

York County Cultural Alliance Artist Professional Development Grant Guidelines Updated for 2021

Grants are funded in partnership with the Loucks-Bose and Langione Funds of the York County Community Foundation



Based on direct feedback from the artist community about the effects of Covid-19, a few changes have been made to the Artist Professional Development Grants in 2021. These changes will be in BOLD throughout the grant guidelines document and on the website.

<p>What does this grant fund?</p>	<p>This grants funds distinct opportunities that will advance your creative practice and/or career in some demonstrable way or to adapt/restart your practice post-pandemic.</p>
<p>Who can apply?</p>	<p>Individual artists residing in York County, working in any medium (music, dance, visual art, theatre, writing, etc.)</p>
<p>How much funding is available?</p>	<p>Artists may apply for up to \$2,500 in one quarter, and may receive anywhere up to that amount based on the discretion of our review panel. There will be approx \$5,000 available per quarter.</p>
<p>How often can I apply?</p>	<p>Artists may apply for funding quarterly, but are only eligible to receive a grant once per year. Artists who received a professional development grant in 2020 will be ineligible for 2021.</p>
<p>When should I apply?</p>	<p>You can apply at any time, and choose the quarter which would be the most timely and beneficial for you to receive a grant. Grants will be reviewed and distributed quarterly.</p>

How do I apply?	You can fill out an application here on our website under “apply” (APPLICATION AVAILABLE November 2, 2020)
Who can I call with questions?	For any questions, call Rita Whitney at Rita@culturalyork.org or call 717-812-9255 ext 103

We are happy to provide translation services for applicants who would like information about this grant or would like an application in another format or a language other than English. Contact us at rita@culturalyork.org or (717) 812-9255.

Para preguntas sobre la aplicación para una grant de CA en español, contacte a rita@culturalyork.org o al (717) 812-9255.

Podemos crear y proporcionar materiales en otros formatos y idiomas.

Dates and Deadlines

Quarter	Application Due	Checks Available	Post-Grant Impact Report Due
2021 Quarter 1 (Jan. 1- March 28)	Friday, December 18th, 2020, by midnight	Monday Feb 3, 2021	September 2021
2021 Quarter 2 (April 1- June 30)	Friday, March 5, 2021 By midnight	Friday, April 2, 2021	December 2021
2021 Quarter 3 (July 1- Sept 30)	Friday June 4, 2021, by midnight	Friday, July 2, 2021	March 2022
2021 Quarter 4 (Oct 1-Dec 31)	Friday, September 3, 2021 by midnight	Friday, October 1, 2021	June 2022

Introduction

The Cultural Alliance Artist Professional Development Grant program supports individual artists in York County with up to \$2,500 to be used for distinct opportunities that will advance their creative practice and/or career in some way. **In 2021 this may include artists who need to adapt/rebuild their practice due to the global pandemic.**

The Artist Professional Development Grant Program is centered on whether the opportunity you would like funding for:

1) is distinct from other experiences you have had previously **or adapt to/change directions due to the pandemic.**

2) You have the capacity to follow through on your proposal

3) is timely, meaning you are in a prime position to benefit from the opportunity.

GRANT CYCLES

Artist Professional Development Grants are open for applications quarterly. If you are awarded a grant and the opportunity cannot be completed within this timeframe, you are required to communicate with CAYC grants staff and potentially relinquish the grant. You will be eligible to re-apply in future grant cycles.

TYPES OF OPPORTUNITIES

Examples of eligible opportunities supported by Artist Development Grants:

- Workshops, seminars, independent study with a mentor or renowned artist, and other learning opportunities. The opportunity must be directly related to advancing your creative practice and/or business skill development.
- Creation of new work which will afford you new opportunities in your career.
- Conferences and other professional networking events. The opportunity must be directly related to your creative discipline.
- Invitations to show work at an established venue outside the York area, present work at a major festival, and other exhibition opportunities. If the opportunity is juried or available only through a competitive selection process, include this information as a supplemental material.
- Artist-in-Residence programs and research for creative and/or business skill development.
- General promotional material or website development.
- Professional Consultation. The full application should include a clear process for how you selected your consultant(s) as well as a budget quote.

Specific Examples of eligible expenses:

- Travel, transportation, and lodging costs
- Registration fees
- Tuition costs for a course outside of a degree or certificate program
- Shipping costs for artwork, supplies, and other materials
- Printing costs and materials
- Web hosting and fees associated with website development
- Professional consultant fees and services
- Purchase of food
- Purchase of equipment
- Studio Rent
- Project-based work or costs related to the creation of artwork
- **Equipment needed to adapt your work to meet Covid-19 safety guidelines**

WHAT IS NOT ELIGIBLE FOR FUNDING?

Examples of expenses not eligible to be covered by Professional Development Grants:

- Tuition for coursework within a degree or certificate program
- Similar activities in consecutive years, work that has already been created or activities that have already taken place
- Ongoing work or business expenses
- A full- or part-time staff position
- Medical fees and most legal or accounting fees

ELIGIBILITY

WHO IS ELIGIBLE TO APPLY?

To be eligible for an Artist Professional Development Grant, **you must:**

- Be a working artist
- Reside in York County for at least one year prior to application. If awarded an Artist Professional Development grant, the grantee must continue to be physically based or headquartered within the County for the duration of the grant. Otherwise, the grant will be forfeited. The legal address as shown on the applicant's W-9 form/income tax return must be within CAYC's service area. Grantees must be able to offer physical proof of residence upon request.
- Be in good standing with all reporting requirements for any previously-funded CAYC grants.
- Artists who received an Artist Relief Grant in 2020
- Artists who work at partner organizations of the CAYC may apply with opportunities for their own creative and/or business skill development unrelated to the work they do for the organization.

WHO IS NOT ELIGIBLE TO APPLY?

Artist Professional Development Grants are not available to the following individuals or organizations:

- Individuals enrolled in a degree or certificate program in the arts at the time of application are not eligible to apply.
- Previous Artist Professional Development Grant recipients cannot receive funding more than once within a calendar year. **For the year 2021 only, artists who received a professional development grant in 2020 will be ineligible.**
- Members of CAYC staff

OTHER FUNDING CONSIDERATIONS

1. Available funding may impact award decisions.
2. You may submit only one application at a time. Once a decision has been made on that application, you may submit again.

3. Whenever possible, CAYC strives to award applicants who have not been awarded Artist Professional Development grants in recent cycles.
4. If you are an artist awarded with grant, you must provide the CAYC with a Social Security number to receive your funds.
- 5. Due to the pandemic and feedback received from artists, urgency and adaptation to current circumstances will be additionally taken into consideration for the 2021 cycle.**

APPLICATION PROCESS

Applications must be submitted online through Foundant. If you have difficulty or challenges using a computer, contact Rita Whitney at rita@culturalyork.org or 717-812-9255 for assistance.

When your application has been successfully submitted, you will receive a confirmation email, and will be contacted if there are any issues or further questions regarding your application.

Supplementary materials may be uploaded along with your application as the following file types: .pdf, .jpg, .tif, .mp3, .mp4, and .mov. Keep in mind that grant panelists view all application materials electronically. Name each file clearly to reflect its contents.

Be prepared to submit:

1. Samples of your work
2. A description of your project, and what you will use the funds for
3. A cost breakdown/budget of what you will use the funds for specifically.
4. A description of how your proposal may change if you receive only a portion of your requested funds

REVIEW CRITERIA

A panel of arts-related community members and educators beyond the York area review and scores applications according to the following established review criteria.

Proposal Merit

- Capacity to meet proposed objectives
- Scale and potential impact of the proposal

Benefit to Artist

- Uniqueness of proposed activity in the applicant's creative practice and/or business
- Evidence the proposed activity will push forward creative practice and/or business
- Evidence the proposed activity is timely and will develop the artist long-term

Application/Budget Preparation

- Clear description of proposed activity and other required information
- Realistic, and complete projections in proposed budget
- History of compliance with previous CAYC grant requirements

AWARDS & ADMINISTRATION

Grant funding decisions and specific award amounts are based on a combination of panel scores and available funding. The review panel's final recommendations for grant awards are presented to the Grants Review Committee for final approval.

The total amount of each Artist Professional Development Grant depends on the funds available in the budget for the fiscal year. The CAYC grant review board may place limits on the amount it will award in any one grant cycle at its discretion. Due to the competitive nature of this grant program, it is possible that funded applicants may receive less than their requested amount. If an application is not fully funded, the applicant may choose to turn down the grant and submit a new application the following quarter.

Grantees will receive their full grant payment once their Grant Agreement is submitted and approved by the Cultural Alliance Board of Directors. Instructions on submitting final reports are also provided to grantees.

ACKNOWLEDGMENT

Artist Professional Development grant recipients must acknowledge support by the Cultural Alliance in any printed or digital materials related to the funded activity. The CA logo should be used if space and format permit.

FINAL REPORT REQUIREMENTS

Artist Professional Development grant recipients are required to submit a final report of the impact of the project in a statement. Final reports should be submitted once the funded activity is complete and are due no later than four months after the funding is received by the artist. These reports will be used in the measurement of the grants effectiveness, and for marketing purposes only.

GRANT COMPLIANCE

Final reporting requirements must be met within one month of the grant cycle ending. It is the responsibility of the grant recipient to notify the CAYC staff in writing and in advance of any changes in the grant status. History of non-compliance with previous grant requirements, such as uncompleted opportunities or final reports, can affect future award decisions.

APPLICATION SUPPORT

INFORMATION SESSIONS

Grants staff offer free information sessions in the month preceding each deadline. You can learn more about the application process and ask staff any questions you might have. For specific information about the dates, times, and locations of these sessions go to www.culturalyork.org

TECHNICAL SUPPORT & OTHER SERVICES

For any of the services listed below, contact Grants staff at rita@culturalyork.org or by phone at (717) 812-9255. **TECHNICAL SUPPORT** We are available to provide you any technical support you might need. If you don't have a computer, you are welcome to set up an appointment with staff for assistance. **ACCESSIBILITY** We are happy to provide documents or information in alternate formats to make our processes more ADA-accessible. **TRANSLATION SERVICES** We can arrange translation services if you or someone you know would like to receive information about CAYC services or to submit a grant application in other languages.