

INDIVIDUAL ARTIST PROJECT GRANT GUIDELINES

Project Grants create opportunities for the arts to flourish in Iowa by investing in projects that positively impact the vitality of the arts in the state, demonstrate public value, and support Iowa Arts Council funding priorities. Eligible projects are relevant to the stated vision of the applicant, have a clear beginning and end, seek to achieve specific arts goals through measurable objectives, and have an appropriate budget and timeline.

Eligible projects must meet one of the following Project Grant funding priorities:

- Collaboration & Partnership
- Excellence & Innovation
- Impact & Accessibility

TIMELINE & FUNDING

Application Deadline

May 1, 2013

4:30 PM (This is not a postmark deadline.)

Funding Award Notification

July 1, 2013

Request Amount

Minimum Request: \$1,000

Maximum Request: \$10,000

Funding Period

All proposed project activities and incurred expenses must take place between July 1, 2013 and June 30, 2014.

Final Report Due

July 31, 2014

GUIDELINES & ELIGIBILITY

Eligible Individuals*

- Iowa Resident Artists
- 18 years of age or older

*Applicants who represent an artist collective or group must apply as an individual and clearly state their individual role in the project proposal.

Ineligible Individuals

- An application from an individual must support a project designed solely to benefit the individual and must not be a project of an organization with which the individual applicant has a formal affiliation such as employment or volunteer service
- Department of Cultural Affairs grantees who have already received a DCA grant for any part of this project
- Department of Cultural Affairs grantees who have an outstanding late Final Report

Eligible Expenses

Project grants support expenses for arts projects that have a beginning and end. Expenses must be incurred during the course of the project and funding period. Eligible expenses must be dedicated specifically to the project and can include:

- Artist Fees
- Non-Artist Contractor Fees
- Project Materials & Equipment
- Project Space Rental
- Marketing
- Travel

Ineligible Expenses

- General operating expenses including utilities, rent, personnel salaries*, office supplies, and property maintenance
- Expenses that occur prior to or after the funding period
- Fundraisers, benefits, or prizes for which earned income will be donated to a cause or organization
- Lobbying activities
- Deficit or debt reduction
- Projects or activities presented in the context of a religious service or event
- Activities that result in an applicant's course credit, a degree, or certification. Projects must consist of work performed outside of class.

* Personnel time may only be used as match for time dedicated specifically to the project

Applicant must adhere to [Iowa Arts Council Policies](#).

MATCHING REQUIREMENTS

- Applicant must provide at least \$1 of cash or in-kind match for every dollar requested from the Department of Cultural Affairs.
- Applicants may overmatch the total requested grant amount.
- Applicant must match at least 50% of the requested grant amount with cash and no more than 50% of the requested grant amount in-kind.
- Cash match is actual cash contributed to the project by the applicant or other funding sources.
- In-kind match is donated goods or services that have been contributed to the project by the applicant or other sources.
- All cash or in-kind match must be a legitimate part of the proposed project and must be expended within the funding period.
- Other Department of Cultural Affairs grants cannot be used as matching funds

REVIEW PROCESS

Submitted applications are reviewed by staff for completion, eligibility and adherence to published funding priorities and guidelines. Applications determined by staff to be incomplete or ineligible will not be recommended for panel review and are specifically denied any appeals process. Eligible applications will be referred to a competitive review by a panel of Iowa arts professionals with appropriate expertise commensurate to the purpose of the grant program. Panel recommendations are submitted to the Director of the Department of Cultural Affairs and Iowa Arts Council Administrator for consideration and funding approval. All funding decisions are final.

SCORING RUBRIC

Panelists will use the Project Grant Scoring Rubric to evaluate grant applications. Each section has criteria and corresponding point values to ensure a fair review process. The rubric is on a scale of 40 points.

C. INDIVIDUAL ARTIST STATEMENT & D. APPLICANT PROFILE: Up to 3 Points		
3	2	1
Evolution of applicant's work demonstrates exceptional capabilities in concept and form. Past work clearly informs current artistic vision. Applicant demonstrates a record of career progress through relevant notable achievements.	Evolution of applicant's work is described. Past work is related to current artistic vision. Relevant notable achievements are identified.	Evolution of applicant's work is unclear. Past work is not related to current artistic vision. Relevant notable achievements are not identified.

E. PROJECT DESCRIPTION: Up to 3 Points		
3	2	1
Arts goals are exemplary and clearly advance the applicant's vision statement. Target population for project is well-defined and its relevance to project evident.	Arts goals are stated and relate to applicant's vision statement. Target population for the project is identified.	Arts goals are unclear or do not relate to applicant's vision statement. Target population for the project is not identified.

F. PROJECT IMPLEMENTATION: Up to 3 Points		
3	2	1
Project has strong, measurable implementation objectives. Confident project will be successfully realized through clear timeline of activities or tasks. Key artistic and/or logistical partner responsibilities are well-defined and enhance the project.	Project is achievable through identified measurable implementation objectives and timeline of activities or tasks. Key artistic and/or logistical partners and responsibilities are identified.	Project implementation objectives are unclear or not measurable. Multiple concerns about project achievability. Timeline of activities or tasks is insufficient. Artistic and/or logistical partner responsibilities are unclear or not identified.

G. PUBLIC VALUE: Up to 9 Points		
3	2	1
Project provides lowans a vital arts service or experience that will substantially impact the vitality of the arts in Iowa.	Project provides lowans an arts service or experience that will reasonably impact the vitality of the arts in Iowa.	Project does not provide lowans an arts service or experience that will impact the vitality of the arts in Iowa.
3	2	1
Plans to disseminate completed project or provide public access for lowans to resulting project activity are exemplary.	Plans to disseminate completed project or provide public access for lowans to resulting project activity are satisfactory.	Plans to disseminate completed project or provide public access for lowans to resulting project activity are inadequate.
3	2	1
Project strongly demonstrates its public value to lowans. Case for support is exemplary and merits investment from the State.	Project satisfactorily demonstrates its public value to lowans. Case for support is adequate and merits investment from the State.	Project does not sufficiently demonstrate its public value to lowans. Case for support is weak, inadequate or unclear and does not merit investment from the State.

H. FUNDING PRIORITIES: Up to 5 Points				
5	4	3	2	1
Project strongly exemplifies an Iowa Arts Council funding priority.	Project fulfills an Iowa Arts Council funding priority.	Project addresses an Iowa Arts Council funding priority.	Project inadequately addresses an Iowa Arts Council funding priority.	Project does not address an Iowa Arts Council funding priority.

I. PROJECT EVALUATION: Up to 3 Points		
3	2	1
Project uses strong evaluation methods to measure achievement of arts goals and implementation objectives. Evaluative results will clearly and appropriately inform future projects undertaken by applicant.	Project uses evaluation methods to measure achievement of arts goals and implementation objectives. Evaluative results may inform future projects undertaken by applicant.	Project evaluation methods are weak, inadequate or unclear. Evaluative results will not inform future projects undertaken by applicant.

J. BUDGET SUMMARY & K. BUDGET FORM: Up to 3 Points		
3	2	1
Project budget and intended use of requested funds are clear. Project leverages diverse sources of applicant match that are well-defined.	Project budget, intended use of requested funds and sources of applicant match are clear.	Project budget, intended use of requested funds or sources of applicant match are unclear.

L. SUPPORT MATERIAL: Up to 9 Points		
2	1	
Advocate letter is highly relevant to the project and speaks to excellence in applicant's artistic direction and career.	Advocate letter is not relevant to the project and/or does not indicate excellence in applicant's artistic direction or career.	
2	1	
Partner letter is highly relevant to the project and speaks to a vested interest in the successful realization of the project.	Partner letter is not relevant to the project and/or does not indicate an interest in the outcome of the project.	
2	1	
Applicant's Choice material is highly relevant to the project, of high quality, and clearly supports the project's excellence.	Applicant's Choice material is not relevant to the project, of poor quality, and/or does not support the project's excellence.	
3	2	1
Work samples are of high quality and clearly demonstrate exceptional capabilities in artistic concept and form. Resume/ C.V. is highly relevant, professional and clearly demonstrates applicant's capability to successfully complete the project.	Work samples are of average quality and demonstrate capabilities in artistic concept and form. Resume/ C.V. indicate the applicant is likely to complete the project.	Work samples are of poor quality and/or demonstrate inadequate capabilities in concept and form. Resume/ C.V. is not professional and/or creates concern about the applicant's capability to successfully complete the project.

GRANTSMANSHIP: Up to 2 Points		
2	1	0
Overall, the application is clear, concise and well-composed.	Overall, the application is clear, containing minimal grammatical errors.	Overall, application is unclear, poorly composed and/or contains multiple grammatical errors.

REQUIRED APPLICATION FORM & SUPPORT MATERIAL

Required Application Form

- Applicants must complete the Project Grant Application Form (.pdf)
- Handwritten applications will not be accepted
- Incomplete or ineligible applications will not be reviewed by panel
- Application form must be printed and signed as well as saved as a digital file onto the required support material CD

Required Support Material

- Support material submitted should be current and relate directly to the proposed project
- All support material must be submitted on one CD
- Test the CD on both Mac and PC platforms to ensure it is playable for reviewers
- Support material determined by staff to exceed limits or that does not adhere to required formats will not be reviewed by panel
- Support material will not be returned
- All support material listed below is required. Incomplete applications will not be reviewed.

1. Artist C.V. or Resume (limit 2 pages)

- Submit a current C.V. or resume that directly relates to the proposed project
- Documents must be submitted as single sided, 8.5 x 11 inch paper size, PDF or MS Word (.doc) files

2. Advocate Letter of Support (limit 1 page)

- Submit one letter of support relevant to the proposed project from an individual or organization who can speak to the evolution of the applicant's artistic direction and career
- Advocate letter may not be from Department of Cultural Affairs personnel
- Letter must be signed
- Documents must be submitted as single sided, 8.5 x 11 inch paper size, PDF or MS Word (.doc) files

3. Partner Letter of Support (limit 1 page)

- Submit one letter of support from a partner who has a vested interest in the successful implementation of the proposed project.
- Partner letter may not be from Department of Cultural Affairs personnel
- Letter must be signed
- Documents must be submitted as single sided, 8.5 x 11 inch paper size, PDF or MS Word (.doc) files

4. Applicant's Choice (limit 2 pages)

- Submit 2 pages of additional document support material. Additional support material may include an evaluation tool, marketing plan or materials, press clippings, lesson plans or additional relevant letters of support
- Web links will not be accepted as support material
- Documents must be submitted as single sided, 8.5 x 11 inch paper size, PDF or MS Word (.doc) files
- Additional narrative and/or citation pages will not be accepted

5. Artist Work Samples

Work samples should be representative of the artist's current work and directly relate to the proposed project. Select no more than 1 of the following 3 types of work samples that best represents the artist's work:

Visual

- Submit up to 6 digital images in total
- Digital images must be submitted as JPEG files

Audio or Video

- Submit no more than 2 samples of up to 3 minutes each
- Audio files must be submitted as MP3 or WAV files
- Video files must be submitted as QuickTime (.mov), Windows Media Player (.wmv) or MPEG files

Literature

- Submit a current sample of no more than 6 pages of literature. If sample is an excerpt of a larger work, 1 of the 6 pages can be an outline of the full work.
- Documents must be submitted as single sided, 8.5 x 11 inch paper size, PDF or MS Word (.doc) files

APPLICATION SUBMISSION

A completed, signed application form and support material CD must arrive in one package at the Iowa Arts Council office by 4:30 PM, May 1, 2013. Incomplete, late, or ineligible applications will not be reviewed by panel. Mail or deliver application form and support material CD to:

Iowa Arts Council
Project Grant Application
600 East Locust
Des Moines, Iowa 50319

For questions, contact:

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