



Individual Artists Grant Program

Policies & Guidelines

INTRODUCTION

Individual Artists Grants is a program of the New York State Council on the Arts' Decentralization Program that provides awards to individual artists annually for the creation of new work with a community component. The **Genesee Valley Council on the Arts** administers this program in Livingston County. The program looks for proposals of high artistic merit, which directly benefit the community and involve the members of the community in the artistic process. Projects may include site-specific works, installations and any artistic process in which the community participates directly. Visual, literary, media, and performing artists may apply.

ELIGIBILITY

To be eligible for an award from the Individual Artists Grants program, artists must:

- presently reside in Livingston County and have done so for at least six months prior to the application deadline
- be 18 years of age or older
- propose a project which takes place in Livingston County
- propose a project which takes place between January 1 and December 31 of the calendar year for which the grant is offered
- attend one of the four scheduled public seminars on this program conducted by the Genesee Valley Council on the Arts or make an appointment for individual counseling prior to application

FUNDING RESTRICTIONS

Funds will not be granted for:

- projects outside of Livingston county
- projects which have no public interaction
- projects by artists who are full-time students in an undergraduate degree program
- artists who have received an award in this program in the past two years
- artists who apply directly to the New York State Council on the Arts
- projects directly connected to the performance of ordinary duties as an employee; however, a facility, public or private, may be used for projects that go beyond the ordinary duties of the employee
- capital expenditures or major equipment purchases
- past subgrantees of previous Decentralization Regrant programs who have failed to submit final reports

FUNDING AMOUNTS

No partial awards will be made. The artist may expend the funds on artist's fees and project expenses in any proportion the artist sees fit.

AWARD CRITERIA

Projects will be judged on the basis of:

- artistic merit of the submitted work samples and the proposed project
- clearly defined objectives and the ability to meet them
- strong interface between the community and the project

AWARD PRIORITIES

Projects that satisfy these objectives will be given priority:

- community support of project
- community benefit generated by the project
- service to an underserved population

APPLICATION PROCESS

Applicants must:

- attend an application seminar conducted by the Genesee Valley Council on the Arts, or make an appointment for private counseling
- submit the completed application form (including Project Description, Plan for Community Outreach, and Budget), signed and dated
- submit an artist's résumé of no more than three pages
- submit samples of previous work in the following categories:
 - Visual art:* 10-15 images (photos, CD or DVD) with a separate title sheet and images clearly labeled
 - Literature:* manuscripts, 7-10 pages; poetry, 5-10 pages or examples
 - Music:* CD or audiocassette running 3-5 minutes with a short introductory paragraph putting the work in context (note cut on CD or cue tape to the point where the panel will begin listening)
 - Dance and theatre:* DVD or videocassette tape running 3-5 minutes; should be cued to the point where the panel will begin viewing; please include a brief statement putting the work in context
 - Other:* please discuss which materials to submit with program coordinator before the application deadline
- submit a letter of endorsement or cooperation from proposed site and/or community involved in project
- include a stamped, self-addressed envelope for return of work samples, if desired

Work submitted without return arrangements will be kept until January 15 following the application deadline.

All applications and accompanying materials must be received at the office of the Genesee Valley Council on the Arts, 4 Murray Hill Drive, Mount Morris, NY 14510 by 5:00pm on the third Monday in October (N.B. This is not a postmark deadline).

REVIEW PROCESS

All applications will be checked for eligibility and completeness by GVCA staff. All eligible applications will be reviewed by a panel composed of artists who represent the disciplines in the applicant pool. The panel will make its recommendations to the full GVCA Board of Directors who will make the final determination of the awards. All applicants will be notified of the Board's decision by mid-December of each year.

GRANTEE RESPONSIBILITIES

Any press releases, paid advertising or printed material generated in connection with the project must credit its funder, the Decentralization Program of the New York State Council on the Arts, as administered by the Genesee Valley Council on the Arts.

Within one month following the completion of the project, the awardee must submit a final report which includes a narrative description of the project, an itemized list of expenses, and samples of publicity connected with the project as well as photos, unedited video, audio recording or manuscript of the project.

A representative of the Genesee Valley Council on the Arts (staff, board member or panel member) will interview the awardee during the course of the project, but before its completion, to receive a verbal progress report.

Grantees must also provide event details to GVCA for publication in *Artsphere* using our *events submission form* by the appropriate deadline.

