



2024 GUIDELINES FOR INDIVIDUAL ARTISTS



ArtSpark is a competitive grant program supporting individual artists in Acadiana, by providing technical support, funding and entrepreneurial training to artists in various fields. These awards offer assistance to emerging, mid-career, and mature artists for specific, short-term projects with a component of community outreach and a focus on the artists' and/or communities economic development with the support of Opportunity Machine. This program is committed to ensuring Diversity, Equity, Inclusion and Accessibility, with particular focus on Black artists, Indigenous artists, artists of color, as well as those artists with disabilities, in order to expand their bodies of work as professionals.

Funding for this program is made possible by Lafayette Economic Development Authority and National Endowment for the Arts, and is administered by the Acadiana Center for the Arts.

PROGRAM FOCUS

- To provide opportunities for artists in Acadiana based on artistic excellence and artistic merit 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, with a particular focus on Black artists, Indigenous artists, artists of color, as well as those artists with disabilities, with tangible outcomes
- 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.)
- 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, 2024 to December 1, 2024

Submissions Open: Monday January 8th, 2024

Award Information Session: Tuesday January 16, 2024, 5:30pm. This session will be hybrid. Register [here](#).

Office Hours: January and February 2024 ([see schedule below](#))

Draft Review Deadline: Sunday February 11, 2024 via email to [Anna](#) or [Gwen](#)

Application Deadline: Friday February 23, 2024, submitted via the online form by 5:00pm. You may submit only one (1) application.

Notification Date: Week of March 25, 2024

IF FUNDED

Mandatory Compliance Meetings: April 4, 2024, 10:30am or 5:30pm via zoom.

Mandatory Opportunity Machine (OM) Meetings: May 2024

Opportunity Machine DIY Marketing Workshops: Weekly 1 hr lunch-time program starting in **May 2024** for 10 weeks (optional but strongly encouraged).

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 general assistance or if you have accommodation requests (for disability or language) 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.

Office Hours

JOIN US! A member of our grants administration team, as well as previously successful applicants, will be available to advise you on your projects and application process during these region-wide office hours.

Lafayette | Wednesday January 17, 2024, 5:00pm - 7:00pm @ AcA, 101 W Vermilion Street, Lafayette (Part of Artist Round Up)

Evangeline | Thursday January 18, 2024, 10:00am - 11:30am @ Hundredfold Coffee, 119 South Coreil Street, Ville Platte

St. Landry | Friday January 19, 2024, 1:00pm - 2:00pm @ NUNU Collective, 1510 Bayou Courtableau Hwy, Arnaudville

Lafayette | Wednesday January 24, 2024, 11:30am - 1:30pm @ AcA Cafe, 101 W Vermilion Street

Iberia | Thursday January 29, 2024, 3:00pm - 5:00pm @ A&E Gallery, 335 West St Peter Street, New Iberia

Acadia | Wednesday January 31, 2024, 10:00am - 11:30am @ Grand Opera House of the South, 505 N Parkerson Ave, Crowley

St. Mary | Thursday February 1, 2024, 10:00am - 11:30am @ Lamp Lighter Coffeehouse and Bistro, 731 Main Street, Franklin

Lafayette | Friday February 2, 2024, 6:00pm - 7:30pm @ Parc Village, 2323 Moss St, Lafayette

Vermilion | Monday February 5, 2024, 5:15pm - 6:30pm @ Abbeville Cultural Center, 200 N Magdalen Square #4645, Abbeville, LA

Lafayette | Tuesday February 6, 2024, 3:00pm - 5:00pm @ AcA Cafe, 101 W Vermilion Street, Lafayette

Lafayette | Thursday February 8, 2024, 10:00am - 12:00pm @ AcA Cafe, 101 W Vermilion Street, Lafayette

St. Martin | TBA

Draft Review Service

A draft of your application may be submitted for review in advance of the deadline, but no later than **Sunday February 11, 2024**.

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

Career Stage	Documented Artistic Practice	Min / Max Request
Emerging Artist	< 5 years	\$1,000 - \$2,500
Mid-Career Artist	5 - 15 years	\$2,500 - \$5,000
Mature Artist	> 15 years	\$5,000 - \$10,000

ELIGIBILITY

To be considered for this program, the applicant must:

- Be an [individual artist](#) working as the lead artist of the proposed project
- 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, typically paid for their work or earning a portion of their living from their creative work
- Be 18 years of age or older by April 1st, 2024 (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) and expect to maintain residency in the region during the award period
- Be a US Citizen with a Social Security number that will be provided upon notification of a grant award
- Use funding within the cycle dates April 1, 2024 - December 1, 2024

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 2021 can apply in 2024)
- Are enrolled in full-time study from April 1st, 2024 (unless completing higher education degree by July 1, 2024. This does not apply to graduate students)
- Applicant cannot be disbarred, suspended, or have any other exclusions or disqualifications from receiving federal funding

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 art project, the supplies should not comprise of more than 50% of the awarded amount
- 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, 2024 or after December 1, 2024
- College or graduate school art projects, or costs associated with tuition
- [Operational support](#)
- Competitions, pageants, fundraising events, or [hospitality](#) costs.
- Rental of any property owned by any individuals or entities affiliated with the non-Federal entity for purposes such as a home office workspace is unallowable.
- Costs of goods for resale are unallowable. This includes the sale of concessions, promotional merchandise, including clothing, or items purchased for sale, even if related to your programming. It also includes any associated staffing or facilities costs. However, costs of items that are produced as part of the approved project activity (e.g. publishing books or exhibition catalogs, or making recordings or films for distribution) and that are incurred during the period of performance are allowable
- All other costs that are unallowable per [2 CFR 200](#) and other federal laws

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. Max of 10 mins in total.

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

Image 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). Maximum of 10 mins in total.

Music

Audio or music video files (include title, names of performers, instruments, role of the applicant in creating the submitted work). Maximum of 10 mins in total.

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. The panelists will have diverse backgrounds and experiences but may not have direct knowledge of every applicant or creative practice. When crafting your responses in your application, please keep the below criteria in mind, which the panel will apply during the review process.

Artistic Merit

- Clarity of the project and quality of the project idea
- Well-planned, designed and defined proposal of the proposed project
- Professional service providers and resources specified for the success of the project
- Realistic timeframe of proposed project
- Appropriate request level and use of stipend funds
- Clearly defined project deliverables
- Specific outcomes of the project and evaluation of how you will determine the success of the project
- How your project aligns with ArtSparks desired program outcomes

Artistic Excellence

- Expertise of the applicant as an artist
- Quality of the artist/applicant work
- Contribution to the art form or the understanding and appreciation of the art form(s) proposed
- Documented artistic practice demonstrated by resume and work samples of applying artist and any artist-partners
- Exhibits a high degree of talent and ability in their chosen area(s) of art
- Generally recognized by leaders in their field and community as an artist of serious intent and ability

Outreach

- 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.

COMPLIANCE & REPORTING

Funding for this grant comes partially from the National Endowment for the Arts, a Federal Agency. All applicants need to understand and be prepared to comply with the federal requirements as outlined in the Terms and Conditions.

- Grant recipients must return a signed copy of the Artist Agreement, Terms and Conditions plus a signed W-9 form for payment.
- Grant Recipients must submit a National Historic Preservation Act/National Environmental Policy Act (NHPA/NEPA) questionnaire before starting any project activities. (The questionnaire will be available for download from the creativepinellas.org website.)
- 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% may be forfeited.
- No other federal monies may be used for project expenses.
- Credit must be given to the AcA, LEDA and NEA on all printed materials, etc.

Terms and Conditions

- This is a one-time monetary award to individual artists for a project or programs with a tangible outcome in artistic disciplines including visual arts, dance, music, theater, literature, or multi-media. The award does not require a match.
- Acadiana Center for the Arts is a designated Local Arts Agency and recipient of a National Endowment for the Arts Grants for Arts Projects for sub granting. These funds require Acadiana Center for the Arts and its sub-grant recipients to comply with all Federal requirements.
- National Policy Requirements prohibit discrimination, ensure accessibility of all facilities and programs funded with Federal monies, provide for the protection of environmental and historic resources and more. Additional documents are to be signed by recipients upon award contract and additional reporting may be required.
- Grant Recipients will be required to submit a signed grant agreement (provided by Acadiana Center for the Arts) within 15 days of receiving the award.
- AcA along with the Opportunity Machine provide opportunities for grant recipients to elevate their economic prosperity through workshops and/or training/consultations. It is expected that the Grant Recipient will participate in one or more of these activities.
- Grant Recipients must permit AcA and its auditors access to their records and financial statements as necessary for AcA to ensure compliance with the Federal Award. Subrecipients' report submissions must be kept on file for 3 years after the date you submit your final report. The NEA reserves the right to request supporting documents if they have any questions.
- Grantee must notify AcA as soon as possible of any substantive project changes or delays that may affect the eligibility of the project or individual.
- AcA does not and shall not discriminate on the basis of race, color, religion/creed, gender, gender expression, age, national origin/ancestry, disability, marital status, sexual orientation, or military status, in any of its activities or operations. AcA expects the same from its grant awardees.

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 stated program outcomes
- Give evidence that you understand your “target audience” - the population that your 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?
- Ensure you save a copy of your application somewhere other than the submission form itself.

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.