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## **Independent Artist Grant Award FY2024 Guidelines**

**Deadline: February 29, 2024 at 11:59pm**

Funding for public arts activities occurring between March 1, 2024 - August 31, 2024

*Garrett County Arts Council, Inc. (garrettarts.org) Community Arts Development Funding for Program/Project and Arts-in-Education Grant Awards is supported in part by Maryland State Arts Council (msac.org) and the Garrett County Board of Commissioners*

### **Garrett County Arts Council**

The Garrett County Arts Council (GCAC) has been supporting the arts (visual arts, music, theatre, dance, literary arts and culinary arts) in Garrett County since 1976. GCAC was designated Garrett County's official arts agency by the Board of Garrett County Commissioners in 1993 for the receipt and disbursement of public grant funds administered by the Maryland State Arts Council to support supports visual arts, music, dance, theatre, literary arts, and culinary arts.

GCAC's vision is for Garrett County to have a vibrant and sustainable arts community for artists, their audiences, and the community at large. The GCAC Board of Directors and staff are committed to aiding, encouraging, advising, and coordinating activities dedicated to the promotion of cultural arts in Garrett County, and to integrate such activities into the life of our community.

GCAC is committed to advancing and modeling equity, diversity, accessibility, and inclusion in all aspects of our programs and events, embracing equity and non-discrimination regardless of race, religious creed, color, age, gender expression, sexual orientation, class, language, and/or ability.

### **Application Deadline:**

The deadline to apply for an Independent Artist Grant is **Friday, February 29, 2024 at 11:59pm with award notifications being made in March 2024.**

The applications for Independent Artist Grant award funding are reviewed once annually.

### **Independent Artist Grant Award Overview:**



In FY24, the Garrett County Arts Council (GCAC) Board of Directors has allocated \$75,000 in Community Arts Development funding for Program/Project Grant, Arts-in-Education Grant, and Independent Artist Grant Awards.

**In FY24, the Independent Artist Grant Award amount is up to \$2000.**

**Purpose:**

The Garrett County Arts Council (GCAC) Independent Artist Grant Awards recognize achievement and support project proposals by Garrett County artists making work independent of an institution or organization. The grant funding awarded is designed to encourage artistic growth and sustained practice.

**Eligibility and Evaluation:**

Applicants must hold to established eligibility criteria for funding consideration.

**Who May Apply:**

- Must be a Garrett County resident (owning or renting residential real property in Maryland at the time of application submission and throughout the funded project or program).
- Must be 18 years of age or older.
- Must have met all reporting and obligations for GCAC grants previously received.
- Proof of residency may be required.

**Who May Not Apply:**

- Individuals enrolled in high school classes or programs during FY 2024 (July 1, 2023 - June 30, 2024).
- Individuals seeking funding for projects and/or activities taking place as part of another entity or organization.
- Entities (non-profit organizations, LLCs, institutions, government agencies, etc.) are not eligible for support through GCAC Independent Artist Grant Awards.
- Must certify that the applicant is not a GCAC full-time employee, board member, or immediate family member.

**Use of Funds:**

Independent Artist Grant Award funds may be used for:

- Entry fees, submission or application fees for grant, exhibition, or residency applications
- Exhibition costs, professional memberships, performance costs, production costs
- Professional development or trainings
- Materials and supplies, equipment maintenance, purchase, or rental, and non-capital studio costs



- Marketing costs, design services, website or brand development capacity building
- Payment to technical crews, fabricators, or collaborators
- Travel, transportation, and shipping of artwork

Independent Artist Grant Award funds may not be used for:

- General Income / Artist wage
- Activities performed as part of regular, continuing employment with an entity (e.g., non-profit organizations, LLCs, institutions, government agencies, etc.)
- Acquisition of capital assets
- Contributions to:
  - Any persons who hold, or are candidates for, elected office
  - Any political party, organization, or action committee
  - Any political campaign or referendum
- Lobbying activities
- Expenses covered under Emergency Artist Relief Grants which includes mortgage/rent, utilities, medicine, childcare, and food.

**Additional Information:**

- All work samples must have been produced within the past two years.
- Works in progress and project proposals are eligible and encouraged.
- Experimental processes should demonstrate a thorough foundation for the exploration and an evaluation stage to determine the success of the project.
- Artists may apply for either the Independent Artist Grant Award or Emergency Artist Relief funding - not both.

**Application Process:**

- All applications will be submitted via the GCAC online grants management system at [garrettarts.org/grantmaking](http://garrettarts.org/grantmaking).
- Lost, misdirected or late applications are the sole responsibility of the applicant.
- Applicants must meet all revision deadlines after submission, as specified in writing, or the application will be withdrawn.
- Technical support from GCAC staff is available during regular office hours, 10am-5pm, Monday-Friday. Please note: GCAC staff are available for application assistance during regular business hours with an appointment. If you are calling or emailing for an appointment during non-regular business hours, please allow sufficient time (12 hours minimum) for a response.

**Staff Contact Information:**

GCAC maintains a professional staff to administer its grants programs and GCAC-initiated programs/events. Staff members are available to provide technical assistance to the Garrett County arts community between Monday-Friday.



If you require technical assistance submitting the application or formatting your attachments, you must schedule a session with GCAC staff to use the \$SMART ART space and equipment. Due to numerous other applications, obligations, and engagements, GCAC's small but dedicated staff is unable to accommodate walk-ins or immediate over the phone assistance at this time.

Contact information for GCAC Staff and grant application one-on-one feedback:

Emergency Artist Grant Award and Independent Artist Grant Award:

Rachel Precht, Visual Arts Manager

Email: [rachel@garrettarts.org](mailto:rachel@garrettarts.org); Phone: 301-334-6580

### **Requirements for Grant Recipients:**

Grant applications are reviewed by a panel of evaluators with a wide range of experience in the artistic category. Panel meetings are directed and overseen by GCAC staff. Applications are judged on the following criteria:

- Clear and specific evidence in presenting promising and/or engaging work with achievable established goals or milestones.
- Excellent communication of creative process and project proposal.
- The described creative process/vision and project proposal are very clearly evident in the work samples.
- In the interest of equity and inclusion, additional consideration is given to artists who have previously not received funding from GCAC, or not received funding in the previous 2 years.

Final funding approval is authorized by the GCAC Board of Directors. Applicants will be notified in writing of the award decisions. Any individual wishing to appeal an award decision must follow the established *Grant Appeal Process* available upon request from the Garrett County Arts Council Executive Director.

### **How To Apply**

All applicants must attend a GCAC grant-writing workshop prior to application submission. All grant-writing workshops for FY24 will be available virtually, with individual sessions available for further assistance (virtual or in-person).

All applicants must submit an online application through the GCAC website. Only successfully submitted online applications will be accepted. Hard copy applications will NOT be accepted.

The online application consists of:

- Applicant contact information
- Consistency with GCAC Mission



- Artist Biography
- Creative Process Statement
- Funding Award Project Proposal
- Timeline
- Evaluation
- Audience & Community
- Up to 8 work samples with technical information and work sample description

Please note: Lost, misdirected or late applications are the sole responsibility of the applicant. Applicants must meet all revision deadlines after submission, as specified in writing, or the application will be withdrawn.

If you require technical assistance submitting the application or formatting your attachments, you must schedule a session with \$SMART ART staff. Due to numerous other applications, obligations, and engagements, GCAC's small but dedicated staff is unable to accommodate walk-ins or over the phone assistance at this time. Please email [info@garrettarts.org](mailto:info@garrettarts.org) to inquire about \$SMART ART session availability.

### **Consistency with GCAC Mission**

How is your program/project funding request consistent with the vision of the Garrett County Arts Council to have a vibrant and sustainable arts community for artists, their audiences, and the community at large?

### **Artist Biography**

Within the application, it is required for artists to provide a brief artist biography. The artist's biography/statement should clearly describe their overall vision and how this project relates to their oeuvre (body of work). It should cover a brief history of the artist's practice - how long they have been working with their medium, their journey to this point, including any listed relevant experience with workshops, professional development, teaching, exhibitions, and awards.

### **Creative Process Statement**

Within the application, it is required for artists to provide a creative process/vision statement. This statement should convey to the panel information that further informs any additional processes, inspiration, intention, philosophy, evolution of style, current direction of the artist's work that is being submitted for review.

### **Funding Award Project Proposal**

Within the application, it is required to provide a short synopsis of your Project Proposal and what the funding would be used for during the award period. Include estimated expenditures to highlight needs.



### **Timeline**

This statement would convey to the panel the milestones you have placed for yourself as well as a project timeline within the active grant period.

### **Evaluation**

Identify the goals and success indicators of this project that will guide your self evaluation process at the conclusion of activities funded. This statement would convey to the panel how you personally measure growth within your practice and what outcomes qualify as a “success”.

### **Audience & Community Impact**

Describe the scope of this project’s impact within the local community and the specific community group or groups within the region that will be engaged by these activities.

### **Geographic Area Served**

Indicate the geographic area of Garrett County that this will impact.

### **Work Samples**

Applicants may provide up to eight work samples in whichever file type (audio, image, video, or PDF) or combination of file types they feel best showcases their work. Technical information may be provided for each work sample.

### **Work Sample File Requirements**

The total combined length of all audio and video files may not exceed 10 minutes per application. The total combined length of manuscripts and compositions may not exceed 20 pages per application. The following file types and sizes are accepted:

#### **AUDIO FILES:**

- File type: .MP3
- File size: 2 MB maximum for each upload
- File must be stripped of any identifying metadata

#### **IMAGE FILES:**

- File type: .JPG or .PNG  
*HEIC and Live image files are not accepted*
- Recommended dimensions: 1240 pixels in the longest dimension
- Recommended file size: 2 MB maximum for each image

#### **VIDEO FILES:**

- File type: .MP4 or .MOV



- File size: 64 MB per video file
- File must be stripped of any identifying metadata

#### MANUSCRIPTS and COMPOSITIONS:

- File type: .PDF
- All pages of the manuscript or composition should be compiled into a single .PDF document

#### ALL FILES

To help avoid errors in the online application, the names of all uploaded in the application should follow these guidelines. When naming your work sample files:

- Do not use punctuation marks, symbols or any other non-alphanumeric characters
- Do not include any accents or non-Latin letters (e.g. è, ø, þ, ü, ñ, etc.)
- Do not include applicant's name in the work sample's file name

#### **Grant Review:**

##### **Staff Review:**

After Independent Artist Grant applications are received electronically they are reviewed by staff for completeness and adherence to grant guidelines. Applicants will be notified if their application is incomplete and if additional information or corrections are necessary, and applicants will be given a specific deadline in writing to provide any revisions or other necessary information.

##### **Professional Grants Panel Review:**

GCAC utilizes a peer Grants Review Panel to aid in reviewing submitted grant applications. GCAC engages a panel of independent, regional evaluators with a wide range of experience in non-profit management, education/higher education, business/entrepreneurship, market research/advertising, and law/philanthropy. Each grant review panelist is directed to evaluate applications based on GCAC's review criteria and published rubric. Panel meetings are directed and overseen by a dedicated GCAC staff member.

#### **Funding Amounts:**

**In FY24, the Independent Artist Grant Award amount is up to \$2000.**

Grant awards are calculated using the application's scores received from the grant review panel, and then presented to the GCAC Board of Directors for authorization and final funding approval.

If awarded, all funds must be spent or allocated by June 30, 2024. This means that the awarded grant funds are to be expended or otherwise legally committed to be used by June 30, 2024.

#### **Reporting:**



If awarded an Independent Artist Grant Award, recipient must file a final report by the deadlines specified in communications from GCAC with the grantee. The report will require narrative and financial updates on the project arts activities conducted during the grant support period.

Failure to submit the final report by the specified deadline may jeopardize current and/or future GCAC grants received by the organizations and may also result in requiring repayment of awarded grant funds.

The FY24 Independent Artist Grant Award support period runs March 1, 2024 and runs through August 31, 2024. FY24 Final Report is due 30 days after proposed project completion, with the latest final report submission due September 30, 2024.

### **GCAC Appeals Process:**

GCAC takes great care during the grant review process to ensure fair and equitable distribution of grant monies based on stated criteria. Therefore, dissatisfaction with the denial of an award or with the amount of an award is not sufficient reason for an appeal. However, a grant request may be reconsidered if a procedural impropriety or error has affected its review.

Grounds for such reconsideration are:

- A decision based on review criteria other than those stated in these guidelines.
- A decision based on material provided to panelists and/or Board of Directors that was substantially incorrect, inaccurate, or incomplete despite the applicant having provided the staff with correct, accurate, and complete application information.

Based on the above, if an applicant believes there is legitimate reason for an appeal, the following steps must be taken:

- The applicant must discuss the problem with the program director who handled the application.
- To pursue an appeal, the applicant must write a letter to the GCAC Executive Director within 60 days following receipt of the grant award or denial letter requesting a reconsideration of the GCAC Board of Directors' decision and stating the grounds for the request.
- The applicant will receive written notification on the determination of the appeal within 90 days of the receipt of the written request for reconsideration.