

2009 Artist Trust Grants for Artist Projects (GAP)

NEW! Guidelines for Online GAP'plication

Deadline: February 20, 2009
Online applications must be submitted by 5pm.

artist | TRUST
SUPPORTING ART AT ITS SOURCE

NEW! With more and more artists transitioning to digital work samples, the Internet being readily available to most artists, and the time-intensive procedure of processing paper applications, Artist Trust is putting Grants for Artist Projects and Fellowship applications online. Exceptions to submit a paper application will be made for special circumstances but applicants must contact program staff at least two weeks in advance of deadline.

INTRODUCTION

Artist Trust is a non-profit organization whose sole mission is to support individual artists working in all disciplines in order to enrich community life throughout Washington State. Artist Trust was founded in 1986 by a group of local artists, arts administrators, and arts patrons who were seeking a creative solution to the lack of support for individual artists working to create new art in our state. The Grants for Artist Projects (GAP) is one of the few project grants available to individual artists in Washington State.

PURPOSE OF THIS PROGRAM

Grants for Artist Projects (GAP) provides support for individual artists' projects. The GAP program is intended to help artists develop new ideas and directions for specific projects. Artists working in all disciplines are eligible for GAP support. "Artist Projects" may include (but are not limited to) the development, completion or presentation of new work; publication; travel for artistic research or to present or complete work; documentation of work; advanced workshops for professional development, etc.

WHAT IS AVAILABLE

GAP recipients are awarded the amount they request, up to a maximum of **\$1,500**.

WHO IS ELIGIBLE

GAP applicants must meet all of the following criteria:

- The applicant must be a practicing artist. A practicing artist is defined as one who is dedicated to producing artwork on a regular basis.
- The applicant may only submit one application per year.
- The applicant must be 18 years of age or older by February 20, 2009.
- The applicant must be a resident of Washington State at the time of application and when the award is granted (late June 2009).
- The applicant must **NOT** be a graduate or undergraduate matriculated student enrolled in **any** degree program.
- The applicant must **NOT** be a current board member, honorary committee member, staff or consultant for Artist Trust, or their immediate family members.
- The applicant must **NOT** be a member of the 2009 GAP Selection Panel.
- The applicant must **NOT** be a recipient of a 2007 or 2008 GAP. 2009 GAP recipients cannot apply again in the next two years.

APPLICATIONS MUST BE MADE IN THE NAME OF AN INDIVIDUAL ARTIST

Applications made in the name of collectives, companies, bands, groups and ensembles will not be accepted. Only the work sample, work sample description, project description, résumé and residency status of the applicant will be reviewed by the selection panel. The proposed project may include contributions by many artists, but the panel will be assessing the individual applicant's work samples and their contribution to the proposed project. Under very special circumstances, "Artist Team" applications will be considered. Applicants intent on applying as an Artist Team must call Artist Trust to verify eligibility. Artist Team is defined as two or more artists who have a history, or are known for, creating and presenting their work as an Artist Team.

SELECTION CRITERIA

The foremost criterion the Selection Panel uses to evaluate a GAP application is the artistic excellence of the work represented in the work sample. The second criterion is the Selection Panel's subjective response to the applicant's project in comparison to other projects submitted. The final criterion is the reasonable likelihood that the project can be realized with GAP support based on the applicant's budget and other sources of support. Project completion does not need to be solely dependent on Artist Trust funds.

SELECTION PROCESS

Evaluation of the applications and selection of artist projects to receive GAP support will be performed by a Selection Panel, comprised of artists and arts professionals, and the panel's recommendations will be approved by the Artist Trust Board of Trustees. The Selection Panel process will be facilitated by a member of the Artist Trust staff. The panelists' names will be available after the grant recipients are selected and announced. All applicants will be notified of the results via email. **PLEASE NOTE: THE REVIEW AND NOTIFICATION PROCESS TAKES AT LEAST SIXTEEN WEEKS.**

MATERIALS TO SUBMIT

- COMPLETED APPLICANT INFORMATION** *MUST BE SUBMITTED ONLINE*
- COMPLETED BUDGET** *MUST BE SUBMITTED ONLINE*
- PROJECT DESCRIPTION** (max 350 words) *MUST BE SUBMITTED ONLINE*
- ARTIST RÉSUMÉ** (max 5MB but no more than 5 pages suggested) *MUST BE SUBMITTED ONLINE*
- WORK SAMPLE DESCRIPTION** *MUST BE SUBMITTED ONLINE*
- WORK SAMPLE(S)**

Find information on all of the above in Tips and Helpful Hints.

Applications must be submitted online by 5:00pm on February 20, 2009. Time-based work samples must arrive at the Artist Trust office by 5pm or be postmarked by February 20, 2009, midnight. Artist Trust is located at 1835 12th Avenue (12th and East Denny Way) in Seattle's Capitol Hill. Artist Trust is open weekdays from 9:30am–5:30pm.

HOW TO APPLY ONLINE AT WWW.ARTISTTRUST.ORG

Please read all information carefully. Artist Trust staff will confirm applicant eligibility for GAP support. DO NOT send any unrequested material, such as press reviews or letters of recommendation. Unrequested material will be discarded and not reviewed.

1. Visit www.artisttrust.org/grants/GAP and click on "GAP'plication."
2. Follow the instructions to create an account.
3. Begin filling in the required fields. If at any time you wish to pause your application process, simply hit "Save Your Work," then "Log out," and return at a later time.
4. Submit Resume, Project Description, Project Income, and Project Expenses. (If you have any documents already saved in a text document, simply cut and paste in the required field.)
5. Submit "Work Samples" per instructions in Work Sample Guidelines. (If you are submitting time-based materials you will be asked to print a confirmation. Mail or drop off this confirmation with your work sample to Artist Trust by deadline.)
7. "Check and Submit" your application. If your application has errors, you will be prompted to "Go Fix It." Once your application is submitted you may not return to your application.

You are finished! All completed applications will be confirmed by e-mail within two weeks of the deadline.

QUESTIONS?

Contact us: 206/467-8734 x9, toll free 1/866/218-7878 or info@artisttrust.org
View tip sheets and past recipient profiles at www.artisttrust.org

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TIPS AND HELPFUL HINTS

The following are **tips and helpful hints** for preparing your Grants for Artist Projects (GAP) application. The GAP'lication is designed to be as simple and painless as possible, and we know you are concerned about getting it "just right." We've put these tips together based on the numerous questions we receive each year. Also, please see FAQs. If we haven't answered your question here, contact the Artist Trust Program Staff at: 206/467-8734 x9, toll-free 1/866/218-7878 x9, info@artisttrust.org or visit our website at www.artisttrust.org for tip sheets and profiles of past GAP recipients and their projects.

BEFORE YOU DO ANYTHING:

- Read the application guidelines and instructions carefully.
- Choose your category:
 - LITERARY ARTS** *Includes but is not limited to:* Creative Non-Fiction, Experimental Works, Fiction, Poetry
 - MEDIA ARTS** *Includes but is not limited to:* Film, Video, Animation, Screenplays, Teleplays
 - PERFORMING ARTS** *Includes but is not limited to:* Dance, Music, Music Composition, Musical Theatre, Performance Art, Playwriting, Theater
 - VISUAL ARTS** *Includes but is not limited to:* Artist Books, Craft, Design, Drawing Illustration, Installation, Painting, Photography, Printmaking, Sculpture
 - EMERGING FIELDS & CROSS-DISCIPLINARY ARTS**
Call if you have questions about whether to apply in this category. Includes but is not limited to: Graphic Novels, Interactive Installation & Sculpture, Environmental Design, Immersive Audio & Video Works, Sound Art, Digital Arts (including computer-based and internet/web works), Cross-Disciplinary works that do not easily fit into another category provided.
- Review the Materials to Submit (See page 1).
- Prepare your work samples (see Work Sample Guidelines).
- Give yourself plenty of time to complete the application; you might need a substantial amount of time to prepare your work sample.
- Have a peer or colleague review your completed application. They can be objective and offer advice and suggestions for improvement.

PROJECT DESCRIPTION:

- Communicate your ideas in a way that will be clear to individuals outside of your specific artistic discipline. **350 words maximum**
- Choose a Project Title that accurately reflects your project and that a panelist will want to remember.
- Assume the person reading your application is unfamiliar with your work. What do you usually say to introduce your work to the individuals that you meet?
- In the project description, provide specific information about how you will use GAP funding – e.g. paint and canvas, a videographer for documentation, or pressing 1000 compact discs, etc. Include a little bit of information about your background, i.e. how will this award benefit you as an artist.
- Be clear and concise. The Selection Panel has a lot to review and you want your project description to be succinct and easy to read.

PROJECT BUDGET:

The purpose of the Project Budget is to determine the feasibility of completing your project. If your project expenses exceed the \$1,500 maximum available from Artist Trust, you must show the Selection Panel where the additional funding will come from.

APPLICATIONS WITH INCOMPLETE PROJECT BUDGETS WILL NOT BE ACCEPTED.

PROJECT EXPENSES CAN INCLUDE:

Your time/fee
Other artist fees
Non-artist fees
Materials, supplies
Equipment (rental/purchase)
Space rental
Insurance
Promotion/marketing
Other

PROJECT INCOME CAN INCLUDE:

Government Agency
Private Foundations
Business/Corporate
Family/Friends/Individuals
Your own money
In-kind materials, services
Other
Request to Artist Trust

Total Project Expenses must equal Total Project Income.
YOUR REQUEST TO ARTIST TRUST MUST NOT EXCEED \$1,500

RESUME:

An Artist Résumé includes dates and locations of presentations of your work; dates and titles of publications that have included your work; any recognition or awards you have received as an artist, education, bibliography etc. Please limit resume to 5 pages or less.

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TIPS AND HELPFUL HINTS, cont'd.

WORK SAMPLE:

Artistic excellence is the foremost criterion that the panelists use during the selection process. *Approximately 75% of the decision is based on your work sample.* Your submitted work sample should be the strongest representation of your work. Quality support materials speak for themselves – they prove to the selection panel that you have the ability to complete the proposed project.

WORK SAMPLE GUIDELINES:

- ALL APPLICATIONS MUST BE SUBMITTED ONLINE. Artists submitting TIME-BASED (CD's or CD-ROM or DVD) materials must print a confirmation with instructions to mail in the appropriate work sample after submitting their application. Exceptions to submit a paper application will only be made under special circumstances. Contact the Artist Trust Program Staff at 206/467-8734 x9, toll-free 1/866/218-7878 x9, or info@artisttrust.org no later than two weeks prior to application deadline if an exception needs to be made.
- Label ALL work samples with your name (that includes the case your CD or CD-ROM or DVD is in).
- A project may be cross-disciplinary, but your work might not be. Apply under the category which best describes your work (see more on the Emerging Fields & Cross-Disciplinary category in the FAQs section).
- We suggest submitting work samples of your artwork that has been created within the past three years.
- Work Sample Descriptions are extremely valuable for the panelists to understand what they are looking at or reading.
- It is especially important to CLARIFY your role in the submission (dancer, lighting designer, etc).

CATEGORY = WORK SAMPLE FORMAT ALLOWED

PERFORMING (EXCEPT MUSIC) = JPEGS (*ONLINE ONLY*), DVD, CD-ROM or Manuscripts (*ONLINE ONLY*)

EMERGING FIELDS & CROSS-DISCIPLINARY = Applicants may submit two formats.

MEDIA = JPEGS (*ONLINE ONLY*), DVD, CD-ROM or Manuscripts (*ONLINE ONLY*)

VISUAL = JPEGS (*ONLINE ONLY*) or DVD

MUSIC or MUSICAL THEATRE = CDs

LITERARY = Manuscripts (*ONLINE ONLY*)

WORK SAMPLE FORMAT PARAMETERS:

JPEGS :: Maximum of 10 JPEGS MUST BE SUBMITTED ONLINE

- **JPEG images:** Images should NOT exceed 1240 pixels in height or 1240 pixels in width at 72 ppi resolution. Number each image file in order to be viewed using 01-10 (as it appears on Work Sample Description) followed by your last name. For example, Joe Smith's image files would be: 01Smith.jpg, 02Smith.jpg, etc. Each file should not exceed 5MB. CDs must be in PC format. ONLY send JPEG files. *NOTE: Images are viewed side-by-side, two at a time.*
- Submit ONLY one image per file. For example, do not include several angles of one piece within one digital image.
- Your group of images should be cohesive in some way, perhaps through medium or subject matter. The backdrop should be neutral; we recommend a white, black or gray backdrop. Make sure the image of the art is clear and that your images are in focus and properly lit. If possible, use a projector to view your images, so you can see and correct any flaws.
- **Work Sample Description** (a.k.a slide list) including: Title; media; dimensions (H"xW"xD"); year you completed the work. You may also include a brief explanation of unusual or complex techniques.

MANUSCRIPTS MUST BE SUBMITTED ONLINE

- **Maximum of 8 pages for poetry, fiction, graphic novels, cross-disciplinary and creative non-fiction. Maximum of 12 pages for plays, film scripts and teleplays.** All manuscripts must be typed with a **12 point font size** or larger and cannot be single-spaced (except poetry).
- If you submit excerpts from different manuscripts, make sure they compliment each other in some way and show your skill as a writer. Use your Work Sample Description to explain any differences between the selections of work you submit.
- **Work Sample Description** (a.k.a. synopsis) of the work(s) submitted.
- If you submit excerpts from different manuscripts, make sure they compliment each other in some way and show your skill as a writer. Use your Work Sample Description to explain any differences between the selections of work you submit.
- The Work Sample Description is an opportunity to provide detailed information that your manuscript selection may not be able to explain. For example, if you submit chapter eight from your novel, use the Work Sample Description to explain exactly where the chapter fits into the complete work. You can also write a few sentences about your ideas, how they developed and where they came from.

CDs MUST BE MAILED TO ARTIST TRUST OFFICES WITH ONLINE APPLICATION CONFIRMATION

- **1 Compact Disc with maximum 3 work samples.**
- **Confirmation of Online Application must be submitted with CD.**
- Use the Work Sample Description online to identify and explain your work. Provide the title of each piece and the date the work was completed and/or performed. Include the number and type of other contributing artists (e.g. vocalist). If you are submitting excerpts, state the length of the excerpt and the length of the entire piece. Use the Work Sample fields as an opportunity to clearly explain to the panel your role in the creation of the piece.
- If you are submitting excerpts, state the length of the excerpt and the length of the entire piece. Use the Work Sample fields as an opportunity to clearly explain to the panel your role in the creation of the piece.

CD-ROM & DVD MUST BE MAILED TO ARTIST TRUST OFFICES WITH ONLINE APPLICATION CONFIRMATION

- **1 CD-ROM OR DVD with maximum 3 work samples.** The samples presented must be self-executable or use free readers and viewers which are available for download online. Your samples must be compatible with and optimized for viewing using the following: Netscape and Internet Explorer 4.0 or above; *Flash and Shockwave; RealPlayer; Windows Media Player, Quick-Time or Adobe Acrobat Reader 3.0* or above. You must specify the media, plug-ins, and version numbers to be used. DVDs (Zone free or Zone 1) should be formatted in standard MPEG video. *NOTE: Many DVD submissions experience playback problems and have to be re-submitted. BEFORE sending your computer-burned DVD to Artist Trust, test it on as many stand-alone DVD players as you can.*
- **Confirmation of Online Application must be submitted with CD-ROM or DVD.**
- Use the Work Sample Description online to identify and explain your work. Provide the title of each piece and the date the work was completed and/or performed. Include the number and type of other contributing artists (e.g. vocalist). If you are submitting excerpts, state the length of the excerpt and the length of the entire piece. Use the Work Sample fields as an opportunity to clearly explain to the panel your role in the creation of the piece.
- If you are submitting excerpts, state the length of the excerpt and the length of the entire piece. Use the Work Sample fields as an opportunity to clearly explain to the panel your role in the creation of the piece. *For time-based submissions, the Selection Panel will review a minimum of 2 minutes and a maximum of 8 minutes of your combined work sample or cumulative minutes. Cue exactly where you want the Selection Panel to begin. Choose a selection that will make the panel curious about your work and want to hear more. We recommend that you submit more than one sample of your work, but make sure each sample is strong. REMEMBER, the panel may review only two minutes of your work, so pick the most compelling section. Do not submit a work sample that is designed for promotional purposes. Panelists want a clear presentation of your work, not an infomercial.*

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Questions?

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2009 Artist Trust Grants for Artist Projects (GAP) FAQs

Why are applications only available online?

With more and more artists transitioning to digital work samples, the Internet being readily available to most artists, and the time intensive procedure of paper applications, Artist Trust has decided to put applications online, beginning with the 2009 Grants for Artist Projects and Fellowship granting cycles. Exceptions will be made for special circumstances but applicants must contact program staff at least two weeks in advance of deadline.

My work is not digital, how can I submit online?

Nowadays, most funders only accept digital application submissions. You can use this as an opportunity to get up to date and you will be able to apply for more awards and shows! Contact your local photography store and ask if they will convert your slides to digital images. Or, find a friend with a slide scanner who can walk you through the process. For a list of photographers and videographers visit www.artisttrust.org/services/resources.

I don't have a computer or online access, what do I do?

Visit your local library, go to a friends' home or visit Artist Trust's walk-in resource center, the Artists' Assets Area, located at 1835 12th Avenue in Seattle's Capitol Hill neighborhood.

The budget, I don't get it!

If the project description is a written description of your project, the project income and expense is its financial description. Its purpose is to give the panel an understanding of the scale of your project. First, list all your project expenses and total them. Then, show the panel where that money is going to come from "Project Income." Another way to figure it out is to add up your expenses, subtract the amount requested from Artist Trust (up to \$1,500), leaving you with a debt amount. Where will this money come from? Corporations, other grants, family or your own funds? Remember, the projected revenue must equal the projected costs to complete your project. Show the panel you have considered the creative and financial aspects of your project. Use the Project Budget Worksheet to help calculate your budget before you fill out the online budget.

Can I apply for a GAP for my group (dance or theater company, gallery cooperative, etc.)?

Artist Trust's mission is to serve individual artists. The application and all application materials must be submitted by an individual, to ultimately benefit an individual's artmaking. Each individual artist working in a group may apply for a GAP unless they are an "Artist Team" (see page 1 of guidelines). For example: A band cannot apply, but each musician that makes up the band may apply – i.e. guitarist, bassist, drummer etc. Each artist will be evaluated on the merit of their own work.

If my GAP project is to produce a group show, a film festival, a presentation of local poets, etc., what work sample do I submit?

This type of project is only eligible if you are applying as an individual artist. Work samples of your own work must be submitted. An applicant's project may benefit many artists, but the award funds will be granted to the applicant artist.

What if several artists working on a project together are each requesting GAP support for that project?

That is fine. The lighting designer, playwright, and composer of a theatrical performance may each apply for GAP funding for their contribution to the proposed project. Remember, each applicant artist is being considered on the merit of their own work.

I do not have any work samples to submit for my project because I haven't done my project yet.

Many proposed projects are either in progress or in the planning stages, so we don't expect you to have anything to show for it yet. Instead, you can submit recent work (we suggest work completed in the last three years) and/or submit work-in-progress (label it appropriately). Just make sure the work you submit is strong and gives a sense of the kind and caliber of work you intend to produce for your project. Make sure to check the appropriate box on the application form to let us know if your "work sample IS or IS NOT related to (your) project." If you're submitting one work sample that is related and another that isn't, you can check both and identify which samples are and aren't related on your Work Sample Description.

Do you fund projects retroactively?

Artist Trust does not fund projects that are already finished at the time the application is due. However, if your project will be completed by the time the grants are given, that is fine with us.

More on Emerging/Cross-Disciplinary work sample formats...

Applicants applying under the category of Emerging Fields/Cross-Disciplinary Arts may, where appropriate, submit a work sample using two formats. For example, a digital submission with accompanying manuscript or a time-based submission — audio/video — with accompanying still images (JPEG) is considered appropriate. Applicants may not use more than two work sample formats. Apply under the category which best describes the applicant's work.

How long will the application process take?

If you have all of your materials ready to submit, including your project budget, work sample, and project description, you could upload all of your information and files in one hour.

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