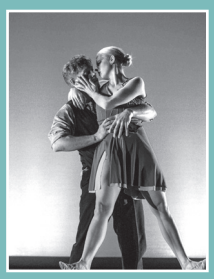

Guidelines 2015-2016

GRANTS & FELLOWSHIPS

Alabama State Council on the Arts

Guidelines 2015-2016

GRANTS & FELLOWSHIPS

ABOUT THE ALABAMA STATE COUNCIL ON THE ARTS 2

Agency Overview & Goals 2

Agency Programs 3

Accessibility 3

GENERAL GRANT INFORMATION

Eligibility Requirements 4

How to Apply 4

General Evaluation Criteria 5

Frequently Asked Questions 6

ARTS IN EDUCATION 9

COMMUNITY ARTS PROGRAM 11

ARTS & CULTURAL FACILITIES 13

FOLKLIFE PROGRAM 14

LITERARY ARTS PROGRAM 16

PERFORMING ARTS PROGRAM 18

VISUAL ARTS PROGRAM 20

GRANTS TO INDIVIDUALS 23

REQUIRED SUPPLEMENTAL MATERIALS FELLOWSHIPS & APPRENTICESHIPS 25

STAFF LISTING & CONTACT INFO 26

ABOUT THE

Alabama State Council on the Arts

MISSION STATEMENT

The Mission of the Alabama State Council on the Arts is to enhance the quality of life and economic vitality for all Alabamians by providing support for the state's diverse and rich artistic resources.

THE AGENCY

The Alabama State Council on the Arts is the official state agency for the support and development of the arts in Alabama. It was established in 1966 by an act of the Alabama Legislature. The agency supports not-for-profit arts organizations, schools, colleges, units of local government, non-profit organizations, programming in the arts for the general public, and individual artists.

The State Arts Council works to expand the state's cultural resources and preserve its unique cultural heritage and places a high priority on arts programming by and for schools. The Council's primary means of supporting the arts and making the arts more accessible to varied audiences is through a multi-faceted grants program which covers all disciplines and fields of creative expression.

Located in the lobby of the Alabama State Council on the Arts in Montgomery, the Georgine Clarke Alabama Artists Gallery showcases the work of Alabama Artists. Photo by Elliot Knight.

THE COUNCIL

The Council is a body of fifteen members appointed by the Governor for six-year terms to help promote the arts statewide. A primary responsibility of the Council is to make decisions on grants awarded to support art programs and arts education throughout the state.

Members come from diverse areas of the state and backgrounds, ranging from arts educators, to professional artists, to community arts volunteers. The Council meets quarterly and in addition to allocating grant funds, it engages in long-range planning and develops strategies for expanding public support for the arts.

GOALS OF THE COUNCIL

The goals enumerated below have been adopted by the Alabama State Council on the Arts as priorities for the allocation of state and federal dollars. While a specific application may not address all of the goals, arts organizations, schools and other eligible institutions applying for grants should be aware that requests consistent with one or more of these priorities will be given elevated consideration for maximum support. All of the stated goals represent a desire of the Council to address specific needs and take advantage of opportunities to enhance the quality of life in Alabama through the arts.

1. **Excellence and Professionalism** - Support excellence and professionalism in all art forms
2. **Arts Education** - Incorporate the arts as an essential element in the educational experience of all Alabamians
3. **Access** - Provide opportunities for all Alabamians to participate in and appreciate the arts
4. **Folk Traditions** - Identify, preserve and present folk traditions
5. **Multi-Cultural** - Support multi-cultural artistic expression
6. **Economic Vitality** - Support economic vitality in communities through the arts
7. **Marketing and Public Recognition** - Increase public recognition and appreciation for the arts, arts organizations and individual artists

Yo Yo Ma performing with the Mobile Symphony. Photo courtesy of the Mobile Symphony.

FUNDING FOR THE STATE ARTS COUNCIL

The Alabama State Council on the Arts receives an annual appropriation from the Alabama Legislature and additional funds from the National Endowment for the Arts, a federal agency. Since 1983, the Council has also administered the Arts Development Fund, made up of contributions by Alabama citizens from annual state income tax refunds.

Ways You Can Help Increase Arts Funding

Contributions received from the "Support the Arts" auto tags provide funding for performing arts, visual arts, literary arts, arts education and folk arts. The $50 registration fee is tax deductible.

Contributions from the Alabama Income Tax check-off provide for arts in the schools, with touring programs, literary programs, exhibitions, performances, festivals, community design, folk culture and more.

Because every child deserves to learn and grow through the arts.

AGENCY PROGRAMS

Consistent with its charge from the Legislature, the Council has adopted a number of programs to address the needs of the arts in Alabama. These programs currently consist of Arts in Education, Community Arts, Arts and Cultural Facilities, Folklife, Performing Arts, Visual Arts, and Literary Arts. Guidelines, application and eligibility requirements are explained in detail in the following pages.

ACCESSIBILITY

All Council programs, services and facilities are fully accessible to all segments of Alabama's population. Council offices and facilities are barrier free. Guidelines are available on audio tape from the Alabama State Council on the Arts and in large type format on our website: www.arts.alabama.gov. Sign language interpreters and readers are available by request. Constituents using TTY services may reach the Council through the Alabama Relay Center at 1-800-548-2546, or by calling 7-1-1.

The Alabama State Council on the Arts does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services.

General Information

BEFORE SUBMITTING AN APPLICATION

Before you submit an application for funding to the Alabama State Council on the Arts, please read all sections of these Guidelines. More detailed information on program components, eligibility requirements and general evaluation criteria can be found at www.arts.alabama.gov. We strongly encourage all applicants to discuss grant requests with the appropriate program manager before completing the online application. Contact information for Program Managers can be found on page 26.

ELIGIBILITY REQUIREMENTS

An **organization** is eligible to apply for funding support of arts activities taking place in Alabama if the organization is legally domiciled in Alabama and meets either of the following qualifications:

- The organization is non-profit with a determination letter from the Internal Revenue Service declaring the organization exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code.
- The organization is a public or private educational institution (such as an elementary or secondary school), a school board, a local or county government agency or a college or university. Private educational institutions must be non-profit and meet the tax-exempt requirements described above.

An **Individual artist** is eligible to apply for an artist fellowship if he/she is a legal resident of Alabama and has lived in the state two years prior to the application deadline date. Additionally, applicants must be willing to maintain Alabama residency during the grant award year (October 1 - September 30). Please refer to the text beginning on page 23.

EXCEPTIONS

Colleges and universities are eligible only for activities that clearly serve the needs of the general public and communities. Indirect costs involving the administration of the institution cannot be included. Activities producing academic credit (except internships) or those oriented primarily to students and the adacemic community are not eligible.

Private non-profit organizations which are requesting funds directly from the legislature for arts programing for the coming year are not eligible to apply under any program in these guidelines.

In instances where an organization receives other state money for any purpose covered by the support programs in these guidelines - whether directly from the legislature or through another fiscal agent - the Council will consider such state support when evaluating applications and awarding grants.

FUNDING RESTRICTIONS

The Alabama State Council on the Arts does not fund:

- Projects not available to the general public
- Activities and performances planned solely for fundraising purposes
- Food, beverages or other refreshments
- Interest on loans, fines, penalties, and/or litigation costs
- Expenses incurred prior to October 1 or after September 30 of the current grant year
- Investments of any kind
- Church projects which have sectarian or faith-based objectives, however, non-profit religious groups may apply for community arts activities and programming where artistic expressions are the primary focus
- Indirect costs

HOW TO APPLY

All applications, with the exception of Folklife Apprenticeships and Technical Assistance requests, **must** be submitted electronically via eGRANT. Access to the eGRANT system is available at https://alabamaarts.egrant.net. Submission of the electronic form is the first part of a two-part application process. The second part is the mailing of the certification page with original signatures and the required supplemental materials. After submitting the electronic form, mail the certification/signature page with original signatures and the required supplemental materials. This material is due in the Council's office within three days after the electronic application is submitted. Please use the following address: 201 Monroe Street, Suite 110, Montgomery, AL 36104-3721.

Grantsmanship is a major factor in a favorable review of proposals. While an application might be technically eligible, budget errors, unaddressed evaluation criteria, non-descriptive narratives, or a failure to itemize expenses and income, etc. may result in a negative evaluation and NO funding.

All sections and fields of the application must be completed with required attachments before submitting. It is recommended that you do not delay in preparing or submitting your application. The eGrant system will open two months prior to the deadline. You may enter the system, set up your application file and work on it as needed during that two-month period. **Please remember that the eGrant system will close promptly at 5:00 p.m. on the application deadline date. Grants should be submitted by 4:45 p.m. to ensure transmission by 5:00 p.m.**

GENERAL EVALUATION CRITERIA

Grant applications will be evaluated according to the extent in which relevant criteria are addressed in the project. A brief description of how applicable criteria are addressed in the proposed activities should be included. This information must be entered under the Project Narrative Tab within the eGRANT form.

1. Evidence of **artistic excellence** and the ability to provide quality experiences for audiences/participants
2. The extent to which **educational benefits** will be realized
3. The evidence of **broad-based community support, planning, participation and collaboration**
4. The potential for **long-term impact** within a school, school system, a community and/or the state in general
5. The extent to which **professional artists** are utilized and benefit
6. The potential for preserving and sharing **Alabama's living cultural heritage**
7. The degree to which **cultural diversity** and **multi-cultural artistic expression are recognized, showcased and celebrated**
8. The ability to make programs **accessible to audiences** with **specific disabilities and limitations**
9. The degree to which grant support can lead to **partnerships** that target needs, opportunities and shared goals of a statewide and/or community nature
10. Evidence of an **appropriate venue** for the activity
11. The **qualifications of the personnel** involved in the planning and implementation of the activity

A student at Marion White High School creating a 3-D model. Photo courtesy of Tammy White

Additionally, grant applications will be evaluated on how well the activities/project described in the application address the Council's priorities for funding (see goals of the Council on page 2). Applicants are encouraged to select one to three of the goals listed and describe in the Project Description section under the Project Narrative tab how these goals are addressed in the activities/project. Please be aware that requests consistent with one to three of these goals will be given consideration for maximum support.

FREQUENTLY ASKED QUESTIONS

When are the Application Deadlines?

- March 1 - Artist Fellowships and Cultural Facilities
- June 1 - School projects, Grants to Organizations and Operating Support
- September 1 - School projects, Grants to Organizations, and Folklife Apprenticeships

All applications must be submitted by 4:45 p.m. on the due date to meet the 5:00 p.m. submission deadline. If the deadline date falls on a weekend or state holiday, the application is due by 5:00 p.m. the next business day. If you are unsure of an application deadline, please contact a program manager.

We will not be able to submit our online application by the deadline. Can we submit it late?

No. Council's policy doesn't permit us to accept late applications. It is recommended that you **do not delay** in preparing or submitting your application. The eGrant system will be open two months prior to the deadline date. You may enter the system, set up your application file and work on it as needed during that two-month period. Please remember that the eGrant system will close promptly at 5:00 p.m. on the deadline date. **Your application MUST be submitted by 4:45 p.m. to ensure it is transmitted before 5 P.M.**

Can we make changes to our application after we click the submit button?

No. Once you click the submit button, you will be unable to make changes to your application. Applicants are encouraged to view a copy of the application and to check all attachments for accuracy before clicking the submit button.

When I print out a copy of my application, the attachments are not included. What happened?

The attachments are uploaded to the eform. When you print a copy of the PDF, the attachments will not be there. You will need to print a copy of the attachments from where you have stored them on your computer to have a completed application for your files. Please note that you should print and mail the completed signature page **within 3 days of application submission.**

How do I know which grant to apply for?

We strongly encourage applicants to contact the Council office and communicate with a program manager. Visit www.arts.alabama.gov. A staff directory is found on page 26. Staff will be glad to assist you in developing your application and answer any questions you may have. It is advisable to communicate with a staff member well before the deadline date. In the days preceding a deadline, there are usually a lot of applicants seeking assistance and it may be difficult to reach a program manager on short notice.

What is the grant period?

The grant period runs from October 1 to September 30. All grant activities must fall within this time frame. The only exception to this rule is grants to K-12 schools. In these cases, the grant period is from August 1 to September 30.

Is there a match requirement?

Yes. With the exception of Artist Fellowships, Folk Arts Apprenticeships and AIE Enhancement Grant** requests to the Council must be matched dollar-for-dollar in cash or a combination of cash and in-kind support. Presenting grants must be matched dollar-for-dollar in cash. In order to count as matching funds, cash or in-kind contributions must be used to accomplish the programming objectives outlined in the application during the specified grant period. In-kind contributions may include donated services, space, or materials essential to the completion of the arts project. If you have questions, please contact a program manager.

**Some schools applying for AIE Enhancement Grants may be eligible to use a reduced match amount. Contact the AIE Program Manager for more information.

When are the signature/certification page and other supporting documents due?

The signature/certification page and other supporting documents must be received in the Council office **within three days** after you submit the electronic application. Please remember to open and print the signature/certification page before clicking the submit button.

How long does it take between applying for the grant and receiving a decision?

Applications go through an extensive review process. It takes approximately **three months** between the time an application is received by the Council and the time the applicant is notified of final action.

Should I come to the grants public hearing? Will it help my grant application?

It is a good opportunity to meet the Council's Grants Review Committee and to give them an update on your project as well as answer any questions they might have. There have been cases where an applicant provided additional information which clarified panel concerns and resulted in funding. There are

Etowah Youth Orchestra performing for students at Hokes Bluff Elementary. Photo courtesy of Etowah Youth Orchestra.

other examples where an unclear or confusing presentation resulted in reduced funding.

If you plan to attend, you must make an appointment once you receive your invitation letter. You should prepare your presentation ahead of time and keep it within the allocated 5-minute time frame. Be certain that the presenter is familiar with both the application and the proposed project. Use the opportunity to give the Council an overview of your organization and the ways in which this project will benefit your organization and community.

The public hearings are intended for organizations and not individual artists seeking Fellowships or organizations seeking Operating Support. Fellowship grants for individual artists/administrators are based on samples of work and the panel review process.

How soon after the decision will we receive our grant check?

Award letters and contracts are usually issued within two weeks after the full Council approves grants recommended by the Grants Review Committee. Your award letter will tell you the grant amount and when you should expect the contract agreement. Operating Support grants are paid quarterly. Other grants are paid 50% in advance and 50% when you file your final report. Grant payments are generally released based on the project's starting date which you provided in your application.

We have lost our contract agreement. What do we do?

Remember that contracts become void if not signed and returned **within 30 days** from the date of issuance. If your contract is lost, contact the grants office and request that a new contract be issued. In general, you should sign and return your contract as soon as you receive it. It is also important to be sure that we have your correct mailing address, phone number and email.

What do I need to do to receive the second portion of my grant?

Most grants are paid 50% in advance with the final 50% paid when we receive and review your final report with the exception of Operating Support grants. Final reports are submitted through the eGrant system. Follow the same log on instructions as you did when you submitted the grant application.

Final reports are due **within 30 days** after the funded project is completed, but no later than **October 10**. It is important to remember that a substantial delay in filing your final report or in discussing your problem with a program manager or the grants office **can result in a loss of the balance of your grant funds**. It is also important to remember that your organization is not eligible for any additional funding from the Council if you have outstanding final reports. **Delinquent reports must be filed before any future grants can be processed.**

What do I do when I need help?

Contact the Council's office at 334-242-4076. The staff will be glad to assist you and to answer any questions you may have.

Drumming artist John Scalici leading students with hands-on activities. Scalici is one of many artists bringing art forms into the schools for workshops and residencies within their qualified fields. These enrichment activities engage student with hands-on arts experiences. Photo courtesy of John Scalici.

Arts in Education

This program seeks to incorporate the arts as an essential component of the educational experience of all students in preschool through 12th grade. Opportunities are offered through grants, initiatives, professional development, statewide convening and consulting services. The program enjoys a strong and unique partnership with the Alabama State Department of Education, the Alabama Alliance for Arts Education and the Alabama Institute for Education in the Arts.

Through the grant components of this program, funding is available for projects that take place in schools as part of the regular curriculum and advance the role of the arts as essential to student learning. Projects tied to curriculum may include classes, workshops, consultants, guest artists, performances, exhibits, professional development, residencies and activities designed to increase the quality of arts in our schools. Smaller grants are provided for arts exposure and arts enrichment activities, such as performances, field trips, or professional development workshops.

PROGRAM GRANT COMPONENTS

Deadline: June 1 and September 1

Curriculum-Based Project Grants ($1,000-$7,500)

This AIE Program component provides support for specific projects that advance the goal of the arts as an essential component of PreK-12 curriculum. Projects must seek to establish, expand or advance arts education as defined by the Alabama State Department of Education in Alabama Course of Study: Arts Education.

AIE Enhancement Grants ($1,000-$3,000)

This AIE Program component provides small grants for schools and/or organizations engaging in arts exposure and arts enrichment activities, such as performances, fieldtrips, or professional development workshops.

WHAT WE FUND

Under the **Curriculum-Based Project** component, projects may include classes, workshops, consultants, guest artists, performances, exhibits, professional development, residencies and activities designed to advance the quality of arts curriculum in PreK-12 schools. Grant funds must be used for projects that promote learning in and through the arts, including comprehensive sequential arts instruction and/or arts integration. Grant funds may be used for consumable materials only if they relate to the implementation of a specific project. Funds may not be requested for administration, materials or supplies not specific to the proposed project. Applicants may receive funding for the same project no more than three times within a five-year period.

Under the **AIE Enhancement** component, funds may be used for transportation, tickets, presenter fees, workshop fees, and other direct costs related to the enhancement activities. Support may also be requested for emerging projects that are not yet fully developed into curriculum-based activities. Emerging projects will be eligible for no more than two years of funding under this program.

CRITERIA FOR FUNDING

Proposals submitted to the **Curriculum-Based Project** component will be judged according to educational benefits, opportunities for outreach and evaluation, and quality of the planning process. **Please refer to Evidence of Excellence** for Curriculum-Based Project Grants. This information is located on the Arts in Education page on the Council's website at www.arts.alabama.gov. Applicants are required to submit **supporting documentation**, including a complete and detailed schedule of planned activities, artist/group contracts or letters of intent, artist resumes, and samples of curriculum materials that illustrate the use of arts content standards within objectives and assessment of learning outcomes. All AIE Curriculum-Based Project applicants must complete the **Additional Narrative for Arts Education Applicants at the bottom of the Project Narrative Tab of the eGrant.**

In the **AIE Enhancement** component it is not necessary to complete the Additional Narrative for Arts Education Applicants at the bottom of the Project Narrative Tab of the eGrant, or to submit curriculum materials with enhancement grant applications. Presenters should include contracts or letters of intent from performing groups. Proposals will be evaluated according to:

1. Opportunities for Quality Engagement in the Arts
2. Feasibility of Implementation
3. Description of Specific Need

Please refer to **Evidence of Excellence for AIE Enhancement Grants**. To find this information, please go to the Arts in Education page on the Council's website at www.arts.alabama.gov.

Students learning the violin. Photo courtesy of the Auburn University Strings Program.

MATCHING REQUIREMENT

Curriculum-Based Project grants must be matched dollar-for-dollar in cash, or a combination of cash and in-kind support. There is no limit on how much may be requested. However, grant amounts rarely exceed $7,500.

AIE Enhancement grants must be matched dollar for dollar in cash. Requests must be made between $1000 and $3,000. Council funds may not be used for meals. Schools with over 40% students living under the poverty level may request enhancement grants with reduced or no matching requirement. Please contact the AIE Program Manager if you have questions. Organizations partnering with schools are not eligible for a reduced matching requirement.

WHO MAY APPLY

Applicants may be individual schools, school systems or non-profit organizations, and may apply independently or as a collaboration/partnership. Support materials should include letters of commitment from any partners listed in the proposal.

HOW TO APPLY

ARTS IN EDUCATION GRANT

Deadlines: June 1 and September 1

The Alabama State Council on the Arts has moved to a paperless process for application submission, review and reporting. Applications must be submitted electronically via eGrant. Access to the eGrant is available from the Grants page on the Council's website at www.arts.alabama.gov. An applicant may submit no more than two applications per deadline.

SPECIAL PROGRAMS & INITATIVES

The following special programs and initiatives are included under the AIE Program. They are listed below

- Alabama Touring Artist Program (School Performances)
- Arts in Schools Initiative (Black Belt Schools AIE Support)
- Collaborating Artist Program (Artist Residencies)
- Poetry Out Loud (Poetry Recitation for High School Students)
- Visual Arts Achievement Program (Visual Arts Student Exhibition and Scholarship program)

Please visit the Arts in Education page of the Council's website at www.arts.alabama.gov for additional information on these special programs and initiatives.

SERVICES/RESOURCES

The Council offers consulting and grant writing workshops as well as professional development workshops in arts education. Additionally, resources are available such as arts curriculum guides, artist roster and organization directories. Please visit the Arts in Education page of the Council's website at www.arts.alabama.gov for additional information on the services and resources available.

QUESTIONS AND CONSULTATION

It is highly recommended that applicants seek advice and support from the Arts in Education Manager. Please contact Diana Green at diana.green@arts.alabama.gov or 334 242-4076, ext. 241.

For Website:

For eGrants:

Community Arts

Goal: To enhance the quality of life in Alabama communities through the arts.

The Community Arts Program supports projects which may include, but are not limited to community festivals, after-school programs, performances, workshops, or exhibitions. Projects that increase the capacity of an arts organization or groups of artists are also eligible in this program. Examples of these might be developing a plan for an arts district in a community, a business and marketing workshop for artists, or funding for a position. Several project categories may be funded through the Community Arts Program.

PROGRAM GRANT COMPONENTS FOR ORGANIZATIONS

OPERATING SUPPORT

Deadline: June 1

Established Local Arts Councils and Arts Centers with a successful track record of diverse programs and services in the community and region may qualify for Operating Support. Successful applicants will have support and cooperation from local governmental entities. New applicant organizations must submit a **letter of intent** to apply **one year** prior to submitting an Operating Support application. Operating Support organizations may not submit additional applications but may act as a fiscal agent for another organization. To be eligible for Operating Support, an organization must meet all these requirements:

- They must be incorporated and recognized as having non-profit tax exempt status by the Internal Revenue Service for at least three years prior to application, or have been an agency of a city or county government for that length of time
- Must have an actual three-year average cash income of at least $600,000
- Must have a full-time administrative staff responsible for the overall functions of the organization
- Must have an annual audit conducted by an independent Certified Public Accountant

PROJECT GRANTS

Deadlines: June 1 and September 1

This is the most wide-ranging category of project funding. An applicant may submit no more than two applications per deadline. Eligible projects may involve multidisciplinary activities including:

- Festivals
- Performance series
- Arts instruction for children or adults
- Participatory arts activities such as community theater production or a community chorus
- Activities such as community planning, design projects, or other activities aimed at expanding or improving access to the arts

Funding amounts: $1,000 - $7,500

CONSOLIDATED PROJECTS

Deadlines: June 1 and September 1

An organization may request funding for several distinct but related projects consolidated into a single application. For example, an organization might request funding for an after-school arts program and a community festival that features student work done in the program.

If a Consolidated Project application is submitted, only one additional application may be submitted in the same fiscal year. There is no limit on how much may be requested. However, grant awards rarely exceed $15,000.

Funding amounts: $1,000 - $15,000

ADMINISTRATIVE PROJECTS

Deadlines: June 1 and September 1

Organizations may request administrative support to add a full or part-time staff person. A successful application will demonstrate that adding or retaining the position will lead to organizational growth and enhancement of program quality.

Funding amounts: $1,000 - $7,500

MATCH REQUIREMENTS

All these projects require a dollar-for-dollar match that may be a combination of cash and in-kind services, in most cases.

PRESENTING GRANTS

Deadlines: June 1 and September 1

These are applications to present a performing artist or group in a community setting. Presenting grants pay **half the artists' fee** and must be **matched entirely with cash.** Applications presenting more than one performer or group in a grant period may combine those requests in a consolidated application, but the request is still for half of each performer's fee. Performers must be based outside the county where the applicant is located. Signed contracts from each performer to be presented must be included with the application.

When costs are offset through grants from other public funding sources, such as South Arts, the total combined funding from the State Arts Council and the other grants may not exceed 50 percent of the total cost of the presentation, including marketing, space rental and other miscellaneous costs.

There is no limit on how much may be requested. However, grant awards rarely exceed $7,500. No more than four (4) applications per fiscal year will be funded. In order to be eligible, applications must be accompanied by a contract or letter of engagement from the performer, signed by both parties, which verifies the date and artistic fee.

Funding amounts: Request must be half the performing artist's fee and must be matched with cash.

TECHNICAL ASSISTANCE GRANTS

Deadlines: Call for Availability

Organizations and individual artists may receive funding for special, one-time needs such as purchasing materials for a small-scale project, attending a conference, or bringing in a consultant. Requests must not relate to any program or project already funded or applied for in another component and must not be eligible and appropriate for funding under any other component. These grant awards generally do not exceed $1,000; the minimum award is $250. A match will strengthen the application, but is not required. In communities without a local arts agency, a city, county or other appropriate tax exempt group is eligible to apply for start-up costs not to exceed $2,500 for one year only. Contact program manager if you are interested in applying for Technical Assistance.

PROGRAM COMPONENTS FOR INDIVIDUAL ARTISTS

DESIGN FELLOWSHIPS

Deadline: March 1

Individual artists working in architecture, fashion design, graphic design, industrial design, interior design, landscape architecture, or urban design and planning may apply for Design Fellowships. These awards are made to individual artists in the design arts based on:

- Artistic Excellence
- Professional Commitment and Maturity
- Service to the state of Alabama

Fellowships are intended to contribute to the artist's continuing development and the advancement of his or her professional career. Applicants are encouraged to be as specific as possible about the proposed use of the Fellowship funds in order to illustrate the seriousness of their professional intent. Fellowships are extremely competitive. Panelists determine quality of work and professionalism by reviewing samples of work and the narrative submitted with the application. Applicants should provide quality samples of their highest caliber work completed within the last five years.

Funding Amount: $5,000

ARTS ADMINISTRATION FELLOWSHIP

Deadline: March 1

Arts Administration Fellowships are awarded to individuals who are working in an administrative capacity with an Alabama arts organization in a full-time paid position for two years prior to the application deadline date. Fellowship applicants should have a plan to use the award to further their skills in arts administration and leadership.

Funding Amount: $5,000

WHO MAY APPLY

Any non-profit organization, local or county governmental agency or a college or university is eligible to apply for funding support of arts activities taking place in Alabama.

For an Individual Artist Fellowship, an applicant must be a legal resident of Alabama and must have lived in the state for two years prior to the application deadline date. An applicatnt applying for an Arts Administration Fellowship must also be working in an administrative capacity with an Alabama arts organization in a full-time paid position for two years prior to the application deadline date.

COLLABORATIVE VENTURES

The Council seeks long-term relationships with state-wide organizations that serve communities through the arts as well as partnerships to facilitate use of design in communities and public spaces.

DesignAlabama partners with the Council to promote thoughtful use of design in Alabama communities through DesignAlabama Online, a quarterly online journal, an annual printed journal, and sponsorship of an annual Mayors' Design Summit.

QUESTIONS AND CONSULTATIONS

It is highly recommended that applicants seek advice and guidance from the Community Arts Program Manager. Deb Boykin can be reached at deb.boykin@arts.alabama.gov or 334 242-4076, ext. 243

For Website:

For eGrants:

The QR codes shown above are also appropriate for the Arts & Cultural Facilities Program

Arts & Cultural Facilities

This grant program assists arts organizations in building or renovating facilities and spaces used for arts activities. Requests can be submitted for feasibility studies, use plans, needs assessment and other contracted work related to the intended operations for:

- an arts facility or space
- design work related to a specific facility or arts space
- construction costs related to a new facility
- renovation of an older facility and/or major capital outlay improvements to an existing facility

Applications will be considered and grants will be awarded in this program based on the availability of funds as provided by the legislature each year for cultural facilities. Please contact the program manager below for availability.

PROGRAM GRANT COMPONENTS

Deadline: March 1

Planning Grants (up to $20,000) - Requests may be submitted for feasibility studies, use plans, needs assessment and other contracted work related to the intended operations for an arts facility. This phase is generally considered preliminary to and necessary for actual design work and construction.

The planning proposed must begin and end within the grant year for which funds are awarded. Requests must include licensed professionals with demonstrated expertise in urban and/or community planning, architecture, landscape design or historic preservation. Community and broad-based constituent involvement in the planning process is encouraged and expected.

Design Grants (up to $50,000) - Requests for design work related to a specific facility or an arts space will be considered for support. Proposed work in this phase must produce a tangible design in the form of blueprints, renderings, schematics or other documents necessary for construction, renovation, installation or adaptive reuse of the facility or space in question. There should be evidence of community support for this phase of work. Qualified and certified architects and design professionals must be selected and involved as a part of the application process. A design document will be expected at the end of the grant period. Submission of design work will be required before final grant funds are released.

Construction (up to $100,000) - Construction costs related to a new facility, renovation of an older facility and/or major capital outlay improvements to an existing facility (sound, lighting, climate control, seating, performance or exhibition space, etc.) may be requested. Request for capital outlay must be part of a facility construction project and not a stand-alone component. The design phase must be completed and submitted as part of this request. Total project costs and timeline projections for the completion of work must also be submitted. Facilities or spaces for which funds are requested must be used primarily for artistic purposes and activities involving one or more arts disciplines as encompassed in the performing, visual or literary arts.

CRITERIA FOR FUNDING

- Potential impact of the project to community
- Qualifications of the professional team involved with the project
- Strength of community support and grant match
- The artistic merit and integrity of the project/facility in question
- Degree of stability of applicant organization
- Short and long-term appropriateness of ownership
- The degree of broad community involvement in all phases of the project

MATCHING REQUIREMENTS

In the **Planning** component, grant funds must be matched at least dollar-for-dollar. In-kind services are not allowable as match. It is expected that requests will include the cost of drawings and text defining project objectives and community benefits. Grants in the planning phase will generally not exceed $20,000.

In the **Design** component, grant funds must be matched at least dollar-for-dollar in cash and in-kind services. Grants in the design phase will generally not exceed $50.000.

In the **Construction** component all grants must be matched **three-to-one in cash** ($100,000 grant, $300,000 match). While requests may be made in phases, the phase for which funds are needed must be completed at the end of the grant period. Grants will generally not exceed $100,000.

WHO MAY APPLY

Applicants may be any arts organization, non-profit organization or city/county government. Science and technology centers, historic homes, non-art halls of fame, office spaces, non-art museums and schools are not eligible for support under this program. State Agencies and institutions or groups receiving annual state appropriations are also not eligible to apply under this program.

HOW TO APPLY

The Alabama State Council on the Arts has moved to a paperless process for application submission, review and reporting. Applications must be submitted electronically via eGrant. Access to eGrant is available from the Grants page on the Council's website at www.arts.alabama.gov.

QUESTIONS AND CONSULTATIONS

It is highly recommended that applicants seek advice and guidance from the Arts & Cultural Facilities Program Manager. Deb Boykin can be reached at deb.boykin@arts.alabama.gov or 334 242-4076, ext. 243

Folklife Program

GOAL: To identify, preserve, and present Alabama folk arts and traditions.

PROGRAM COMPONENTS

PRESENTING GRANTS

Deadline: June 1 and September 1

Grants are available to eligible organizations to cover the cost of booking folk artists for performances, demonstrations or packaged folk arts exhibitions. Presenting grants are used to bring in artists from outside the county. Performances by local artists may qualify under project grants. Governmental and non-profit agencies are eligible to apply. A number of Alabama traditional artists are available for touring and presenting. Please contact Folklife Program Manager for suggestions.

These grants must be matched dollar-for-dollar in cash. When costs are offset through grants from other public funding sources, such as SouthArts, the total combined funding from the State Arts Council and the other grants may not exceed 50 percent of the total cost of the presentation, including marketing, space rental and other miscellaneous costs.

There is no limit on how much may be requested. However, grant awards rarely exceed $7,500. No more than four (4) applications per fiscal year will be funded. In order to be eligible, applications must be accompanied by a contract or letter of engagement from the performer, signed by both parties, which verifies the date and artistic fee.

Polly Raymond and Lucy Mingo quilting. Photo by Anne Kimzey.

PROJECT GRANTS

Deadline: June 1 and September 1

Grant support is available to non-profit organizations for a wide range of projects. An applicant may submit no more than two applications per deadline. Examples of appropriate projects include:

- Documentation and presentation of Alabama folklife through media such as film, video, photography, recordings, radio and publications
- Festivals that present folklife and involve community based folk artists
- Field surveys that identify and document Alabama folk traditions and practitioners
- The presentation of Alabama folk artists in performance or exhibition
- Educational materials such as curriculum guides and other resources that will further the understanding of Alabama folklife in a classroom setting
- An organization assisting a folk artist with a project to further his or her tradition
- Fee subsidies for no more than 50 percent of total cash expenses for booking performances of traditional artists from Alabama or elsewhere

Folklorists and other scholars of Alabama folklife are excellent resources for organizations when planning and implementing projects. It is strongly encouraged that applicants seek this professional expertise.

ADMINISTRATIVE PROJECT SUPPORT

Administrative support may be requested if a case is made in the application that directly connects administrative support to organizational growth and to enhancing the quality of programs. Salaries for full and part-time staff may be included as a prominent part of the request.

Project grants must be matched dollar-for-dollar in cash or a combination of cash and in-kind support. There is no limit on how much may be requested. However, grant awards rarely exceed $7,500.

CONSOLIDATED PROJECTS

A single application that consolidates several related projects by the requesting organization may be submitted for new or existing activities. The amount requested and the number of project components will affect the limit of applications each organization is permitted to submit per deadline and per year. If a consolidated project application is submitted, only one additional application may be submitted in the same fiscal year. There is no limit on how much may be requested. However, grant awards rarely exceed $15,000.

TECHNICAL ASSISTANCE GRANTS

Deadline: Call for Availability

Organizations, individual artists and folklife scholars receive funding for special, one-time needs such as purchasing materials for a small-scale project, attending a conference, or bringing in a consultant. Requests must not relate to any program or project

already funded or applied for in another component, and must not be eligible and appropriate for funding under any other component. These grant awards generally do not exceed $1,000; the minimum award is $250. A match will strengthen the application, but is not required.

FOLK ARTS APPRENTICESHIPS

Deadline: September 1

Folk Arts Apprenticeship grants are given to master folk artists for teaching their art form to an apprentice. Prospective students who have entered into an agreement with a master folk artist may also apply for an Apprenticeship grant.

Apprenticeships are one of the primary "preservation" tools of the Alabama Folklife Program. They are designed to ensure the transmission of a diversity of folk skills from Sacred Harp singing to pottery making, using the traditional master-apprentice system. Awards will not exceed $3,500. Individuals should apply by using the Folk Arts Apprenticeship Application Form available at: http://arts.alabama.gov/programs/folk_life/folkart.aspx

A **performing artist** should include a labeled DVD or CD with three examples of performances. A **craft artist** should include 5 to 10 images of their work. These images should reflect your highest quality work. Digital images should be submitted on a PC compatible CD in JPEG format. Label the CD with the artist's name. Please contact the Program Manager if you wish to email digital images.

If the Apprentice has participated in a previously funded Apprenticeship with the Master Artist, please submit a sample of the Apprentice's work. For more details see pages 24 and 25 and contact Anne Kimzey at 334-242-4076, ext.236; or email at anne.kimzey@arts.alabama.gov

COLLABORATIVE VENTURES

The Alabama Center for Traditional Culture (ACTC) staff works closely with the Alabama Folklife Association in hosting two statewide Sacred Harp singings in Montgomery. The Rotunda Singing, held at the Alabama Department of Archives and History is held each winter and the Capitol City Shape Note Singing is held each July.

The Alabama Arts Radio Series which Steve Grauberger, folklorist for the Council continues to produce is aired weekly on the Southeastern Public Radio Network. Other public radio stations are also airing the series across the state. You can listen to past programs at: www.alabamaartsradio.com.

The ACTC works with the Alabama Folklife Association and other organizations that share the goal of interpreting and documenting Alabama folk culture. In addition to administering the Council's Folklife Program grants, ACTC's efforts include media documentation, conferences, festivals, and publications that benefit artists and contribute to the preservation of Alabama folklife and education about the state's cultural resources.

One such effort, the Alabama Traditions label, includes documentary recordings produced with the Archive of American Minority Cultures, the University of Alabama; Brierfield and Tannehill State Parks; and the Alabama Folklife Association. Recently, the series *Traditional Musics of Alabama,* produced by the Alabama Center for Traditional Culture and funded by the National Endowment for the Arts, has expanded this label. The journal *Tributaries*, which is a production of ACTC and the Alabama Folklife Association, and these recordings can be found at www.alabamafolklife.org.

The Alabama Community Scholar's Institute (ACSI) is a training program for people who want to research, document and present various aspects of Alabama's traditional culture—the music, food, crafts, stories, celebrations, work traditions, etc., of their own communities. The ACSI is produced by the Alabama Folklife Association.

The Center staff works closely with Alabama Public Television in developing, writing, shooting and editing Journey Proud, a television series profiling a wide variety of Alabama community traditions. The series premiered on October 20, 2013. The series will be produced for at least three seasons. You can view programs at: journeyproudalabama.com.

The Archive of Alabama Folk Culture (AAFC) was founded in 2006 at the Alabama Department of Archives and History with the cooperation of the Center and the Alabama Folklife Association (AFA). The Archive houses field documentation generated by the AFA, ACTC, and others.

The economic downturn of late 2008-2009 forced the Center staff to abandon plans to present Alabama as a featured state at the 2010 Smithsonian Folklife Festival. However, the staff, along with AFA, used fieldwork from this effort in the now-dormant journal *Tributaries*, as well as various public presentations. The most recent of these presentations has been the interactive exhibit "Alabama in the Making: Traditional Arts of People and Place" currently touring the state. The exhibit, produced by the AFA with input from ACTC staff, features imbedded iPads where visitors can explore audio and video fieldwork from different regions of Alabama. Another such exhibit entitled "'We'll All Sing Hallelujah,' Sacred Sounds of Alabama" has recently been produced by the AFA and is now available for touring.

QUESTIONS AND CONSULTATIONS

It is highly recommended that applicants seek advice and guidance from the Folk Arts Program Manager. Joey Brackner can be reached at joey.brackner@arts.alabama.gov or 334 242-4076, ext. 225

For Website:

For eGrants:

Literary Arts Program

GOAL: To increase public awareness and exposure to literature and the state's literary heritage and to support contemporary Alabama poets and writers of fiction, creative non-fiction and other literary genres.

PROGRAM GRANT COMPONENTS
PRESENTING GRANTS

Deadline: June 1 and September 1

These grants support readings by authors and other presentations of literary works in public venues. Priorities for funding are proposals which include educational workshops and residencies, or to enhance audience development. Presenting grants are used to bring in artists from outside the county; performances by local artists may qualify under project grants.

These grants must be matched dollar-for-dollar in cash. When costs are offset through grants from other public funding sources, such as SouthArts, the total combined funding from the State Arts Council and the other grants may not exceed 50 percent of the total cost of the presentation, including marketing, space rental and other miscellaneous costs.

There is no limit on how much can be requested, however, grant awards rarely exceed $7,500. No more than four (4) applications per fiscal year will be funded. In order to be eligible, applications must be accompanied by a contract or letter of engagement from the performer, signed by both parties, which verifies the date and artistic fee.

PROJECT GRANTS

Deadline: June 1 and September 1

Project grants provide support for a wide range of activities including literary festivals, contests and conferences or other gatherings, publications and community readings involving local writers. Education and outreach projects are priorities. An applicant may submit no more than two applications per deadline.

ADMINISTRATIVE PROJECT SUPPORT

Administrative support may be requested if a case is made in the application that directly connects administrative support to organizational growth and to enhancing the quality of programs. Salaries for full and part-time staff may be included as a prominent part of the request.

These grants must be matched dollar-for-dollar in cash or a combination of cash and in-kind services. There is no limit on how much may be requested. However, grant awards rarely exceed $7,500.

A poet reads her work during the Bards and Brews event at the Avondale Library. Photo courtesy of the Avondale Library.

CONSOLIDATED PROJECTS

A single application that consolidates several related projects by the requesting organization may be submitted for new or existing activities. The amount requested and the number of project components will affect the limit of applications each organization is permitted to submit per deadline and per year. If a Consolidated Project application is submitted, only one additional application may be submitted in the same fiscal year. There is no limit on how much can be requested. However, grant awards rarely exceed $15,000.

TECHNICAL ASSISTANCE GRANTS

Deadline: Call for Availability

Organizations and individual artists receive funding for special, one-time needs such as purchasing materials for a small-scale project, attending a conference, or bringing in a consultant. Individuals may request funds to study with another artist, or par-

ticipate in a variety of special activities for artists. Requests must not relate to any program or project already funded or applied for in another component, and must not be eligible and appropriate for funding under any other component. These grant awards generally do not exceed $1,000; the minimum award is $250. A match will strengthen the application, but is not required. Contact Program Manager for funding availability.

INTERNSHIPS AND INDIVIDUAL ARTIST GRANTS

Deadline: June 1 and September 1

These grant awards support artists engaging in projects that will have a demonstrated benefit to the art form, community, region or state and internships within an arts organization where there is a specific project to be done for the benefit of the community or organization. Applications must be made by a sponsoring 501(c)(3) organization which will serve as a fiscal agent and partner in the project.

LITERARY FELLOWSHIPS

Deadline: March 1

Cash awards are made to individual artists in the literary arts based on merit of work, career achievement, career potential and service to the state. This component provides awards to recognize artistic excellence as well as professional commitment and maturity and to contribute to the further development of the artist and the advancement of his or her professional career. Applicants are encouraged to be as specific as possible about the proposed use of Fellowship funds in order to illustrate the seriousness of their professional intent. Fellowships are competitive. Quality of work and professionalism as determined by samples of work and narrative are particularly important. **Provide samples of the highest quality work completed within the last five years. See Page 23 for Eligibility Requirements, See Page 25 for Supplemental Material Required.**

ARTS ADMINISTRATION FELLOWSHIP

Deadline: March 1

See page 23 for Eligibility Requirements. See page 25 for Supplemental Material Required.

COLLABORATIVE VENTURES

The Council seeks long-term relationships with statewide associations that serve writers as well as partnerships to facilitate events that expand opportunities for Alabama writers and the reading public.

For example, the Council provides funding for the Alabama Writers' Forum and its programs that promote Alabama writers and writing through events, publications, a high school literary contest and scholarship program and partnerships with educational organizations.

Students await their honors at the 2013 Literary Arts Awards held in Montgomery. Photo by Terry Bruno-fotowerks.

QUESTIONS AND CONSULTATIONS

It is highly recommended that applicants seek advice and guidance from the Literary Arts Program Manager. Anne Kimzey can be reached at anne.kimzey@arts.alabama.gov or 334 242-4076, ext. 236.

For Website:

For eGrants:

Performing Arts Program

GOAL: To ensure that high quality performances of dance, music and theatre are available to Alabama audiences and to support Alabama's performing arts organizations and artists.

PROGRAM GRANT COMPONENTS

OPERATING SUPPORT GRANTS

Deadline: June 1

Operating Support is awarded to performing arts organizations that demonstrate a consistent track record of high artistic achievement, public service, and managerial competency. Eligible organizations are expected to have a well-maintained educational outreach program and broad-based community involvement. Operating Support grants permit use of funds for general, ongoing operational activities of an organization. New applicant organizations must submit a **letter of intent** to apply **one year** prior to submitting an Operating Support application. Operating Support organizations may not submit additional applications but may act as a fiscal agent for another organization. To be eligible for Operating Support, an organization must meet all these requirements:

OPERATING SUPPORT

To be eligible for Operating Support, an organization must meet all these requirements:

- They must be incorporated and recognized as having non-profit tax exempt status by the Internal Revenue Service for at least three years prior to application, or have been an agency of a city or county government for that length of time
- Must have an actual three-year average cash income of at least $650,000
- Must have a full-time administrative staff responsible for the overall functions of the organization
- Must have an annual audit conducted by an independent Certified Public Accountant

PRESENTING GRANTS

Deadline: June 1 and September 1

This component provides support for a performing arts series or single events where an artist or ensemble is contracted to give a public performance. Grants are reviewed by discipline, so applications for dance, music and theatre performances should be submitted separately by discipline. More than one ensemble may be included in a single application as long as they perform in the same discipline. An example would be a series of chamber music concerts. See Consolidated Projects.

The Red Mountain Theatre's production of 42nd Street. Photo courtesy of the Red Mountain Theatre.

The artist or group being presented must live outside the county in which the performance takes place in order to be eligible for funding. The artist or group presented should have touring experience and a reputation for quality presentations. Proposals that include educational workshops and residencies, or a comprehensive plan for audience or community development will receive priority for funding. Performances of highly commercial or seasonal entertainment, which could be self-supporting are unlikely to be funded.

These grants must be matched dollar-for-dollar in cash. When costs are offset through grants from other public funding sources, such as SouthArts, the total combined funding from the State Arts Council and the other grants may not exceed 50 percent of the total cost of the presentation, including marketing, space rental and other miscellaneous costs.

There is no limit on how much may be requested. However, grant awards rarely exceed $7,500. No more than four (4) applications per fiscal year will be funded. In order to be eligible, applications must be accompanied by a contract or letter of engagement from the performer, signed by both parties, which verifies the date and artistic fee.

PROJECT GRANTS

Deadline: June 1 and September 1

This component provides support for a wide range of activities undertaken by performing arts organizations for the benefit of their communities. Eligible projects include producing, com-

missioning, planning processes and touring. Education and outreach projects are generally a funding priority of the Council. An applicant may submit no more than two applications per deadline.

ADMINISTRATIVE PROJECT SUPPORT

Administrative support may be requested if a case is made in the application that directly connects administrative support to organizational growth and to enhancing the quality of programs. Salaries for full and part-time staff may be included as a prominent part of the request.

Project grants must be matched dollar-for-dollar in cash or a combination of cash and in-kind services. There is no limit on how much may be requested. However, grant awards rarely exceed $7,500.

CONSOLIDATED PROJECTS

A single application that consolidates several related projects by the requesting organization may be submitted for new or existing activities. The amount requested and the number of project components will affect the limit of applications each organization is permitted to submit per deadline and per year. If a Consolidated Project application is submitted, only one additional application may be submitted in the same fiscal year. There is no limit on how much may be requested. However, grant awards rarely exceed $15,000.

TECHNICAL ASSISTANCE GRANTS

Deadline: Call for Availability

Organizations and individual artists may receive funding for special, one-time needs such as purchasing materials for a small-scale project, attending a conference, or bringing in a consultant. Requests must not relate to any program or project already funded or applied for in another component, and must not be eligible and appropriate for funding under any other component. These grant awards generally do not exceed $1,000; the minimum award is $250. A match will strengthen the application, but is not required. Contact Program Manager for funding availability.

INTERNSHIPS AND INDIVIDUAL ARTIST GRANTS

Deadline: June 1 and September 1

This funding support artists engaging in projects that will have a demonstrated benefit to the art form, community, region or state. Funding may also be used for internships within an arts organization where there is a specific project to be done for the benefit of the community or organization. Applications must be made by a sponsoring 501(c)(3) organization, which will serve as a fiscal agent and partner in the project.

PERFORMING ARTS FELLOWSHIPS

Deadline: March 1

Cash awards are made to individual artists in the performing arts based on merit of work, career achievement, career potential and service to the state. This component provides awards to recognize artistic excellence as well as professional commitment and maturity and to contribute to the further development of the artist and the advancement of his or her professional career. Applicants are encouraged to be as specific as possible about the proposed use of Fellowship funds in order to illustrate the seriousness of their professional intent. Fellowships are competitive. Quality of work and professionalism as determined by samples of work and narrative are particularly important.

Submission of the electronic form is the first part of a two-part application process. The certification/signature page and the appropriate samples of work must be submitted by mail. Provide quality samples of your highest caliber work.

See Page 23 for Eligibility Requirements, See Page 25 for Supplemental Material Required.

ARTS ADMINISTRATION FELLOWSHIP

See page 23 for Eligibility Requirements. See page 25 for Supplemental Material Required.

COLLABORATIVE VENTURES

The Council seeks long-term relationships with statewide associations that serve performing artists as well as partnerships to facilitate events that expand opportunities for Alabama performing artists and audiences.

The Alabama Dance Council receives assistance from the Council for long-range planning, an on-line newsletter, and the sponsorship of an annual dance festival. The Council has helped ADC become a voice for all types of dance and a clearinghouse of information on performances and education opportunities.

QUESTIONS AND CONSULTATIONS

It is highly recommended that applicants seek advice and guidance from the Performing Arts Program Manager. Yvette Jones-Smedley can be reached at yvette.jones-smedley@arts.alabama.gov or 334 242-4076, ext. 226

For Website:

For eGrants:

Visual Arts Program

GOAL: To nurture excellence, professionalism, multiculturalism and audience access in the disciplines of painting, sculpture, crafts, printmaking, design, photography, and media that have origins and/or impact in Alabama.

PROGRAM COMPONENTS
OPERATING SUPPORT

Deadline: June 1

Visual arts organizations and art museums that have developed a successful track record of diverse programs and services in the community and region may qualify for Operating Pupport. It is expected that strong cooperation exists with their local communities. To be eligible for funding under this category, organizations must have been incorporated and recognized as having non-profit tax exempt status by the Internal Revenue Service for at least three years prior to application, or have been an agency of a city or county government for that length of time. New applicant organizations must submit a **letter of intent** to apply **one year** prior to submitting an Operating Support application. Operating Support organizations may not submit additional applications but may act as a fiscal agent for another organization. To be eligible for Operating Support, an organization must meet all these requirements:

- They must be incorporated and recognized as having non-profit tax exempt status by the Internal Revenue Service for at least three years prior to application, or have been an agency of a city or county government for that length of time
- Must have an actual three-year average cash income of at least $800,000
- Must have a full-time administrative staff responsible for the overall functions of the organization
- Must have an annual audit conducted by an independent Certified Public Accountant

PRESENTING GRANTS

Deadline: June 1 and September 1

These grants provide support to art museums and other organizations for presenting touring or packaged exhibitions. To be eligible, the exhibition must originate outside the county where it will be shown. Priority is given to exhibitions, which are educational and serve to increase the local audience for visual arts.

These grants must be matched dollar-for-dollar in cash. When costs are offset through grants from other public funding sources, such as SouthArts, the total combined funding from the State Arts Council and the other grants may not exceed 50 percent of the total cost of the presentation, including marketing, space rental and other miscellaneous costs.

There is no limit on how much may be requested. However, grant awards rarely exceed $7,500. No more than four (4) applications per fiscal year will be funded. In order to be eligible, applications must be accompanied by a contract or letter of engagement signed by both parties, which verifies the date and artistic fee.

PROJECT GRANTS

Deadline: June 1 and September 1

This component supports a wide range of activities undertaken by museums, art galleries, art centers, and other organizations with visual arts and crafts programming. Project grants must be matched dollar-for-dollar in cash or a combination of cash and in-kind support. Preference is given to activities emphasizing the work, display, and interpretation of professional Alabama visual artists and crafts people. The quality of work to be presented is an important consideration in reviewing proposals. An applicant may submit no more than two applications per deadline.

Examples of appropriate visual arts projects include:

- Projects that make programming accessible to special constituencies
- Conservation of art works
- Planning, preparation, promotion, and mounting of exhibitions by professional artists
- Residencies or workshops conducted by recognized artists who do not work with the organization on a regular basis
- Educational activities or services undertaken by a gallery or museum
- Commissioning new works by Alabama artists or offering purchase awards to artists in juried exhibitions
- Commissioning or purchasing works for art for public places. Consult with the Visual Arts Program Manager to determine the proper program category and appropriate supporting documentation
- Activities enhancing the professional growth of visual arts and crafts organizations. This may include bringing in a consultant to implement an administrative or artist development project
- Conferences and workshops designed to enhance communication, planning, programming, and artist skills
- Publications promoting shows, artist and activities within the state, special documentary pieces for public use and non-commercial purposes; art criticism and discussion featuring Alabama artists and art work; and resource directories

- Visual arts and crafts festivals where professional artists are featured and presented as the main purpose of the festival
- Touring of special exhibitions

Appropriate media/photography projects include:

- Creative works about a broad range of topics and/or journalistic documentation of an artist or art form
- Supplementing funds for producing, processing, editing, and distributing films, video tapes, audio tapes or other media presentations for public use
- Residencies or workshops conducted by recognized film/video makers and photographers to discuss their art and interact with local artists and the public
- Commissioning of a film or video tape by a recognized Alabama film or video artist(s) to be presented to the public as an expressive art form
- Conferences and workshops designed to enhance communication, understanding, artistic and programming skills, planning, and cooperation relative to the media arts
- Noncommercial publications promoting media arts and providing information on media arts for the general public
- Film and/or video festival showcasing the work of independent media artists working in the state

ADMINISTRATIVE PROJECT SUPPORT

Administrative support may be requested if a case is made in the application that directly connects administrative support to organizational growth and to enhancing the quality of programs. Salaries for full and part-time staff may be included as a prominent part of the request. There is no limit on how much may be requested. However, grant awards rarely exceed $7,500.

CONSOLIDATED PROJECTS

A single application that consolidates several related projects by the requesting organization may be submitted for new or existing activities. The amount requested and the number of project components will affect the limit of applications each organization is permitted to submit per deadline and per year. If a Consolidated Project application is submitted, only one additional application may be submitted in the same fiscal year. There is no limit on how much may be requested. However, grant awards rarely exceed $15,000.

TECHNICAL ASSISTANCE GRANTS

Deadline: Call for Availability

Organizations and individual artists receive funding for special, one-time needs such as purchasing materials for a small-scale project, attending a conference, or bringing in a consultant. It allows them to take advantage of unique opportunities, such as the availability of an exhibition on short notice. Individuals may request funds to study with another artist, or participate in a variety of special activities for artists. Requests must not relate to any program or project already funded or applied for in another component, and must not be eligible and appropriate for funding under any other component. These grant awards generally do not exceed $1,000; the minimum award is $250. A match will strengthen the application, but is not required. Contact Program Manager for funding availability.

A sample display case showcasing the collection of Jack and the late Georgine Clarke during the renaming of the gallery to the Georgine Clarke Alabama Artists Gallery. Photo by Elliot Knight.

INDIVIDUAL FELLOWSHIPS

Deadline: March 1

Cash awards are made to individual artists in the visual arts based on merit of work, career achievement, career potential and service to the state. This component provides awards to recognize artistic excellence as well as professional commitment and maturity and to contribute to the further development of the artist and the advancement of his or her professional career. Applicants are encouraged to be as specific as possible about the proposed use of Fellowship funds in order to illustrate the seriousness of their professional intent. Fellowships are competitive. Quality of work and professionalism as determined by samples of work and narrative are particularly important. Provide samples of the highest quality work completed within the last five years.

Applicants must submit their application electronically through the eGRANT system and then physically mail in a CD with ten samples of work and supporting materials. Samples of work, certification page and supporting materials must be received in the ASCA office within three days of the online application deadline.

Eligibility: Fellowship applicants must be legal residents of Alabama for a minimum of two years prior to the application deadline, and are expected to maintain residency during the grant award year (October 1 - September 30). Artists who have previously been awarded a Fellowship are eligible to apply for a second Fellowship six years after their first Fellowship. After an artist has received two Fellowships, they are no longer eligible to apply.

TYPES OF FELLOWSHIPS

Each year, up to two fellowships are awarded in each of three catergories: Visual Art, Craft, and Media/Photography.

Visual Arts includes painting, sculpture, printmaking, book arts, and experimental and conceptual approaches.

Craft includes work created using clay, fiber, glass, leather, metal, paper, plastic, wood, or mixed media.

Media Arts and Photography includes film, audio and sound installations, video, experimental technology and work created using computers or other digital technology as the primary expressive vehicle.

ARTS ADMINISTRATION FELLOWSHIPS

Deadline: March 1

See page 23 for Eligibility Requirements. See page 25 for Supplemental Material Required.

REQUIRED SUPPLEMENTAL MATERIALS

Supplemental Materials: After submitting a Fellowship application through the eGrant system, you must physically mail in a CD with ten samples of work, which must be received within 3 days of the grant deadline. You must also include a signed certification page, which will be generated through the egrant system upon application submission. You may also include a printed copy of your resume. Ten samples of work that have been completed in the past five years should be submitted on a CD and conform to the following specifications: All images of work should be saved in JPEG format and should measure between 2,000 and 3,000 pixels on the longest side. An inventory form should be completed and uploaded into eGrant before the application is submitted. This form is located in the eGrant system and should give a detailed listing of each sample of work provded and include details such as Title, Date completed, Dimensions, and Medium. When surface and texture is an important concern, a detailed view should be among the ten images submitted. Video samples should be submitted on a DVD and should include between 10-30 minutes of content. Label the CD or DVD with artist's name and fellowship discipline.

A painter discusses her work with participants at the Carlisle Towery Art Colony Workshop. Photo by Lauren Wade.

COLLABORATIVE VENTURES

The Council seeks long-term relationships with statewide associations that serve artists or focus on the visual arts, such as the Alabama Craft Council, which works with the Council on statewide projects.

QUESTIONS AND CONSULTATIONS

It is highly recommended that applicants seek advice and guidance from the Visual Arts Program Manager. Elliot Knight can be reached at elliot.knight@arts.alabama.gov or 334 242-4076, ext. 250.

For Website:

For eGrants:

Grants to Individuals

While most grants are available to organizations only, there are some categories intended for Individuals.

Fellowships are available in crafts, dance, design, media/photography, music, literature, visual arts, and arts administration.

The Council awards Artist Fellowships of $5,000 for Alabama artists working in one of the areas listed above. Recipients may use funds to set aside time to create art, improve their skills or to do what is most advantageous to enhance their artistic careers. Arts Administration Fellowships of $5,000 are awarded to administrators to improve their skills and ability to serve their organization and community.

Fellowship applicants in Arts Administration should have a plan to use the award to further their skills in arts administration and leadership.

This program does not provide funding for academic study in pursuit of a college degree. Fellowships do not require the recipient to undertake a project or service. The Council may award more than one fellowship in a discipline, but there is no guarantee that a set number of awards will be made. (See Page 23 For Supplemental Material Required.)

ELIGIBILITY

NOTE: An individual may submit only one fellowship application during the year. Fellowship recipients cannot apply again for six years after receipt of the award, but applicants who have not received a fellowship are encouraged to apply again. Individuals who have received two fellowships are no longer eligible.

Residency Requirement: An applicant must be a legal resident of Alabama and must have lived in the state for two years prior to the application deadline date and is expected to maintain residency during the grant award year (October 1 – September 30).

Employment Requirement: An applicant applying for the Arts Administration Fellowship must also be working in an administrative capacity with an Alabama arts organization in a full time paid position for two years prior to the application deadline date.

Work Samples: An applicant applying for an Artist Fellowship must provide work samples of the highest quality. These should be completed within the last five years.

The State Arts Council accepts applications within the following programs in the discipline subcategories indicated. We encourage you to consult with the appropriate program manager while preparing your application. Call the State Arts Council at 334/242-4076 and use the extension numbers indicated:

CATEGORIES FOR ARTISTS

COMMUNITY ARTS, 334-242-4076, ext. 243

Design (architecture, fashion design, graphic design, industrial design, interior design, landscape architecture, urban design and planning)

Arts Admistration, 334-242-4076, ext. 227

LITERARY ARTS, 334-242-4076, ext. 236

Literature (fiction, creative nonfiction, poetry, screenwriting)

PERFORMING ARTS, 334-242-4076, ext. 226

Dance (performance, choreography)

Music (vocal, instrumental, composition, conducting, musical direction, performing)

Theatre (acting, design, directing, mime, puppetry, playwriting)

VISUAL ARTS, 334-242-4076, ext. 250

Crafts (clay, fiber, metal, glass, wood, similar crafts)

Visual Arts (painting, sculpture, printmaking, drawing experimental)

Media/photography (film, audio, video)

INSTRUCTIONS FOR SUBMITTING

Applications for Fellowships MUST be submitted electronically via eGRANT. Access to the eGRANT system is available from the Alabama State Council on the Arts website at: https://alabamaarts.egrant.net.

Applicants are responsible for supplying sufficient information on their backgrounds. A comprehensive resume, the education summary form and the inventory of work samples form must be uploaded to the eGRANT.

All sections and fields of the application must be completed with required attachments before submitting. It is recommended that you do not delay in preparing or submitting your applications. The eGrant system will open two months prior to the deadline. You may enter the system, set up your application file and work on it as needed during that two-month period. **Please remember that the eGrant system will close promptly at 5:00 p.m. on the application deadline date. Grants should be submitted by 4:45 p.m. to ensure transmission by 5:00 p.m.**

Submission of the electronic form is the first part of a two-part application process. The certification/signature page and the appropriate samples of work must be submitted by mail. Provide quality samples of your highest caliber work completed within the last five years. Program managers will be glad to advise you about preparing your application and submitting the required samples of work.

Arts Administration applicants should include three letters of recommendation and a brief organizational profile along with the certification/signature page. Please see page 25 for Supplemental Material Required. If you wish to have your samples returned please enclose a self-addressed, stamped envelope.

If shipping support materials overnight by private vendor (other than US Postal Service), please use the following address: 201 Monroe Street, Suite 110, Montgomery, AL 36104-3721.

TECHNICAL ASSISTANCE

See information under specific programs

Funds may be available to provide artists with up to $1,000 for technical assistance. Applicants have used these grants for marketing, establishing a portfolio, learning tax laws and accounting basics for self-employment, resource development and perfecting a technique or style of work. Funds may be used to attend workshops or seminars, to study under another artist or participate in a special institute for artists. Performing, literary and visual artists are encouraged to apply.

For funding availability at any time throughout the year, please contact the appropriate program manager.

FOLK ARTS APPRENTICESHIPS

See Folklife Program for specifics, page 15

The Alabama Folk Arts Apprenticeship Program offers grants to individuals for teaching the traditional folk arts of Alabama.

The grants can go to master artists to teach their skills to students, or to apprentices who apply to work with a particular teacher. This program has supported teaching in art forms as diverse as Sacred Harp singing, old-time fiddling, blues, traditional dance, folk pottery, oak basketry, willow furniture making, and pine straw basketry.

Apprenticeships are cash awards generally not exceeding $3,500 made to master folk artists who are willing to teach students their craft. Students who have entered into an agreement with a master folk artist may also apply. Apprenticeships are for one year and do not necessarily imply future funding. From one to five apprentices may be included in the application and each apprentice should fill out a separate page for a complete application. Master artists must send samples of work. Continuing students will need to provide work samples as well.

Due to the high number of applicants and the need to bring new artists into this program, it is the general policy of the Council that artists who have received three consecutive years of funding must wait two years before reapplying. Applications for Apprenticeships are submitted by hard copy (not available in eGRANT system). An application form is available at: http://www.arts.alabama.gov/grants/grant_individual.aspx

Contact Anne Kimzey at 334-242-4076, *ext. 236, or by email at anne.kimzey@arts.alabama.gov.*

COLLABORATING ARTIST PROGRAM

Teaching artists with an advanced practicing knowledge of arts integrated curriculum may qualify for inclusion in the Collaborating Artist Program Roster. Artists approved for the roster may solicit schools to employ them for two to four week residencies. The Council supports an artist fee of $1,000 per week. Applications are not available on the eGRANT system. For more detailed information, contact the Arts in Education Program Manager. Alabama residency is not required for this program.

For application and further details contact Diana Green at 334-242-4076, *ext. 241; or by email at diana.green@arts.alabama.gov.*

ALABAMA TOURING ARTIST

Individual Alabama performing artists and small Alabama performing groups may apply to participate in our Alabama Touring Artist Program (formerly Rural School Touring). The Council sends these artists to perform in rural and inner city schools. Artists must agree to attend one orientation workshop at their own expense in the fall. Artists must be available to perform between February and May. Applications are not available on the eGRANT system. Invitations to apply are sent out each June.

For application and further details contact Diana Green, at 334-242-4076, *ext. 241; or email at diana.green@arts.alabama.gov.*

SCHOOL ARTIST ROSTER

Individual Artists who have experience working in schools either as performers or teaching artists are welcome to apply for the State Arts Council's School Artist Roster.

The School Artist Roster is posted on the Council's website and is available to schools that seek guest artist appearances or artist residencies under AIE Enhancement Grants or Curriculum-Based Project Grants.

For application and further details contact Diana Green, at ext. 241; or by email at diana.green@arts.alabama.gov.

For Website:

For eGrants:

REQUIRED SUPPLEMENTAL MATERIALS FOR FELLOWSHIPS & APPRENTICESHIPS

PROVIDE SAMPLES OF THE HIGHEST QUALITY WORK COMPLETED WITHIN THE LAST FIVE (5) YEARS

Applications for Fellowships must be submitted electronically via eGRANT (with the exception of Folklife Apprenticeships). Access to eGRANT is available from the Alabama State Council on the Arts website at www.arts.alabama.gov. eGRANT is first part of the two-part application process. The second part is the submission of the signature page and samples and/or supplemental materials. This information must be received in the Council's office within 3 days past the application deadline date. One (1) copy of supporting materials, e.g. brochures, resumes, etc., is sufficient.

CRAFTS
DESIGN
MEDIA/PHOTOGRAPHY
VISUAL ARTS

After submitting a Fellowship application through the eGrant system, you must physically mail in a CD with ten samples of work, which must be received within 3 days of the grant deadline. You must also include a signed certification page, which will be generated through the egrant system upon application submission. You may also include a printed copy of your resume. Ten samples of work that have been completed in the past five years should be submitted on a CD and conform to the following specifications: All images of work should be saved in JPEG format and should measure between 2,000 and 3,000 pixels on the longest side. An inventory form should be completed and uploaded into eGrant before the application is submitted. This form is located in the eGrant system and should give a detailed listing of each sample of work provded and include details such as Title, Date completed, Dimensions, and Medium. When surface and texture is an important concern, a detailed view should be among the ten images submitted. Video samples should be submitted on a DVD and should include between 10-30 minutes of content. Label the CD or DVD with artist's name and fellowship discipline.

LITERATURE

Please include a detailed resume along with the following: a list of published works, reviews, and a minimum of ten, but no more than twenty, pages of poetry or prose. Please label each page with title, artist's name and date. If published, indicate where published and date of publication. Please do not submit bound published material. Please submit only samples of work completed within the last five years. Also, please mail work samples and be sure to complete all parts of eGRANT as required and include inventory form.

DANCE

Please include a detailed resume and a DVD with three examples of performances by applicant and/or of original choreographed works by applicant. Each piece should not be less than 3 minutes, but no longer than 5 minutes and should have been completed within the last five years. Label the DVD with the artist's name and fellowship discipline. On inventory form uploaded to eGRANT, please provide a list, by track number, description of work submitted, title of work, date, length.

MUSIC

Please include a detailed resume along with scores and a CD with three examples of compositions. If you are submitting for performance, please submit a DVD of three examples, each piece should not be less than 3 minutes, but no longer than 5 minutes long with concerts notes and/or arrangements. All work should have been completed within the last five years. Label the DVD or CD with artist's name and fellowship discipline. On inventory form uploaded to eGRANT, please provide a list by track number, title of work, date, length and description of work submitted.

THEATRE

Please include a detailed resume along with a DVD with three examples of performances by applicant or directed works, each piece should not be less than 3 minutes, but no longer than 5 minutes or if submitting for scenic, lighting or costume design, ten digital images representing work in scene, light or costume design with plots or renderings. Digital images should be submitted on a PC compatible CD in JPEG format, saved at 72 dpi resolution with the longest dimension no more than 600 pixels. If submitting for playwriting include two (2) one-act plays or one (1) full length play with excerpts from three (3) other plays all previously produced with reviews. On inventory form uploaded to eGRANT, please provide a list of submitted samples. Please do not submit bound published materials.

FOLK ARTS APPRENTICESHIPS

If a performing artist, please include a labeled DVD or CD with three examples of performances.

If a craft artist, please include 5 to 10 images of your work. Digital images should be submitted on a PC compatible CD in JPEG format. Label the CD with the artist's name.

Please contact the Program Manager if you wish to email digital images.

If the Apprentice has participated in a previously funded Apprenticeship with the Master Artist, please submit a sample of the Apprentice's work.

ARTS ADMINISTRATIVE FELLOWSHIPS

Pay special attention on the eGRANT section regarding how this fellowship will impact your career. You may include additional information on the use of the fellowship funds with the signed signature page. Also include in the mailing a detailed professional resume and three current letters of support/recommendation. Additionally include a brief organizational profile and any other information that speaks to the mission and purpose of your organization. College university faculty and other personnel in schools are not eligible.

Alabama State Council on the Arts

201 Monroe Street, Suite 110, Montgomery, AL 36130-1800
Overnight shipments (by private vendor, other than U.S. Postal Service), please use zip code 36104-3721
Phone: 334-242-4076 • Fax: 334-240-3269 • E-mail: staff@arts.alabama.gov • Website: www.arts.alabama.gov

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Stephen Grauberger, Folklife Specialist
334-242-4076, Ext. 222
steve.grauberger@arts.alabama.gov

Other Primary Sources of Funding

The following agencies offer various types of assistance for arts related programs and projects.
Contact them for information about their programs and services.

THE ALABAMA HUMANITIES FOUNDATION
1100 Ireland Way, Suite 101
Birmingham, AL 35205-7001
205/558-3980 www.ahf.net

SOUTHARTS
1800 Peachtree St. NW, Suite 808
Atlanta, GA 30309
404/874-7244 www.southarts.org

THE NATIONAL ENDOWMENT FOR THE ARTS
1100 Pennsylvania Ave., NW
Washington, DC 20506
202/682-5400, TDD 202/632-5496
www.arts.gov

THE NATIONAL ENDOWMENT FOR THE HUMANITIES
1100 Pennsylvania Ave., NW
Washington, D.C. 20506
202/606-8400 www.neh.gov

INSTITUTE OF MUSEUM AND LIBRARY SERVICES
1800 M St. NW, 9th Floor
Washington, D.C. 20036-5802
202/653-4657 www.imls.gov

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201 Monroe Street, Suite 110
Montgomery, Alabama 36130-1800

www.arts.alabama.gov