

2024 LANA JORDAN DEVELOPING ARTIST GRANTS GUIDELINES & GENERAL INFORMATION

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 & Humanities staff and funded through the Salina Arts & Humanities Foundation. This 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 Salina Arts & 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
4. Implement a public component to engage the community

ELIGIBLE APPLICANTS

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

If an artist is awarded a Developing Artist grant, they 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 do so when and if it becomes feasible. Artists with established skills and credentials in one art form but are expanding into a new area are eligible to apply for funding.

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

PLEASE NOTE: these grants are intended to advance an artist's career and demonstrate community impact through a committed public component.

APPLICATION CYCLE

Applications open May 1, 2023, and are due November 1, 2023, for projects which take place during the 2024 Grant Cycle (February 1 – November 30).

To be eligible for consideration:

- Intent to apply must be received by Anna Pauscher Morawitz four (4) weeks before the deadline for returning applicants (by October 4, 2023) and six (6) weeks before the deadline for first-time applicants (by September 20, 2023).
- Applications must be submitted online by 11:59 pm on November 1, 2023.

PROGRAM GUIDELINES

To make appropriate use of limited funds, Salina Arts & 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 before 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 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 that will assist the applicant in some aspect of presenting their 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 developing and distributing a professional quality publication, demonstration audiotape, videotape, or a portfolio of work samples.
- Equipment – Funds may be requested to purchase equipment related to the applicant’s art form (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 & Humanities office, within a six-month time frame following the completion date of the grant. Anna Pauscher Morawitz 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 project’s total cost as a cash match, indicating a 1:2 ratio. Every dollar contributed by the artist toward the project is matched by Salina Arts &

Humanities Foundation with two dollars. The applicant's matching funds can come from various sources, including cash and in-kind resources. The Developing Artist grant match may include goods or services that are donated to the applicant and direct expenses associated with the project (examples: donated lodging, cost of studio space, home office, or similar project-related expenses).

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 a 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, measurable, 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 Anna Pauscher Morawitz of your intent to apply for funding at least four (4) weeks prior to the deadline for returning applicants (by October 4, 2023) and six (6) weeks prior to the deadline for first time applicants (by September 20, 2023) in advance of the November 1 deadline. If required, SAH 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 the online application form. Answer all questions as clearly and concisely as possible. Be sure to keep a copy of the application for your records. The completed application and all requested attachments (see “Support Materials” below) must be submitted to SAH by November 1, 2023.
3. **SUPPORT MATERIALS.** Applicants must submit the following support materials with the application (Electronic/PDF versions are best, will accept physical copies if necessary):
 - Resumes or bios for the applicant and any other key personnel to be involved in the proposed project.
 - 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.
 - 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 how the applicant is presenting themselves to constituents or the public.
 - Current Work Samples (if available). Please submit a copy 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, audio or video recordings/links, literary writing, musical scores, etc.

FUNDING PROCEDURES

1. The staff of the Salina Arts & 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 an amount less than requested by the applicant, staff will contact the artist to discuss 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 the grant will be dispersed.

3. Applicants will be informed of funding decisions by letter during the last week of January.
4. **Final Reports must be submitted online at www.salinaarts.com.** Final Report requirements include project documentation and evidence of outcomes achieved. Documentation must include photographs for use by SAH; jpeg format, 300 dpi.
5. If funding is awarded, a check for 90% of the grant amount will be sent to the Grantee, upon receipt of a signed agreement but no sooner than 30 days prior to the project starting date. A Final Report

form will be due 30 days after the project completion date but no later than December 15, 2024. 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.

Other Grant Opportunities

Applications for Horizons Enrichment Grants of \$500 to \$1,000 may be submitted between February 1 – November 30; however, the application must be postmarked at least four (4) weeks before the starting date of the activity (6 weeks for first-time applicants). These are limited in number and are especially appropriate for first-time applicants who have an unexpected opportunity to enrich the individual, organization, and community. There is no required match for these funds. Artists applying for a Horizons Enrichment Grant may apply for a Developing Artist grant in the same year. However, Enrichment Grant Awardees will skip a year before reapplying for a second enrichment grant. Visit salinaarts.com for separate guidelines and application forms for the *Horizons Enrichment Grant*.

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 & 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.