



2021 Individual Artist Commission Guidelines

Dutchess, Orange, & Ulster Counties

Deadline: Wednesday, October 28, 2020

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Contact: Lilia Pérez, Grants & Programs Manager

Overview

The Individual Artist Commission supports the creation of **new work** by an artist. The project must engage a segment of the community through a small-scale public presentation of the work **or** community involvement during the creative process of the artists' project. Presentations and community involvement may be done in-person or virtually. Grant awards are determined by a peer review panel made up of artists. **New:** Up to seven Individual Artist Commissions are available for each county.

Individual Artist Commission Goals:

- Support Dutchess, Orange, and Ulster County artists in the creation of new work.
- Support underrepresented artists in our region including Black, Latinx, Indigenous, Asian, People of Color, LGBTQ+, and disabled artists. All artists are encouraged to apply.
- Highlight the vital role of artists within a community.
- Help artists adapt to social distancing requirements through innovative ideas.

Accommodations

If there are any accommodations that Arts Mid-Hudson (AMH) can provide to facilitate your participation, please contact us. **AMH provides extensive free support to applicants of this program, please do not hesitate to contact us.**

About the Funding

These grants are made possible with funds from the **Decentralization Program**, a regrant program of the **New York State Council on the Arts (NYSCA)** with the support of Governor Andrew M. Cuomo and the New York State Legislature and **administered by**



Council on the Arts

Arts Mid-Hudson for Dutchess, Orange, and Ulster Counties. Founded in 1977, the Decentralization Program (DEC) was developed to ensure that New York State's cultural funding reaches every part of the state. AMH has administered this funding program for Dutchess County since 1979; Ulster County since 1988, and in 2013, began administration for Orange County.

Additional Funding Programs

Arts Mid-Hudson administers three categories of the Decentralization Program: Community Arts Grants, Individual Artist Commission, and Arts Learning Grants. **Applicants may submit up to three grant proposals for funding.** The cumulative amount requested by a single applicant may not exceed \$5,000. For more information please visit www.artsmidhudson.org/grants-and-funding

Note: AMH will be accepting proposals for the Arts Learning Grant in early 2021.

Scope of Grant Support

Grant Amount: \$1,500

Individual Artist Commissions provide support directly to selected individual artists for the creation of new work. This funding opportunity represents an investment in local artists. It is designed to increase artist-initiated activities, enhance individual artistic career development, and foster creative interactions between an artist and a community.

- **Focus:** This grant supports the creation of **new work**, not the presentation of existing work.
- **Funding Amount:** The grant amount is \$1,500. **There is no cash match required.**
- **Mediums:** All expressive artistic disciplines are eligible including, but not limited to, visual, performing, written, digital, traditional, and experimental mediums.
- **Timeline:** All funded projects must take place between January 1 and December 31, 2021.
- **Access:** Projects must include a **public component:** a presentation of the new work created either in-person or virtually (open to the general public) **or** involvement of a specific community in the artist's creative process.
- All funded projects must comply with NYS guidance and laws related to COVID-19.

Public Component

In addition to the creation of new work, Individual Artist Commission recipients must include a public component to their project. Please note that while this is an important part of the project, it is not the main focus. Artists are only required to select **one** of the following options.

Public presentation: Artists may plan a showing of the new work. This presentation must be open to the public and can be in-person or virtual. In-person presentations must take place in the artist's county of residence. Large or expensive presentations are not recommended.

- We strive toward broad inclusion and true access to arts and cultural programming for all. AMH encourages thoughtful outreach to many groups in our region and **specific outreach efforts to underserved audiences.** These are groups who may have limited access to art programs, services, or resources due to location, race, economic status, gender, gender identity, sexual orientation, age, religion, disability, or other demonstrable factors. Some groups underserved by the arts in our region may include Black, Latinx, Indigenous, Asian, People of Color, LGBTQ+, disabled, elder, youth, rural, and low-income audiences.
- In-person presentations must take place in locations that are fully compliant with the American Disabilities Act (ADA) Section 504. Priority may also be given to activities that include additional methods to make the arts accessible to audiences or plan for temporary measures necessary to make sites accessible. ADA Hotline (1-800-514-0301) for more information.
- Artists may charge an admission fee for public presentations.
- All public presentations must comply with NYS guidance and laws related to COVID-19.

Community involvement: The artist may work with a **specific** community during the creative process. Some example of this type of interaction may include:

- Directly interacting with the community members during the creation of artwork. For example, community members may contribute components, provide information, input, or materials for the finished artwork.
- Involving community members in the creation of artwork via workshops and/or as performers in the artist-created work and/or creation of parallel work by a community group.
- Inclusion of interviews with a segment of the community or inclusion of stories or anecdotes collected from a community group.

Note: Community involvement may be done virtually.

Community can be broadly defined as a group of individuals sharing common geography, identity, interest, or belief. Communities your project may engage with may include those based on location, racial/ethnic identity, gender identity, sexual orientation, occupation, or shared interests.

Eligibility

Artists apply directly to the Individual Artist Commission. **Applicants may submit one grant proposal to this funding opportunity.** Multiple submissions will not be accepted. All applicants must meet the following criteria:

- Must be at least 18 years of age at the time of submission.
- A resident of Dutchess, Orange, or Ulster County in New York State.
- May not be enrolled in a full-time degree program.
- Artist collectives, groups, and artist collaborations are **not eligible**.
- Applicants **must** submit a work sample of their past work to be considered.
- Projects must be independent work initiated by the artist.
- Artists who received this commission previously may apply again if their commission took place in 2017 or earlier. Recipients of the past three years are ineligible.

Proof of Residency: Applicants must provide proof of residency which contains the individual's name and address. Documentation must be dated no earlier than 2020. Acceptable proof of residency documents must include **one** of the following: Telephone bill, credit card or bank statement (first page only; social security and financial information should be blocked), current lease or mortgage agreement listing the artist's name and NYS address, NY State Driver's License or ID card, **or** voter registration card.

Ineligible Projects

- Activities that are recreational, therapeutic, rehabilitative, or religious in nature when the purpose is primarily for rehabilitation, therapy, or worship.
- Non-arts activities including fundraising events or programming used as a fundraising event, humanities programs or programs that are primarily academic, martial arts, stand-up comedy, recreational parades, balloons, clowns, magic, and "sip and paint" events.
- **Projects that result in permanent public art including murals, sculpture, and landscape art/architecture.**
- Community Arts Grant applicants may not apply to the Individual Artist Commission for artist fees.

Budget

A complete budget must accompany all grant proposals, showing both income and expenses for the proposed project. **Applicants must use the budget form provided by Arts Mid-Hudson. The budget form and instructions can be found at www.artsmidhudson.org/grants-and-funding and on the Individual Artist Commission online submission form.**

The budget will balance when the gap between the projected expenses and any additional income equals \$1,500. If there is no additional income for the project, the expenses must equal \$1,500. A helpful formula to calculate this amount is **Projected Expenses – Additional Income = \$1,500**. Contact the AMH Grant Team with questions regarding the individual artist commission budget.

Allowable Expenses

Expenses that directly relate to the proposed project are generally eligible (note non-fundable expenses below). The peer review panel may elect to prioritize projects in which the requested funds are allocated to:

- Artists fee for the individual artist.
- Supplies and materials needed to execute the proposed project. Examples: art supplies, hardware, memory cards, and other consumable equipment. Individual items may not exceed \$1,000.
- Equipment, software, subscriptions, and training needed to execute the proposed project. Examples: cameras, lighting equipment, subscriptions associated with virtual programming, and training to utilize these tools. Individual items may not exceed \$1,000.
- Community outreach, advertising, and marketing efforts
- Efforts to increase accessibility to arts programming

Non-fundable Expenses

Individual Artist Commission funds are unable to fund the following expenses:

- Operating expenses of privately-owned facilities (homes and studios)
- Acquisition of works of art
- Contingency funds
- The purchase of permanent equipment items that exceed \$1,000 or capital improvements
- Creation of textbooks or classroom material
- Lobbying expenses
- Regrants by applicants to fund other activities
- Awards, trophies, certificates, stipends for students, scholarships, fellowships, contests, competitions, cash prizes, and juror fees.
- Fees paid to children under the age of 18
- Entertainment costs including receptions, food, and fundraising events.
- Out-of-state travel costs.

Submitting a proposal to the Community Arts Grant too?

The Individual Artist Commission is part of AMH's Decentralization Program. There are three categories: Community Arts Grants, Individual Artist Commission, and Arts Learning Grants. **Applicants may submit up to three grant proposals for funding.** The cumulative amount requested by a single applicant may not exceed \$5,000. For more information visit www.artsmidhudson.org/grants-and-funding

Note: AMH will be accepting proposals for the Arts Learning Grant in early 2021.

Review Procedure

Peer Panel Review

All submitted grant proposals are reviewed using a peer panel evaluation process. A panel of artists evaluate grant proposals and recommend project support based on evaluation criteria, Individual Artist Commission goals, and adherence to these guidelines. Arts Mid-Hudson staff or board members do not have a vote in this process.

- **Nominate a Peer Panelist:** <https://tinyurl.com/AMH-Panel-Nomination>

Grant proposals are reviewed for eligibility, completeness, and accuracy by AMH staff. It is the applicant's responsibility to submit a complete and accurate grant proposal. As part of the review process, AMH staff may contact you by telephone or email to clarify and review information.

Evaluation Criteria

The peer panel will review grant proposals using the following criteria below. The criteria are not listed in order of priority, each is equally important and must be addressed in the proposal. Each proposal is rated individually and in relation to the entire pool of applicants.

- **Artistic Merit** - Based on samples of past work submitted. A clear relationship between the applicant artist's work and the proposed project.
- **Project Feasibility** - Project has clearly defined activities, a realistic timeline, and budget. Artist is capable of completing the project. Applicant demonstrates the ability to make an alternate plan if required by social-distancing guidelines.
- **Impact of the Project** - Potential benefit to the applicant artist. Quality of the public component through a presentation of the artist's work or community involvement in the creative process. Contributes to the understanding of the artist's role as a critical member of the community.
- **Addresses one or more goals for 2021 funding (see page 1).**

Appeals Process

An appeals process is in place for applicants who are denied funding and can demonstrate that information was withheld and/or misrepresented, and/or that an improper procedure occurred. ***Dissatisfaction with the funding decision is not justification for an appeal.*** Applicants denied funding will be furnished with the entire Appeals Process and Procedures. The Appeal Panel is made up of community members who did not serve on the original peer review panel.

Responsibilities of Grantees

- Sign and adhere to the terms of the project contract.
- Adhere to a Publicity Agreement that requires the use of AMH's logo and language that credits both AMH and NYSCA for funding on all publicity materials. NYSCA's logo may not be used on promotional materials.
- File short reports as specified in the project contract including interim and final reports.
- Provide copies of publications and promotional materials related to the funded project.
- Provide up to two (2) complimentary tickets (if applicable) for AMH auditors upon request.
- Notify AMH by email ASAP of major changes to the funded project.

How to Submit a Grant Proposal

Submitting a Grant Proposal

All Grant Proposals must be submitted online by **Wednesday, October 28, 2020, at 11:59 PM (EST)** to <https://artsmidhudson.submittable.com>. If you require assistance in completing the online submission form, contact us in advance of the deadline.

Applicants are encouraged to seek assistance listed below and submit a draft of their grant proposal to the AMH Grants Team so we may provide specific feedback.

Work Samples

Samples of past work are required with all submissions. When selecting work samples, we recommend artists select work that reflects their range and skill, as well as work that relates to the proposed project. Artists who are unsure of what to present are encouraged to reach out to the AMH Grants Team for feedback.

Checklist of additional documents required for Community Arts Grants:

- Individual Artist Budget Form:** available for download at www.artsmidhudson.org/grants-and-funding
- Artist's resume or bio** (limit of 2 pages)
- Supplemental materials** (up to 10 files): image files, videos, audio files, and literary samples (limit of 8 pages). Acceptable file types: .jpg, .mp4, .mov, .wav, .mp3, and .pdf. There is no limit on file sizes, but we recommend image/doc files not exceed 5 mb and audio/video files not exceed 10 mb. The smaller the better without harming work sample quality.
- A limit of 3** additional document(s) may also be included (letters of support, press articles, marketing samples, etc.)

Free Assistance Before Submitting A Proposal

AMH provides free in-depth support. Applicants to this program will benefit from taking full advantage of all of the support offered including informational videos, resources, one-on-one appointments, and draft review.

- **Watch the Individual Artist Commission Informational Videos:** It is highly recommended that all applicants watch the informational videos. This resource will provide an overview of the program and tips on how to submit a competitive grant proposal. Due to social-distancing requirements, no in-person information sessions will be offered in 2020. If you are unable to access this resource, please let us know. **Informational Videos:** <https://tinyurl.com/DEC2021-Info-Videos>
- **Attend a Q&A Session:** Weekly Q&A sessions will be hosted on **Zoom** at a variety of times. **The up-to-date schedule and the link to RSVP is available here:** <https://tinyurl.com/QA-RSVP>
 - **Note:** You must RSVP to receive the Zoom Access Information. Once you sign up, you will be added to the list to receive the access information weekly. Applicants may attend multiple Q&A sessions.

Complete the Proposal Eligibility Form: It is highly recommended for all applicants to complete this short form to alert us of your intent to submit a proposal. AMH staff will review key details of your project to check for eligibility and make recommendations. Proposal Eligibility Forms received prior to October 14, 2020, are guaranteed a response from the AMH Grants Team with feedback.

Proposal Eligibility Form: <https://tinyurl.com/2021-Proposal-Eligibility-Form>

- **Make one-on-one Grant Assistance Appointments with AMH:** Applicants are encouraged to make appointments with the AMH Grants team to discuss specific questions, brainstorm ideas, and receive feedback on a draft or budget. Appointments will be conducted by phone or Zoom. **Note:** Grant Assistance Appointments are not designed to provide an overview of the guidelines. Please review these guidelines and the informational videos before scheduling a meeting or submitting a draft for review to the AMH Grants Team.

Grant Assistance Appointment Form: <https://artsmidhudson.youcanbook.me/>