



2022 GUIDELINES FOR INDIVIDUAL ARTISTS

(read carefully before completing 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.

PROGRAM OVERVIEW

- To provide opportunities for artists in Acadiana based on artistic excellence that reflects and represents the diversity of the region.
- 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
- 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 increase economic opportunities for the artist/applicant from the production of the work either directly or indirectly
- To impact economic development in Acadiana through the creation of new works of art by hiring other artists/service providers for the project
- To holistically support artists in their personal economic success via a business entrepreneurship and career development opportunities presented by Opportunity Machine

IMPORTANT DATES

Funding Cycle: April 1, 2022 to December 1, 2022

Submissions open: January 13th, 2022

Application Assistance Workshops: January 25, 2022, 11:00am and February 3, 2022, 5:30pm.

Workshop will take place over Zoom, register through EVENTBRITE.

Draft Review deadline: Wednesday 19 February, 2022 via email to Anna or Gwen.

Application Deadline: Monday 28 February, 2022, submitted via the online form by 11:59pm. You may submit only one (1) application.

Notification Date: Week of March 20, 2022

Mandatory Compliance Meetings (if funded): April 6, 2022, 10:30am or 5:30pm via zoom.

Opportunity Machine (OM) Meetings: April of 2022. If successful, you will be notified of the time, date, and location.

DRAFT ASSISTANCE

To receive assistance prior to the application deadline please call (337) 233-7060, or contact Anna Kojevnikov at Anna@AcadianaCenterfortheArts.org or Gwen Richard at Gwen@AcadianaCenterfortheArts.org. A draft of your application may be submitted for review in advance of the deadline, **but no later than Wednesday 19 February**.

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.

AWARD

Minimum Request \$1,000 - Maximum Request \$5,000

Things to consider, if funded:

- Awardees should note that award money is taxable income and must be reported as such. Awardees must comply with all applicable city, state, and federal laws, ordinances, codes, and regulations. AcA will provide a 1099 Form if successful.
- Awardees are required to submit receipts/documentation of expenses after the completion of the funded activity in order to receive final payment.
- Funds will be disbursed as follows: 75% of award after submission of agreement (dependent on fund availability) and payment request form; and final 25% of award is [reimbursable](#) upon receipt of final report and payment request form along with applicable receipts/documentation of expenses.
- A 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% will be forfeited.
- Credit must be given to the AcA and LEDA on all printed materials, etc.

ELIGIBILITY

To be considered for this program, the applicant must:

- Be an [individual artist](#) working in one of the following artistic disciplines: visual arts, craft, traditional arts/folklife, photography, performing arts, literary arts, film, media arts, interdisciplinary arts or multimedia arts
- Be a practicing artist, defined as one who is dedicated to producing artwork on a regular basis
- Be 18 years of age or older by April 1st, 2022 (the first day of the current cycle)
- Must not be a full-time college student, unless completing higher education degree by July 1, 2022 (may be a graduate school student)
- Be a resident of Acadiana's 8-parish region (Acadia, Evangeline, Iberia, Lafayette, St. Landry, St. Martin, St. Mary, or Vermilion Parishes)
- Expect to maintain residency in the region during the award period.

INELIGIBILITY

The applicant will be deemed ineligible if:

- The artist/applicant is a current board member, major funder, current panelist, or staff member or immediate family member of such a person of Lafayette Economic Development Authority, Opportunity Machine 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](#)
- 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 2019 can apply in 2022.

- The artist/applicant cannot be enrolled in full-time study from April 1st, 2022 (the first day of the current cycle)

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 the proposed artwork (associated with the application), for \$1000 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)
- A maximum of 10% of the awarded amount can be used on marketing the project

THIS PROGRAM WILL NOT FUND

- Direct payment to the artist/applicant for services related to the production of the artwork
- Capital expenditures over \$500 (large ticket items, such as a computer, guitar, etc.)
- Travel for the applicant/artist within or outside of Acadiana
- Deficit reduction
- Costs incurred outside of the funding cycle dates i.e. April 1, 2022 to December 1, 2022
- College or graduate school art projects, or costs associated with tuition
- Operational support
- Competitions, pageants, fundraising events, or hospitality costs.

WORK SAMPLES

We recommend setting up an artist profile on Acadiana.Culturalyst.com to present your work samples.

If you require any assistance with Acadiana.Culturalyst.com please contact

Anna@AcadianaCenterfortheArts.org.

Dance and Theatre

Submit a minimum of two (2) video excerpts of your work with at least one completed within the last three years. The work samples should include the title of the work, 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. Additional stills images are encouraged.

Design, Folk Artist, Visual Arts and Crafts

Submit a minimum of three (3) photographic samples of your work, at least one completed within the last three years.

Literature

Submit a minimum of three (3) typed samples of your work, no more than 30 pages total, with at least one completed within the last three years. You may submit published work. We recommend uploading excerpts of approximately 5-10 pages from each work, that represents your finest work in that piece. Additional stills images are encouraged, particularly if previous works are image based.

Media Arts

Submit a minimum of two (2) excerpts of your work, with at least one completed within the last three years. The work samples should include the title of the work, genre (documentary, experimental, etc.), and the specific role of the applicant in creating the submitted work. Additional stills images are encouraged.

Music

Submit a minimum of three (2) audio or music video samples of your work, at least one completed within the last three years. The 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. Additional stills images are encouraged.

REVIEW PROCESS

Your application will be reviewed by panelists comprised of artists, community leaders and/or business professionals who will make funding recommendations to the Acadiana Center for the Arts Board of Directors. They will use the following evaluation criteria and corresponding weights:

Project/Budget - Weight 40 Points

- Well-planned and designed proposal of the proposed project
- Professional service providers and resources specified for the success of the project
- Expertise of the other artists/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

Note: This is a competitive program. An application may or may not be funded depending 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 imply that it will be automatically funded. All applicants will be notified prior to the beginning of the funding cycle about the results of the application.

APPLICATION REQUIREMENTS

- Applicant Contact Information
- Narrative Responses
- Budget
- Work Samples
- Providers of Service (if applicable)
- Letter of Support (optional)
- Resume or Curriculum Vitae (CV)

- Demographic Information
- Participation Agreement

PROPOSAL WRITING TIPS

- Thoroughly read the guidelines
- 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?

GLOSSARY OF TERMS

INDIVIDUAL ARTIST

Single applicant who creates and leads the proposed project and is singularly credited with the creation.

COLLABORATOR

Someone who works alongside a partner/as an additional applicant in creating the work of art.

PROVIDER OF SERVICE (POS)

Individuals or businesses who provide professional services contributing to the support or creation of the project. For example, an artist (not the artist/applicant), plumber, electrician, supplier, hardware store etc.

CAPITAL EXPENDITURE

Large purchases of usually, but not only, fixed assets that may be used to generate revenue over a long period of time. This program will not cover expenses to acquire fixed assets, properties, building facilities or structures. It will not cover costs to purchase or upgrade machinery, equipment or technology exceeding \$500. It will not pay for patents.

HOSPITALITY

Food, lodging or transportation.

OPERATIONAL SUPPORT

Funds that provide stability to an organization by paying for staffing, supplies and materials, utilities, insurances or other facility operations, etc.

IN KIND

Monetary value attributed to services provided free of charge, to include time (volunteers for example), supplies or equipment, tangible goods, etc.

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.

FOLK ARTIST

An individual maintaining a traditional art form learned informally (orally or by example) within the artist's own traditional culture and not learned through books or classes.

REIMBURSEMENT

Return of funds already spent. Artists will be required to have spent the final 25% of their budget before being eligible for reimbursement of those funds.