



**NWRDC/McKnight  
Northwest Minnesota  
Artists Fellowships**



**Program Guidelines &  
Application Form**

**Fiscal Years 2009-10 (July 1, 2008 - June 30, 2010)**

**Application Deadlines:**

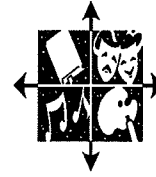
**October 15, 2008**

**October 15, 2009**

**Northwest Minnesota Arts Council  
Northwest Regional Development Commission  
115 South Main  
Warren, MN 56762**

**Questions? Contact Mara Wittman, Arts Council Director  
1-800-646-2240 (218) 745-6733  
[www.nwrdc.org/arts.htm](http://www.nwrdc.org/arts.htm)  
[mara@nwrdc.org](mailto:mara@nwrdc.org)**

# NORTHWEST MINNESOTA ARTS COUNCIL



## GENERAL INFORMATION

The Arts Council of the Northwest Regional Development Commission is one of eleven regional arts councils in the State of Minnesota. The regional arts council system provides a decentralized mechanism for the distribution of arts funding.

The Northwest Minnesota Arts Council offers granting programs, information services, technical assistance, and arts programs to residents of the seven counties of northwestern Minnesota. The seven-county area includes Kittson, Marshall, Norman, Pennington, Polk, Red Lake and Roseau Counties.

The Northwest Minnesota Arts Council developed the Northwest Artist Fellowship program with McKnight Foundation funding to provide financial support to artists committed to advancing their careers.

This program provides deserving artists with small but critical grants for specific projects that contribute directly to their creative growth and development as professionals, especially if the project expands the artist's present work in a specific way.

### Applications are encouraged in all disciplines:

<b>Dance</b>	- Performing - Choreography	<b>Literature</b>	- Poetry / Prose - Fiction - Creative non-fiction (not journalism)
<b>Media Arts</b>	- Photography - Film and Video	<b>Theater Arts</b>	- Acting - Directing - Set design - Costume design - Playwriting - Screenwriting
<b>Music</b>	- Performing - Conducting - Composing		
<b>Visual Arts</b>	- 2 and 3 dimensional art		

## APPLICANT ELIGIBILITY

- An applicant must be a resident of Minnesota and have resided in the seven-county northwestern Minnesota area for at least one year prior to the deadline date of the application.
- An applicant must be at least 18 years of age.
- Artists are not eligible to receive a grant two consecutive years. Artists who have never received a fellowship grant might be given priority during the review session.

## FUNDING GUIDELINES AND RESTRICTIONS

- Three fellowships will be awarded at \$1,200.00. One fellowship will be awarded at a \$4,000.00 level. Applicants apply for \$1,200 but attach an extra paragraph which addresses what they would do if funded at the higher level.
- No amount of the grant may be used to cover expenses incurred before the "Earliest Starting Date" described on the enclosed Application Schedule on page 5.
- An individual may not receive more than \$4,000.00 within three fiscal years (July 1 to June 30).
- Requests from individuals whose final report for a previous grant is overdue will not be considered.
- Requests from individuals listed as project directors on organizational grants with final reports overdue to the Northwest Minnesota Arts Council will not be considered.
- Individuals who have received funding from the Minnesota State Arts Board are not eligible for funding from the Northwest Regional Development Commission for the same project.

## PROJECT ELIGIBILITY

The project must be able to be completed within the next calendar year as described on the Application Schedule on page 5. Some allowance can be made for slightly longer projects.

The grant must support a **specific main project** which will contribute significantly to the artist's growth, as opposed to unrestricted support. The following examples of projects are not meant to be limiting or all inclusive:

### **Production and Presentation:**

- preparations for a specific visual art show
- portfolio production relating to a specific project
- production of a composer or musician demonstration tape for a specific audition or performance
- videocassette production for a specific presentation
- editorial assistance related to a concrete project
- development of a promotional brochure relating to a specific project

### **Training:**

- Includes advanced training, apprenticeship with a professional artist, and career counseling.
- Costs of regular college or university courses are not eligible for funding.
- Applications to general workshops must demonstrate how creative development will occur as a result of attendance.

### **Supplies:**

- supplies and materials necessary for the completion or production of new work
- studio set-up costs (as long as the project also includes the creation of new work)

It is required that the applicant solicit and document more than one quote or estimate for a single piece of equipment valued at more than \$300.00. While it is not necessary to accept the lowest quote, the applicant should indicate why the accepted quote was selected.

### **Services:**

- Includes rental of facilities for the presentation of new work.
- Fees to a professional framing studio

## APPLICATION MATERIALS

An application must include the following for consideration for funding:

### **1. Application Form**

Applications must be submitted on the NWRDC/McKnight Northwest Artist Fellowship Grant Application form found in this packet. The content, accuracy, and completeness of an application are solely the responsibility of the applicant.

Applicants are encouraged to contact the Northwest Minnesota Arts Council office early in the planning process at which time the staff can provide the most assistance. Such assistance in no way implies that a grant request will be funded.

### **2. Artist Resume or Vita**

Your resume may have a structured format, or it may be a less formal narrative. Please make sure that it is typed, and no longer than two pages. It should include information on:

- education and/or training in the arts
- arts related employment record
- exhibitions, publications, or performances
- commissions or pieces that have been purchased
- honors and awards
- list places where your work is for sale

### 3. Work Samples

Samples of the artist's work should be submitted as indicated:

**Dancers and Theater Artists and Media Artists** - A 5-minute sample on a standard 1/2" VHS videotape or standard DVD, cued for review. Please include short sections of two contrasting works.

**Musicians** - A 5-minute sample on a standard 1/2" VHS videotape or on a standard audio cassette tape, cued for review. Please include short sections of two contrasting works.

**Visual Artists, Set Designers, Costume Designers and Photographers** - Submit up to 10 slides or photographs of your art work.

**Writers and Playwriters** - Ten page sample, must be original work, typewritten.

### 4. Description of Work Samples

A maximum of one typewritten page describing all of the work samples must be submitted. Any information pertinent to better understand the work samples should be included. For visual artists, the information must include the size of the work and the medium used.

### 5. Letter of Recommendation (Optional)

Letters of recommendation serve to enhance the application and improve your overall rating during review. Note: We are looking for an individual who can speak on your behalf that you complete projects on time with a high degree of commitment and professionalism.

## REVIEW PROCESS

- The Northwest Minnesota Arts Council Director will review the applications for accuracy, completeness, and eligibility.
- Council members with a conflict of interest in regard to a specific applicant or project, declare such and comply with the Northwest Minnesota Arts Council Policies and Procedures.
- Applications will be reviewed solely on the application form and supporting materials submitted.
- In reviewing the applications, the Council members will first determine the eligibility of the application, based both on the individual's eligibility and the project restrictions. Any projects which are determined to be ineligible shall be eliminated from the review process.
- Through majority vote, the Council will make a recommendation for full funding, partial funding, or denial of funding based on the following review criteria:
  - a. overall excellence of the artist's work and demonstration of exceptional talent as demonstrated by the work samples;
  - b. evidence of serious professional commitment as demonstrated in the application form, the resume, and letters of recommendation,
  - c. the project's contribution to the artist's creative and professional growth as demonstrated in the application form and the letters of recommendation.
  - d. evidence that the artist will share this activity with the public as demonstrated in the application form.
- If an application is recommended for funding, the Council will then rate the application.
- Applications will be ranked in descending numerical order. A copy of the Northwest Regional Arts Council's Rating Form is available upon request.
- Grants are awarded to the extent of funds available. If two applications receive identical ratings, the application with the earliest receipt date will be given first priority. Applicants should be aware that even though an application may be recommended for funding, its ranking may fall below the line of available funds.

- If the funds available are insufficient to cover the lower-ranked request, the applicant will be offered partial funding. If accepted, a revised project description and budget must be submitted within thirty days of notification. The revised budget is required to illustrate the project's potential for completion as stated with reduced funding. Failure to provide the required documents within the prescribed time can result in the cancellation of a grant commitment.
- The recommendations of the Arts Council will be submitted to the Northwest Regional Development Commission for action.
- All applicants will receive a notification letter of acceptance or rejection within 20 days after final review of the application by the NWRDC, except when a revised budget and/or project description is necessary.

## APPEALS POLICY

Any applicant who can show cause that established grant review procedures were not followed may file an appeal according to NWRDC policies which are available upon request. There is no right of appeal for dispute of decision of the NWRDC with respect to artistic quality, artistic excellence, the quality of the artistic activity, or the work of an individual artist.

## GRANTEE RESPONSIBILITIES

If a grant is received, the grantee must:

1. Sign and submit to the NWRDC within 45 days of receiving the funding notice, the contract and a request for payment form.
2. Agree that the project will be carried out within the project calendar year. Any changes must be requested and approved in writing and in advance, with the Arts Council office.
3. Include the following credit line in all publicity, advertising, news releases, printed programs, and promotional material:  
"This activity is funded by a grant from the McKnight Foundation through the Northwest Regional Development Commission."
4. Insure that access to participation in the project will not be limited on the basis of national origin, race, religion, age or sex.
5. Be legally responsible for the completion of the project and for the proper management of the grant funds.
6. Submit the final report form along with supporting materials and documentation of expenses within sixty (60) days of the project's completion to ensure no future penalty.
7. Permit the NWRDC reasonable access to all activities supported by the NWRDC for purposes of an audit or evaluation. The NWRDC shall have access to any books, documents, papers, and records regarding the granted project. These records and supporting documents shall be retained for a period of three (3) years following the completion of the project.
8. Return the entire grant award to the NWRDC in the event the project cannot be completed as stated in the application.

If necessary, additional but clearly outlined conditions will be added to the contract.

## GRANT PAYMENT AND FINAL REPORT

Payment of 80% of the grant award will be sent to the grantee within forty-five (45) days after the signed NWRDC/McKnight Individual Artists Grant Contract and Request for Payment are received by the NWRDC office.

Your final report will be due within (60) days of your project's completion date as stated on question 2 of your application. If you have applied in the October 15, 2008 deadline your final report will be due no later than February 1, 2010. The final payment of the last 20% of your grant will occur after your project has been completed and your final report including all your receipts has been approved.

The final report is an extremely important document. If the project has been carefully managed, the project description and budget in the original application and the final report should be very similar.

The Arts Council is aware that as some projects develop, some minor differences may arise, but applicants should take every precaution to insure implementation, operation and evaluation of the project as described on the application.

Applicants who fail to submit the final report within the prescribed time without good cause, subject to NWRDC approval, will automatically be considered ineligible for future funding.

## GRANT TERMINATION

A grant may be terminated at any time under the following circumstances:

- a. by mutual written consent of the NWRDC and the recipient;
- b. upon the written request of the recipient, but such termination shall not necessarily relieve the recipient of its responsibilities as set forth in the Individual Artist Grant Contract;
- c. by the NWRDC upon the failure of the recipient to comply with one or more of the conditions of the Northwest Artist Fellowships Grant Contract. Such termination shall be effective upon receipt of written notice by the recipient.

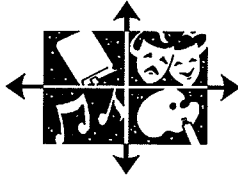
**If termination occurs after funds have been distributed, the entire amount of the distributed grant award must be returned to the NWRDC.**

## APPLICATION SCHEDULE: FISCAL YEARS 2009-2010

Applications must be post marked by deadline date to be eligible for consideration. Late applications will not be considered.

APPLICATION DEADLINE	ARTS COUNCIL REVIEW ACTION	NWRDC DATE	EARLIEST STARTING DATE	LATEST ENDING
Oct. 15, 2008	Nov. 25, 2008	Dec. 6, 2008	Jan. 1, 2009	Jan. 31, 2010
Oct. 15, 2009	Nov. 24, 2009	Dec. 5, 2009	Jan. 1, 2010	Jan. 31, 2011

The review dates are based on regular meeting dates of the Arts Council and the Northwest Regional Development Commission. Consult the Arts Council Director regarding the availability of funds and potential changes in meeting dates.



<b>FOR OFFICE USE</b>			
Date Received _____	Application# _____	Discipline _____	
Award Date _____	Rating _____	Grant Award _____	

**1. Applicant Information**

Name _____	Phone _____
Address _____	Social Security Number _____

**Directions:** Please attach up to two typed pages answering questions 2 and 3. Please use 1 inch margins, size 12 font, and single spaced lines include your name on the top of the page.

**2. Project Description:** Describe, in detail, the main project for which you are requesting assistance. If your project is a mentorship you must be learning a specific new technique. The purpose of the program is **not** to fund routine lessons. If you are planning to use the funds to pay other professionals, attend a training or workshop, or work with another artist please state the reputation and/or qualifications of the individuals/ organization you will be working. State clearly that you have contacted them and they are in support of this project.

**3. Goals/Evaluation/Sharing:** Describe your career goals as an artist then relate them to the goals of this proposed project, include how you will decide at the end of this project (evaluation) whether these goals were achieved. Describe how and when you will show the results of your project to your home town and/or local community.

**4. How many adults do you anticipate will benefit from your community activity? \_\_\_\_\_**  
**Children/students? \_\_\_\_\_**

(We are required to report to the state the number of people who benefit from all and any arts funding.)

**5. Budget:** List and describe the costs associated with this project. Attach additional pages as necessary. Items to include are training expenses, travel expenses, rental, supplies, equipment purchases, books, etc. Ineligible items are listed under #7 on the checklist (back of this page). Attach an extra page if necessary.

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
<b>ESTIMATED TOTAL COST OF PROJECT (round to nearest \$10):</b>	<b>\$ _____</b>

If your project will cost more than \$1,200.00 please state where your matching funds will come from to show the feasibility of your projects completion: \_\_\_\_\_

Please attach one paragraph that explains what you would do if funded for \$4,000 instead of \$1,200!

**6. Certification:** "My signature below certifies that I meet all of the eligibility requirements listed in the guidelines, that all information contained in this application and its attachments are true and correct to the best of my knowledge, and that I have submitted a complete application fulfilling all items on the checklist."

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# NWRDC/McKnight Northwest Minnesota Artist Checklist

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**Application Checklist.** Review each item and place an "x" in the box provided when it has been completed. Items left blank will flag your application as potentially ineligible or incomplete.

**a. Application Completeness Items:**

- 1. I have completed the application form and signed and dated my certification statement.
- 2. I have submitted the required attachments listed below.
  - Application narrative answering questions 2 and 3 (no more than two pages)
  - Work Sample and Work Sample Description
  - Artistic Resume (no more than two pages)
  - One letter of recommendation (Optional)

**b. Eligibility Items:**

- 1. I am a Minnesota resident, who has resided in the seven-county northwestern Minnesota area for at least one year prior to the deadline date of the application.
- 2. I am applying as an individual, not for any group or organization.
- 3. I am at least 18 years of age.
- 4. I (or any organization where I am the project director) do not have an outstanding final report due to the Northwest Regional Development Commission.
- 5. I have not, within the last two years, received a NWRDC/McKnight Individual Artist Fellowship Grant
- 6. My opportunity does not involve:
  - Activities occurring outside of the stated time frame.
  - Any organization at which I am employed.
- 7. I will not use funds:
  - For endowment funds.
  - For excessive entry or exhibition fees.
  - For tuition, school fees, or work toward a degree.
  - For paying myself artist fees greater than \$200.00.
  - For activities primarily for the religious socialization of participants.
  - For payment of debts incurred before the grant activities begin.

**c. Project Completion Items:**

- 1. I understand that my project cannot begin prior to January 1, 2008.
- 2. I understand that my project must end by January 31, 2009 or earlier.
- 3. If selected for a grant, I understand that I will need to complete and return the final report form for this project by March 1, 2009. This will include submitting receipts documenting my expenses.