



2012/2013

NEW WORKS ARTIST PROJECT GRANT APPLICATION

Postmark Deadline March 22nd, 2012

APPLICATION INFORMATION

Check Discipline:

- DANCE
 INTER-DISCIPLINARY
 LITERARY
 MEDIA
 MUSIC
 PERFORMANCE ART
 THEATER
 VISUAL ARTS

Name of Artist/Applicant: Artist/Applicant is fiscally responsible for the full amount requested if awarded a grant	
Title of Project:	
Provide a one-sentence summary of this project.	
Beginning date of project:	
Ending date of project:	
Amount Requested (not to exceed \$3,500):	
Mailing address:	
City:	Zip:
Telephone (day):	()
Telephone (evening):	()
FAX:	()
E-mail:	
Artist or Project Website Address:	

Please provide the below demographic information: A percentage of project awards will be allocated to rural artists and artists of color. Please check the box that best identifies your ethnic background and geographic location in Tucson and Pima County. The below information will be used for TPAC's required reporting.

<input type="checkbox"/> American Indian	<input type="checkbox"/> White/Caucasian
<input type="checkbox"/> Asian	<input type="checkbox"/> Other:
<input type="checkbox"/> Black	Do you live within the Tucson City Limits
<input type="checkbox"/> Latino/Hispanic	<input type="checkbox"/> Yes
<input type="checkbox"/> Pacific Islander	<input type="checkbox"/> No

The TPAC NEW WORKS Artist Project Grant is informed in part by national efforts to replenish and rejuvenate America's enduring cultural legacy through the production of new creative works of art.

New Works Artist Project Grant: GOAL- The depth and breadth of new art work created and produced in the City of Tucson is supported and expanded

Support is available to individual artists for projects to create art that meets the highest standards of excellence across a diverse spectrum of artistic disciplines within Tucson and Pima County. Creation activities may include:

- Development and production of new art work.
- Workshops and residencies for artists where the primary purpose is to create new art.
- Opportunities for artists to create or refine their work.
- Projects that employ innovative forms of art-making and design.

The anticipated results for this project grant are new works of art produced by artists. If a grant is received, at the end of the project grantees will need to provide evidence of the new art works created. If the project activities do not lead to the creation of completed works of art within the period of a grant, grantees may demonstrate progress toward the creation of art by describing the artists' participation and work accomplished by the end of the grant in a public presentation hosted by the artist.

ELIGIBILITY:

1. You must be a working artist living in Tucson or Pima County to apply
2. Projects must occur June 30, 2012 thru June 30, 2013
3. The New Works Artist Project Grant is restricted to artist individuals or artist collective collaborations, **non-profit organizations are not able to apply for this grant.**
 - Artist Collective Collaborations: TPAC defines “collaborator” or “collective member” as someone who is considered to be a co-owner of the project and generative part of the project team. Please note that each artist/collaborator can apply with only one project in the new works project grant

- • **Ongoing Team or Collective Collaborations:** Two or more people who have an established history of collaboration, sometimes organized under a group name, all of whom are committed to the completion of the proposed project.
 - • **One-Time Collaborations:** A working arrangement between two or more people who have agreed to stay in partnership while completing the proposed project.
 - **Requirements for submission are the same for either type of collaboration.**
4. **Your project must occur within the Tucson City limits. If the nature of your project request is to support the development of work as opposed to the completion or production of work then you must give a public presentation of what you have developed in Tucson before the end of the grant cycle (June 30, 2013) and notify TPAC of the public presentation date.**
 5. **If you have been awarded a PLACE Initiative Project Grant in the 2012-2013 grant cycle or a Pima County Arts Project Grant in the 2011-2012 grant cycle you may not apply for the same project in this grant round.**
 6. **A grant will not be accepted without submission of appropriate work samples.**

RESTRICTIONS:

1. You may not apply for a New Works Artist Project Grant if you are a student taking more than ¼ time credit classes during the project timeline or currently enrolled in an under graduate degree program.
2. You may not apply as an organization (***you may apply as under fiscal sponsorship for this project and must submit an agreement letter from your fiscal sponsor in your application***).
3. You may not apply if you are an artist who resides outside of Tucson or Pima County.
4. You may not apply for the New Works Artist Project Grant to support a contract for services with a non profit arts organization if the work is part the organization's regular season or programming. Projects that are special, one-time collaborations with such organizations are eligible.

How to Apply:

- **Step One:** Complete an application. Please use the electronic Cover Page and Project Budget provided at <http://www.tucsonpimaartscouncil.org/grants/opportunities/new-works-project-grant/>
- (See narrative, budget, attachment, and work sample requirements below)
- **Step two:** submit application. Applications *must be postmarked or dropped off to* Leia Maahs, Grants Manager at TPAC 100 North Stone Ave. Suite # 303, Tucson, AZ. 85701

All application materials must be received or postmarked by Thursday March, 22 2012 5 pm. Applicants will receive an electronic confirmation that their application was received the following week.

TPAC Grant Protocol:

- **Step One:** Applications will be reviewed by a selection panel and grants committee.
 - **All deliberations are open to the public.** The panel recommendations are then presented to the TPAC Grants Committee and TPAC Board for final approval. Once the TPAC Board has approved grant allocations you are not able to appeal the panel's recommendations for funding if you are not awarded a grant.
- **Step Two:** All applicants will receive award notification by June 30, 2012.

Successful Applicants: Grantees

- Will receive an agreement form that outlines the grant expectations.
- Please sign a copy of your agreement form and mail it to us. Once a signed agreement is received, you will receive 100% of the award.
- Commence your project. Projects can begin no sooner than June 30, 2012.
- You will be expected to complete the project by **June 30, 2013** and **provide a written Final Report** to the Tucson Pima Arts Council no later than 30 days after the completion of the project or by **August 1, 2013**.

Dates to remember:

- **Orientation Workshop: Friday February 24, 2012 4:00 pm-5:00 pm** at the Tucson Pima Arts Council 100 N. Stone Ave Suite # 109. At this workshop, potential applicants will be introduced to the guidelines criteria and application there will be an opportunity for questions and answers.
- **DEADLINE: THURSDAY MARCH 22, 2012 5 PM**
- **Review of applications:** May 16 & 17, 2012
- **Notification:** June 30, 2012
- **Project completion date:** June 30, 2013
- **Final Report Due:** August 1, 2013

We encourage all applicants to seek support in pursuit of this opportunity. Attend the workshops. Contact staff to take advantage of technical assistance which could include the review and edit of narrative; programming and administrative advice; the development of budgets and work samples.

For more information or technical support, please contact Leia Maahs, Grants Manager at 520-624-0595 x18 Imaahs@tucsonpimaartscouncil.org

The following areas will be used to evaluate all grant application submissions, artistic work samples and other supporting materials. A total of 100 points is available. Please answer the questions below in your application narrative.

***NOTE: SEE NARRATIVE MAXIMUM AND COLLATION ORDER ON PAG**

NARRATIVE:

New Works Artist Project Grant Narrative:

The narrative must be typed in 12 point font, 1 inch margins and not to exceed 4 pages of narrative (TPAC will not accept double sided print) (100 points possible)

1. Describe the project in detail and outline the project goals (20 points)
2. Please describe the following: (15 points)
 - a. What is innovative or new about this project? Does this project represent a new direction?
 - b. How is this work an outgrowth of past work?
 - c. How will this project further your career (s)?
3. Discuss the ability of your project to serve community needs and provide public benefit (i.e. what economic, social and/or cultural impacts this project will have on the Tucson community). If applicable, discuss any collaboration between your project and other organizations or collaborators. (15 points)
4. Given your project goals, how do you plan to evaluate the success of this project? (10 points)
5. Describe the primary artist involved in this project and his or her motivation for producing the new work. If you are applying as an artist collective collaboration please describe the artists individually and the collective vision and purpose for collaboration. (15 points)
6. Work samples should be consistent with your project request in discipline and scope. Provide a list of titles, medium, and year completed in the narrative to accompany all work samples for the artist applicant (s). If there are any additional necessary details to support work samples provide them in question # 6. If applying as an artist collective collaboration provide work samples based on previously completed work as a collaborative or individual samples for each collaborator. (15 points)
7. See Budget form and Budget Notes attached: your budget should be realistic, complete and include detailed budget notes for each line item in your budget. (10 points)

ATTACHEMENTS:

New Works Artist Grant Supporting Materials as Attachments: all are required or application will be considered incomplete and will not be reviewed):

1. A **one-page** bio or resume of person(s) responsible for the artistic direction that includes their qualifications, background and experience.
2. If the outcome of the new work project grant is a collaborative project with an organization, provide a letter(s) of support from authorized representative(s) of the organization(s)/agency(ies) along with copy(ies) of agreement(s) or letter(s) of understanding between the organization(s)/agency(ies). ***This grant is not an organizational support grant. Collaborations should not be part of already***

- established seasons or regularly scheduled programming.** *If you applying under a fiscal sponsor provide the fiscal sponsor agreement letter in your attachments.*
3. **For this project ONLY**, list locations where this project will take place by date, location, estimated audience and admission price (if applicable). (**ONLY locations within the City of Tucson.**)
 4. **Budget Form (below) and detailed budget notes:** Budget notes should be a point of reference for each line item in your budget. The notes should be formatted by typing the Heading, number & letter which you are referring to.
 5. **Work Samples:** see bellow specifications for work samples
 - Web sites: you may provide no more than two URL listings. Include any necessary information on the navigation path.
 - You may also submit no more than three carefully selected sample programs, brochures, calendars, catalogues, or other promotional material. Please keep material to a minimum.
 - Audio Material: Audio material must be submitted in .mp3 format. Applicants submitting audio material as their primary work sample are limited to 5 minutes segment. One or several short works or excerpts of works could be included.
 - Video Material: No more than 5 minutes of video in Apple Quick Time Movie format (.mov) or Windows Media Video File format (.wmv). Applicants submitting video material as their primary work sample are limited to one five minute segment. One or several short works or excerpts of works could be included.
 - Written Document: Applicants submitting writing samples as their primary work sample are limited to five total pages of material. Pages must be numbered, with 1" margins, in 12 point font size. Prose must be double-spaced, and poetry must be single-spaced.
 - Digital Images: Image requirements: Up to 10 digital images of your artwork in JPG file format. Images are limited to 72dpi and no more than 640 x 480 pixels (no exceptions). High-resolution images will not be accepted. The images should be organized on the CD as individual files and named to correspond to the image list requested below. The JPG file names must include your name, a number, and the image title. A suggested convention for naming the files starts with your last name followed by a number (1-10) and then a brief title of the artwork (Example: Smith-1-Spacelight.jpg). Please include an image list, organized to correspond with the image order on the CD, identifying each artwork by title, year completed, medium, dimensions, and a brief description (question # 6 in your narrative).

**For technical support in regard to work samples, please contact Leia Maahs, Grants Manager/Community Cultural Development Manager at 520-624-0595 x18,
Imaahs@tucsonpimaartscouncil.org**

Project Budget

Outline below the budget for the specific project described in this application.

Itemize expenses in each category. Use another page to itemize budget notes.

Budget Notes: Explain each line item in your budget in budget notes separate from the budget form.

Please round numbers to the nearest dollar.

EXPENSES		
<i>Expenses (cash only)</i>		
1. Contracted Services		
a. Artists	\$	
b. Consultants/Other Experts	\$	
Total Contracted Services		
2. Production Expenses		
	\$	
Total Production Expenses		
3. Space Rental		
	\$	
Total Space Rental		
4. Travel		
	\$	
Total Travel		
5. Marketing/Promotion		
	\$	
Total Marketing		
6. Remaining Expenses		
	\$	
Total Remaining Expenses		
7. Total Cash Expenses		
<i>(Total items 1 thru 7)</i>		

CASH INCOME		
<i>(Revenue + Support)</i>		
Revenue (earned income-cash only)		
8. Admissions	\$	
9. Contracted Services	\$	
10. Other Revenue (including in-kind)		
	\$	
Support (contributed income)		
11. Corporate Contributions	\$	
12. Foundation Contributions		
	\$	
13. Other Private Contributions		
<i>(this could include crowd sourced funding)</i>		
	\$	
14. Government Support		
<i>a. Federal</i>		
<i>b. Regional</i>		
<i>c. State</i>		
<i>d. County</i>	\$	
Total Governmental Support		
15. Applicant Cash	\$	
16. Cash Income Without Grant	\$	
<i>(total items 8 thru 15)</i>		
17. TPAC Grant Amount Request	\$	
<i>(not to exceed \$ 3,500)</i>		
18. Total Cash Income	\$	
<i>(total items 16 and 17)</i>		

COALATION ORDER

- 1. New Works Artist Project Grant Cover Sheet**
- 2. Signature Page**
- 3. Narrative:** Answer questions 1-6 in no more than 4 pages max. 12 point font, 1" margins, single sided. Question # 7. Should be submitted in your attachments.
- 4. Attachments**
 - a.** A **one-page** bio or resume of person(s) responsible for the artistic direction that includes their qualifications, background and experience.
 - b.** If the outcome of the new work project grant is a collaborative project with an organization, provide a letter(s) of support from authorized representative(s) of the organization(s)/agency(ies) along with copy(ies) of agreement(s) or letter(s) of understanding between the organization(s)/agency(ies). ***This grant is not an organizational support grant, collaborations should not be part of already established season or regularly scheduled programming. If you applying under a fiscal sponsor provide the fiscal sponsor agreement letter in your attachments.***
 - c.** **For this project ONLY**, list locations where this project will take place by date, location, estimated audience and admission price (if applicable). (**ONLY locations within the City of Tucson.**)
 - d. Budget Form and detailed budget notes:** Budget notes should be a point of reference for each line item in your budget. The notes should be formatted by typing the Heading, number & letter which you are referring to.
 - e. Work Samples:** Work samples should be representative of your project request. Make sure that they are consistent with the medium or discipline of your project request and the best representation of your art work. If you have any questions or concerns regarding work samples don't hesitate to contact Grants Manager: Leia Maahs at 520-624-0595 ext. 18 or e-mail: lmaahs@tucsonpimaartscouncil.org. **See page 6 for more details.**

The Tucson Pima Arts Council is no longer distributing printed guidelines and application forms. All Project Grants applications are available ONLY on our Web site at:

www.TucsonPimaArtsCouncil.org

Signature Page

Fair Labor Standards

- I. All professional performers related or supporting professional personnel employed on projects or productions which are financed in whole or in part under the grant will be paid, without subsequent deduction or rebate on any account, not less than the minimum compensation as determined by the Secretary of Labor to be the prevailing minimum compensation for persons employed in similar activities.
- II. No part of any project or production which is financed in whole or in part under the grant will be engaged in or performed under working conditions which are unsanitary or hazardous or dangerous to the health and safety of the employees engaged in such project or production. Compliance with the safety and sanitary laws of the State in which the performance or part thereof is to take place shall be prima facie evidence of compliance.

III. Civil Rights

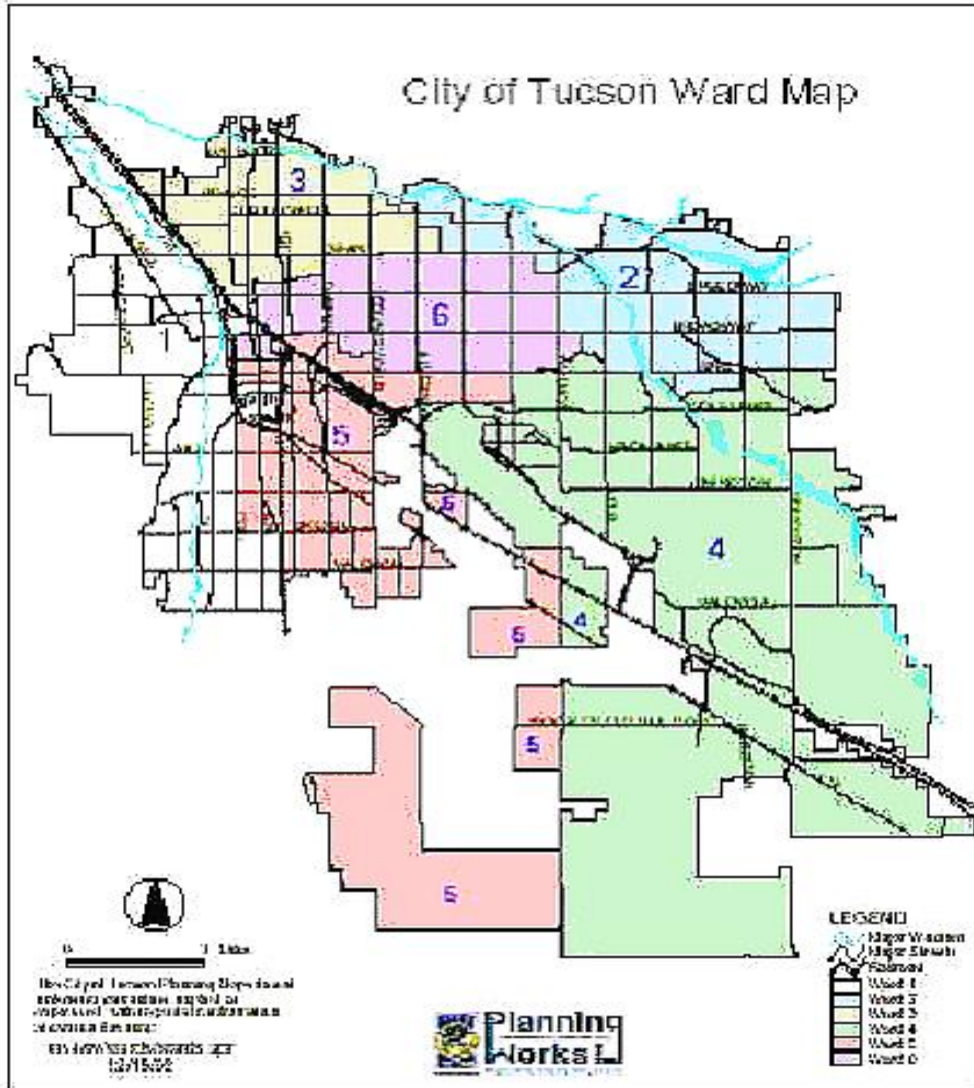
All grants and awards from the Tucson Pima Arts Council are in accordance with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and Title IX of the Education Amendments of 1972. No person in the United States shall on the grounds of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any education program or activity receiving Federal financial assistance section (601). No person in the United States shall on the basis of sex be excluded from participation in, be denied the benefits of, or be subject to discrimination under any education program or activity receiving Federal financial assistance. No otherwise qualified handicapped individual in the United States, as defined in Section 7 (6) shall, solely by reason of his/her handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal assistance.

IV. Certification

This certification must be signed by a principal artist of the project with legal authority to obligate and with knowledge of the matters contained herein.

The undersigned certifies: 1) all information contained herein is accurate or represents a reasonable estimate of future operations based on data available at the time of application; 2) That there are no misstatements or misrepresentations in the information submitted herein or as a supplement; and 3) the artist/artists will comply with the Fair Labor, Civil Rights and Handicapped Regulations printed above.

Typed Name and Title:	
<i>Authorizing Signature:</i>	
Date:	



5.



Downtown Map

Boundaries
North- 6th St & Congress
 West of I-10
South- Cushing St. &
 Mission Lane west of I-10
East – 4th Ave
West – Mission Rd, I-10