



THE JAX ARTS PROJECT **Sponsored by PNC**

GRANT GUIDELINES & INSTRUCTIONS

THE GRANT PROGRAM:

The Cultural Council of Greater Jacksonville is committed to investing in artists, especially considering their role in providing the community respite through inspiration, connection and education during these unprecedented times.

In partnership with the PNC Foundation, the Cultural Council will administer the **JAX Arts Project**, a new grant program to support the creation of new works within today's social environment. The purpose of the JAX Arts Project is to create a new work or presentation of free and accessible on-line arts-based experiences, learning opportunities, or a service to audiences across Jacksonville and beyond.

Grants for individual artists are \$1,000. Grants for an artist collaboration (two or more artists) are \$2,000. Applications for artist collaborations should be submitted by one lead applicant.

Through this funding opportunity, artists may:

- Create new works of art and share them with audiences digitally
- Create new live stream performances (dance, music, theater, etc.)
- Develop educational videos that support K-12 distance learning programs
- Present on-line professional development workshops (i.e. artists supporting artists and educators)
- Develop and present on-line master classes in an art form
- Present on-line arts activities, demonstrations and lessons
- Curate on-line exhibitions
- Lead a virtual community arts forum
- Facilitate socially-distanced arts experiences outdoors
- Create other experiences, learning and/or services not listed above.

Community-oriented projects resulting in work products are sought (i.e. exhibit, performance, presentation, publication, etc.). All activities must comply with the ever-changing social distancing measures implemented at the local, state and federal levels as a result of COVID-19.

ELIGIBILITY CRITERIA:

Please note: Applications requesting \$2,000 for artist collaborations should be submitted by one lead applicant. Information requested refers to the lead applicant.

To be eligible to apply, the (lead) applicant must meet the following criteria:

- Be 18 years of age or older
- Be a resident of Northeast Florida (Baker, Clay, Duval, Nassau, or St. Johns counties)
- Additionally, the applicant must meet the following requirements:
 - Be an individual artist or teaching artist working in any artistic discipline
 - Demonstrate work as a professional artist
 - Grant Period: Project must take place and grant funds must be expended between Dec. 15, 2020-June 30, 2021
- Organizations/schools are not eligible

HOW TO APPLY:

- The application for the JAX Arts Project will open on Tuesday, Oct. 6, 2020.
- The application must be submitted online through the Cultural Council's online grants system.
- LINK: <https://www.grantinterface.com/Home/Logon?urlkey=culturalcouncil>
- Create a log-in to the online grants system.
- You'll see the name of the grant program – JAX Arts Project. Click the "Apply" button and the application form will open so that you can begin work.
- A grant writing tip sheet is available.
- You can save a draft and log back in later. Work may be saved by clicking the "Save" button at the bottom of the form. Click "Edit" to continue work.
- Character counts for the proposal are included in the application form. 3,400 characters equate to approximately one page in Word. Composing the text responses in Word and then copying and pasting them into the online system are recommended.
- Responses to questions marked with an asterisk are required.
- Click the "Submit" button when the proposal is complete.
- You will receive an automated message that your application has been received.
- Deadline to apply is Thursday, Nov. 12, 2020 (11:59 p.m. - online).

REQUESTED INFORMATION AND PROPOSAL COMPONENTS:

Please note: Applications for artist collaborations requesting \$2,000 should be submitted by one lead applicant. Information requested refers to the lead applicant.

- BASICS:
 - Contact information
 - Eligibility
 - Age Requirement
 - Proof of residency in 5-county Northeast Florida area
 - Demographic data
 - Gender, age range, race/ethnicity, zip code

- PROPOSAL:
 - Biographical Sketch
 - Provide a biographical sketch of the applicant that includes qualifications for carrying out the project successfully (work history, education, teaching experience, artistic/cultural experience, etc.)
 - Character count allowed: 3,400
 - For artist collaborations, provide the following information about the other artist(s) who will be participating:
 - Name
 - Artistic Discipline
 - Professional Background and Qualifications
 - Role in project
 - Character count allowed: 6,800

- Project Description
 - Include the following information:
 - Timeline
 - Grant project must take place and grant funds must be spent between Dec. 15, 2020 and June 30, 2021
 - Location or Online Platform
 - Participants/Audience
 - COVID-19 health and safety protocols observed to keep everyone involved protected
 - Marketing/promotional strategy
 - Resulting work product
 - The project should be community-oriented and result in a work product (i.e. performance, exhibit, publication, educational material, etc.)
 - Expected outcome(s) of project
 - Character count allowed: 10,000

- BUDGET:
 - Itemized grant budget of \$1,000 (collaboration of two or more artists - \$2,000)
 - The grant funds cannot be used for:
 - Personal mileage
 - Personal/living expenses
 - Business operational expenses
 - Personal professional development
 - Expenditures must take place during the grant period (Dec. 15, 2020- June 30, 2021)
 - Character count allowed: 3,400

- SUPPORT MATERIALS:
 - Upload and provide a description for any photographs, audio/video material, press clips, reviews, promotional materials, prior work, etc. that will help illustrate the background/experience of the (lead) applicant.
 - For consortiums, additional materials may be provided for the other participating artists.

- Upload and provide a description for any photographs, audio/video material, script, prior work, etc. that will help illustrate the proposed project.
- 12 MB total allowed for each support material

PROJECT EVALUATION:

Grant awards will be determined by a panel of evaluators, who will evaluate eligible applications according to the five following statements:

1. The applicant is capable of carrying out the project successfully.
2. The project has artistic merit.
3. The project description is thorough and thoughtful.
4. The project is community-based and results in a work product (i.e. performance, exhibit, publication, educational material, etc.)
5. The project budget aligns with the project description.

THE GRANT AWARD:

- Grant awards of \$1,000 (or \$2,000 for collaborations of two or more artists) will be awarded to up to 15 applicants who meet the eligibility criteria and demonstrate project merit.
- Grant awards will be publicly announced.
- The grant award will be divided into two payments: \$800 or \$1,800 for artist collaborations will be advanced at the start of the project and the remaining \$200 will be paid following submission and approval of the final report.
- For requests involving collaborations of two or more artists, there should be one lead applicant who will submit the application and be responsible for reporting on a grant award.
- To receive the grant award, individuals must:
 - Sign an award agreement
 - Sign a photo/publicity permission form
 - Provide a signed IRS Form W9
- Upon completion of the grant period, grantees will:
 - Submit a final report in the Cultural Council’s online grants system by Friday, July 30, 2021.
 - Grantees should prepare to provide:
 - Budget receipts for the \$1,000/\$2,000 grant award
 - Examples of expenditure proof include: cancelled checks, credit card receipts, etc.)
 - Brief written report that details the project outcome(s)
 - Photo or Video documentation of the project
 - Support material that documents publicity about the project and provides funding acknowledgement of PNC and the Cultural Council
 - i.e. - video and/or photos of the performance, program bulletin of the event, photos of the exhibit, copy of a book, press clips, etc.
 - Come together with the other grantees to celebrate and share about the grant projects.

TIMELINE: JAX Arts Project

Tuesday, Oct. 6, 2020	Grant application opens
Thursday, Nov. 12, 2020 (11:59 p.m. - online)	Grant application DEADLINE
Tuesday, Dec. 15, 2020	All applicants notified of award status; award documents distributed to grantees
Wednesday, Dec. 16, 2020	Grant awards announced
By Friday, Jan. 8, 2021	Grantee award documents due
By Friday, Jan. 15, 2021	\$800/\$1,800 partial award payments disbursed
Dec. 15, 2020-June 30, 2021	Grant period –project must take place and grant funds must be spent between these dates
Friday, July 30, 2021 (11:59 p.m. – online)	Grant report DEADLINE; final \$200 payment disbursed upon approval of report
Summer 2021 Date, time, location TBA	Grantee presentation and celebration event with PNC

QUESTIONS:

Please contact:

- Amy Palmer (apalmer@culturalcouncil.org)
- Megan Reid (megan@culturalcouncil.org)