



FY 2018 Request for Proposal Artist Fellowship Program

Deadline: March 16, 2018 at 5:00PM

Grant Period: May 2, 2018 to May 30, 2019

Program Category: Artist Fellowship

Maximum Funding Amount: \$5,000

**Applicants may submit one grant application per grant cycle that includes the County Arts grant,
Artist Fellowship grant and Arts in Education grant.**

Dannielle Glaros, County Council Chair

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Artist Fellowship Program Description

The Individual Artist Fellowship Program supports individual artists who significantly contribute to the arts and substantively impact the lives of Prince George's County residents through artistic excellence. Established in 1981, PGAHC is an independent non-profit organization designated by the Prince George's County government to coordinate financial support and advocacy for the arts.

PGAHC Core Values and Principles

The arts play an integral and vital role in everyday life and are valued by residents and visitors to the county.

- We support creative and artistic achievement and creative expression in all its forms.
- We promote innovation, collective impact and long-term development of our local creative economy.
- We believe in the value of life-long learning through the arts, particularly in schools.
- We believe that the arts can serve as a catalyst to bridge racial, cultural, social economic and generational gaps and build stronger communities.
- We believe that working in partnership with education, government, business and private funders can enrich our communities and promote sustainable arts initiatives.
- We are committed to maintaining an effective and ethical environment that serves the needs of our communities and provides stewardship of the resources invested in us

Eligibility Requirements

Individuals may apply if they meet all the following eligibility requirements:

- Are an artist or arts professional aged 18 or older;
- Residency or active studio in Prince George's County;
- In good standing with PGAHC. Applicants with incomplete or delinquent reports, in any funding program, as of February 2, 2018, are ineligible to apply for an additional award from PGAHC in FY 2018. If unsure of good standing status contact Program Manager, Kristina Lyles.

The application process is competitive and subject to the availability of funds. Applicants may not request or receive funding for the same project activities through more than one PGAHC grant program or grant category.

Funding Restrictions

All project expenses must be documented by the grantee within the grant application.

The grant agreement must be reviewed and signed with required attachments for grant award payment to be processed. The grantee will be responsible for demonstrating cash expenses in final reports.

Funds must be spent between May 2, 2018 and May 30, 2019.

Letters of Support

Applicants must submit two letters of support.

Technical Assistance

Technical information about the software is available at www.pgahc.org under the grant tab. PGAHC urges all applicants to read the software manual.

Application Deadline

There is only one funding cycle for each program. All applications must be submitted to PGAHC by 5:00 p.m. on the posted deadline date. **No exceptions.**

Deadline: Friday, March 16, 2018 at 5:00 PM

Application Process

PGAHC utilizes electronic submissions. All applicants **MUST SUBMIT** completed online applications to PGAHC no later than Friday March 16, 2018 by 5:00PM.

Grant Application Procedure

1. Review the FY 18 Request for Proposal thoroughly and determine eligibility of the applicant.
 2. Complete the application and budget information.
 3. Please note work samples must reflect artistic content as it relates to the specific grant request.
 4. Submit the application by 5:00 PM on the grant deadline date.
- Applicants are fully responsible for the complete content of their application packages.

- PGAHC staff cannot make corrections to applications on behalf of applicants. Staff will review online applications.
- Failure to submit mandatory documents will automatically result in disqualification.

No exceptions.

- Incomplete applications will not be forwarded to the Advisory Review Panel for consideration.

Review Process

All applications are scored according to three categories: Artistic Excellence, Potential Impact, and Public Benefit.

- An Advisory Review Panel is formed annually for each grant program to make funding recommendations to PGAHC Board of Directors.
- The Panel is comprised of arts and humanities professionals, independent of PGAHC, the invaluable contribution of Advisory Review Panelists ensures that PGAHC continues to provide programs and services that meet the needs of the Prince George's County's residents and community.
- All eligible applications will be forwarded to the Advisory Review Panelists for evaluation and scoring based on the published criteria for the grant program.
- Panelists will conduct a thorough review of all applications on their own and, later, to convene as a group to discuss each application and finalize scores.
- The panel group review is open to the public. Public participants are allowed to listen **only**.

No comments or questions can be addressed to the panel during this review session.

To nominate a person(s) to serve on PGAHC Advisory Review Panels, please submit information to kyles@pgahc.org by February 9, 2018.

Conflicts of Interest

- a. All advisory review panelists must declare all conflicts of interest prior to the advisory panel review meeting and complete a Conflict of Interest form during the actual meeting. An appearance of a conflict of interest arises when the individual, any member of the individual's immediate family, the individual's partner; or an organization that employs, or is about to employ, any of the aforementioned, or has a financial or personal interest in the applicants selected for grants.
- b. The officers, employees, or agents of the Council and Review Panel members making the awards will neither solicit on behalf of themselves, their immediate family members, their partners, or any organization that employs or is about to employ any of these people, nor accept gratuities, favors, employment, or anything monetary value from grantees, potential grantees or applicants.
- c. Any questions regarding this matter should be directed to Executive Director, Rhonda Dallas at (301) 772-8943 or by email at rdallas@pgahc.org.

Notification and Payment

- a. Applicants will be notified in writing of their application status by April 16, 2018. This notification may consist of a grant award letter or letter of grant denial.
- b. Grant awardees will also receive a grant agreement letter. The grant agreement must be reviewed and signed with required attachments for grant award payment to be processed.
- c. Please note that the date of payment disbursement is subject to change depending on availability of funds. Receipt of signed grant agreement does not ensure the date of payment; it provides a general timeframe.

PGAHC reserves the rights to rescind any and all grant awards for non-compliance with grant guidelines, policies and regulations. Grantees with unfulfilled reporting, in any funding program, as of February 2, 2018, are ineligible to receive any additional awards from PGAHC.

Comment Review

Upon request, any applicant not receiving funding may schedule a comment review with Rhonda Dallas, PGAHC Executive Director. All reviews will be done at the PGAHC administrative office. ***No telephone reviews will be conducted.***

Contact Information

For more information regarding the Artist Fellowship please contact: Kristina Lyles, Program Manager at klyles@pgahc.org or (301) 772-8943.

Review Criteria

Artistic Excellence 50% The professional capabilities of the applicant; the artistic strength, quality, vision, originality and significance of the body of work and the artist's experience and relevant training.

Potential Impact 20% Evidence that the proposal is feasible and advances the applicant's work/career now.

Public Benefit 30% Creative process demonstrates the applicant has played an active role in perpetuating the vitality of the art form, is recognized by peers and the community through public performances, exhibitions, workshops, lectures or other events. Letters of support are an important factor in scoring this criterion.

Grants Review Tips on Preparing Grant Application

DO

- Be concise and specific in your proposal.
- Highlight specific areas of interest in your support materials (reviews, articles, etc.)
- Proof your proposal for spelling, grammatical, mathematical errors, especially on the budget information.
- Make sure you have submitted the required materials.

DO NOT

- Include cover letters
- Forget to indicate your professional name if different from your legal name.

Artist Fellowship Program Application Checklist

The following is in addition to the required narrative questions. This checklist includes all mandatory and supplementary documents required to submit the Artist Fellowship Program Grant application. Documents must be submitted by application deadline.

MANDATORY DOCUMENTS

- Work Sample(s) – see Addendum A for information on Work Sample Requirements. Flyers and brochures DO NOT count as work samples.
- Support Material – up to six additional items, e.g., letter of agreement from project site(s), publicity, letters of support, programs, brochures, evaluations, strategic plans, etc.
- Artistic Resume of the applicant.
- Two letters of support.
- Signed W-9 (Request for Taxpayer Identification and Certificate)
- Written permission authorizing site installation. (Public Art projects only).

FAILURE TO SUBMIT MANDATORY DOCUMENTS WILL AUTOMATICALLY RESULT IN DISQUALIFICATION. NO EXCEPTIONS.

ADDENDUM A: WORK SAMPLES AND SUPPORT MATERIALS

PGAHC values artistic content heavily in all grant programs. Artistic content is scored primarily based on artistic sample that is required for each application. However, support materials and resumes of the key personnel also impact the artistic content score. All applicants are required to submit artistic work samples for the evaluation of artistic content. These samples must represent the applicant's best work.

Work samples and support materials must be submitted to PGAHC by March 16, 2018 at 5:00 PM.

Work Samples

Work samples are a critical part of your application and are considered carefully during application review. PGAHC recommends sending recent (not more than two years old), high quality samples that relates as directly to your project as possible. Panelist must be able to assess the skill level of the artist involved in the project that will be created, exhibited or taught.

If the applicant has conducted similar projects in the past two years, we recommend including samples of work that illustrate the core mission, theme or impact of those projects if they are no more than two years old.

Advisory Review Panelists are required to review all work samples.

- Be sure to label each work sample clearly and provide detailed description of each sample including where the Advisory Review Panel should begin viewing and listening.
- Supplying the Advisory Review panel with numerous "work samples" does not strengthen application.
- Carefully chosen work samples (pictures, videos, excerpts, etc.) tend to make the biggest impact and create the strongest artistic impression.

Support Materials Support materials are documents that strengthen the application by providing the Advisory Review Panel with additional information that directly relates to the grant request. Support materials do not take the place of work samples. They reinforce the quality of the applicant's artistic discipline(s). Some examples of support materials are: reviews, letters of recommendation, certificates, assessments, evaluations and awards.

Resumes of Key Personnel Including the resumes of the key artist is another way for the Advisory Review Panel to determine the artistic content of each application. The professional involved in the project determines the capacity of the project and ability for the applicant to effectively create a superior artistic product. The applicant's background as an artist should be relevant to the project and clearly demonstrated through the professional resume.

WORK SAMPLE CONTENTS:

PGAHC recommends converting any Microsoft Office documents into PDF's to ensure that the Advisory Review Panelists will be able to view attachments or open hand delivered thumb drives and discs.

Visual Arts Applicants must submit digital images of six to ten different works.

Media (Film/Video) Submit up to three audio/video recordings of completed work or work-in-progress.

Music Submit up to three audio/video recordings. Each selection should not exceed five minutes. Each selection should be in a separate file.

Dance Submit up to three video recordings of performances. Do not send promotional work samples (e.g., highly edited booking tapes). Do not send dark work samples or samples with poor visibility.

Literature Includes poetry, fiction, non-fiction, historic writing, creative writing, screenwriting, etc. Fiction and creative nonfiction writing must submit up to 10 pages from no more than three short works, or a portion from no more than two larger works up to 10 pages. Works must be labeled fiction or nonfiction. If your work is an excerpt, include a one-page statement in the manuscript about where it fits into the whole to orient reviewers.

Poetry must submit no fewer than three and no more than five poems.

Interdisciplinary Individuals must submit up to three to five digital images or up to two audio/video recordings demonstrating the integration of disciplines in the work.

Theater Applicants must submit up to three video recordings of performances or three to five digital images of productions. Playbills and programs can be used in support but not considered work samples. Actors must submit video recordings of two contrasting monologues or three to five still images of productions in digital format. Directors must submit a copy of a 1-3 page concept statement of a recently directed play. Playwrights should see LITETRATURE, above.

Multidisciplinary Provide the required work samples for three to five of the artistic disciplines that are relevant to the grant request.

ORGANIZING WORK SAMPLES

All grant applications require work samples that best demonstrate the artistic merit of the application. The guidelines will assist in preparing work samples.

Digital File Format

All files should be labeled as follows, in the appropriate file extension (jpg, gif, pdf, etc.)
Template: Applicant's Last Name.FirstName.Image#.ArtworkTitle.jpg

Example – John Doe.1.SummerOuting.jpg

TIPS FOR A SUCCESSFUL WORK SAMPLE SUBMISSION

An inoperative file containing work samples may negatively affect your application score. PGAHC is not responsible for fixing work sample viewing or listening capacity.

Visual Arts Visual artist, your digital images are one of your most important methods of communication. Make sure that the images are in-focus and correctly exposed. Photograph your work against a black backdrop and eliminate unnecessary visual information or distractions.

Audio/Video Recordings The recording should represent you accurately and effectively. Be sure to indicate in your application which track(s) or time markers you would like the panel to review.

Multidisciplinary If you are submitting multidisciplinary work samples, submit a separate work sample for each piece.