



2023 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, which promotes diversity, equity, inclusion and accessibility
- 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, 2023 to December 1, 2023

Submissions Open: Monday January 9th, 2023

Award Information Session: Tuesday January 17, 2023, 5:30pm. This session will be hybrid. Register [here](#).

Application Group Work Sessions: January and February 2023 ([see schedule below](#))

Draft Review Deadline: February 10, 2023 via email to [Anna](#) or [Gwen](#)

Application Deadline: Friday February 24, 2023, submitted via the online form by 5:00pm. You may submit only one (1) application.

Notification Date: Week of March 27, 2023

IF FUNDED

Mandatory Compliance Meetings: April 5, 2023, 10:30am or 5:30pm via zoom.

Mandatory Opportunity Machine (OM) Meetings: May 2023

Opportunity Machine DIY Marketing Workshops: Weekly 1 hr lunch-time program starting in **May 2023** for 10 weeks (optional but strongly encouraged).

Opportunity Machine Round Tables with Small Business Professionals: July 2023

APPLICATION ASSISTANCE

It is strongly encouraged that prospective applicants contact the Community Development Department to discuss project ideas prior to submitting an application. 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.

Application Group Work Sessions

JOIN US! We have carved out time and space for you to work independently on your application with the advantage of having a member from our grant's administration team, as well as other previously successful applicants, present to advise you, should you have any questions while working on your draft. You will be amongst other potential applicants doing the same in a pleasant and supportive work atmosphere! BYO laptops and writing utensils.

Lafayette - AcA Cafè, 101 West Vermilion Street

Wednesday January 18, 2023, 3:00pm - 6:00pm

Thursday January 26, 2023, 3:00pm - 6:00pm

Tuesday January 31, 2023, 3:00pm - 6:00pm

Friday February 10, 2023, 9:00am - 12:00pm

Other Areas

New Iberia | Thursday January 19, 2023, 3:00pm - 5:00pm @ A&E Gallery, 335 West St Peter Street

Franklin | Tuesday January 24, 2023, 3:00pm - 5:00pm @ Lamp Lighter Coffeeshouse and Bistro, 731 Main Street

Opelousas | TBA

Crowley | Thursday February 2, 2023, 3:00pm - 5:00pm @ Crowley Art Association, 411 N Parkerson Ave

Arnaudville | Thursday February 9, 2:00pm - 4:00pm @ NUNU Collective, 1510 Bayou Courtableau Hwy

Draft Review Service

A draft of your application may be submitted for review in advance of the deadline, but no later than **Friday February 10, 2023**.

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. 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 and proof of payment 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 or interdisciplinary 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, 2023 (the first day of the current cycle)
- 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 they:

- Are 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
- Are applying on behalf of any organization, collective, company, band, group, and/or ensemble, or part of a [collaborative](#) team
- Previously received an ArtSpark Individual Artist Award within the last 2 years (applicants must wait two (2) full cycles before reapplying. For example, artists who received funding in 2020 can apply in 2023)
- Are enrolled in full-time study from April 1st, 2023 (unless completing higher education degree by July 1, 2023. This does not apply to graduate students)

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
- You are strongly encouraged to include a professional photographer to document your completed project in your proposal and budget. This may be in addition to the 10% for marketing.

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
- Debts unrelated to this program/project
- Costs incurred outside of the funding cycle dates i.e. before April 1, 2023 or after December 1, 2023
- College or graduate school art projects, or costs associated with tuition
- [Operational support](#)
- Competitions, pageants, fundraising events, or [hospitality](#) costs.

OPPORTUNITY MACHINE

Artists are entrepreneurs and your art is your business. Opportunity Machine's (OM) mission is to grow business and entrepreneurship by providing business education, guidance, and risk reduction to startup founders and small business owners through training, mentorship, networking, and affordable workspace. The team at OM provides recipients with the tools to successfully and sustainably grow their businesses and recipients of the ArtSpark award are expected to engage with OM's full offerings.

OUTREACH

An essential element of this funding is a community engagement component such as a public reading, public program, public workshop, etc, or community involvement in the creation and development of the project. This program requires a commitment to a minimum of 2 hours of community engagement that is relevant to your project but in addition to the creation of the project itself. PLEASE NOTE: Creation of the art project alone does not count as outreach, however, your outreach activity should be relevant to your project.

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.*

If uploading work samples, we expect a minimum of 3 examples of your previous work, with at least one of those completed in the last year. Expectations of file types listed below and supporting still images are also encouraged.

Dance and Theatre

Video excerpts (include title of the work, names of writer/ choreographer/ director /performers, role played by applicant and time marking where panel should begin reviewing sample)

Design, [Folk Art](#), Visual Arts and Crafts

Photographic samples

Literature

Typed excerpts with a maximum of 30 pages in total

Media Arts

Video excerpts (include title of the work, genre and role of the applicant)

Music

Audio or music video files (include title, names of performers, instruments, role of the applicant in creating the submitted work)

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, designed and defined 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.

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 should be consistent with the narrative and [provider of services](#)
- Tie your application to the organization's MISSION and STORY. Keywords are crucial
- Give evidence that you understand your "target audience" - the population that your organization or project is intended to serve
- 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.