



Guidelines 2009-2010

**GRANTS
FELLOWSHIPS** &



Alabama State Council on the Arts

Guidelines

GRANTS & FELLOWSHIPS

ABOUT THE	
ALABAMA STATE COUNCIL ON THE ARTS.....	2
DEADLINES AND POLICIES	4
GRANTS TO ORGANIZATIONS	
CATEGORIES OF SUPPORT (Presenting, Project Assistance, Operating Support, Technical Assistance, Collaborative Ventures, Programming Development, Internships and Projects of Individual Artists)	5
FUNDING RESTRICTIONS	6
ELIGIBILITY REQUIREMENTS.....	7
INSTRUCTIONS FOR SUBMITTING GRANT APPLICATIONS.....	7
MATCHING REQUIREMENTS	8
GENERAL EVALUATION CRITERIA	8
NOTIFICATION	8
GRANTS TO INDIVIDUALS	
CATEGORIES OF SUPPORT (Artist and Arts Administration Fellowships, Technical Assistance, Artist in Education Residency, Folk Arts Apprenticeships)	9
ELIGIBILITY	9
APPLICATIONS FOR INDIVIDUAL GRANTS	10
PROGRAM AREAS	
ARTS IN EDUCATION	11
COMMUNITY ARTS	14
FOLKLIFE	16
LITERARY ARTS	18
PERFORMING ARTS	20
VISUAL ARTS	22
APPENDICES	
1. APPLICATION FORMS	25
2. STAFF MEMBERS.....	47
3. OTHER SOURCES OF FUNDING	47

ABOUT THE Alabama State Council on the Arts

MISSION STATEMENT

The mission of the Alabama State Council on the Arts is to enhance the quality of life in Alabama culturally, economically, and educationally by supporting the state's diverse and rich artistic resources.

THE AGENCY

The Alabama State Council on the Arts is the official state agency for the support and development of the arts in Alabama. It was established in 1966 by an act of the Alabama Legislature. The agency supports not-for-profit arts organizations, schools, colleges, units of local government, non-profit organizations programming in the arts for the general public, and individual artists.

The State Arts Council works to expand the state's cultural resources and preserve its unique cultural heritage and places a high priority on arts programming by and for schools. The Council's primary means of supporting the arts and making the arts more accessible to varied audiences is through a multi-faceted grants program which covers all disciplines and fields of creative expression.

THE COUNCIL

The Council is a body of fifteen members appointed by the Governor for six-year terms to help promote the arts statewide. A primary responsibility of the Council is to make decisions on grants awarded to support art programs and arts education throughout the state.

Members come from diverse areas of the state and backgrounds, ranging from arts educators, to professional artists, to community arts volunteers. The Council meets quarterly and, in addition to allocating grant funds, it engages in long range planning and develops strategies for expanding public support for the arts.



Photo: Barbara Reed

Located in the lobby of the Alabama State Council on the Arts in Montgomery, the Alabama Artists Gallery showcases the work of Alabama Artists.

Ways You Can Help Increase Arts Funding



Contributions received from the "Support the Arts" auto tags provide funding for performing arts, visual arts, literary arts, arts education and folk arts. The \$50 registration fee is tax deductible.



Contributions from the Alabama Income Tax check-off provide for arts in the schools, with touring programs, literary programs, exhibitions, performances, festivals, community design, folk culture and more.

*Because every child deserves
to learn and grow through the arts.*

GOALS OF THE COUNCIL

1. Commit greater financial resources to support excellence and professionalism in all art forms so that quality is the hallmark of artistic activity in Alabama.
2. Incorporate the arts as an essential element in the educational experience of all Alabamians.
3. Provide an opportunity for all Alabamians to participate in and appreciate the arts.
4. Forge new public and private partnerships that broaden support for the arts which impact (the quality of life in) areas such as education, recreation, cultural tourism and more livable cities.
5. Identify, preserve and present folk traditions through direct support and model programs.
6. Establish multi-faceted support and marketing opportunities for individual artists both in the state and beyond.
7. Expand support, understanding and program venues for multicultural artistic expression.
8. Enhance the quality of life and economic vitality in communities by making the arts central to planning, design and development.
9. Support the expansion and improvement of cultural facilities involving new and old spaces.
10. Increase public recognition of and appreciation for the arts.



Photo: Steve Grahberger

Sunny Boy King at the Okra Festival, Lowndes County.

FUNDING FOR THE STATE ARTS COUNCIL

The Alabama State Council on the Arts receives an annual appropriation from the Alabama Legislature and additional funds from the National Endowment for the Arts, a federal agency. Since 1983, the Council has also administered the Arts Development Fund made up of contributions by Alabama citizens from annual state income tax refunds.

AGENCY PROGRAMS

Consistent with its charge from the Legislature, the Council has adopted a number of programs to address the needs of the arts in Alabama. These programs currently consist of Arts in Education, Community Arts, Folklife, Performing Arts, Visual Arts, and Literary Arts. Guidelines, application and eligibility requirements are explained in detail on the following pages.

ACCESSIBILITY

All Council programs, services and facilities are fully accessible to all segments of Alabama's population. Council offices and facilities are barrier free. Guidelines are available on audio tape from the Alabama State Council on the Arts and in large type format on our website: www.arts.alabama.gov. Sign language interpreters and readers are available. Constituents using TTY services may reach the Council through the Alabama Relay Center at 1-800-548-2546.

The Alabama State Council on the Arts does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services.



A young family carving scratch blocks for Sloss Furnace Pour at Kentucky Festival of the Arts, Tuscaloosa.

Deadlines and Policies

The total number of applications that may be submitted per deadline and per year has changed. Requests in excess of \$10,000 are generally unrealistic to current funding capabilities.

A system of rolling deadlines is in place for each fiscal year. Applications must be received according to the following schedule to be eligible for final approval by the Council meeting dates. Applications will not be considered by the Council unless they are complete and meet eligibility requirements. **An Organization may submit no more than two (2) APPLICATIONS PER DEADLINE AND A MAXIMUM OF FOUR (4) IN A SINGLE YEAR. Organizations receiving operational support may not submit more than two (2) applications per deadline or more than three (3) per year including the operating support request. Organizations applying for administrative support or consolidating projects are strongly urged to talk with a program manager before submission.**

Any organization acting as a fiscal agent for an artist project or a group without non-profit status will not have that application count against the total request limit for a given deadline or the maximum for the year.

2008-2009 FISCAL YEAR

DEADLINE	APPLICATIONS ACCEPTED	APPLICATIONS SHOULD BE FOR ACTIVITIES IN THESE PERIODS
March 1, 2008	Art and Cultural Facilities and Fellowship applications to be approved at June Council meeting <i>(Please consult the Art and Cultural Facilities Guidelines for deadlines related to large planning, design and construction projects.)</i>	10/1/2008 – 9/30/2009
June 1, 2008	Operating Support, Program Development, Project and Presenter applications and all requests to be approved at September Council meeting	10/1/2008 – 9/30/2009
September 1, 2008	Folk Arts Apprenticeships, Project and Presenter, Partnership and Residency applications, and all requests to be approved at December Council meeting	1/1/2009 – 9/30/2009

Applications for Fellowships can now be submitted electronically via eGRANT.

Access to eGRANT is available from the Alabama State Council on the Arts website at www.arts.alabama.gov. eGRANT is the first part of the two-part application process.

The second part is the submission of the signature page and samples and/or supplemental materials.

This information must be received in the Council's office within 3 days past the application deadline date.

NOTE: All application forms are also available in PDF and Microsoft Word formats. Please contact Barbara Reed at barbara.reed@arts.alabama.gov or by phone at 334-242-4076, ext. 223.

2009-2010 FISCAL YEAR

DEADLINE	APPLICATIONS ACCEPTED	APPLICATIONS SHOULD BE FOR ACTIVITIES IN THESE PERIODS
March 1, 2009	Art and Cultural Facilities and Fellowship applications to be approved at June Council meeting <i>(Please consult the Art and Cultural Facilities Guidelines for deadlines related to large planning, design and construction projects.)</i>	10/1/2009 – 9/30/2010
June 1, 2009	Operating Support, Program Development, Project and Presenter applications and all requests to be approved at September Council meeting	10/1/2009 – 9/30/2010
September 1, 2009	Folk Arts Apprenticeships, Project and Presenter, Partnership and Residency applications, and all requests to be approved at December Council meeting	1/1/2010 – 9/30/2010
SPECIAL NOTE:	<i>The evaluation criteria (page 8) should be considered when developing an application. Applicants are strongly encouraged to contact Council staff prior to submission.</i>	

GRANTEE agrees to include in all promotional materials, press releases, publicity, advertisements and printed programs, the following statement: **This program/project has been made possible by grants from the Alabama State Council on the Arts and the National Endowment of the Arts.**

GRANTEE agrees to credit the COUNCIL in a prominent place and in a size no smaller than that used for other credits and contributions. GRANTEE agrees to supply copies of all such materials with the final report of grant expenditures. When no printed materials or programs are used, GRANTEE agrees to give verbal credit to the COUNCIL prior to each event.

Grants to Organizations

CATEGORIES OF SUPPORT

PRESENTING GRANTS

PROJECT ASSISTANCE

OPERATING SUPPORT

TECHNICAL ASSISTANCE

COLLABORATIVE VENTURES

PROGRAM DEVELOPMENT

PRESENTING GRANTS

Eligible organizations may apply for grants to offset the costs of presenting (booking) performances or exhibitions by individual artists, institutions and companies producing dance, music, theatre, exhibitions and readings. Priorities for funding are proposals that include educational workshops and residencies or a comprehensive plan for audience or community development. A meaningful educational component should be engaging and well planned. Artists whose work is to be presented must be from outside of the home county of the applicant organization. No more than four (4) presentations per year will be funded.

PROJECT ASSISTANCE

Project grants provide support for specific activities and services that contribute to organizational development, increase arts activities for the community, assist artists in the creation of new work, enhance the quality of artistic productions and contribute to the cultural enrichment of the public. It should be noted, administrative expenses may be requested as part of a project aimed at organizational growth and capacity-building that directly relates to enhancing program quality. Request for salaries, professional services, printing,



Photo: Phil Scarbrook

Grand Lobby of the Alabama Shakespeare Festival, Montgomery.



Photo: Barbara Reed

U. S. Congressman, Artur Davis shares with members of the Council why he believes the arts are vital in Alabama.

marketing, etc. should be outlined as part of a plan for organizational strengthening.

A single application that consolidates several related projects by the requesting organization may be submitted for new or existing activities. The amount requested and the number of project components will be counted against guideline limitations under each deadline and annually. If a consolidated application is submitted, only one additional project request for the year will be accepted.

(Organizations applying for administrative support or consolidating projects are strongly urged to talk with a program manager before submission.)

Organizations are expected to work towards making projects self-supporting after a reasonable period of funding by the State Arts Council.

OPERATING SUPPORT (Applies to major presenters, museums, art centers, local arts councils and professional arts producing institutions)

These grants are designed to provide support and stability to large arts organizations with far-reaching cultural impact, to promote general program development and stimulate private and other public funding. Eligible groups are expected to show a high level of professionalism, both artistically and administratively, strong community service and educational outreach, and well-established, ongoing fund raising efforts. Eligible organizations must have an independent board with policy and fiduciary authority over all activities. Additionally all organizations receiving funding in this category must be primarily an arts producing or arts service entity (at least 70% of programs and budget must be arts related). Finally organizations receiving this funding must be in operation year-round evidenced through on-going programs, services and functioning office. Budget requirements and other terms of eligibility are spelled out under appropriate program areas. **Any application submitted in other categories must be for special activities clearly above and beyond normal budget and established annual programming.**

Organizations receiving operating support may not submit more than two (2) applications per deadline or more than three (3) per year, including the operating support request.

TECHNICAL ASSISTANCE

Organizations and schools may receive grants to meet special needs for material purchases for a small-scale project, for costs of attending a conference, bringing in a consultant, or other one-time expenses. Requests must not relate to any program or project area already funded or applied for in another category, and must not be eligible or appropriate for funding under another category. Technical assistance grants often serve to meet emergency needs or allow organizations to meet a unique opportunity. Amounts of \$1,000 or less may be approved by the Council's executive director. For funding availability at any time throughout the year, please contact the appropriate program manager.

COLLABORATIVE VENTURES

Support is provided primarily to statewide service organizations through partnership agreement grants with the State Arts Council. These agreements are characterized by broad, service-oriented efforts consistent with goals and objectives of the Council. Collaboration between the applicant and the Council on design and implementation is required. Agreements may or may not involve matching requirements. Specific outcomes will be proposed, measured and analyzed. Multi-year, long-term partnerships are possible. A program manager of the Council acts as an agency liaison in partnership ventures.

PROGRAMMING DEVELOPMENT

Requests may be submitted to fund establishment of permanent staff, existing staff development, program specialists, consultants, and general operating costs. Applicants will be expected to describe how this assistance will upgrade organizational programs. Programming development support is limited to three years, based on the assumption that the organization will be strong enough to sustain more advanced operations by that time. Generally, organizations that have a proven track record of programming for three years can be considered. **Large cultural institutions receiving operating support and non-arts organizations such as cities, schools, universities and civic groups are not eligible to apply. All applications in this category must be submitted by June 1 for the full year.**

INTERNSHIPS

An artist or arts administrator and an arts organization may develop an application to fund a temporary position which will contribute to professional development. The host organization must provide on-the-job training, professional direction and supervision, and support services and must document clear goals and objectives for the internship. The experience should improve the intern's ability to find meaningful employment.

Internships of at least two months and no more than 12 months are customary. Grant awards are currently based on \$250 a week. The organization may be expected to provide additional financial support. Where students and academic credit are involved, appropriate stipends and customized scheduling are anticipated. A limited number of internships are also available with the State Arts Council.

PROJECTS OF INDIVIDUAL ARTISTS

An arts project by an individual artist may be funded through an organization which acts as fiscal agent and administers the grant. Successful applications will show considerable planning and collaboration between the artist and supporting organization.

FUNDING RESTRICTIONS

The Alabama State Council on the Arts does not fund:

- Projects not available to the general public
- Activities and performances planned solely for fund raising purposes
- Food, beverages or other refreshments
- Interest on loans, fines, penalties, and/or litigation costs
- Expenses incurred prior to October 1 or after September 30 of the current grant year
- Investments of any kind
- Projects which have sectarian or religious purposes; however, such institutions may apply on behalf of the community for arts activities or programming where artistic expression is a primary focus
- Indirect costs

ELIGIBILITY REQUIREMENTS

Questions of eligibility should be directed to a member of the staff before an application is made.

An organization is eligible to apply for funding support of arts activities taking place in Alabama if the organization is legally domiciled in Alabama, and meets either of the following qualifications:

1. The organization is non-profit with a determination letter from the Internal Revenue Service declaring the organization exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code.
2. The organization is a public or private educational institution (such as an elementary or secondary school), a school board, a local or county governmental agency or a college or university. Private educational institutions must be non-profit and meet the tax-exempt requirements described above.

EXCEPTIONS

Colleges and universities are eligible only for activities that clearly serve the needs of the general public and communities. Indirect costs involving the administration of the institution cannot be included. Activities producing academic credit (except internships) or those oriented primarily to students and the academic community are not eligible.

Private non-profit organizations which are directly requesting funds from the legislature for arts programming for the coming year are not eligible to apply under any program in these guidelines.

In instances where an organization receives other state money for any purpose covered by the support programs in these guidelines—whether directly by the legislature or through another fiscal agent—the Council will consider such state support when evaluating applications and awarding grants.

INSTRUCTIONS FOR SUBMITTING GRANT APPLICATIONS

READ GUIDELINES, ASK QUESTIONS

Grantsmanship is a major factor in the favorable review of proposals. While an application might be technically eligible, miscalculated budgets, unaddressed evaluation criteria, non-descriptive narratives, or a failure to itemize expenses and income, etc., may result in a negative evaluation and no funding.

NOTE: Your submission of a signed grant application means that you accept responsibility for having read and understood the information in these guidelines, and that you will comply with all rules, regulations, laws, terms, and conditions described in this publication.

USE THE PROPER FORM

Requests for grants must be submitted on the current State Arts Council grant application form. You may make copies or scan the application for computer printout. Additional copies may be obtained by contacting the Council office. Application forms can also be printed from



Photo by Rose Eichenbaum.

Dance students attending classes during the Alabama Dance Council's annual Dance Festival in Birmingham.

our website (www.arts.alabama.gov). **Any alteration of an official grant application form will make the application ineligible.**

COMPLETE THE FORM AND RETURN BY THE DEADLINE

All sections of the application form must be completed and the form turned in to the Grants Office by 5 p.m. of the deadline date. **If shipping overnight by private vendor (other than U.S. Postal Service), please use the following address: 201 Monroe Street • Suite 110 • Montgomery, AL 36104. Organizational grant applications may not be sent by FAX or electronically.**

INCLUDE OTHER DOCUMENTATION

A copy of the determination letter from the Internal Revenue Service recognizing the applicant organization as a non-profit corporation must be included with each application. Local and county governmental agencies, including public schools and school boards, must also include a letter from an appropriate official certifying that the organization is a governmental unit. All applicants must include a valid Federal Employee Identification Number that is issued in the name of the applicant organization. Letters from interested parties or partners, newspaper articles of past programs or events or other verifications of previous success make good supporting materials.

NOTE: For attaching multiple sheets, use paper clips. Do not use staples, binders, notebooks or special presentation materials.

MATCHING REQUIREMENTS

Grants from the Alabama State Council on the Arts, with the exception of Artist Fellowships, and Folk Arts Apprenticeships and some specified technical assistance, must be matched by the grantee with at least an equal amount from other sources. Project grants must be matched dollar-for-dollar in cash or a combination of cash and in-kind support. Presenting grants must be matched dollar-for-dollar in cash.

In order to count as matching funds, cash or in-kind contributions must be used to accomplish the programming objectives outlined in the application during the specified grant period. The funds must be used for costs of activities allowable under these State Arts Council guidelines. (Be sure to review any stipulations made under individual program areas.)

Non-cash or "in-kind" contributions may be provided by the grantee or any other agency, institution, business, organization or volunteer. In-kind contributions may include donated services, space, or materials essential to the completion of an arts project. (Presenting Grants must be matched in cash, but any in-kind support may be indicated in the application.)

The dollar value of in-kind contributions may be calculated by determining how much these would cost if paid for in cash. (The minimum wage scale for unskilled services, standard union or professional salary scales for skilled or professional services, and the fair market value of other donations may be used to determine the dollar value of in-kind contributions.) For donated materials, a letter of documentation should be included.

Where federal or state funds are being used to match a Council grant, clear distinctions of expenditures and income must be made so local contributions to the project can be determined.

GENERAL EVALUATION CRITERIA

Grant applications will be evaluated according to the extent to which relevant criteria are addressed in the project. A brief description of how applicable criteria will be addressed in the proposed activities must be included in the application under Section F.

1. Evidence of **artistic excellence** and the ability to provide quality experiences for audiences/participants.
2. The extent to which **educational benefits** will be realized.
3. The evidence of **broad-based community support**, planning, participation and collaboration.
4. The potential for **long-term impact** within a school, school system, a community and/or the state in general.
5. The extent to which **professional artists** are utilized and benefit.
6. The potential for preserving and sharing **Alabama's living cultural heritage**.



A young female fiddler competes in a fiddling competition.

7. The degree to which **cultural diversity and multi-cultural artistic expression** are recognized, showcased and celebrated.
8. The ability to make programs **accessible to audiences** with specific disabilities and limitations.
9. The degree to which grant support can lead to **partnerships** that target needs, opportunities and shared goals of a statewide and/or community nature.
10. Evidence of an **appropriate venue** for the activity.
11. The **qualifications of the personnel** involved in the planning and implementation of the activity.

APPLICATION INFORMATION FOR INTERNSHIPS

The following information should be clearly and precisely stated in a project application format:

1. Summary of the applicant's education, training and experience;
2. Purposes, goals and objectives of the internship;
3. Profile of the host organization;
4. Job description agreed upon by both applicant and the host institution; and,
5. Resume and appropriate letters of recommendation.

NOTIFICATION

Applications go through an extensive review process. It takes approximately three months between the time an application is received by the Council and the time the applicant is notified of final action. Grants will be posted on our website following council action.



Please remember to visit our website should you need a copy of our logo for your promotional materials.

www.arts.alabama.gov

Grants to Individuals

CATEGORIES OF SUPPORT

ARTIST FELLOWSHIP*

FELLOWSHIP IN ARTS ADMINISTRATION

TECHNICAL ASSISTANCE

ARTS IN EDUCATION RESIDENCY*

FOLK ARTS APPRENTICESHIP

* Available in the areas of music, dance and theatre (performing arts), literature, and visual arts, including painting, sculpture, printmaking, crafts, design, film/video and photography.

ARTIST FELLOWSHIP AND FELLOWSHIP IN ARTS ADMINISTRATION

See information under specific programs.

The Council awards Artist Fellowships of \$5,000 for artists working in crafts, dance, design, media/photography, music, literature, theatre, and visual arts. Recipients may use funds to set aside time to create art, improve their skills or to do what is most advantageous to enhance their artistic careers. **Arts Administration Fellowships of \$5,000 are awarded to administrators to improve their skills and ability to serve their organization and community.**

This program does not provide funding for academic study in pursuit of a college degree. Fellowships do not require the recipient to undertake a project or service. The Council may award more than one fellowship in a discipline, but there is no guarantee that a set number of awards will be made. (See Page 24 For Supplemental Material Required)

ELIGIBILITY REQUIREMENTS

ALL APPLICANTS

An applicant must be a legal resident of Alabama who has lived in the state for the two years prior to the application. An individual may submit only one fellowship application during the year. Fellowship recipients cannot apply again for four years after receipt of the award, but applicants who have not received a fellowship are encouraged to apply again. Artists who have received two fellowships are no longer eligible.

ADDITIONS AND EXCEPTIONS

FOR ARTS ADMINISTRATION FELLOWSHIP

An administrator or artist working in an administrative capacity, who has been employed by an Alabama arts organization in a full time paid position for at least two years prior to the application deadline may apply.



Photo: Thomas Pettito.

Fellowship recipient Cal Breed handcrafting one of his signature glass bowls at his studio, Orbix Glass, in Fort Payne.

FOR ARTS IN EDUCATION RESIDENCY

Alabama residency is not a requirement. Applicants must demonstrate the ability to work well in an educational setting.

CATEGORIES FOR ARTIST FELLOWSHIPS

The State Arts Council accepts applications in any of the discipline subcategories listed on page 10. Call the State Arts Council at 334/242-4076 to check with a program manager if you have questions. See page 47.

For other funding opportunities for individual artists, please contact the appropriate program manager.

Visual Arts Program Manager, ext. 250 (see page 47)

CRAFTS (clay, fiber, metal, glass, wood, similar crafts)

VISUAL ARTS (painting, sculpture, printmaking, drawing, experimental)

MEDIA/PHOTOGRAPHY (film, audio, video)

Community Arts and Literary Arts Programs Manager, ext. 224 (see page 47)

DESIGN (architecture, fashion design, graphic design, industrial design, interior design, landscape architecture, urban design and planning)

LITERATURE (fiction, creative nonfiction, poetry, screenwriting)

Performing Arts Program Manager, ext. 226 (see page 47)

DANCE (performance, choreography)

MUSIC (vocal, instrumental, composition, conducting, musical direction, performing)

THEATRE (acting, design, directing, mime, puppetry, playwriting)

TECHNICAL ASSISTANCE*See information under specific programs.*

Funds may be available to provide artists with up to \$1,000 for technical assistance. Applicants have used these grants for marketing, establishing a portfolio, learning tax laws and accounting basics for self-employment, resource development or perfecting a technique or style of work. Funds may be used to attend workshops or seminars, to study under another artist or participate in a special institute for artists. Performing, literary and visual artists are encouraged to apply.

For funding availability at any time throughout the year, please contact the appropriate program manager.



Photo: Courtesy of the Coleman Center for Arts & Culture.

2007 Fellowship recipient Mary Jane Everett from Geiger, Alabama constructing a basket.

ARTS IN EDUCATION RESIDENCY*See Arts in Education Program specifics, page 11.*

Individual teaching artists may be employed by schools that seek funding through the Council's artist residency program. Artists should work closely with the schools in designing the program and presenting proposals to the Council for funding. The Council provides two types of residencies, *Guest Artists* and *Collaborating*

Artists. **Guest Artists** offer instruction and/or performances in specific arts disciplines. **Collaborating Artists** provide discipline specific instruction and collaborate with classroom teachers to develop integrated arts curriculum lessons and units. Residencies range from two to thirty-six weeks. Fees follow a specific formula. For more information on the funding formula, contact the arts in education program manager.

FOLK ARTS APPRENTICESHIPS*See Folklife Program specifics, page 16.*

Apprenticeships are designed to ensure the transmission of folk skills as diverse as shaped note singing and pottery making, using the traditional system of a master artist passing on his or her knowledge to an apprentice. Appropriate topics are aspects of the state's culture that are handed down from generation to generation such as folk arts and crafts, traditional music and dance.

Apprenticeships are cash awards generally not exceeding \$3,500 made to master folk artists who are willing to teach students their craft. Students who have entered into an agreement with a master folk artist may also apply. Apprenticeships are for one year and do not necessarily imply future funding.

APPLICATIONS FOR INDIVIDUAL ARTIST GRANTS*Program managers will be glad to advise you about preparing your application. See Page 47.*

Submit an original and two completed copies of a current application form. Use the Artist form unless applying for a Folk Arts Apprenticeship. Make copies as needed or contact the State Arts Council for additional forms. Applicants should be as specific as possible about their proposed use of fellowship funds.

Applications for Fellowships can now be submitted electronically via eGRANT. Access to eGRANT is available from the Alabama State Council on the Arts website at www.arts.alabama.gov.

INCLUDE SAMPLES AND SUPPLEMENTAL MATERIALS

Applicants are responsible for supplying sufficient information on their background. The form should be completely filled out and a thorough, professional resume provided. Reviews of work are desirable. **Provide samples of the highest quality work completed during the past two years.** (Be sure to inventory samples on Form 2/Section L.) Enclose a self-addressed envelope for returning samples. **See Page 9 For Eligibility Requirements, See Page 24 For Supplemental Material Required.**

Furnishing examples of work can enhance applications, especially for proposed new work.

 Please remember to visit our website should you need a copy of our logo for your promotional materials.
www.arts.alabama.gov

Arts in Education

GOAL: To provide opportunities for Alabama students to learn in, through and about the arts; to ensure the arts as an integral and essential component of education in the State of Alabama; to provide professional development opportunities for Alabama artists, educators and administrators in arts curriculum development; and to support partnerships between schools, artists and arts organizations that foster excellence in arts education.

PROGRAM COMPONENTS

PRESENTING GRANTS

This component provides support for performing and literary arts events or visual arts exhibitions where an artist or group is contracted for the presentation. The performance or exhibition should be related to or complement the ongoing curricula.* Proposals will be enhanced by including preparation and follow-up activities that address the *Alabama Course of Study**. The artist or group being presented must come from outside the county in which the performance or exhibition takes place and generally have touring experience and a

reputation for quality artistic and educational presentations.

These grants must be matched dollar-for-dollar in cash. There is no limit on how much can be requested, however grant amounts rarely exceed \$10,000. No more than four engagements will be funded for an organization per fiscal year. In order to be eligible, applications must be accompanied by a signed contract or letter of engagement from the performing artist, group or exhibit sponsor. The agreement should verify the date of the performance or exhibition and artistic fee as reflected in the application.

Most artistic presentations provide numerous opportunities for curriculum connections. For guidance in this area, please contact the Arts in Education Program Manager. Telephone 334/242-4076, ext 241

SCHOOL-BASED PROJECT GRANTS

This component provides support for specific projects and residencies that advance the goal of arts as basic to education. Projects must seek to establish, expand or enhance arts education as established in the *Alabama Course of Study**. Grant funds may be used for workshops, consultants, in-service training and other activities designed to increase skills in and awareness of sequential, comprehensive and/or integrated arts education. Project activities must address the Evaluation Criteria listed on page 8. Be sure to discuss the artistic quality, educational benefit to students and teachers, planning process, involvement of artists and/or arts organizations and the potential long-term impact of the project as it relates to arts education. Also, if classes or instruction activities are components of the project activity, be sure to include a complete schedule of planned instruction and a brief discussion of instructional content. Grant funds may be used to purchase supplies and materials which relate to the implementation of a specific project.

Colleges and universities are encouraged to apply under this component for projects that address curriculum development or in-service training in arts education. Project grants must be matched dollar-for-dollar in cash, or a combination of cash and in-kind support. There is no limit on how much can be requested, however, grant amounts rarely exceed \$10,000.

ARTIST RESIDENCY GRANTS

This component provides support to schools and/or school systems to hire professional, practicing artists in a variety of disciplines to supplement their arts curriculum using the *Alabama Course of Study*. The Council provides two types of residencies, *Guest Artists* and *Collaborating Artists*. **Guest Artists** offer instruction and/or performances in specific arts disciplines. **Collaborating Artists** provide discipline specific instruction and collaborate with classroom teachers to develop integrated arts curriculum



Nell Harper Lee being honored at a performance of To Kill A Mockingbird at the Davis Theatre in Montgomery. Students from Mountain Brook High School (Birmingham) and Fairfield High School (Fairfield) collaborated on a play based on Lee's famous book. Al Head is presenting Lee with the Unity Vase, created by Alabama potter, Larry Allen.



Students with the Metro Youth Orchestra, Decatur, Alabama, perfecting their sound.

lessons and units. Schools applying for artist residencies must submit an application on Form 1 & 2 and include in their proposals an artist resume, a proposed schedule of the residency and sample lesson plans from the artist that include content standards, objectives, activities and assessments. Please contact the arts education program manager for further information. Residency funds follow a specific formula which is available at: www.arts.alabama.gov (see educational resources). Residency funds cannot be used to support the salary of teachers presently employed.

The Council maintains an artist roster, which is available to schools. Artists cannot apply directly to the Council for an artist residency. Artists who want to be included in the Council's school artist roster may submit an application at any time throughout the year using Form 5. Applications received by March 1st, will be processed in time to be included in the roster by September 1st of the same year.

PARTNERSHIPS GRANTS

This component provides support to projects which advance arts education through collaborations between arts organizations and educational entities. Partnership projects should expand or enhance the arts education efforts of arts organizations, schools and/or other non-profit entities. They should have a lasting impact on the arts education programs of all partners. Partnership projects should also be innovative and have the potential to be replicated across the state. The Council is particularly interested in projects that relate to the school curriculum and the *Alabama Course of Study*^{**} (see next column), that target rural areas and/or at-risk students, and that address learner outcomes in arts education and the professional development of classroom teachers.

A partnership may be made up of more than two partners, but at least one partner must be an arts organization

and one must be a school or local school system. Each partner must submit a letter of support outlining its role and financial commitment or in-kind support. The application may be submitted by any member of the partnership. Arts organizations and other non-profit entities are encouraged to apply under this component.

Partnership activities must address the Evaluation Criteria listed on page 8. Be sure to discuss the artistic quality, educational benefit to students and teachers, planning process, involvement of artists and/or arts organizations, and the potential long-term impact of the partnership activity as it relates to arts education. Also, if classes or instruction activities are components of the project activity, be sure to include a complete schedule of planned instruction and a brief discussion of instructional content.

Grant funds may be used for artistic and administrative expenses related to the partnership project. However, funds cannot be used solely for salary support. Grants must be matched at least dollar-for-dollar with cash or with a combination of cash and in-kind support.

The Alabama Course of Study^{**} includes grade level content standards as adopted by the Alabama State Department of Education. The documents for each field of study are available from the State Department of Education website at www.alsde.edu.



A student deepens his knowledge of music with instructions from recording artist Russell Gullely, an artist-in-residence for the Council.

TECHNICAL ASSISTANCE GRANTS

Small Teacher Incentive Grants exist to provide financial assistance to arts educators who work specifically in K-12 programs that explore new ways of incorporating arts activities into the K-12 curriculum. Grant funds may be used to hire consultants, purchase consumable supplies for an arts project and/or activity, or to attend a workshop or conference that is unique and specific to a particular objective.

Applications may be submitted at any time throughout the year, and must be submitted by the school and approved by the principal or another non-profit organization. A match is not required, but will strengthen the application. The amount requested should be more than \$250, but must not exceed \$1,000.

COLLABORATIVE VENTURES

The Council supports professional development in arts education, consulting for arts education and advocacy for arts education through its close partnerships with the **Alabama Alliance for Arts Education** and the **Alabama Institute for Education in the Arts**. These partners provide annual summer



Alabama Alliance for Arts Education



workshops and institutes in integrated arts curriculum, promote comprehensive arts education in every school, and provide technical assistance to schools in planning and program development. The Council, the Alliance and the Institute work closely with the Alabama State Department of Education to provide support aligned with the content standards in the Alabama Course of Study.



Photo: Barbara Read

The Visual Arts Achievement Program (VAAP) provides an opportunity for talented middle and high school students in Alabama to receive local and state recognition for their achievement in visual arts. Works of these students are exhibited in the Alabama Artists Gallery during the month of April.

RURAL SCHOOL TOURING PROGRAM

Through this initiative the Council provides opportunities for a limited number of rural schools to book a performance by an Alabama performing group or artist. These in-school performances include study guides and other curriculum related materials.

VISUAL ARTS ACHIEVEMENT PROGRAM

This program recognizes, encourages and provides financial support to junior and senior high school students for their achievement in the visual arts. The program includes district and state level juried student exhibition, scholarship competition and a teacher recognition award.

Scholarships are offered based on portfolios submitted by seniors through a partnership between the Council and participating colleges and universities.

For more information on Arts in Education programs, contact:

Arts in Education Program Manager
Telephone 334/242-4076, ext. 241
(see page 47)



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www.arts.alabama.gov

Community Arts Program

GOAL: To enhance the quality of life of Alabama communities through the arts, emphasizing comprehensive planning, broad-based audience involvement and diversity of creative expression.

PROGRAM COMPONENTS

OPERATING SUPPORT GRANTS

(Applies to Local Arts Councils and Arts Centers)

Larger Local Arts Councils and Arts Centers that have developed a successful track record of diverse programs and services in the community and region may qualify for general assistance. It is expected that strong cooperation exists with local government entities. To be eligible for funding under this category, organizations must have been incorporated and recognized as having non-profit tax exempt status by the Internal Revenue Service for at least three years prior to application, or have been an agency of a city or county government for that length of time.

To qualify, a Local Arts Council or Arts Center must have an actual three-year average cash income of at least \$300,000. Exceptions to the minimum income level may be granted by the Council based on compelling justification by an applying organization if the institution in question has an average income of at least \$250,000 and is in a city with a population under 100,000. After three years, the organization must meet the minimum income requirement of \$300,000.

All organizations receiving operating support from the Council will be required to match the state grant with an equal amount in local government contributions of either cash or cash and in-kind support. Organizations receiving operating support must also have a full time

administrative staff responsible for the overall functions of the organization and have an annual audit conducted by an independent Certified Public Accountant.

There are additional eligibility and application requirements associated with this program that are outlined under "Grants to Organizations: Operating Support" on Page 6. **Organizations receiving operating support may not submit more than two (2) applications per deadline or more than three (3) per year, including the operating support request.**

PRESENTING GRANTS

This component provides support for performing arts series or single events where an artist or group is contracted to give a public performance. Grants are reviewed by discipline, so applications for music, theatre and dance performances should be submitted separately. More than one group may be included in a single application as long as they perform in the same discipline. An example would be a series of chamber music concerts.

The artist or group being presented must live outside the county in which the performance takes place in order to be eligible for funding, and should generally have touring experience and a reputation for quality presentations. Priorities for funding are proposals that include educational workshops and residencies, or implement a comprehensive plan for audience or community development. Performances of highly commercial or seasonal entertainment, which could be self-supporting, are unlikely to be funded.

These grants must be matched dollar-for-dollar in cash. When costs are offset through grants from other public funding sources, such as the Southern Arts Federation, the total combined funding from the State Arts Council and the other grants may not exceed 50 percent of the total cost of the presentation, including marketing, space rental and other costs.

There is no limit on how much can be requested, however, grant amounts rarely exceed \$10,000.

MULTI-DISCIPLINE AND FESTIVAL GRANTS

This category provides support for activities that include more than one art discipline. It is intended to give audiences and communities activities that provide a broad spectrum of artistic expression. Many exciting projects have been designed to incorporate dance, music, theater, literature and visual arts. While festivals are the most common example, other innovative and unique activities are appropriate for this category. Festivals that exclusively present or have components that present Alabama traditional artists may also be eligible to apply under the Folklife Program. Organizations undertaking projects which focus exclusively on one discipline should consult



Photo courtesy of the Jerry Brown Festival.

2005 Alabama Folk Heritage recipient, Jerry Brown, demonstrating his clay throwing process with students. This educational outreach is part of the Jerry Brown Festival that takes place annually in Hamilton.

with staff to determine which program area would be most appropriate. There is no limit on how much can be requested, however, grant amounts rarely exceed \$10,000.

COMMUNITY PLANNING AND DESIGN GRANTS

This program has been established to support projects that use design disciplines to impact the quality of life in Alabama communities. Applications may be submitted in any of the design disciplines: architecture, landscape architecture, urban design, interior design, industrial design, graphic design, fashion design, and engineering. Applications may also be submitted for community cultural planning where there is an established partnership with city or county government. There is no limit on how much can be requested, however, grant amounts rarely exceed \$10,000.

For information about Art and Cultural Facilities Guidelines and application forms, please contact Randy Shoultz, program manager at 334-242-4076, ext. 224.

TECHNICAL ASSISTANCE GRANTS

Organizations and individual artists receive funding for special, one-time needs such as purchasing materials for a small-scale project, attending a conference, or bringing in a consultant. Requests must not relate to any program or project already funded or applied for in another component, and must not be eligible and appropriate for funding under any other component. These grants generally do not exceed \$1,000; the minimum amount is \$250. A match will strengthen the application, but is not required. In communities without a local arts agency, a city, county or other appropriate tax exempt group is eligible to apply for start-up costs not to exceed \$2,500 for one year only. Contact program manager for funding availability.

COLLABORATIVE VENTURES

Opportunities exist for collaborative ventures and long-term partnerships that will expand exposure to the arts. In this program, collaboration involves community-wide services and/or collaborative efforts among two or more communities. Funded projects must reflect multi-faceted planning and participation as well as broad population inclusion.

As a partnership venture, the State Arts Council provides funding for DesignAlabama, a statewide, non-profit, membership organization which promotes awareness and appreciation of eight design disciplines: architecture, landscape architecture, urban design, interior design, industrial design, graphic design, fashion design and engineering. Through volunteer design and planning assistance to under-served communities, the organization makes valuable contributions to the quality of life and economic well-being of the state.

Communities, organizations, individual artists, schools and other interested parties are assisted through programs and direct services.

PROGRAM DEVELOPMENT GRANTS

These grants can help the forward-looking community arts organizations grow and adapt to change. For example, all-volunteer groups have been able to add paid staff and professional organizations have developed better functioning structures and have opened up new markets with these grants. Funds may not be received for more than three consecutive years, but subsequent applications in other categories are encouraged. Requests submitted under this category should be for a minimum of \$10,000.



Photo courtesy of the Tennessee Valley Arts Center

Alan Burch demonstrates the pottery wheel to a child at the Helen Keller Festival in Tusculmbia.

All applications in this category must be submitted by June 1 for the full year.

INDIVIDUAL DESIGN FELLOWSHIPS

Cash awards are made to individual artists in the design arts based on merit of work, career achievement, career potential and service to the state. This component provides awards to recognize artistic excellence as well as professional commitment and maturity and to contribute to the further development of the artist and the advancement of his or her professional career. Applicants are encouraged to be as specific as possible about the proposed use of Fellowship funds in order to illustrate the seriousness of their professional intent. Quality of work and the professionalism of the artist as presented in samples of work are particularly important, since there is a great deal of competition for fellowships. **Provide samples of the highest quality work completed during the past two years. See Page 9 For Eligibility Requirements, See Page 24 For Supplemental Material Required.**

ARTS ADMINISTRATION FELLOWSHIPS

See Page 9 For Eligibility Requirements, See Page 24 For Supplemental Material Required.

For more information on Community Arts programs, contact:

**Community Arts Program Manager
Telephone 334/242-4076, ext. 224
FAX 334/240-3269
(see page 47)**

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Folklife Program

GOAL: To identify, preserve, and present Alabama folk arts and traditions.

PROGRAM COMPONENTS

PRESENTING GRANTS

Grants are available to eligible organizations to cover the cost of booking folk artists for performances, demonstrations or packaged folk arts exhibitions. Presenting grants are used to bring in artists from outside the county. Performances by local artists may qualify under project grants. Governmental and non-profit agencies are eligible to apply. A number of Alabama traditional artists are available for touring and presenting. For a list of touring artists, please contact the Council.



Photo: Anne Kinzey.

Polly Raymond and Lucy Mingo quilting.

No more than four (4) presentations per fiscal year will be funded. Applications must be accompanied by a contract or letter of engagement from the performer, signed by both parties, which verifies the date and artistic fee. There is no limit on how much can be requested, however grant amounts rarely exceed \$10,000.

PROJECT GRANTS

Grant support is available to non-profit organizations for a wide range of projects. Examples of appropriate projects include:

- Documentation and presentation of Alabama folklife through media such as film, video, photography, recordings, radio and publications.
- Festivals that present folklife and involve community based folk artists.
- Field surveys that identify and document Alabama folk traditions and practitioners.

- The presentation of Alabama folk artists in performance or exhibition.
- Educational materials such as curriculum guides and other resources that will further the understanding of Alabama folklife in a classroom setting.
- An organization assisting a folk artist with a project to further his or her tradition.
- Fee subsidies for no more than 50 percent of total cash expenses for booking performances of traditional artists from Alabama or elsewhere.

Folklorists and other scholars of Alabama folklife are excellent resources for organizations when planning and implementing projects. It is strongly encouraged that applicants seek this professional expertise.

Project grants must be matched dollar-for-dollar in cash or a combination of cash and in-kind support. There is no limit on how much can be requested, however, grant amounts rarely exceed \$10,000.

FOLK ARTS APPRENTICESHIPS

Folk Arts Apprenticeship grants are given to master folk artists for teaching their art form to an apprentice, or prospective students who have entered into an agreement with a master folk artist may apply for an Apprenticeship grant.

Apprenticeships are one of the primary "preservation" tools of the Alabama Folklife Program. They are designed to ensure the transmission of a diversity of folk skills from Sacred Harp singing to pottery making, using the traditional master-apprentice system. Individuals should apply by using the Folk Arts Apprenticeship Application Form. Amount requested may not exceed \$5000.



Photo: Steve Gumbarger.

Shape-note singing at Old Alabama Town, Montgomery.

Photo: Joey Backner



Anne Kimzey and Steve Grauberger, folklorists with the Council working on a radio program for the Alabama Arts Radio Series.

TECHNICAL ASSISTANCE GRANTS

Organizations, individual artists and folklife scholars receive funding for special, one-time needs such as purchasing materials for a small-scale project, attending a conference, or bringing in a consultant. Requests must not relate to any program or project already funded or applied for in another component, and must not be eligible and appropriate for funding under any other component. These grants generally do not exceed \$1,000; the minimum amount is \$250. A match will strengthen the application, but is not required.

COLLABORATIVE VENTURES

The Alabama Center for Traditional Culture (ACTC) works with the Alabama Folklife Association and other organizations that share the goal of interpreting and documenting Alabama folk culture. In addition to administering ASCA's Folklife Program grants, ACTC's efforts include media documentation, conferences, festivals, and publications that benefit artists and contribute to the preservation of Alabama folklife and education about the state's cultural resources.

One such effort, the Alabama Traditions label, includes documentary recordings produced with the Archive of American Minority Cultures, the University of Alabama; Brierfield and Tannehill State Parks; and the Alabama Folklife Association. Recently, the series *Traditional Musics of Alabama* produced by the Alabama Center for Traditional Culture and funded by the National Endowment for the Arts has expanded this label. The journal *Tributaries*, which is a production of ACTC and the Alabama Folklife Association, and these recordings can be found at www.alabamafolklife.org.

The Alabama Community Scholar's Institute (ACSI) is a training program for people who want to research, document and present various aspects of Alabama's traditional culture—the music, food, crafts, stories, celebrations, work traditions, etc., of their own communities. The Institute is offered free of charge to selected applicants during the summer in even-numbered years. The Alabama Folklife

Association, with help from the ACTC, produces ACSI with funding from the National Endowment for the Arts and Alabama's "Support the Arts" car tag fund.

Other ACTC collaborative ventures include working with The Center for Public Television at the University of Alabama to produce *A Coat of Many Colors: A Tapestry of Alabama Artists*, the production of Alabama Arts Radio, a weekly public radio program (www.arts.alabama.gov) with WTSU and the founding, with the AFA, of the Archive of Alabama Folk Culture at the Alabama Department of Archives and History.



Photo: Steve Grauberger

Jose Hernandez and band member from Mariachi Garibaldi.

For more information on Folklife projects or presenting grants, contact:

Telephone 334/242-4076, ext. 225
(see page 47)

For more information on Folk Arts Apprenticeship grants, contact:

Telephone 334/242-4076, ext. 236
FAX 334/240-3269
(see page 47)

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www.arts.alabama.gov

Literary Arts Program

GOAL: To increase public awareness and exposure to literature and the state's literary heritage and to support contemporary Alabama poets and writers of fiction, creative non-fiction and other literary genres.

PROGRAM COMPONENTS

PRESENTING GRANTS

These grants support readings by authors and other presentations of literary works in public venues. Priorities for funding are proposals which include educational workshops and residencies, or enhance audience development. Presenting grants are used to bring in artists from outside the county; performances by local artists may qualify under project grants. Presenting grants must be matched dollar-for-dollar in cash. **No more than four (4) presentations per fiscal year will be funded.** Applications must be accompanied by a contract or letter of engagement from the performer, signed by both parties, which verifies the date and artistic fee. There is no limit on how much can be requested, however grant amounts rarely exceed \$10,000.

PROJECT GRANTS

Project grants provide support for a wide range of activities including literary festivals, contests and conferences or other gatherings, publications and community readings involving local writers. Education and outreach projects are priorities.

These grants must be matched dollar-for-dollar in cash or a combination of cash and in-kind services. There is no limit on how much can be requested, however grant amounts rarely exceed \$10,000.

TECHNICAL ASSISTANCE GRANTS

Organizations and individual artists receive funding for special, one-time needs such as purchasing materials

for a small-scale project, attending a conference, or bringing in a consultant. Individuals may request funds to study with another artist, or participate in a variety of special activities for artists. Requests must not relate to any program or project already funded or applied for in another component, and must not be eligible and appropriate for funding under any other component. These grants generally do not exceed \$1,000; the minimum amount is \$250. A match will strengthen the application, but is not required. Contact Program Manager for funding availability.



Photo: Courtesy of the Alabama Writers' Forum.

Poet Kurtis Lamkin working with the Prison Arts Education Program.

COLLABORATIVE VENTURES

The Council seeks long-term relationships with statewide associations that serve writers as well as partnerships to facilitate events that expand opportunities for Alabama writers and the reading public.

For example, the Council provides funding for the Alabama Writers' Forum and its programs that promote Alabama writers and writing through events, publications, a high school literary contest and scholarship program and partnerships with educational organizations.

PROGRAM DEVELOPMENT GRANTS

These grants can help the forward-looking literary arts organizations grow and adapt to change. For example, all-volunteer groups have been able to add paid staff and professional organizations have developed better functioning structures and have opened up new markets with these grants. Funds may not be received for more than three consecutive years. Request submitted under this category should be for a minimum of \$10,000. **All applications in this category must be submitted by June 1 for the full year.**



Photo courtesy of the Alabama Center for the Book.

Children enjoying the activities at the 2007 Festival of the Book, Old Alabama Town, Montgomery.

INTERNSHIPS AND INDIVIDUAL ARTISTS GRANTS

These grant awards support artists engaging in projects that will have a demonstrated benefit to the art form, community, region or state and internships within an arts organization where there is a specific project to be done for the benefit of the community or organization. Applications must be made by a sponsoring 501(c)(3) organization which will serve as a fiscal agent and partner in the project.

INDIVIDUAL ARTIST FELLOWSHIPS

Cash awards are made to individual artists in the literary arts based on merit of work, career achievement, career potential and service to the state. This component provides awards to recognize artistic excellence as well as professional commitment and maturity and to contribute to the further development of the artist and the advancement of his or her professional career. Applicants are encouraged to be as specific as possible about the proposed use of Fellowship funds in order to illustrate the seriousness of their professional intent. Quality of work and the professionalism of the artist as presented in samples of work are particularly important since there is a great deal of competition for fellowships. **Provide samples of the highest quality work completed during the past two years. See Page 9 For Eligibility Requirements, See Page 24 For Supplemental Material Required.**

ARTS ADMINISTRATION FELLOWSHIPS

See Page 9 For Eligibility Requirements, See Page 24 For Supplemental Material Required.



Photo: Mockingbird Photography

2004 Harper Lee Award recipient, Sonia Sanchez signing books in Monroeville, Alabama.



Photo courtesy of the Alabama Center for the Book.

Kathryn Tucker Windham promotes reading.

For more information on Literary Arts programs, contact:

**Literary Arts Program Manager
Telephone 334/242-4076, ext. 224
FAX 334/240-3269
(see page 47)**

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www.arts.alabama.gov

Performing Arts Program

GOAL: To ensure that high quality performances of music, dance and theatre are available to Alabama audiences and to support Alabama's performing arts organizations and artists.

PROGRAM COMPONENTS

PRESENTING GRANTS

This component provides support for performing arts series or single events where an artist or group is contracted to give a public performance. Grants are reviewed by discipline, so applications for music, theatre and dance performances should be submitted separately. More than one group may be included in a single application as long as they perform in the same discipline. An example would be a series of chamber music concerts.

The artist or group being presented must live outside the county in which the performance takes place in order to be eligible for funding, and should generally have touring experience and a reputation for quality presentations. Priorities for funding are proposals which include educational workshops and residencies, or a comprehensive plan for audience or community development. Performances of highly commercial or seasonal entertainment which could be self-supporting are unlikely to be funded.

These grants must be matched dollar-for-dollar in cash. When costs are offset through grants from other public funding sources, such as the Southern Arts Federation, the total combined funding from the State Arts Council and the other grants may not exceed 50 percent of the total cost of the presentation, including marketing, space rental and other costs.

There is no limit on how much can be requested, however, grant amounts rarely exceed \$10,000.

No more than four (4) applications per fiscal year will be funded. In order to be eligible, applications must be accompanied by a contract or letter of engagement from the performer, signed by both parties, which verifies the date and artistic fee.

PROJECT GRANTS

This component provides support for a wide range of activities undertaken by performing arts organizations for the benefit of their community. Eligible projects include producing, commissioning, planning processes and touring. Education and outreach projects are generally a funding priority of the Council. These grants must be matched dollar-for-dollar in cash or a combination of cash and in-kind services. There is no limit on how much can be requested, however, grant amounts rarely exceed \$10,000.

OPERATING SUPPORT GRANTS

Performing arts organizations wishing to be included in the Council's operating support category for larger cultural institutions must have been in existence and functional for three years prior to applying. It is expected that cooperation exists with their local communities. To be eligible for funding under this category, organizations must have been incorporated and recognized as having non-profit tax exempt status by the Internal Revenue Service for at least three years prior to application, or have been an agency of a city or county government for that length of time.



Photo by David Robinson, Jr.

The Alabama Dance Theatre's production of Swan Lake.

To qualify, a performing arts organization must have an actual three-year average cash income of at least \$350,000. All organizations receiving operating support from the Council will be required to match the state grant with an equal amount in local government contributions of either cash or cash and in-kind support. Organizations receiving operating support must also have a full time artistic and administrative staff responsible for the overall functions of the organization and have an annual audit conducted by an independent Certified Public Accountant.

There are additional eligibility and application requirements associated with this program that are outlined under "Grants to Organizations: Operating Support" on Page 6. **Organizations receiving operating support may not submit more than two (2) applications per deadline or more than three (3) per year, including the operating support request.**

Photo: Courtesy of the Alabama Symphony Orchestra.



The melodious sounds of the horns section of the Alabama Symphony Orchestra.

TECHNICAL ASSISTANCE GRANTS

Organizations and individual artists receive funding for special, one-time needs such as purchasing materials for a small-scale project, attending a conference, or bringing in a consultant. Requests must not relate to any program or project already funded or applied for in another component, and must not be eligible and appropriate for funding under any other component. These grants generally do not exceed \$1,000; the minimum amount is \$250. A match will strengthen the application, but is not required. Contact Program Manager for funding availability.

COLLABORATIVE VENTURES

The Council seeks long-term relationships with statewide associations that serve performing artists as well as partnerships to facilitate events that expand opportunities for Alabama performing artists and audiences.

The Alabama Dance Council (ADC) receives assistance from the State Arts Council for the quarterly newsletter *Synchronicity*, with its annual Dance Festival, and with long-range planning. The Council has helped ADC become a voice for all types of dance and a clearing-house of information on performances and education opportunities.

PROGRAM DEVELOPMENT GRANTS

These grants can help forward-looking performing arts organizations grow and adapt to change. For example, all-volunteer groups have been able to add paid staff and professional organizations have developed better functioning structures and have opened up new markets with these grants. Funds may not be received for more than three consecutive years, but subsequent applications in other categories are encouraged. Request submitted under this category should be for a minimum of \$10,000. **All applications in this category must be submitted by June 1 for the full year.**

INTERNSHIPS AND INDIVIDUAL ARTISTS GRANTS

These grant awards support artists engaging in projects that will have a demonstrated benefit to the art form, community, region or state and internships within an arts organization where there is a specific project to be done for the benefit of the community or organization. Applications must be made by a sponsoring 501(c)(3) organization which will serve as a fiscal agent and partner in the project.

INDIVIDUAL ARTIST FELLOWSHIPS

Cash awards are made to individual artists in the performing arts based on merit of work, career achievement, career potential and service to the state. This component provides awards to recognize artistic excellence as well as professional commitment and maturity and to contribute to the further development of the artist and the advancement of his or her professional career. Applicants are encouraged to be as specific as possible about the proposed use of Fellowship funds in order to illustrate the seriousness of their professional intent. Quality of work and the professionalism of the artist as presented in samples of work are particularly important, since there is a great deal of competition for fellowships. **Provide samples of the highest quality work completed during the past two years. See Page 9 For Eligibility Requirements, See Page 24 For Supplemental Material Required.**

ARTS ADMINISTRATION FELLOWSHIPS

See Page 9 For Eligibility Requirements, See Page 24 For Supplemental Material Required.

For more information on Performing Arts programs, contact:

**Performing Arts Program Manager
Telephone 334/242-4076, ext. 226
FAX 334/240-3269
(see page 47)**



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www.arts.alabama.gov

Visual Arts Program

GOAL: To nurture excellence, professionalism, multiculturalism and audience access in the disciplines of painting, sculpture, crafts, printmaking, design, photography and media, that have origins and/or impact in Alabama.

PROGRAM COMPONENTS

PRESENTING GRANTS

These grants provide support to art museums and other organizations for presenting touring or packaged exhibitions. To be eligible, the exhibition must originate outside the county where it will be shown. Priority is given to exhibitions which are educational and serve to increase the local audience for visual arts. Grants must be matched dollar-for-dollar in cash. Applications must be accompanied by a signed contract or letter of engagement for the provider of the exhibition, signed by both parties, which verifies the date and fee. There is no limit on how much can be requested, however, grant amounts rarely exceed \$10,000. **No more than four (4) exhibitions per fiscal year will be funded as presenting grants.**

PROJECT GRANTS

This component supports a wide range of activities undertaken by museums, art galleries, art centers and other organizations with visual arts and crafts programming. Project grants must be matched dollar-for-dollar in cash or a combination of cash and in-kind support. Preference is given to activities emphasizing the work, display and interpretation of professional Alabama visual artists and crafts people. The quality of work to be presented is an important consideration in reviewing proposals. Examples of appropriate visual arts projects include:

- Projects that make programming accessible to special constituencies.
- Conservation of art works.
- Planning, preparation, promotion and mounting of exhibitions by professional artists.
- Residencies or workshops conducted by recognized artists who do not work with the organization on a regular basis.
- Educational activities or services undertaken by a gallery or museum.
- Commissioning new works by Alabama artists or offering purchase awards to artists in juried exhibitions.
- Commissioning or purchasing works of art for public places. Consult with the visual arts program manager on staff to determine the proper program category and appropriate supporting documentation.
- Activities enhancing the professional growth of visual arts and crafts organizations. This may include bring-

ing in a consultant to implement an administrative or artistic development project.

- Conferences and workshops designed to enhance communication, planning, programming, and artist skills.
- Publications promoting shows, artists and activities within the state; special documentary pieces for public use and non-commercial purposes; art criticism and discussion featuring Alabama artists and art work; and resource directories.
- Visual arts and crafts festivals where professional artists are featured and presented as the main purpose of the festival.
- Touring of special exhibitions.

Appropriate media/photography projects include:

- Creative works about a broad range of topics and/or journalistic documentation of an artist or art form.
- Supplementing funds for producing, processing, editing and distributing films, video tapes, audio tapes or other media presentations for public use.
- Residencies or workshops conducted by recognized film/video makers and photographers to discuss their art and interact with local artists and the public.
- Commissioning of a film or video tape by a recognized Alabama film or video artist(s) to be presented to the public as an expressive art form.
- Conferences and workshops designed to enhance communication, understanding, artistic and programming skills, planning and cooperation relative to the media arts.
- Noncommercial publications promoting media arts and providing information on media arts for the general public.
- Film and/or video festivals showcasing the work of independent media artists working in the state.

There is no limit on how much can be requested, however, grant amounts rarely exceed \$10,000.

OPERATING SUPPORT

Visual arts organizations and art museums that have developed a successful track record of diverse programs and services in the community and region may qualify for general assistance. It is expected that strong cooperation exists with their local communities. To be eligible for funding under this category, organizations must have been incorporated and recognized as having non-profit tax exempt status by the Internal Revenue Service for at least three years prior to application, or have been an agency of a city or county government for that length of time.

To qualify, a visual arts organization must have an actual three-year average cash income of at least \$500,000.

All organizations receiving operating support from the Council will be required to match the state grant with an equal amount in local government contributions of either cash or cash and in-kind support. Organizations receiving operating support must also have a full time artistic and administrative staff responsible for the overall functions of the organization and have an annual audit conducted by an independent Certified Public Accountant. There are additional eligibility and application requirements associated with this program that are outlined under "Grants to Organizations:

Operating Support" on Page 6. **Organizations receiving operating support may not submit more than two (2) applications per deadline or more than three (3) per year.**

TECHNICAL ASSISTANCE GRANTS

Organizations and individual artists receive funding for special, one-time needs such as purchasing materials for a small-scale project, attending a conference, or bringing in a consultant. It allows them to take

advantage of unique opportunities, such as the availability of an exhibition on short notice. Individuals may request funds to study with another artist, or participate in a variety of special activities for artists. Requests must not relate to any program or project already funded or applied for in another component, and must not be eligible and appropriate for funding under any other component. These grants generally do not exceed \$1,000; the minimum amount is \$250. A match will strengthen the application, but is not required. Contact Program Manager for funding availability.

COLLABORATIVE VENTURES

The Council seeks long-term relationships with statewide associations that serve artists or focus on the visual arts, such as the Alabama Craft Council, which work with the Council on statewide projects.

PROGRAM DEVELOPMENT GRANTS

These grants can help the forward-looking arts organizations grow and adapt to change. For example, all-volunteer groups have been able to add paid staff and professional organizations have developed better functioning structures and have opened up new markets with these grants. Funds may not be received for more than three consecutive years. Request submitted under this category should be for a minimum of \$10,000. **All applications in this category must be submitted by June 1 for the full year.**

INTERNSHIPS AND INDIVIDUAL ARTISTS GRANTS

These grant awards support artists engaging in projects that will have a demonstrated benefit to the art form, community, region or state and internships within an arts organization where there is a specific project to be done for the benefit of the community or organization. Applications must be made by a sponsoring 501(c)(3) organization which will serve as a fiscal agent and partner in the project.

INDIVIDUAL ARTIST FELLOWSHIPS

Cash awards are made to individual artists in the visual arts based on merit of work, career achievement, career potential and service to the state. This component provides awards to recognize artistic excellence as well as professional commitment and maturity and to contribute to the further development of the artist and the advancement of his or her professional career. Applicants are encouraged to be as specific as possible about the proposed use of Fellowship funds in order to illustrate the seriousness of their professional intent. Quality of work and the professionalism of the artist

as presented in samples of work are particularly important, since there is a great deal of competition for visual arts fellowships. **Provide samples of the highest quality work completed during the past two years. See Page 9 For Eligibility Requirements, See Page 24 For Supplemental Material Required.**

ARTS ADMINISTRATION FELLOWSHIPS

See Page 9 For Eligibility Requirements, See Page 24 For Supplemental Material Required.

For more information on Visual Arts programs, contact:

Visual Arts Program Manager

Telephone 334/242-4076, ext. 250

FAX 334/240-3269

(see page 47)



Photo: Barbara Head.

Fellowship recipient, Barb Bondy, installing her work entitled Time Line in the Alabama Artists Gallery. Time Line is a work in progress and is intended to evoke in the mind of viewers consideration of the process of drawing.

 Please remember to visit our website should you need a copy of our logo for your promotional materials.

www.arts.alabama.gov

REQUIRED SUPPLEMENTAL MATERIALS FOR FELLOWSHIPS

PROVIDE SAMPLES OF THE HIGHEST QUALITY WORK COMPLETED DURING THE PAST TWO (2) YEARS

Applications for Fellowships can now be submitted electronically via eGRANT. Access to eGRANT is available from the Alabama State Council on the Arts website at www.arts.alabama.gov. eGRANT is first part of the two-part application process. The second part is the submission of the signature page and samples and/or supplemental materials. This information must be received in the Council's office within 3 days past the application deadline date.

For non-eGRANT submissions, please submit an original and two (2) clear copies of the application (preferably typed) must be submitted. Make copies front to back (2-sided) as the application is designed. Do not insert detailed budgets, resumes or any additional sheets into the application form. Do not use type smaller than 12 points in your application. One (1) copy of supporting materials, e.g. brochures, resumes, etc., is sufficient.

DESIGN

Please include a detailed resume in addition to ten digital images of your work. Digital images should be submitted on a PC compatible CD in JPEG format, saved at 72 dpi resolution with the longest dimension no more than 600 pixels. Label the CD with the artist's name and fellowship discipline. In Section L please provide, keyed to each image number, a description of each image, including where applicable, title, date, client's name and location.

NOTE: Under some circumstances we will accept other formats with approval of program managers. Equipment used for non-digital formats is increasingly difficult to locate.

MEDIA/PHOTOGRAPHY

Please include a detailed resume in addition to 10 digital images or prints of your work. Digital images should be submitted on a PC compatible CD in JPEG format, saved at 72 dpi resolution with the longest dimension no more than 600 pixels. Video samples should be submitted in DVD format from 10 to 30 minutes in duration. Label the CD or DVD with the artist's name and fellowship discipline. In Section L please provide, keyed to each image number, title, process date and dimensions. If you are submitting a DVD please list by track number, title of work, date, length and description.

NOTE: Under some circumstances we will accept other formats with approval of program managers. Equipment used for non-digital formats is increasingly difficult to locate.

VISUAL ARTS AND CRAFTS

Please include a detailed resume in addition to ten digital images of your work. Digital images should be submitted on a PC compatible CD in JPEG format, saved at 72 dpi resolution with the longest dimension no more than 600 pixels. Label the CD with the artist's name and fellowship discipline. In Section L please provide, keyed to each image number, title, medium, date and dimensions of work. When surface is an important concern, a detailed view should be included among the ten images submitted.

NOTE: Under some circumstances we will accept other formats with approval of program managers. Equipment used for non-digital formats is increasingly difficult to locate.

LITERATURE

Please include a detailed resume along with the following, if available a list of published works with reviews and a minimum of ten pages of poetry or prose but no more than twenty pages. Please label each page with title, artist's name and date. If published, indicate where published and date of publication. Please do not submit bound published material.

DANCE

Please include a detailed resume and a DVD with three examples of performances and /or choreographed works. Each piece should not be less than 5 minutes and should have been completed within the last two years. Label the DVD with the artist's name and fellowship discipline. On Section L please provide a list, by track number, description of work submitted, title of work, date, length.

NOTE: Under some circumstances we will accept other formats with approval of program managers. Equipment used for non-digital formats is increasingly difficult to locate.

MUSIC

Please include a detailed resume along with scores and a CD with three examples of compositions. If you are submitting for performance please submit a DVD of three examples, each not less than five minutes along with concert notes and/or arrangements. All work should have been completed with the last two years. Label the DVD or CD with artist's name and fellowship discipline. On Section L please provide a list by track number, title of work, date, length and description of work submitted.

NOTE: Under some circumstances we will accept other formats with approval of program managers. Equipment used for non-digital formats is increasingly difficult to locate.

THEATRE

Please include a detailed resume along with a DVD with three examples of performance, each not less than five minutes or if submitting for scenic, lighting or costume design, ten digital images of your work. Digital images should be submitted on a PC compatible CD in JPEG format, saved at 72 dpi resolution with the longest dimension no more than 600 pixels. If submitting for playwriting include, if available, a list of performed works with reviews and a minimum of ten pages or no more than twenty pages of written materials. Please label each page with title, artist's name and date. If performed indicate where performed and date of performance. Please do not submit bound published material.

NOTE: Under some circumstances we will accept other formats with approval of program managers. Equipment used for non-digital formats is increasingly difficult to locate.

FOLK ARTS APPRENTICESHIPS

If a performing artist, please include a detailed resume and a DVD with three examples of performances and /or choreographed works. Each piece should not be less than 5 minutes and should have been completed within the last two years. Label the DVD with the artist's name and fellowship discipline. On Section L please provide a list, by track number, description of work submitted, title of work, date, length.

If a craft artist, please include a detailed resume in addition to ten digital images of your work. Digital images should be submitted on a PC compatible CD in JPEG format, saved at 72 dpi resolution with the longest dimension no more than 600 pixels. Label the CD with the artist's name and fellowship discipline. In Section L please provide, keyed to each image number, title, medium, date and dimensions of work. When surface is an important concern, a detailed view should be included among the ten images submitted.

NOTE: Under some circumstances we will accept other formats with approval of program managers. Equipment used for non-digital formats is increasingly difficult to locate.

ARTS ADMINISTRATIVE FELLOWSHIPS

A detailed professional resume and three letters of support/recommendation are to be included with the application. Pay special attention on the application form, section B, and use additional sheets as required. Please include a brief organizational profile. College university faculty and other personnel in schools are not eligible.

NOTE: Under some circumstances we will accept other formats with approval of program managers. Equipment used for non-digital formats is increasingly difficult to locate.

FORM 1: GRANT REQUEST IDENTIFICATION PROGRAM AREA, CATEGORY OF SUPPORT AND DISCIPLINE

All Grant Applicants Include this form with each application. Attach the additional application forms indicated under Category of Support. Please note that some forms require additional attachments. Do not staple or permanently attach the parts of your application.

Program Area

From the following list, select the Program Area which is most closely associated with the activities/project described in this application. Select one and enter the letter in the box.

E - Arts in Education

C - Community Arts

F - Folklife

L - Literary Arts

P - Performing Arts

V - Visual Arts

Category of Support

From the following list, select the category of support which is most closely associated with the activities/project described in this application. Select one and enter the number in the box.

Organizations

0 - Artist Residency

Forms 1 & 2

1 - Collaborative Ventures/partnerships

Forms 1 & 2

2 - Operating Support

Forms 1 & 2

3 - Presenting

Forms 1 & 2

4 - Programming Development

Forms 1 & 2

5 - Projects

Forms 1 & 2

6 - Technical Assistance

Forms 1 & 4

Individuals

7 - Folk Arts Apprenticeships

Forms 1 & 6

8 - Fellowships, Administrative

Forms 1 & 3

9 - Fellowships, Artists

Forms 1 & 3

6 - Technical Assistance

Forms 1 & 4

0 - School Artist Roster

Forms 1 & 5

Additional Organizational Projects

10 - Projects Administrative

Forms 1 & 2

11 - Projects Consolidated

Forms 1 & 2

Discipline

From the following list, select the Arts Discipline which is most closely associated with the activities/project described in this application. Select one and enter the number in the box.

0 - Crafts

1 - Dance

2 - Design Arts

3 - Folk Arts

4 - Literature

5 - Media/Photography

6 - Multi-disciplines

7 - Music

8 - Theatre

9 - Visual Arts

Note: If shipping overnight by private vendor (other than U.S. Postal Service), please use the following address: 201 Monroe Street • Suite 110 • Montgomery, AL 36104

GRANT APPLICATION CHECKLIST - ORGANIZATIONS

The following is a list of items applicants are required to provide to ensure the eligibility and completeness of grant applications. Failure to meet the requirements listed may result in having the application returned without processing or review.

ALL APPLICANTS:

___ Copy of IRS Determination letter verifying 501(c)(3) status, or recent letter of authorization from fiscal agent and a copy of that organization's determination letter

___ Section A must have Legislative District information. To obtain this information visit the following websites:

For State Senate District

<http://www.legislature.state.al.us/house/house.html>

For State Representative District

<http://www.legislature.state.al.us/senate/senate.html>

For U.S. Congressional District

http://www.senate.gov/general/contact_information/senators_cfm.cfm?State=AL

If you do not have personal internet access, internet access is available at all public libraries.

___ Budgets and financial information are consistent throughout the application

___ Section C, D, and F are completed and in the space provided on the form. Additional pages and attachments will not be copied for Council review.

___ Section E, Performance Indicators and Fiscal Year Summary must be complete.

If the applicant is applying under the Arts in Education Program:

___ Section K must be completed and included with your application

If the applicant is applying under the Presenter component in any program:

___ A contract or letter of intent verifying the date and the artistic fee must be included in the application package.

The following is also required in preparing application packages:

___ An original and two (2) clear copies of the application (preferably typed) must be submitted. Make copies front to back (2-sided) as the application is designed. Do not insert detailed budgets, resumes or any additional sheets into the application form. Do not use type smaller than 12 points in your application. One (1) copy of supporting materials, e.g. brochures, resumes, etc., is sufficient. Applications that are sloppy, hard to read or generally unclear will be penalized in the review process.

Notes:

Use paper and binder clips only. Do not use staples, binders, notebooks or special presentation materials

When submitting two applications in the same mailing package, make sure it's very clear that there are **two separate requests**

Please be sure to keep a copy of the application you submit for your files.

APPLICATIONS MAY NOT BE SENT BY FAX.

Applicant Name: _____

SECTION B REQUEST PROFILE

1. Provide a brief paragraph narrative (use only the space below) that summarizes your proposed project.

2. Project/activity dates: Beginning _____ Ending _____

3. What are the actual dates and locations of the proposed activity(ies)?

Dates of Activity	Description of Activity	Location of Activity
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

4. List all counties, cities, and schools that will participate or be affected by this project.

What is the proposed number of schools that will participate or be affected by this project? _____

5. What is the proposed number of educational services or components included in this project? Include all master classes, in-school workshops, lectures, tours, pre-post performance discussions, artist's visits, and fieldtrips included in this project? _____

6. What is the total number of people expected to benefit from this project/activity? _____

Proposed number of K-12 teachers _____
Proposed number of Youth (including students) _____
Proposed number of artists _____
Proposed number of volunteers _____

7. What is the anticipated attendance? _____

8. What is the proposed number of performances, exhibitions and activities used in computing the total anticipated attendance? _____

9. What is the capacity of the facilities? _____

10. Are the facilities, programs, performances and exhibitions accessible to persons with disabilities as defined in the Americans with Disabilities Act? ___yes ___no. If answering no, describe your ADA plans for becoming accessible as part of the evaluation criteria.

11. What will be the charge for admission? _____ If nothing, please explain.

12. Request Summary

a. Total Project Cost \$ _____
b. Amount of matching funds \$ _____
c. Amount requested in this application \$ _____

You are encouraged to consult arts council staff prior to submitting this application. Who have you consulted? _____

Applicant Name: _____

SECTION C

PROJECT DESCRIPTION

Use only the space provided to summarize the project or activity for which funds are being requested. If this project in which you are requesting funding for in this application is an ongoing project that was previously funded, please describe what has been accomplished.

SECTION D

PERSONNEL

Use the space provided to list the primary artists, persons, and/or groups involved in the implementation of this project or activity and the qualifications of each person and/or group.

What is the proposed number of full time paid persons (including staff and guest artists) involved in this project?

What is the proposed number of Part time persons (including staff and guest artists) involved in this project?

Applicant Name: _____

SECTION E ORGANIZATIONAL PROFILE

Provide the following information for the Applicant Organization identified in A1 (note: colleges, universities, school systems and other larger institutions should provide information for the subdivision, department or school implementing the project)

1. Year incorporated: _____
2. Number of board members: _____
3. Number of active volunteers: _____
4. Total membership: _____
5. Board Chair or President: _____
6. Number of professional staff: _____ full time _____ part time
7. What is the mission of your organization?
8. Grantee Race/Ethnicity:
Which of the codes below best describes the race/ethnicity of your organization? _____

Code Characteristics

A - Asian/Pacific Islander
B - Black/African American
H - Hispanic/Latino

N - American Indian/Alaska Native
P - Native Hawaiian/Pacific Islander
W - White
99 - No single group

This information is collected at the request of our federal funding sources and will be reported for statistical purposes as part of our reports on expenditures of federal funds. If you have questions or wish additional information, please call your program manager. Please use these codes to answer the following question. An organization should be racially classified according to the characteristics of its staff or its board of directors or its membership. That is, if at least half of its staff or its board or half of its membership belong to one of the listed racial groups, then the organization is to be coded with that race/ethnicity classification.

9. Performance Indicators

	Last Year	Present Year	Next Year
Number of Schools Benefiting	_____	_____	_____
Number of Youth Benefiting	_____	_____	_____
Number of Teachers Benefiting	_____	_____	_____
Number of Artists Benefiting	_____	_____	_____
Total Individuals Benefiting	_____	_____	_____
Number of K-12 Artistic Programs	_____	_____	_____
Number of all Arts Programs and Services	_____	_____	_____
Total Cash Income	_____	_____	_____
Total Cash Expenses	_____	_____	_____
Total Artist Fees	_____	_____	_____
Total Salaries	_____	_____	_____

Organization's fiscal year begins _____ and ends _____

Is an independent fiscal audit available ____yes ____no Specify Year _____

Where deficits are reflected in either "last year" and/or "present year" totals, indicate how these have been or will be eliminated.

Applicant Name: _____

SECTION F

PROJECT EVALUATION

Using the space below, describe how the proposed project/activity fits the general evaluation criteria specified in the guidelines on page 8. Please be specific to the project.

Applicant Name: _____

SECTION I GRANT HISTORY

List individual grants received from all sources during your last and current fiscal years. List sources and amounts of all state funding.

GRANT OR SOURCE	PURPOSE/PROGRAM	AMOUNT
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____

SECTION J ASSURANCES

The Applicant Organization assures The Council that:

1. The activities and services for which assistance is sought will be administered by or under the supervision of the applicant.
2. The filing of this application has been duly authorized by the governing body of the applicant organization.
3. The applicant will expend funds received as a result of this application solely for the described project or program.
4. Submission of this application signifies intention of compliance with Title VI of the Civil Rights Act of 1964, Labor Standards under Section 5(1) of the National Foundation of the Arts and Humanities Act of 1965, the Rehabilitation Act of 1973, Title III of the Age Discrimination Act of 1975, Title IX of the Education Amendments, the Americans with Disabilities Act and the Civil Rights Act of 1991 and signifies applicant to be a non-profit organization or an agency of a city, county, state or federal government to which donations are allowable as a charitable contribution under Section 170(c) of the Internal Revenue code.

Applicant Organization's Chief Authorizing Official

Signature _____ Date _____

Print Name _____

Title _____

Applicant Organization's Chief Fiscal Officer

Signature _____ Date _____

Print Name _____

Title _____

Director for this Project/Activity

Signature _____ Date _____

Print Name _____

Title _____

Please Note:

Submit the original and two copies of this application to the office of the Alabama State Council on the Arts before 5 P.M. on the deadline date or by 5 P.M. on the first business day following the application deadline if that deadline falls on a weekend or state holiday. **The Alabama State Council on the Arts does not accept applications received after the deadline date.**

If this application is being submitted by an organization acting as a fiscal agent for another organization, the Chief Authorizing Official and Chief Fiscal Officer of the Organization acting as fiscal agent and holding the non-profit status must sign the application in the designated spaces.

An original and two (2) clear copies of the application (preferably typed) must be submitted. Make copies front to back (2-sided) as the application is designed. Do not insert detailed budgets, resumes or any additional sheets into the application form. Do not use type smaller than 12 points in your application. One (1) copy of supporting materials, e.g. brochures, resumes, etc., is sufficient.

Applicant Name: _____

SECTION K

ARTS IN EDUCATION SUPPLEMENTAL INFORMATION

Address each of the following. You may use one additional page as needed.

1. Discuss how the proposed activity complements existing curriculum and/or relates to the *Alabama Course of Study: Arts Education?* (available at <http://www.alsde.edu/html/sections>) Please enclose copies of proposed curriculum materials and study guides.
2. Describe the school/school system. Include number of schools, students, socioeconomic composition of the school population to be served by this grant.
3. Describe the school/school system's background or interest in arts education programming. Is there an existing arts curriculum or program? How many arts specialists are employed, which arts disciplines are taught, and what is the frequency and length of arts instruction in your school/school system?
4. What other kinds of activities or support would be valuable in assisting your school/school system to advance arts education?

SECTION L

INVENTORY OF WORKS SUBMITTED FOR REVIEW

Artist's Name _____ Telephone _____

Address: Street or P.O. Box _____

City _____ County _____

State _____ Zip _____

Please list all attachments/samples that you are including with your application. (A self-addressed, stamped, sturdy shipping envelope must be included if you wish these samples returned.)

Resume

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

Other: _____

Applications for Fellowships can now be submitted electronically via eGRANT. Access to eGRANT is available from the Alabama State Council on the Arts website at www.arts.alabama.gov. eGRANT is first part of the two-part application process. The second part is the submission of the signature page and samples and/or supplemental materials. This information must be received in the Council's office within 3 days past the application deadline date.

For non-eGRANT submissions, please submit an original and two (2) clear copies of the application (preferably typed) must be submitted. Make copies front to back (2-sided) as the application is designed. Do not use type smaller than 12 points in your application. One (1) copy of supporting materials, e.g. brochures, resumes, etc., is sufficient.

FORM 3: FELLOWSHIP APPLICATION
FOR USE BY INDIVIDUALS

STAFF USE	APPLICATION NUMBER	PROGRAM CODE	DATE RECEIVED
--------------	-----------------------	-----------------	------------------

SECTION A **APPLICANT INFORMATION**

Name _____ Telephone _____

Address: Street or P.O. Box _____

City _____ County _____

State _____ Zip _____

Legal Resident of Alabama Since _____ Date of Birth _____

Place of Birth: City _____ State _____

Social Security Number (optional) _____

If fellowship is awarded social security number is required for payment.

Email Address _____ Fax _____

Web Page Address _____

SECTION B **REQUEST PROFILE**

1. Category (select one)

Artist Fellowship

What is the specific type of work for which you are applying? (i.e., what instrument, what visual medium, what aspect of theatre, dance, type of literature, etc.)

Arts Administration Fellowship

What is your current position/title and organizational affiliation?

2. How would this grant impact your career?

SECTION C

RESUME SUMMARY

Present Employer and Position/Occupation

Summarize your education, training and major areas of study. List degrees. (Please complete this section. Do not use "see attached.")

Year

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Summarize your Awards, Major Exhibitions, Honors, Performance, Publications and Other Fellowships.

Year

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

(A comprehensive resume must be attached. List on Section L works submitted for review.)

SECTION D

CERTIFICATION

I certify that the foregoing statements are true and complete to the best of my knowledge. Should funding result from my application, the funds will be used to advance my career, during the specified grant period, in a manner consistent with the concept of the Alabama State Council on the Arts Artist Assistance Program, with the type of work represented by samples submitted.

SIGNATURE _____ DATE _____

Applications for Fellowships can now be submitted electronically via eGRANT. Access to eGRANT is available from the Alabama State Council on the Arts website at www.arts.alabama.gov. eGRANT is first part of the two-part application process. The second part is the submission of the signature page and samples and/or supplemental materials. This information must be received in the Council's office within 3 days past the application deadline date.

For non-eGRANT submissions, please submit an original and two (2) clear copies of the application (preferably typed) must be submitted. Make copies front to back (2-sided) as the application is designed. Do not use type smaller than 12 points in your application. One (1) copy of supporting materials, e.g. brochures, resumes, etc., is sufficient.

FORM 4: TECHNICAL ASSISTANCE GRANT APPLICATION
FOR USE BY INDIVIDUALS AND ORGANIZATIONS

STAFF USE	APPLICATION NUMBER	PROGRAM CODE	DATE RECEIVED
--------------	-----------------------	-----------------	------------------

SECTION A APPLICANT INFORMATION

1. Applicant Name _____ Telephone _____
2. Applicant
 Address: Street or P.O. Box _____
 City _____ County _____
 State _____ Zip _____
 Email Address _____ Fax _____
 Web Page Address _____
3. Project Director or Contact Person _____ Telephone _____
4. Legislative District # of Applicant: House _____ Senate _____
5. IRS Identification #: _____

SECTION B REQUEST PROFILE

1. Provide a short title that describes your project/activity: _____

2. Date(s) of Activity: Beginning _____ Ending _____
3. Grant Administration Period: Beginning _____ Ending _____
4. Number of Individuals to Benefit _____
5. Number of Artists Participating _____
6. List the Cities, Counties, and Schools Where Activities Will Actually Take Place _____

7. Amount Requested This Application Only \$ _____
8. Amount of Match by Applicant for This Request \$ _____
9. Total Budget for Activity in This Application \$ _____

SECTION C

ACTIVITY NARRATIVE AND PERSONNEL

Provide a concise description of the activity for which funds are being requested.

STAFF REVIEW

Program Manager: _____ Date _____

Approved: _____ Date _____

FORM 5: SCHOOL ARTIST ROSTER APPLICATION

FOR USE BY INDIVIDUALS

STAFF USE	APPLICATION NUMBER	PROGRAM CODE	DATE RECEIVED
--------------	-----------------------	-----------------	------------------

SECTION A APPLICANT INFORMATION

Applicant Name: _____ Home Phone: _____

Work Phone: _____ Mobile Phone: _____ Fax: _____

Street Address or P.O. Box: _____

City _____ County _____ State _____ Zip _____

Place of Birth: City _____ State _____ Date of Birth _____

Email _____

Web Page _____

Which list are you applying for? Guest Artist Collaborating Artist

Discipline (check all that apply):

- Dance
- Music
- Theatre
- Visual Arts
- Other, please list:

Grade Level (check all that apply):

- Pre-K, K
- K-6
- 6-9
- 9-12

Availability (check all that apply):

Schools generally meet between 7:30 am and 4:00 pm. Please indicate the days you may be available at these times:

- | | | |
|-------------------------------------|------------------------------------|--|
| <input type="checkbox"/> Mondays | <input type="checkbox"/> Thursdays | <input type="checkbox"/> Fall Semester |
| <input type="checkbox"/> Tuesdays | <input type="checkbox"/> Fridays | <input type="checkbox"/> Spring Semester |
| <input type="checkbox"/> Wednesdays | <input type="checkbox"/> Weekends | <input type="checkbox"/> Summer Programs |

Briefly describe any previous teaching experience you have had in the schools. (use this page only)

FORM 5: SCHOOL ARTIST ROSTER APPLICATION Attachment Checklist

Program Descriptions

Please enclose a description of each type or workshop or class for which you would be available. This might include performances, lecture demonstrations, professional development workshops for classroom teachers, art classes, etc. Indicate grade levels for each, objectives and how you will evaluate the success of your objectives. If your presentation involves additional artists, please enclose information about these artists and their contribution to your program.

Comprehensive resume. If you are applying as a performance group, please enclose resumes of all participant artists.

Three letters of recommendation with current contact information for each reference

These letters should be written by someone who is familiar with your work in the schools, or your ability to begin working in the schools.

A lesson plan that is an example of an activity you would be providing for the school. If you are providing a performance or lecture demonstration, then this may be an outline of the content of the activity or performance. Please be sure to indicate alignment with the Alabama Course of Study: Arts Education in your lesson plan or outline. This document may be found at

<http://www.alsde.edu/html/sections/documents.asp?section=54&sort=1&footer=sections>

A current 15-minute video (or DVD) that shows an example of your work. Preferably, this video should show a portion of the lesson plan or outline that you provide with this application. Collaborating Artists should have examples of working with classroom teachers, if possible. The Council will maintain a library of current Roster Artists.

At least one updated good quality promotional photograph to be used on the Council website. Please enclose a CD with photo in jpeg format. Photos must include a picture of the artist. Work samples may also be included, along with pictures of the artist working with teachers and children.

Additional Materials: Any curriculum materials, newspaper reviews, samples of artwork, etc. Please feel free to include any support materials that will help us understand what you have to offer our schools.

Please use Section L on page 37 to inventory these additional materials.

Note: Application Materials will not be returned

Certification:

I certify that the information presented in this application is true and complete to the best of my knowledge.

Signature

Date

FORM 6: FOLK ARTS APPRENTICESHIP APPLICATION FOR USE BY INDIVIDUALS

STAFF USE	APPLICATION NUMBER	PROGRAM CODE	DATE RECEIVED
--------------	-----------------------	-----------------	------------------

SECTION A APPLICANT INFORMATION

Name _____ Telephone _____

Address: Street or P.O. Box _____

City _____ County _____

State _____ Zip _____

Legal Resident of Alabama Since _____ Date of Birth: _____

Place of Birth: City _____ State _____

Social Security Number (optional) _____

Email Address _____ Fax _____

Web Page Address _____

SECTION B REQUEST PROFILE

Which of the following best describes the applicant?

- Master Artist (Complete Section B1)
- Apprentice (Complete Section B2)

Amount of Funds Requested: \$ _____

1. Master Artist: Please list student(s) and addresses for the coming year.

2. Apprentice: Please list the name and address of the master artist with whom you will study.

ALABAMA STATE COUNCIL ON THE ARTS

201 Monroe Street, Montgomery, AL 36130-1800

Overnight shipments (by private vendor, other than U.S. Postal Service), please use zip code 36104

Phone: 334-242-4076 • Fax: 334-240-3269 • E-mail: staff@arts.alabama.gov • Website: www.arts.alabama.gov

EXECUTIVE STAFF

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334-242-4076, Ext. 245
al.head@arts.alabama.gov

Barbara Edwards, Deputy Director
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Barbara Reed, Public Information
Officer
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barbara.reed@arts.alabama.gov

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OTHER PRIMARY SOURCES OF FUNDING

The following agencies offer various types of assistance for arts related programs and projects.
Contact them for information about their programs and services.

THE ALABAMA HUMANITIES FOUNDATION

1100 Ireland Way, Suite 101
Birmingham, AL 35205-7001
205/558-3980 www.ahf.net

THE NATIONAL ENDOWMENT FOR THE HUMANITIES

1100 Pennsylvania Ave., NW
Washington, D.C. 20506
202/606-8400 www.neh.gov

THE SOUTHERN ARTS FEDERATION

1800 Peachtree St. NW, Suite 808
Atlanta, GA 30309
404/874-7244 www.southarts.org

INSTITUTE OF MUSEUM AND LIBRARY SERVICES

1800 M St. NW, 9th Floor
Washington, D.C. 20036-5802
202/653-4657 www.imls.gov

THE NATIONAL ENDOWMENT FOR THE ARTS

1100 Pennsylvania Ave., NW
Washington, DC 20506
202/682-5400, TDD 202/632-5496
www.arts.gov



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GRANTS & FELLOWSHIPS

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