

# **Springfield Area Arts Council**

## **CITY ARTS**

### **Rosie Richmond Artist Advancement Award**

**Fiscal Year 2018**

### **Grant Application**

### **Guidelines and Forms**

# Springfield Area Arts Council

420 South Sixth Street Springfield IL 62701

Phone: 217-753-3519 Fax: 217-753-8018

director@springfieldartsco.org

## City Arts Grant 2017 - 2018

### *Rosie Richmond Artist Advancement Award*

## Guidelines

### **What is the Artist Advancement Awards Program?**

Artist Advancement Awards is a grant program that provides financial assistance to committed visual, performing, literary, and interdisciplinary artists enabling them to advance their work and careers. The program provides grants to artists who pass an open and competitive screening process for professional development projects. Awards for selected disciplines are granted in alternate years.

In 1994, the Awards were renamed the *Rosie Richmond Artist Advancement Awards* in memory of Rosie Richmond, author, poet, co-founder of Brainchild Writers, and supporter of the arts in Sangamon County.

### **Who sponsors the Awards program?**

The Springfield Area Arts Council conducts the *Rosie Richmond Artist Advancement Awards*, a component of the City Arts Program. The Arts Council should be credited on all promotional materials with the following statement: "This project is funded in part by a grant from the Springfield Area Arts Council and the City of Springfield."

### **Which artists are eligible for grants?**

The *Rosie Richmond Artist Advancement Awards* support talented visual, performing, literary, and interdisciplinary artists who have a strong record of accomplishment as practicing artists.

- Eligible candidates must be 21 years of age or older.
- Eligible candidates must have resided in either Sangamon or Menard County for at least one year prior to application deadline.
- Eligible candidates must complete a grant application form and submit the application and documentation with the three (3) required sets by August 1, 2017.

Prospective award recipients need not earn their living exclusively through the practice of their art form but should demonstrate a commitment to doing so when and if it becomes practicable. Awards may not be used as scholarships to assist artists in obtaining undergraduate or graduate degrees.

Note: Artists who have received two consecutive *Rosie Richmond Artist Advancement Awards* may reapply after an abstention of one two-year award cycle.

## **What projects are likely to be funded?**

*Rosie Richmond Artist Advancement Awards* are intended for specific professional development projects which will advance the artists' careers in demonstrable ways. Typical awards include funds for:

- |                 |                                                                                                                                                                                                                    |
|-----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Training     | For example, the cost of tuition to attend a master class conducted by an acknowledged authority in the applicant's artistic discipline or to attend a workshop on some aspect of effective presentation of talent |
| 2. Travel       | For example, costs for transportation and lodging incurred in association with special training or to attend a conference specific to the field of artistic endeavor                                               |
| 3. Presentation | For example, the cost of producing a quality demonstration CD for a musician, DVD documentation for a choreographer, or a portfolio for a visual artist                                                            |
| 4. Services     | For example, the cost of renting a facility for the presentation of a new work or the cost of hiring a consultant such as a graphic designer, web designer, or photographer                                        |
| 5. Supplies     | For example, the cost of purchasing supplies and materials necessary for the completion or production of a major new work                                                                                          |

THE PROJECT FOR WHICH FUNDS WOULD BE USED MUST OCCUR  
BETWEEN OCTOBER 1, 2017, AND JULY 31, 2018.

## **What types of projects will not be funded?**

- Tuition for courses that will lead to a degree
- Projects that are part of the curriculum of schools, colleges, and universities
- Payment of personal rent or utilities, purchase of real property, permanent equipment, and accumulated deficits
- Projects considered hobbies or of a therapeutic and/or recreational nature
- Expenses incurred prior to starting date of project
- Projects which are being funded by the Illinois Arts Council Agency
- Applications that are incomplete or unsigned

**Music/Music Composition, Literature, and Playwriting/Screenwriting applications were accepted in 2016 for FY 2016-2017.**

**Visual Arts, Dance/Choreography, and Interdisciplinary/Performance Art applications will be accepted in 2017 for FY 2017-2018.**

## What is the selection process?

Each applicant's artistic work will be evaluated by one or two jurors who are recognized authorities in the applicant's art discipline and who are not residents of either Sangamon or Menard counties. Based on the independent rankings of the juror(s), the City Arts Panel will recommend funding of applicants, and the Springfield Area Arts Council's Board of Directors will ratify the decisions. Applicants will be informed of the Board's decision after September 14, 2017.

## What is the selection criteria?

1. Demonstration of talent and overall excellence of the artist's work;
2. Degree to which the project for which funding is requested will contribute to the artist's professional growth; and
3. Demonstrated commitment to a career as a practicing artist.

## What is the maximum grant request?

An applicant may apply for up to \$550 in one project category. Multiple applications are not allowed. It will be the jurors' prerogative to recommend either full or partial funding of a project. Exact grant amount is also contingent upon the number of applications submitted and the funds available.

Note: Applying for a *Rosie Richmond Artist Advancement Award* does not guarantee receipt of funding.

## How does the artist receive the grant award?

Upon notification of the award, the artist must sign an agreement as well as a cash request form and return both to the Arts Council office. The Springfield Area Arts Council expects to distribute the grant funds no earlier than October 1, 2017. The artist is required to file final report forms and expense statements after completion of the project. If the grant funds are not spent in their entirety, then the recipient will need to return unspent funds to the Springfield Area Arts Council.

## HOW TO APPLY

1. Complete the *Rosie Richmond Artist Advancement Awards* Application Form.
2. Respond to the following Narrative items:
  - A. Describe your proposed project.
  - B. Describe how an *Artist Advancement Award* will advance your professional/artistic career.
  - C. Describe the direction, focus, or aesthetic concerns of your artwork.

Note: Use no more than one (1) single-spaced page for your responses.
3. Create a Project Budget.
4. List previous grants or fellowships, including dates and award amounts.
5. Supply a one-page summary of Artistic Activities and Achievements (Do not include your business résumé.)
6. Complete the Documentation and Support Materials Form.
7. Provide attachments as described on the following page.

## DOCUMENTATION / SAMPLES OF RECENT WORK

Documentation of work completed within the past three (3) years (2015-2017 inclusive) should accompany the application form. Check the requirements of your discipline for the format and number of items requested. Indicate on the Documentation and Support Materials Form the documentation that is included with the application. Please see pages 5 and 6 of the guidelines for details.

The Arts Council can be responsible for a thorough review of an application only if documentation of work is submitted by the deadline.

Reviews, brochures, catalogues, etc. may be submitted as support materials. If submitted, then please indicate under "Other Support Materials" on the Documentation and Support Materials Form.

Please do not provide more than the required documentation unless you have consulted with the Arts Council staff. Specific information on documentation requirements is on a separate page.

### NOTE:

Music/Music Composition, Literature, and Playwriting/Screenwriting applications were accepted in 2016 for projects occurring between October 1, 2016, and July 31, 2017.

Visual Arts, Dance/Choreography, and Interdisciplinary/Performance Art applications will be accepted in 2017 for projects occurring between October 1, 2017, and July 31, 2018.

**All applicants who have not applied in this category previously must schedule a meeting with program staff in order to be eligible for funding. Please call 217-753-3519.**

## APPLICATION DEADLINE

**Tuesday, August 1, 2017**

Hand-delivered by 5:00 PM to the  
Springfield Area Arts Council office  
(Hoogland Center for the Arts, basement)  
OR  
Postmarked on or before August 1, 2017

## ***Rosie Richmond Artist Advancement Awards 2017 – 2018***

### **Artistic Discipline Requirements**

### **Artistic Discipline Requirements**

#### **VISUAL ARTS**

Included in this category are painting, sculpture, graphics (drawing, printmaking and artists' books), experimental, mixed media, photography, and fine crafts.

Visual artists must submit a CD of works completed within the past three years (since 2015). Different views or details of individual pieces may be included. Artists are encouraged to show at least six different works. A maximum of twelve images may be submitted.

Artists should consider consistency in the body of work submitted for review. If details or different views of a work are submitted, images should be ordered so that related images are grouped.

Format:

The CD must have images submitted in a universal form such as jpeg or pdf which can be opened on any type of computer.

A list identifying the artwork submitted must accompany the CD. This list should include the following:

- Artist Name

- Address (including city and state)

- Phone Numbers

- E-mail Address

- Image Number, Title, Year of Execution, Medium, Dimensions (h x w x d)

In addition to the above, submission of the application and narrative plus other attachments is required. Please refer to the Guidelines for that information.

***Rosie Richmond Artist Advancement Award***  
**2016 – 2017**

**Artistic Discipline Requirements**

**DANCE/CHOREOGRAPHY**

Included in this category are ballet, jazz, mime, modern, hip-hop, tap, and ballroom.

Dancers/Choreographers must submit documentation of **two works**. A separate DVD may be submitted for each selection, OR one DVD may be submitted which has separate selections, and the individual clips you want reviewed all accessible through the menu. Each selection should be no more than ten minutes in length. Works must have been completed within the past three years (2015 or later).

You also must supply the following information about each work:

Title

Date premiered, if applicable

Production credits: sound, set, lighting

Total length of work

Choreographers: Indicate if you appear as a performer in the submission.

In addition to the above, submission of the application and narrative plus other attachments is required. Please refer to the Guidelines for that information.

## INTERDISCIPLINARY/PERFORMANCE ART

The interdisciplinary/performance art category includes work that stresses the interaction between two or more disciplines. The finished work is often a combination of literary, performing, media, and/or visual disciplines. This category is for originating, not interpretive, performing artists, i.e., no look-alike performers or impersonators. Artists who create a final product which combines two or more disciplines, e.g., sculpture and choreography, are eligible to apply in this category.

Artists working in this genre should submit documentation of **two works** completed within the past three years (2015 or later). Documentation of works should be submitted in each arts discipline that relates to the nature of work to be reviewed. This may be a combination of DVDs, CDs, manuscripts or scenarios. *Artists should refer to the guidelines of other disciplines for a description of the appropriate documentation for submission.*

Note: If a scenario or manuscript is submitted, then it must be computer-generated, and three copies must be submitted. In cases where movement is an integral part of the performance piece or event, a DVD must be submitted as part of the documentation.

In addition to the above, submission of the application and narrative plus other attachments is required. Please refer to the Guidelines for that information.



# SPRINGFIELD AREA ARTS COUNCIL

## City Arts Grant Application

*Rosie Richmond Artist Advancement Award*  
2017 - 2018

### Application Form

Please review the guidelines for this application. Attendance at a grant workshop is required for application to be eligible for funding. If you need additional assistance in completing the application, then contact the Springfield Area Arts Council staff (217-753-3519 or [director@springfieldartsco.org](mailto:director@springfieldartsco.org)).

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Name of Applicant	Social Security Number
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Address	Home Phone	Work Phone
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City, State, Zip	E-mail address
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Resident of Sangamon or Menard County since \_\_\_\_\_ If in Springfield: Ward # \_\_\_\_\_  
(Circle one.)

Has applicant received *Rosie Richmond Artist Advancement Award* in the past? No \_\_\_\_\_  
Yes \_\_\_\_\_ If "Yes," year(s) funded: \_\_\_\_\_ ; \_\_\_\_\_ ; \_\_\_\_\_

**Grant Amount Requested** \_\_\_\_\_ (\$550 maximum)

Project start date \_\_\_\_\_ Completion date \_\_\_\_\_

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The information contained in this application, including all attachments and support material, is true and accurate to the best of my knowledge. Further, I understand that the *Rosie Richmond Artist Advancement Award* requires a final report/evaluation which I agree to submit thirty (30) days after the completion of the project or by July 31, 2018, whichever comes first.

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Signature of applicant

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Date

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Typed name of applicant

# SPRINGFIELD AREA ARTS COUNCIL CITY ARTS GRANT APPLICATION

## SPRINGFIELD AREA ARTS COUNCIL CITY ARTS GRANT APPLICATION

*Rosie Richmond Artist Advancement Award*  
2017 - 2018

### Documentation and Support Materials

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Name of Applicant

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Telephone

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E-mail Address

**DOCUMENTATION:** Indicate how many of each item accompanies your application.  
(Please refer to the requirements of your discipline for the requested items.)

#### VISUAL ARTS

\_\_\_\_\_ Compact Disc (CD) of sample artwork with attached identification list (only one required)

#### DANCE/CHOREOGRAPHY

\_\_\_\_\_ Digital Video Disc (DVD) of sample performances (1 or 2)

#### INTERDISCIPLINARY/PERFORMANCE ART

\_\_\_\_\_ Digital Video Disc (DVD) of sample performances (1 or 2)

\_\_\_\_\_ Other required (please list): \_\_\_\_\_

**OTHER SUPPORT MATERIALS:** Applicants are encouraged to submit other support materials directly related to the grant application and which will be beneficial to the review.

Please specify what support materials are attached.

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# SPRINGFIELD AREA ARTS COUNCIL CITY ARTS GRANT APPLICATION

*Rosie Richmond Artist Advancement Award*  
2017 - 2018

## Project Budget

Applicant \_\_\_\_\_

Project \_\_\_\_\_

### ANTICIPATED CASH INCOME

- |    |                                                                  |                 |
|----|------------------------------------------------------------------|-----------------|
| 1. | Springfield Area Arts Council Grant Amount<br>(\$550 maximum)    | \$ _____        |
| 2. | Other Contributions/Support<br>(sponsorships, private donations) | \$ _____        |
| 3. | Personal Support<br>(savings, sale of artwork/CDs)               | \$ _____        |
| 4. | <b>TOTAL CASH INCOME</b>                                         | <b>\$ _____</b> |

### ANTICIPATED CASH EXPENSES

- |     | Expenses                                 | In-kind         |
|-----|------------------------------------------|-----------------|
| 5.  | Fees and Services:                       |                 |
|     | Artistic                                 | \$ _____        |
|     | Other (Technical staff, etc.)            | \$ _____        |
| 6.  | Supplies                                 | \$ _____        |
| 7.  | Travel and Lodging                       | \$ _____        |
| 8.  | Other (rental, ads, etc.)                | \$ _____        |
| 9.  | <b>Anticipated Total Cash EXPENSES</b>   | <b>\$ _____</b> |
| 10. | <b>Anticipated IN-KIND Contributions</b> | <b>\$ _____</b> |

*Note: Line #4 Income should be equal to or greater than Line #9, Expenses.*

# Springfield Area Arts Council

420 South Sixth Street Springfield, IL 62701

Phone: 217-753-3519 Fax: 217-753-8018

director@springfieldartsco.org

## City Arts Grant 2017 - 2018 Application Cover Page

### ***Rosie Richmond Artist Advancement Award***

Application Deadline: Tuesday, August 1, 2017

Hand-delivered by 5:00 PM to the  
Springfield Area Arts Council office  
(Hoogland Center for the Arts, basement)

OR

Postmarked by August 1, 2017

Name \_\_\_\_\_

1. Please submit one (1) "original signature" set that includes the following:

\_\_\_\_\_ Application Form (signed with blue ink)

\_\_\_\_\_ Narrative Proposal

\_\_\_\_\_ Project Budget

\_\_\_\_\_ Previous Grants and Fellowships List

\_\_\_\_\_ Artistic Activities and Achievements Summary (not your business résumé)

\_\_\_\_\_ Documentation and Support Materials Form

2. \_\_\_\_\_ Two (2) copies of all of the above

3. \_\_\_\_\_ Documentation / Samples of Recent Work

\_\_\_\_\_ met and discussed the Grant details on \_\_\_\_\_.  
Name Date

\_\_\_\_\_  
Jon Austin, Executive Director, Springfield Area Arts Council

6/2017

► PLEASE ATTACH THIS PAGE TO YOUR "ORIGINAL SIGNATURE" SET ◄