $ $

7. Travel and Lodging $ $

8. Other (rental, ads, etc.) $ $

9. **Anticipated Total Cash EXPENSES $**

10. **Anticipated IN-KIND Contributions $**

*Note: Line #4 Income should be equal to or greater than Line #9, Expenses.*

Springfield Area Arts Council

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**City Arts Grant**

**2018 - 2019**

Application Cover Page

***Rosie Richmond Artist Advancement Award***

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OR

Postmarked by April 15, 2019

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Please submit one (1) “original signature” set that includes the following:

\_\_\_\_\_ Application Form (signed with blue ink)

\_\_\_\_\_ Narrative Proposal

\_\_\_\_\_ Project Budget

\_\_\_\_\_ Previous Grants and Fellowships List

\_\_\_\_\_ Artistic Activities and Achievements Summary (not your business résumé)

 \_\_\_\_\_ Documentation and Support Materials Form

2. \_\_\_\_\_ Two (2) copies of all of the above

3. \_\_\_\_\_ Documentation / Samples of Recent Work

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sheila Walk, Interim Executive Director, Springfield Area Arts Council Date

►PLEASE ATTACH THIS PAGE TO YOUR “ORIGINAL SIGNATURE” SET ◄