



2021 GUIDELINES

(read before completing your application)



Together, the Acadiana Center for the Arts and Lafayette Economic Development Authority offer ArtSpark, an Individual Artist Funding Program. The purpose of ArtSpark is to directly support artists in Acadiana, especially those with otherwise limited opportunities, to expand their bodies of work as a professional and offer outreach to the community. These awards offer assistance to emerging, mid-career, and mature artists for specific, short-term projects.

Funding Period: April 1, 2021 to December 1, 2021 **Request:** Minimum \$1,000 to Maximum \$5,000

Application Assistance Workshops: January 26, 2021, 5:00pm and January 28, 2021, 10:00am. Workshop will take place over Zoom, register through EVENTBRITE.

DRAFTS: To receive assistance prior to the application deadline please call 337-233-7060, or contact Paige Krause at Paige@AcadianaCenterfortheArts.org or Gwen Richard Gwen@AcadianaCenterfortheArts.org. A draft of your application may be submitted in advance of the deadline, but no later than, Wednesday, February 24, 2021 via email to Paige or Gwen.

HOW TO SUBMIT DRAFT ONLY: At the bottom of the online form, you may select save and continue to save as a draft. This will provide you with a link you may use to return to your form. You may also have this link emailed to your email address. If you would like assistance with your draft application, email this link to either of the email addresses above.

Application Deadline: March 5, 2021, submitted online by 4:30pm. Applications must be typed on this official online form. Handwritten, faxed or emailed applications are ineligible. You may submit only one (1) grant application.

Mandatory Compliance Meetings (if funded): April 12, 2021, 10:30am or 5:30pm. **Opportunity Machine (OM) Meetings** will take place in April of 2021; you will be notified of the time, date, and location.

PURPOSE OF THIS FUNDING PROGRAM

- To increase opportunities for local (Acadiana) artists
- To assist artists with expenses related to the creation of new work and to develop their artistry more fully through professional development opportunities, such as seminars, workshops, etc., within Acadiana
- To foster a vital and resourceful arts community
- To assist in the development of larger and more diverse audiences for arts activities
- To provide encouragement and support to artists in the creation of new artworks, participation in special initiative art projects, and the expansion of existing arts programming, especially to those artists and communities with otherwise limited opportunities.

ELIGIBILITY

- The applicant/artist must be a resident of Acadiana (Acadia, Evangeline, Iberia, Lafayette, St. Landry, St. Martin, St. Mary, or Vermilion Parishes), and remain a resident for the duration of the grant period
- The artist/applicant must be a practicing artist, defined as one who is dedicated to producing artwork on a regular basis, and/or an undergrad student enrolled in their junior or senior year
- The artist/applicant must be 18 years of age or older by March 5, 2021

INELIGIBILITY

- The artist/applicant must not be a current board member, honorary committee member, major funder, current panelist, or staff member or immediate family member of such a person of Lafayette Economic Development Authority or the Acadiana Center for the Arts
- The artist/applicant cannot apply on behalf of any organization, collective, company, band, group, and/or ensemble, or be a collaborator on more than one proposed project
- Artists who have already received an ArtSpark Individual Artists Stipend must wait two (2) full cycles before reapplying. For example, artists who received funding in 2018 are eligible to apply in 2021. Artists who received funding in 2019 can apply in 2022, etc.
- The artist/applicant cannot be enrolled in an undergrad program as a freshman or sophomore

THIS PROGRAM WILL FUND

- The professional development, creation, and presentation of new artistic works for individual artists in Acadiana
- Purchasing supplies, materials, and equipment necessary to complete art work, *not considered capital expenditures*, for \$500 or less
- Costs associated with producing a performance (*budget may not reflect any payment to AcA, including facility rental*)
- Costs associated with career/professional development (*attending seminars, workshops, etc.*) *within and outside of Acadiana* (determined on a case by case basis)

THIS PROGRAM WILL NOT FUND

- Direct payment for services to the artist/applicant
- Capital expenditures over \$500 (large ticket items, such as a computer, guitar, etc.)
- Travel for the applicant/artist outside of Acadiana
- Scholarships, fellowships, or tuition assistance towards a degree
- Deficit reduction
- Costs incurred outside of the funding cycle dates, before the effective date of the contract or after the project is complete
- Operational support
- Competitions, pageants, fundraising events, or hospitality costs
- Costs not associated with an art project or an artist's work

1099 FORM

- If you are awarded funds from the ArtSpark program, you will receive a **1099 FORM** from the Acadiana Center for the Arts, as we are required by law to report grants awards to the IRS. If it is a donation to an artist, then it doesn't have to be reported on a 1099. **If funds are earned by the artist (which in this case they are), then it must be reported on our end.** Income you receive from us is taxable. If you have any further question, we recommend you ask a tax consultant.

- Expenses from your grant can be deductible. Here is a link to the IRS page and bullet 2(c) may be of assistance to handling individual grants <https://www.irs.gov/charities-non-profits/private-foundations/grants-to-individuals>

PROPOSAL WRITING TIPS

- Write specifically, in simple, clear language
- Assume the reader of your application knows nothing about your project except what is presented in the application
- Use facts and not necessarily opinions. Present concrete plans, specific goals, and evidence of adequate research and planning
- The budget, narrative, and provider of services should all relate and be consistent
- Be sure to proofread. Have another person read your draft. Does it make sense to them? Does it address the evaluation criteria?

EVALUATION CRITERIA

Your application will be reviewed by panelists comprised of community leaders, business professionals, and/or artists, using the following evaluation criteria and corresponding weights:

Project/Budget - Weight 40 Points

- Well-planned and designed proposal of the proposed project
- Adequate individuals and resources specified for the success of the project
- Expertise of the other individuals involved as providers of services
- Realistic timeframe of proposed project
- Appropriate request level and use of stipend funds

Artistic Merit - Weight 40 Points

- Expertise of the applicant as an artist
- Contribution to the art form or the understanding and appreciation of the art form(s) proposed
- Quality of the artist/applicant work

Outreach – Weight 20 Points

- Impact (large or small) this project could have on the community
- Plans for increased access, participation, and exposure to the arts within the community, to diverse audiences, including those with limited resources
- Level of community collaboration or involvement
- Participation with the career development programs offered by the Opportunity Machine

CAREER STAGES

EMERGING ARTISTS are those in the early stages of their professional careers. Their work has begun to take shape, and their output contains the seeds of further artistic development.

MID-CAREER ARTISTS are those who have created an independent body of work and have made a recognized contribution to their discipline through public presentation of their work. Steady in their progression as an artist over a five to ten-year period, they are challenging themselves to explore other avenues of expression as well as deepening the creative modalities that have brought them to this artistic stage.

MATURE ARTISTS are those who have created an extensive independent body of work representing a life-long investigation and maturation of their personal creativity. They demonstrate a high aesthetic level of artistic ability with a strong consistency of expression over at least a fifteen-year professional arts career.

SUGGESTED PRESENTATION FORMAT FOR SUBMITTING ARTIST WORK SAMPLES

Dance and Theatre: Submit an excerpt of your work, at least one completed within the last three years. The list of work samples should include the title, the names of the writer(s), choreographer(s), director(s) and/or performer(s), and the role of the applicant in creating the submitted work. For group performances, please note which performer is the applicant. Must include the time marking where the panel should begin reviewing the submitted sample.

Design, Folklife, Visual Arts and Crafts: Submit digital samples of your work, at least one completed within the last three years. The image should be high quality.

Literature: Submit typed samples of your work, no more than 10-20 pages total, at least one completed within the last three years. You may submit published work.

Media Arts: Submit an excerpt of your work, at least one completed within the last three years. The list of work samples should include the title, technique, genre (documentary, experimental, etc.), and the specific role of the applicant in creating the submitted work. Must include the time marking where the panel should begin reviewing the submitted sample.

Music: Submit audio of your work, at least one completed within the last three years. The list of work samples should include the title, the names of the performers, instruments, and the role of the applicant in creating the submitted work. For group performances, please note which performer is the applicant. Must include the time marking where the panel should begin reviewing the submitted sample.

APPLICATION REVIEW PROCESS

The AcA will designate a panel to review the applications. This is a competitive program. Please keep in mind that an application may or may not be funded, dependent on the number of applicants, the amount of award money available, and the application's score based on the evaluation criteria. The acceptance of an application **does not intend** to imply that it will be automatically funded. Applicants will be notified prior to the beginning of the funding cycle about the results of the application.

FUNDING PROCEDURE

If awarded, the artist will receive 75% of the stipend at the beginning of the funding period. The remaining 25% will be available after the Final Report and Request for Final Payment has been received and approved. The Final Report is due fifteen (15) days after the completion of the project; if the report is not received within thirty (30) days, the remaining 25% is forfeited. If you are unable to complete the requirements of this program, and will not use all of the funds awarded to you, contact Paige Krause or Gwen Richard to make arrangements to return any unused funds before October 1, 2021. All related documents must be retained for three (3) years following the termination of the granting period.

CREDITING

In all printed materials associated with the project, the logo of the AcA and LEDA must be legibly displayed. AcA and LEDA should also be included in any listings of patrons or sponsors, with respect to the level of funds awarded. Accordingly, AcA and LEDA should be afforded all the rights and privileges associated with their level of sponsorship of the project, including but not limited to the distribution of tickets and/or passes to scheduled events and inclusion on the artist's mailing list.