**North Carolina Arts Council** **Artist Support Grant**

**Toolkit**



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**Overview**

This toolkit provides templates for documents and forms that are needed for applicants, panelists*,* and reporting in the administration of the North Carolina Arts Council Artist Support Grants. All of these materials can also be found [online](https://www.ncarts.org/artist-support-grant).

An accompanying guidebook ([also available online](https://files.nc.gov/ncarts/docs/grants/artist_support_grant/20-21-nc-artist-support-grant-guidebook.pdf)) aims to help regional consortium partners administer these grants.

# Applicant Guidelines

[Add lead local arts council logo]

North Carolina Arts Council Artist Support Grants

Applications due by [Due Date]

### Guidelines and Information

The Artist Support Grant was created to provide direct support to individual artists during and following the COVID-19 pandemic. The initiative will fund professional and artistic development for emerging and established artists to enhance their skills and abilities to create work or to improve their business operations and capacity to bring their work to new audiences.

Artists representing visual, craft, performing, traditional, and interdisciplinary art forms are encouraged to apply. Applicants should demonstrate a commitment to spending a significant portion of their time on their work as artists. The Artist Support Grants will support projects from [grant funding period]. Awards may range from [grant amount range]. Applicants may receive full or partial funding.

### Eligibility

* **Individuals and Artist Collectives** — Both individual artists and small, unincorporated groups of collaborating artists are eligible to apply.
* **Residency** — Artists should have lived continuously in the region where they are applying for at least one year before the consortium’s application deadline. An applicant must be at least 18 years old and either a U.S. citizen or a permanent resident alien. The consortium may require proof of residence and status. Artists who live in more than one region should apply only where they spend most of the year. All members of a collaborating team must be North Carolina residents, live in the region in which they are applying, and meet the other eligibility requirements. Résumés documenting residence for all team members should be included with the application.
* **Multiple Awards** — Artists who are sole proprietors of organizations that have already received funding for FY2020–2021 from the N.C. Arts Council are ineligible to apply.
* **Conflict of Interest** — Current board and staff members of the consortium partner organizations and their family members are not eligible to apply for the award.
* **Student Status** — The Artist Support Grant is intended for adult, nonstudent artists. Artists enrolled full-time in undergraduate or associate degree-granting programs may not apply for the grant. Artists in certificate programs are generally eligible. Artists pursuing graduate degrees in subjects other than their art form may be eligible if they meet the other eligibility criteria. Other questions and special circumstances should be discussed with N.C. Arts Council staff.

### Eligible Projects and Costs

Up to 50 percent of the grant amount may be used for artist fees.

* + **Completion/Presentation of a New Work** — Cost of resources necessary to complete or present a significant new work (e.g., purchasing art supplies or equipment (digital may qualify) or space rental)
	+ **Career Promotion** — Projects aimed at advertising artists’ work and/or demonstrating their skill level (e.g., websites, portfolios, audio-visual documentation, and online presentation)
	+ **Training** — Costs to attend a class or workshop (in-person or virtual) aimed at either enhancing the artist’s skill level or professional development (e.g., a master class or workshop taught by acknowledged authorities in the applicant artist’s medium)
	+ **Travel** — Costs of transportation, lodging, and food for training, professional conferences, or research as allowed or possible while adhering to social distancing guidelines

### Ineligible Projects and Costs

* + - Scholarships for undergraduate- or graduate-level education
		- Projects that support or oppose a particular candidate for public office
		- Projects that are exclusive to members of a particular religious faith group
		- Projects that do not have a direct effect on the applicant’s growth as an artist (e.g., the promotion of other artists’ work)

### Deadline

Applications must be completed and submitted online at [Website] or mailed or hand- delivered to [Address] by [Date and Time, as determined by the Consortium].

**Evaluation Criteria**

### Overall excellence of the applicant’s artwork as demonstrated by work samples

* + - * Feasibility of the proposed project
			* Contribution of the proposed project to the advancement of the applicant’s professional artistic development and practice

### Review Process

All completed Artist Support Grant applications will be judged by a multicounty panel of established artists, arts professionals, and arts educators and administrators who will review and evaluate the applications and allocate funds for selected projects.

### Information and Assistance

For more information, please contact [Contact Person and Information].

[Grant Workshop Schedule, with Dates and Locations]

### Local Arts Council Contact Information

[Provide all contacts and contact information for each county in the consortium.]

# Sample Press Release

[Add lead local arts council logo]

### For Immediate Release

### Media Contact: [Lead Arts Council Contact Information]

**[Lead Arts Council] Seeks Applications for the**

**North Carolina Arts Council Artist Support Grants**

The [Lead Arts Council] seeks applications for Artist Support Grants for 2020–2021. The deadline to apply is [month/day]. These grants support artists in all disciplines with funding for projects that will have a significant impact on the advancement of their professional artistic careers.

The Artist Support Grant program is managed through a partnership with [Name of arts councils] to serve artists in [Counties in Consortium]. Funding is provided by the North Carolina Arts Council.

Artists at any stage of their careers, emerging or established, are eligible to apply for grants in all disciplines, such as visual art and craft, traditional art forms, music composition, film/video, literature and playwriting, and choreography and dance. Types of fundable projects include the creation of new work, purchase of equipment and materials, and professional development workshops. Complete funding guidelines and applications are available online at [Website].

Grant awards generally range from [Typical Consortium Range].

Applications must be received by [Deadline Format: Day of the week, date, and year, if beyond 2020]. For more information, contact [Artist Support Grant (ASG) Contact Person/Email/Phone].

Workshop(s) for interested artists will be offered at [Workshop Host Location(s) and Time(s)]. Please contact [ASG Contact Person/Email/Phone] for more information or to register.

###

*Submit this report to your funding agency.* ***It should not be submitted to the North Carolina Arts Council.***

**Applicant Information**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: North Carolina Zip Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

County: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Residence in this County: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: (\_\_\_\_\_) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Website: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Race: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Certification**

I certify that I am not a student currently enrolled in an associate’s, undergraduate or graduate program.\*

I certify the information contained in this report, including all attachments and supporting materials, is true and correct to the best of my knowledge.

Signature of Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*\*Applicants pursuing graduate degrees in subjects other than their art form may be eligible if they meet the other eligibility criteria. Exceptions must be confirmed with granting agency.*

**Project Description Narrative** *(Attached separately – 1,000 word limit)*

Your Project Narrative should explain your proposed project and how it will have an impact on your career as an artist. Include your artist statement and project description:

* *Describe your project and the proposed use of funds.*
* *Explain what this project will enable you to do that you are unable to do now.*
* *Summarize how this project will advance your career or development as an artist.*

**Grant Amount Requested** [add range or limit here]

$ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Proposed Project Period**

Start Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ End Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Project Budget**

**Expenses:**

Provide your project expenses, describing what will be paid for using your grant award, and what will be paid for with supplemental funding\*. Grant expenses must be cash, but matching funds may include in-kind costs.

|  |  |  |  |
| --- | --- | --- | --- |
| **Description** | **Total** | **Grant** | **Match** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Total Expenses:** |  |  |  |

**Income:**

Provide any project income including personal funds, additional grant funds, or other sources that contribute towards your match amount. List different sources separately. The **Total Income** amount should equal the **Total Expenses** amount listed above. Identify in-kind support, as appropriate.

Budget Sheet can be downloaded here: ([nc-asg-applicant-budget-sheet.xlsx](https://files.nc.gov/ncarts/docs/grants/artist_support_grant/nc-asg-applicant-budget-sheet.xlsx))

\**This is not a matching grant, so the matching amount is not required. You may apply for the full amount of your project, provided it is within funding range for the grant. If additional funds will be necessary to complete the project, indicate the amount and anticipated source on the income table.*

*\*An itemized budget, itemized store receipts, and copies of cancelled checks or credit card receipts are mandatory when submitting your Final Report, so be sure to keep all payment records.*

**Work Samples**

Applicants must provide high-quality, digital work samples (links or attachments –jpg, mp3, pdf, etc.). Samples must be of artist’s work only. Hard copies will not be accepted. Work must be completed within the past three years. Applicants must attach an inventory list with the following descriptions for the applicable discipline:

* **Dance and Performing Arts:** Documentation of up to three recorded performances. Videos uploaded may not exceed a total time of ten minutes.
	+ Description: include date and location of performance, title of piece, names and roles of key people, including directors, choreographers, lead performers/actors, etc. A short summary may also be included.
* **Music:** Documentation of up to three recorded performances, live or studio. Audio or video uploaded may not exceed a total time of ten minutes.
	+ Description: include date and location of performance, title of piece, names and roles of key people, including directors, choreographers, lead performers/actors, etc. A short summary may also be included.
	+ Composers and songwriters should also submit scores, lyrics, and/or lead sheets, as appropriate.
* **Writing:** Fiction, creative nonfiction, and playwrights may submit no more than 12 pages each of one to two manuscripts. Poets may submit five to seven poems. Playwrights may also submit documentation of a recorded performance or staged reading of their plays (videos, clip not to exceed five minutes.)
* **Visual Art and Craft:** Up to 15 images of your work.
	+ Description: date of completion, medium, and dimensions.
	+ Time-based work can be documented with video, up to five minutes.
* **Film:** Documentation of one or more completed films. (Video clips not to exceed five minutes.)
	+ Description: include date and location of performance, title of piece, names and roles of key people, including directors, choreographers, lead performers/actors, etc. A short summary may also be included.

\*For video and audio work samples: please note that due to file sizes, YouTube and Vimeo links are preferred for video. Do not upload MP4s directly to the application. Please indicate if the work sample is professionally mastered.

**Application Checklist**

* **Applicant Profile**
* **Narrative**
* **Artist Statement** – Attach an artist statement that describes your work and the key ideas, goals, or cultural practices that drive you to create. (one typed page)
* **Artist Résumé** – Attach an artist résumé that includes education, employment, public presentations of your work, publications, commissions, honors, grant/fellowship awards, and relevant experience. (four pages maximum)
* **Budget Support** – Provide support information for your budget, i.e. cost of materials, price quote on services, etc.
* **Support Materials** – You may submit digital copies of reviews, programs, catalogs, and other support materials relevant to the project. (Physical materials may be submitted if digital is not an option.)
* **Letters of Recommendation (optional)**
* **Work Samples and Inventory List**

[include Local Arts Council logo]

**Applicant Information**

Name:

Mailing Address:

City: County: Zip Code:

Phone Number: Email:

Race:

**Certification**

I certify the information contained in this report, including all attachments and supporting materials, is true and correct to the best of my knowledge, and that the expenditures are for the purposes set forth in the grant award documents.

Signature of Applicant: Date:

**Project Description Narrative** *(Attach separately)*

Describe your finished project. Provide details about how it met, didn't meet, or exceeded the outcomes proposed in your application.

Summarize the ways in which the project was as success and describe its impact on your artistic career and goals

**Project Budget**

**Expenses:**

Provide your revised budget and actual project expenses and explain any significant variations. Identify any cash or in-kind matching contributions.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description** | **Budget** | **Actual** | **Variance** | **Explanation of Variance** |
|  |  |  |  |  |
|  |  |  |  |  |
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|  |  |  |  |  |
| **Total Expenses:** |  |  |  |  |

**Income:**

Provide any project income including personal funds, additional grant funds, or other sources. List different sources separately. The **Total Income** amount should equal the **Total Expenses** amount listed above.

|  |  |
| --- | --- |
| **Description** | **Amount** |
| Artist Support Grant  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| **Total Income:** |  |

Budget Sheet can be downloaded here if needed: ([nc-asg-applicant-budget-sheet.xlsx](http://files.nc.gov/ncarts/docs/grants/artist_support_grant/nc-asg-applicant-budget-sheet.xlsx))

**Attachments**

* I have included the required photos, digital copies, or other audio/visual documentation of the works completed.
* I have included the applicable publicity samples and printed materials with logo and credit line.

#### NC Arts Council Logo**North Carolina Arts Council Artist Support Grant**

#### **Sample Grant Award Letter**

**[ include LAC Logo ]**

[Date]

[Full Name]

[Address Line 1]

[Address Line 2]

Dear [Grantee]:

Congratulations! You have been selected as a North Carolina Arts Council Artist Support Grant award recipient. The [Lead Arts Council] received [# of applications] and awarded [# of grant awards].

Serving on the panel this year were the following arts professionals: name/affiliation or expertise/city of residence.

Attached you will find your grant award packet including your grant contract, reporting requirements, and supplemental documents. Please review the enclosed contract carefully, and sign and return the contract along with your W-9 form. You may return your contract and additional materials by standard mail or fax, or you can scan and e-mail them back to me at [Contact Email Address].

If your project was partially funded, you will be required to complete a revised budget and project narrative. This will allow you to make changes to your project as a result of reduced funding. Please note these changes should not change the intent of the overall project and are subject to approval.

Panelists may have provided comments about some applicants. If you would like to discuss your grant award or the funding panel's comments and suggestions, please call me to schedule an appointment.

We congratulate you on your success and look forward to working with you in the coming year as your project unfolds.

Kindest regards,

[Contact Person and Title]

#### [**North Carolina Arts Council Artist Support Grant**

#### **Sample Grant Contract**

[insert LAC logo]



North Carolina Arts Council

Artist Support Grant 2020-2021

**ARTIST CONTRACT**

This contract entered into this [Day] of [Month and Year], by and between [Lead Arts

Council] and the following Grantee (referred to collectively as “Artist”).

**Name:** [Grantee Full Name]

**Amount:** [Grant Award Amount]

**Project Title:** [Grantee’s Project]

**Stipulations:** [Stipulations as decided by panel and/or board]

**Contract Documents:** The contract package includes the following:

1. Grant Award Letter
2. Contract with General Terms and Conditions
3. Grantee Instructions
4. W-9 Tax Form
5. Final Report Form

These documents constitute the entire agreement between the Artist and supersede all prior oral or written statements or agreements.

Therefore, by signing the Agreement the Grantee agrees to and will comply with the terms and conditions set forth below and in the enclosures to this contract.

Whereas, the Artist has requested financial assistance for a project, and furnished a budget for said project; and WHEREAS, the Artist shall by June 30, 2021 to complete the project described in the Artist’s application.

NOW THEREFORE, in consideration of the North Carolina Arts Council Artist Support Grant application, [local arts council] shall award to the artist in the amount of **[Grant Amount]** on the following conditions:

1. The Artist shall use the grant money exclusively for the funded project, as described in the application form.
2. The Artist shall return all funds that remain un-obligated and unspent in the funding period ending on **June 30, 2021**.
3. [Local Arts Council] shall not be responsible or liable for any deficit arising from the project.
4. In the event the Artist fails to complete the funded project, the Artist shall return the full amount of the grant to [Local Arts Council].
5. If the funded project constitutes an exhibition or performance that does not occur, the Artist shall return the full amount of the Grant to [Local Arts Council].
6. The Artist is **NOT** an agent, employee or representative of [Local Arts Council] and is not to undertake the funded project as a joint venture with [Local Arts Council]. Therefore, the Artist shall not state or intentionally imply any agency, employee representative of joint relationships with [Local Arts Council] in any context, contractual or otherwise. The relationship between [Local Arts Council] and the Artist in connection with this grant is one of financial support only and is limited to the terms of the agreement.
7. Furthermore, the Artists agrees to indemnify and hold harmless [Local Arts Council] from any and all claims or third parties heretofore or hereafter arising, known and unknown, which relate in any way whatsoever to this contract, including but not limited to copyright infringement and any other conduct, passive or active.
8. The Artist permits his/her name and information about his/her background and project to be included in publicity about the Artist Support Grant.
9. The Artist shall submit to [Local Arts Council] a full and accurate accounting of the funds, summarizing all expenditures in an Artist Support Grant Final Report to be sent with the Artist’s grant check. The Artist agrees to submit this report within 30 days following completion of the project to [Local Arts Council]. Documentation supporting the report, i.e. receipts, photographs, etc. should be submitted at this time also.
10. The Artist will be responsible for the safekeeping and identification of financial records that corroborate the project’s financial statement. Records (sales receipts, invoices, travel claims, pay vouchers, etc.) must be kept by the Artist for a period of three (3) years after the completion of the project.
11. The Artist further agrees to include the following credit in all promotion, publicity and printed programs:

*This project was supported by the North Carolina Arts Council, a division of the Department of Natural and Cultural Resources.*
12. The Artist will attach to the final report copies of publicity information (including press releases and images and other printed materials produced in connection with the funded project).
13. The Artist shall not change this Agreement or any part thereof without the written consent of [Local Arts Council].
14. This contract constitutes the agreement between the [Local Arts Council] and the Artist.

By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ By \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Administrator] Artist’s Signature

Artist Support Grant Administrator

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

 Artist’s Name (please type or print)

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**North Carolina Arts Council Artist Support Grant**

**Awardee Instructions**

Please read the following information carefully and use it as a checklist in fulfilling your obligations for the Artist Support Grant. If you have questions about any of this material, contact [contact person, telephone number and email address].

**1. Sign and return grant contract**Please review your grant notice. If your grant was not funded at the level you requested, you may need to revise your project budget. Before you begin, note any stipulations contained in the grant notice. If you cannot implement your project at the reduced grant amount, please notify (Lead Arts Council Name) immediately.

Please sign the Grant Contract and return one (1) copy along with the W-9 form to (Lead Arts Council Name) at (address here). Please return these forms by (deadline date) for processing.

**2. Review Requirements for Final Report**

All grantees are required to submit a final report to (Lead Arts Council Name) within 30 days following completion of the project to [Local Arts Council]. Review the final report and familiarize yourself with documentation required, i.e. receipts, photographs, etc.

**3. Use the North Carolina Arts Council credit line and logo**

The North Carolina Arts Council logo and credit line must be prominently displayed on-site, and in all publicity and printed materials for grantee projects.

Example:



This project was supported by the North Carolina Arts Council, a division of the Department of Natural and Cultural Resources.

**Reproducing the Arts Council Logo**

Grantees may download a print quality logo from the N.C. Arts Council’s website at
the [Branding and Logo page](https://www.ncarts.org/leadership/branding-materials). The logo must be reproduced as a unit without alteration. The logo may be no smaller than 1″ wide. The circle with the word “ARTS” must be a least the size of a nickel, although the size of a quarter is preferable. [Please see the Visual Guide](https://files.nc.gov/ncarts/NCAC50_VisualGuide.pdf).

**North Carolina Arts Council Artist Support Grant**

**Sample Grant Rejection Letter**

**[ include LAC Logo ]**

[Date]

[Full Name]

[Address Line 1]

[Address Line 2]

Dear [Name]:

Thank you for your application to the North Carolina Arts Council Artist Support Grant. The [Lead Arts Council] received [# of applications]. Serving on the panel this year were artists, arts professionals, and experts in each specific discipline submitted. The panelists had to make some difficult decisions, and we regret to inform you that your proposal was not among those recommended for support. If you would like more specific feedback on your proposal, or advice on submitting future grant proposals, please feel free to call or email me.

I also hope you will take advantage of other resources available to artists in the region and state. The North Carolina Arts Council offers other resources for artists, including the biweekly *Artist Opportunities* email listing, which features auditions, juried competitions, commissions, residencies, and other opportunities around the state and nationally. The Artist Fellowship program is another grant opportunity that the N.C. Arts Council supports, alternating years by discipline, to support the creative development of artists in ten different art forms. The next deadline is Spring 2021.

Thank you in your interest in the Artist Support Grant.

Sincerely,

[Lead Arts Council Director] [Lead Arts Council]

**PANELIST GUIDELINES AND MATERIAL**

# Expectations for North Carolina Arts Council Artist Support Grant Panelists

*It’s useful to share, in writing before the meeting, what you expect of the panelists you select to participate in the Artist Support Grant review. It’s also helpful to have a printed or posted copy of these guidelines on hand at the meeting, in case you need to clarify any aspect of the review process.*

*\*\*\**

Grant panelists will be responsible for the following tasks:

* + Review all applications, work samples, and evaluations thoroughly prior to attending the panel meeting.
	+ Make objective assessments based on funding policies, grant guidelines, and application evaluation criteria.
	+ Make recommendations that are not self-serving and are in the best interests of the artists in the region.

Through the panel review process, each application should receive a responsible and thoughtful evaluation. The following procedures and policies will ensure that the panel’s work is conducted in a fair and equitable manner:

* + Panelists will evaluate all applications with professional objectivity, setting aside loyalty or allegiance to a particular artistic style or movement, or other special interest.
	+ Before the panel meeting, panelists must declare any personal or professional affiliation with any of the applicants. Panelists with conflicts shall abstain from discussion and voting. (See the conflict-of-interest policy for more information.)
	+ Panelists with expertise should respond to applications in their respective disciplines, either first as lead reader or during the flow of the discussion.
	+ Panelists should make comments as succinctly and objectively as possible, focusing on the criteria. Lengthy or excessively passionate comments may appear partisan and create an awkward dynamic in the room.

# North Carolina Arts Council Artist Support Grant

# Conflict-of-Interest Disclosure Policy

The [Lead Local Arts Council] uses advisory panels to review applications from artists. Panelists have been appointed because of their considerable knowledge and experience with one or more art forms. Thus, often they may be familiar with Artist Support Grant applicants. However, panelists should be alert to avoid any actions that could be interpreted as an attempt to achieve personal financial gain, either directly or through an outside organization or person, or to further the economic interests of an organization or person with which or with whom they are affiliated.

Through the panel review process, each application receives a responsible and thoughtful evaluation. These procedures and policies must be followed to ensure that the panel’s work is conducted in a fair and equitable manner:

1. Panelists may not be applicants for the grant programs being reviewed.
2. Panelists should file with the panel chairperson any applications eligible for Artist Support Grant support in which they or their immediate families have financial interest.
3. During the panel meetings, panelists must declare any personal or professional affiliation with any of the applicants. A panelist shall abstain from discussion and voting and shall leave the room under the following conditions:
	* During the review of a proposal by an applicant who is a member of the panelist’s immediate family (spouse, children, other household members, or in-laws); or
	* During the review of a proposal by an applicant who has a financial or collaborative affiliation with the panelist. (This applies to the current fiscal year and the fiscal year in which the grant would be funded.)
	* During the review of a proposal by an applicant with whom they have a close relationship and about whom they cannot be objective or would be perceived as lacking objectivity
	* Whenever local arts council staff determine that a conflict could influence the panel’s objectivity and integrity
4. Panelists shall make every reasonable effort to act without self-interest, or without serving the self-interest of other members, on all applications submitted for the Artist Support Grant, recognizing that loyalties to a geographic area, arts discipline, institution, or specific interest group must be subordinated to the broader purposes of acting in the best interests of statewide arts development.
5. Staff and board members of arts council consortium members may not apply for the Artist Support Grant, nor may members of their families apply for this grant while they have a formal association with the arts council.
6. Prior knowledge of an applicant’s work is not considered a conflict of interest and, in fact, contributes positively to informed and responsible deliberations. However, while prior experience with an applicant’s work may be brought into the discussion of that artist’s application, panelists should focus their primary evaluation on the work samples submitted to the panel.
7. Notwithstanding any of the preceding instructions, panelists are urged to excuse themselves from discussing any application whenever they feel unable to do so in a fair and objective manner.

# North Carolina Arts Council Artist Support Grant

# Conflict-of-Interest Disclosure Statement

After a review of a list of applicants, the [Lead Local Arts Council]’s Conflict-of-Interest Policy requires all panel members to file a statement listing those artists with whom they have a potential conflict. Generally speaking, relationships must be recent, current, or ongoing to be considered conflicts. If you have questions, contact [Lead Local Arts Council representative].

\* \* \* \* \*

I have a financial, professional, or personal relationship with the following applicants:
1.

2.

3.

4.

5.

Members of my immediate family have a financial, professional, or personal relationship with the following applicants:

1.

2.

3.

4.

5.

Signature

Printed Name

Date

# Sample Rating Sheet

**(Note: It is recommended to score artistic merit first to determine strongest applications, then rate feasibility and professional development.)**

Rate the applicant from 1 to 5 for each of the criteria listed.

5 – Outstanding 4 – Very Good
3 – Good

2 – Fair

1 – Poor

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Applicant Name | Applicant Name | Applicant Name |  |  |
| **Artistic Merit**Work samples provided show artistic excellence, and there is originality, inventiveness, and/or cultural significance in the project proposed. |  |  |  |  |  |
| **Project Feasibility**The project proposal is clear and well-organized, showing preparation and planning. The proposal’s goals are realistic and achievable. The project budget shows forethought and consideration. |  |  |  |  |  |
| **Professional Development**The project is consistent with the applicant’s career stage and will be meaningful in expanding and/or promoting the applicant’s artistic career. |  |  |  |  |  |
| **Total** |  |  |  |  |  |

|  |
| --- |
| **Sample Score Tabulation and Allocation Sheet** |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  | **Combined** |  |  |  |
|  |  |  | **Feasibility** |  |  |  |
| **Artistic** | **Project** | **Contribution to** | **and** | **Combined** |  | **Recommended** |
| **Merit** | **Feasibility** | **Development/Career** | **Development** | **Overall** | **Request** | **Grant** |
| **Artist A** |  |  |  |  |  |  |  |  |
| **Artist B** |  |  |  |  |  |  |  |  |
| **Artist C** |  |  |  |  |  |  |  |  |
| **Artist D** |  |  |  |  |  |  |  |  |
| **Artist E** |  |  |  |  |  |  |  |  |
| **Artist F** |  |  |  |  |  |  |  |  |
| **Artist G** |  |  |  |  |  |  |  |  |
| **Artist H** |  |  |  |  |  |  |  |  |
| **Artist I** |  |  |  |  |  |  |  |  |
| **Artist J** |  |  |  |  |  |  |  |  |
| **Artist K** |  |  |  |  |  |  |  |  |
|  |
| **Available Budget** |  |

1. Collect Artistic Merit scores from panelists. Artistic merit is weighted double, so add this score twice.
2. Sort the list from highest to lowest scoring applicants and establish a cutoff for consideration.
3. Enter Feasibility and Development scores for applicants on the short list and total the combined amounts.
4. Re-sort and determine allocations from high to low.

[Download this Excel spreadsheet](https://files.nc.gov/ncarts/docs/grants/artist_support_grant/20-21-nc-artist-support-grant-scoring-and-allocation-sheet.xlsx).

|  |  |
| --- | --- |
|  | **North Carolina Arts Council Artist Support Grant****Applicant and Subgrantee Form [Year]** |
|  | **Lead Local Arts Council:** |
|  | **Applicant Name** | **Email** | **Address** | **City** | **State** | **Zip** | **County** | **Website** | **Discipline** | **Applicant Race** | **Amount Requested** | **Grant Amount** | **Project Description (25 words or less)** |
|  **1** |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  **2** |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  **3** |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Insertrows as needed. |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  | **TOTALS** | $0.00 | $0.00 |  |

This form provides a basic template for the information you must submit to the North Carolina Arts Council in July 2021. [Download the Excel file.](http://files.nc.gov/ncarts/docs/grants/artist_support_grant/20-21-nc-artist-support-grant-applicant-data-sheet.xlsx)