North Carolina Arts Council
Artist Support Grant
Application Workshop

July 30, 2021

For regions utilizing the GoSmart Online Application
Regions using the GoSmart Application

Beaufort, Dare, Hyde, Martin, Tyrrell and Washington
Franklin, Granville, Halifax, Northampton, Vance and Warren
Edgecombe, Greene, Nash, Pitt, Wayne and Wilson
Bladen, Brunswick, Columbus, New Hanover and Pender
Caswell, Rockingham, Stokes, Surry and Yadkin
Alexander, Burke, Caldwell, Catawba, Iredell and McDowell
Avery, Madison, Mitchell and Yancey
Buncombe, Haywood, Henderson, Polk, Rutherford and Transylvania
Cherokee, Clay, Graham, Jackson, Macon and Swain
North Carolina Arts Council
Artist Support Grant

• The Artist Support Grant provides direct support to individual artists for professional and artistic development, either to enhance their skills and abilities to create work, or to improve their business operations and capacity to bring the work to audiences.

• The fund was created as part of North Carolina Arts Council’s reprioritization of grants to provide stabilization for artists and organizations since the onset of COVID-19.
Eligibility for Application

• The Artist Support Grant is intended to support a broad range of talented visual, performing, literary, and interdisciplinary artists.

• Eligible candidates may be either emerging or established artists. Applicants should demonstrate a commitment to spending a significant portion of their time on their work as artists.
Eligibility for Application

• **Individuals and Artist Collectives** - Both individual artists and small, unincorporated groups of collaborating artists are eligible to apply.

• **Residency** – Artists should have lived in the region where they are applying continuously for at least one year prior to 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. Proof of residence and status may be required by the consortium. Artists who live in more than one region should apply only where they spend the majority of the year.

• All members of a collaborating team must be North Carolina residents, live in the region where they are applying, and meet the other eligibility requirements. Résumés documenting residence from all team members should be included with the application.
Eligibility for Application

- **Multiple Awards** – Artists who are sole proprietors of organizations that have already received funding for FY21-22 from the N.C. Arts Council are ineligible to apply.

- **Conflict-of-Interest** - Current board and staff members of the participating partner organizations and their family members are not eligible to apply for the award.
Evaluation Criteria

Artistic Merit

• Demonstrated talent in an art form and overall excellence of the artist’s work

• Clear commitment to a career as a practicing professional artist
Evaluation Criteria

Project Merit

• Benefit of the proposed project to the artist’s professional growth

• Feasibility of the proposed project
What the Grant will Fund

• **Completion/Presentation of a New Work** – Cost of resources necessary to complete or present a significant new work  
  e.g., purchasing art supplies, equipment, 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.
What the Grant will Fund

• **Training** – Costs to attend a class or workshop (in-person or virtual) aimed at either enhancing the artists’ skill level or professional development
  
  e.g., a master class or workshop taught by acknowledged authorities in their medium.

• **Travel** – Costs of transportation, lodging, and food for training, professional conferences, or research as allowed or possible with adhering to social distancing guidelines.

• *Up to 50% of grant amount may be used towards artist fees!*
What the Grant will Not Fund

• 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

• Non-profit initiatives

• Projects that do not have a direct effect on the applicant’s growth as an artist
  e.g. the promotion of other artists’ work
How To Apply

• Details for each region can be found on the North Carolina Arts Council’s website at [www.ncarts.org](http://www.ncarts.org)
The Application
Basic Information
Basic Information and Narrative Questions

For questions regarding the Artist Support Grant or completing the GoSmart Online Application, please contact Sydney Steen from the North Carolina Arts Council at sydney.steen@ncdcr.gov.

* Select your region.

* List your date of residence in your county.
For questions regarding the Artist Support Grant or completing the GoSmart Online Application, please contact Sydney Steen at sydney.steen@ncdc.gov.

* Select your region.

Select...

* List your date of residence in your county.
(Artists should have lived continuously in the region in which they are applying for at least one year prior to the consortium’s application deadline.)

Discipline

* 1. Please select the discipline that best describes your work.

Select...
Basic Information and Narrative Questions

For questions regarding the Artist Support Grant or completing the GoSmart Online Application, please contact Sydney Steen at sydney.steen@ncdcr.gov.

* Select your region.

* List your date of residence in your county. (Artists should have lived continuously in the region in which they are applying for at least one year prior to the consortium’s application deadline.)

01/01/2010

Discipline

* 1. Please select the discipline that best describes your work.

2. Provide your website. If you do not have a website, please link to a social media account for your work, if applicable.
List your date of residence in your county.
(Artists should have lived continuously in the region in which they are applying for at least one year prior to the consortium’s application deadline.)

01/01/2010

Discipline

1. Please select the discipline that best describes your work.

Select...

2. Provide your website. If you do not have a website, please link to a social media account for your work, if applicable.

www.ncarts.org

Character Count: 14 out of 100

If you are applying as a collaboration or artist team, please list all members here.

Artist 1, Artist 2, and Artist 3

Character Count: 32 out of 1000
Project Narrative
Project Description Narrative

Your Project Narrative should explain your proposed project and how it will have an impact on your career as an artist. Below are the items to be addressed in the project description:

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

(1,000 word limit. It is recommended to write your response in Word or a similar program and then paste into this field. This is to ensure your progress is not accidentally deleted.)

Grant Amount Requested

Grant amounts vary by region. Please check your region's specific range to ensure your request is within the limits. Regional details may be found here.

1,000

Proposed Project Period

Projects may take place from January 1, 2022 to December 31, 2022.

01/01/2022 to 12/31/2022

Save Work

Did I Complete This Page?
Narrative

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.
Your proposal needs to be:

• **Feasible**
  Don’t propose a project that seems beyond your capacity either in terms of cost, access, or other factors.

• **A logical step for you**
  It should make sense why the workshop tuition, computer, brochure, or new studio you want would be relevant and helpful to you at this point in your career.

• **The more specific you can be the better.**
Narrative

General Rules of Thumb:

• Use simple, declarative sentences, active voice—and get to the point. Observe the space or page limits.
  • Say what you need to say as efficiently as possible.

• Who, what, when, where, why, and how.
  • If you find, after you’ve answered the application queries, that you haven’t addressed one or more of the questions, you might want to revisit your responses.
Narrative

General Rules of Thumb:

• The narrative is not an artist statement. Keep your answers focused on the practical needs and outcomes of your project.

• Ask someone unconnected to the arts to read your application. Their perspective can be valuable in identifying aspects that are unclear or unpersuasive.
Project Budget
### 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.

*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.*

<table>
<thead>
<tr>
<th>Description</th>
<th>Artist Support Grant</th>
<th>Supplemental Funds</th>
<th>Total</th>
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[Save Work]
Budget

Project Budget - Income

Provide your project income, including any supplemental sources, if applicable.

*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.

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
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<td>Totals:</td>
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</table>

Save Work
Budget

• Provide detail.
  More detail is better. You can see the difference in the detailed budget on the right:

**Example 1**
- Travel: $600

**Example 2**
- Mileage (200 mi. @ .535): $107
- Lodging (4 nights @ $85): 340
- Meals (5 days @ $35): 175
- **Total:** $622
Budget

• Provide supporting documentation

Getting an estimate from the provider(s) to support the numbers will result in a stronger application.

For most equipment, airfares, and materials costs, prices can be found online. For professional services, you may need to request an estimate.

Always provide documentation for class, workshop, or conference registration costs.

If studying with a specific teacher is part of your proposal, say why and provide documentation of the teacher’s credibility.
Budget

• You are not required to spend your own money!

    If applicable, show other sources of income.

    If you are pursuing or have secured donations from others, especially for more ambitious projects, include that information, as well.

    Just leave enough room on the expected income side of your budget to make it clear that you do need the grant.
Work Samples
Work Samples

Strong, high-quality work samples are essential for a successful application.

The first stage in every process is an artistic evaluation, so pay attention to what you choose to submit.
Work Sample Selection

- **Attach Image**
  - You may attach up to 15 image file(s).
  - You have attached 1 image file(s).
  - Image file size must not exceed 25.00 MB.

- **Attach Audio**
  - You may attach up to 4 audio file(s).
  - You have attached 0 audio file(s).
  - Audio file size must not exceed 15.00 MB.

- **Attach Video**
  - You may attach up to 3 video file(s).
  - You have attached 0 video file(s).
  - Video file size must not exceed 500.00 MB.

- **Attach Document**
  - You may attach up to 7 document file(s).
  - You have attached 0 document file(s).
  - Document file size must not exceed 10.00 MB.
Attaching Media

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.

Work sample selection is a two-stage process. You must first add the sample to your Image/Audio/Video/Writing Bank by clicking the buttons below. After you add to your bank and return to your application, you MUST click the "Make Selection" button under the bank button in order to attach samples to your application.

Work Sample Page Tutorial

For digital video submissions, we strongly recommend using the Web Link Collection Form as opposed to video uploads. You can then upload this form as a PDF to your Written Documents bank and attach to your application.

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. o 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 upload may not exceed a total time of ten minutes. o 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. o 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. o Description: date of completion, medium, and dimensions. o 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.) o 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.

If you have any questions about this process, please contact Sydney Steen at sydney.steen@actor.gov.

Files will be viewed as shown below:
Work Samples

Selection

Be selective about what you include. Choose samples that you consider to be:

- Strong and recent representations of the quality of your work.
- Cohesive and relevant to the project you have proposed.
Work Samples

Work-sample descriptions and labeling

• An inventory list should accompany the work samples provided.

• The basic information is specific to each discipline. This will be explained in further detail on the next slides.
Work Samples

Dance and Performing Arts

• Documentation of up to three recorded performances. Videos uploaded may not exceed a total time of ten minutes.

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Playwrights may also submit documentation of a recorded performance or staged reading of their plays (videos, clip not to exceed five minutes.)
Work Samples

Visual Art and Craft

• Up to 15 images of your work.

Images must be high quality – not blurry or pixelated.

Description: title, date of completion, medium, and dimensions.
Work Samples

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.
Work Samples

• For video and audio work samples:

Note that due to file sizes, YouTube and Vimeo links are preferred for video.
Please indicate if the work sample is professionally mastered. Do not upload MP4 files directly to the application.
Work Samples

• Samples must be of your work only!

• Work must be completed within the past three years.
Support Materials

Please upload files as PDFs (not .doc files) and name files with your last name followed by the type of document - for example: smith_resume.pdf, smith_artist_statement.pdf, smith_inventory.pdf.

Use additional upload slots to upload documents that serve as support material for your proposal such as letters of reference or marketing materials (optional). You may also 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 are optional.

* Upload Inventory List.
* Attach an artist statement that describes your work and the key ideas, goals, or cultural practices that drive you to create. (one typed page)
* Attach an artist resume that includes education, employment, public presentations of your work, publications, commissions, honors, grant/fellowship awards, and relevant experience. (four pages maximum)
* Provide support information for your budget, such as cost of materials, price quote on services, etc.

4. Description

Upload: No file uploaded.

5. Description
Support Materials
Résumés or Bios

As a rule, they should be:

• Artist résumés
  They should focus on your activities as an artist, including exhibitions, performances, readings, screenings, commissions, collections that have acquired your work, publishing history, residencies, articles and reviews of your work, workshops taught or taken, lectures, panels, education, employment, awards, etc.

• Abbreviated
  A suggested length is two-to-four pages.
Résumés or Bios

If you have limited experience as an artist, foreground your existing artistic achievements in your resume and condense your other work and experience into broad background information.

Use this situation to make the case that the grant is especially important towards taking a meaningful step forward in your artistic career.
Letters of Recommendation

• Letters of recommendation are sometimes required, sometimes optional, but they should always be the least important part of your proposal.

• Have qualified references who can speak specifically and enthusiastically about your abilities as an artist.

• Consider the following as you choose your references:
  • First-hand knowledge of your work as an artist
  • Professional credentials (this is not a personal recommendation)
  • How recent is the reference’s encounter with your work?
Certification

Certification

* By checking the box below, I certify that I am at least 18 years old and I am a U.S. citizen or holder of permanent resident alien status. I also certify that I have been a continuous resident of North Carolina for at least the year immediately prior to this application, will remain a North Carolina resident during the grant period and be physically present in the state for the majority of the grant period. I am not currently enrolled and will not be enrolled in an academic or degree-granting program during the grant period. The information contained in this form is correct to the best of my knowledge. I understand that this form must be electronically submitted to the North Carolina Arts Council by 11:59pm September 17, 2021.

Save Work

Did I Complete This Page?
Artist Support Grant 2021-22 #ASG_220001

- Basic Information and Narrative Questions
- Project Budget - Expenses
- Project Budget - Income
- Work Sample Selection
- Support Materials
- Certification
- Submit

Congratulations on submitting an application for the 2021-2022 Artist Support Grant! Your application will be submitted for review and your local arts council will be in touch with further information, if needed.

- Final Submission

Submit
Application Checklist

• Application Profile

• Narrative

• **Artist Statement** – Attach an artist statement that describes your work and the key ideas and goals 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)
Application Checklist

- **Budget Support** – Provide support information for your budget, i.e. cost of materials, price quote on services, etc.

- **Support Materials** – You may submit reviews, programs, catalogs, and other support materials relevant to the project.

- **Work Samples and Inventory List**
Application Checklist

• DEADLINE IS SEPTEMBER 30, 2021 11:59PM
If you receive a grant...

• You will enter into a contractual agreement with the lead arts council for your region.

• Any promotional and marketing materials for the proposed project must demonstrate use of N.C. Arts Council logo and credit line.

• Funds must be spent by June 30, 2022.

• Projects must be completed before December 31, 2022.
Questions?

If you need help with your application, or have specific questions, contact:

Sydney Steen
Creative Economies Coordinator, N.C. Arts Council
sydney.steen@ncdcr.gov