



426 Bemidji Avenue
Bemidji, MN 56601

(218) 751-5447
(800) 275-5447

staff@r2arts.org
r2arts.org

R2AC/McKnight Anishinaabe Arts Initiative Individual Artist Grant Program

FY12 Application Deadlines:

October 6, 2011

March 6, 2012

THE PURPOSE of this program is to promote traditional and contemporary American Indian art in the region. Grants of up to \$1,000 are made directly to American Indian artists for the cost associated with the exhibition, performance, or production of a specific creative work; for purchase of materials or equipment; or to take advantage of an educational opportunity such as a workshop, mentorship or nonacademic class.

These Application Instructions are effective from July 1, 2011, through June 30, 2012. Please be sure your Application Instructions and Application Form are current. The Program Guidelines and Application Form for our Grants Program changes periodically as new policies are enacted. You are responsible for reading these Instructions thoroughly before filling out the Application Form.

The Region 2 Arts Council's Anishinabe Arts Initiative Individual Artist Grants Program is subject to change based on available funds, direction from the McKnight Foundation, action by the Minnesota State Legislature and/or R2AC Board action. Any significant changes in the Program Information will be publicized.

ARE YOU ELIGIBLE TO APPLY?

- An applicant must be a resident of the State of Minnesota and must have resided in or near the Region 2 area for at least **six months prior to the deadline date of the application**. The Region 2 area includes Beltrami, Clearwater, Hubbard, Lake of the Woods, and Mahnommen Counties. Nearby counties include Becker, Roseau, Itasca, and Cass counties. Artists must continue to reside in or near the Region 2 area for the duration of the grant project.
- Applicants must meet the criteria of the 1990 American Indian Arts & Craft Act and are **required to provide an enrollment copy or proof of eligibility as a descendent from a federally recognized tribe**.
- Applicants must be at least 18 years of age.

WHAT IS NOT ELIGIBLE?

- Applicants may not apply for funds to be used toward completion of a degree.
- Artists who received an AAI Individual Artist Grant **within the last year** are not eligible to apply.
- Artists who received a R2AC Individual Artist Grant **within the last two years** are not eligible to apply.
- Artists who have violated past R2AC contractual agreements, such as failing to submit a timely and satisfactory Final Report form from a previous R2AC or AAI grant, are not eligible to apply.
- Board members of the R2AC or the AAI, and members of their immediate family, are not eligible to apply for grants.
- The project has received funding from other R2AC grant programs or from the Minnesota State Arts Board.

ASSISTANCE WITH YOUR APPLICATION IS AVAILABLE

Contact the staff at the Region 2 Arts Council Office (see cover page for contact information). Please submit your request for help well ahead of the deadline date. You may also talk to one of the current AAI Council members:

- Mary Guardipee (218-407-4491)
- Douglas Lee (218-936-3100)
- Genny Lowry (218-556-7273)
- Bernice Mitchell (218-335-8952)
- Thomas Buckanaga (218-333-8702)
- Debra Warren (218-556-8904)
- Delina White (218-649-2156)
- Harold "Dunesy" White Jr. (218-308-4911)

AAI Council Members are required to provide an enrollment copy or proof of eligibility as a descendent from a federally recognized tribe.

HOW TO APPLY

Submit the application materials required below. Please keep a copy for your records; you will need to refer to it if we call you with any questions. Applications may not be faxed or e-mailed.

There are two deadline dates for you to choose from. Applications must be postmarked by October 6, 2011 for the fall grants round, and by March 6, 2012 for the spring grants round. Applications **MUST be postmarked by the deadline date, there will be **NO EXCEPTIONS**. You are responsible for determining how late your local post office will be open to postmark mail with the necessary date. If you prefer to deliver your application directly to the R2AC office, you may do so, however, it must be given directly to an R2AC office staff person before **5:00 p.m.** of the deadline date.**

**Mail applications to:
Region 2 Arts Council • 426 Bemidji Avenue • Bemidji, MN 56601**

APPLICATION MATERIALS THAT YOU NEED TO COMPLETE

Please complete and submit the following materials:

(These documents are also available on the R2AC website r2arts.org)

1. The **Application Form and Project Budget Form** included with these guidelines. A maximum of \$1,000 can be requested.
2. **Comparable Bid Form.** Two bids are required for materials, equipment, web sites, self-publishing and music production. Written justification for choosing the higher bid is required. Please use this form to list the items and bids from each business provider.
3. **Needs Assessment Questions** included with these guidelines.
4. **RAC Data Collection form** included with these guidelines.
5. **Artist's statement.** This should be a personal and thoughtful page about yourself and your art. The type of information you may want to include is: information on your artistic style, the ideas behind your art, your goals as an artist, what motivates you to do your art, a philosophical or historical context for your art, etc. Your artist statement should refer in some way to your proposed project.
6. **Artist's resume.** Your resume may have a structured format, or it may be a less formal narrative. It should describe any training or experiences that you've had in the arts. As an example, you can list any classes you've taken; list any studies you've had with another, more experienced artist; list any exhibitions where your work has been shown (the Ojibwe Art Expo, for example); list any special awards that you've received for your art; list places where your work is for sale; list pieces of your work that have been purchased. Please do not let a lack of exposure as an artist keep you from applying. **Include a link to your web site or online portfolio or to any other sites that feature your work. You can also list links to performances captured on YouTube or other media specific sites.**
7. **Project Plan.** This narrative should clearly explain your project. It should relate to your goals as an artist. The narrative should include a timeline for your project.
8. **Work samples.** (Include a separate page which describes the work samples you submit.)
 - Visual artists: Submit up to 12 images of your art work on a CD, slides or as photographs.
 - Literary artists: Submit up to 10 pages of poetry or prose, double-spaced.
 - Performers: Submit up to 5 minutes of CD, DVD, cassette tape or 1/2" videotape.

Note: If you wish your work samples returned, please include a SASE (self-addressed, stamped envelope).

REVIEW PROCESS AND CRITERIA

- The AAI Council meets approximately 4-6 weeks following the deadline date to review and award the grants. It is allowable to begin a project prior to the award date with the understanding that the applicant may not receive the grant.
- Applications will be received at the Region 2 Arts Council office and will be forwarded to AAI Council members. AAI Council members will then meet to discuss the grant proposals and to make awards. NOTE: Incomplete applications will not be reviewed for an award.
- Grant review meetings are open to the public, however, no oral presentation, discussion, or statements will be allowed from the public during the meeting.
- **Conflict of Interest:** AAI Council members who have a conflict of interest with a grant application must declare that conflict of interest and abstain completely from discussion and voting during the review of that grant application.
- Each application will be reviewed and scored using the following three criteria:
 - (1) The subjective judgement of the AAI Council members in terms of creative excellence as presented in the work samples submitted in the support materials. (20 points.)
 - (2) Evidence of serious commitment to one's art career as found in the artist's resume and artist's statement. (20 points.)
 - (3) How well the project relates to the artistic growth of the applicant. (20 points.)
- Awards will be made on the basis of numerical rank of each applicant's total score. Grant money will be awarded in order from highest to lowest ranking until money is depleted. Partial awards may be made.
- All applicants will be notified within four weeks of the AAI Board review meeting.
- The successful applicants will receive a Request for Payment form and a Grant Contract. Both forms must be signed and returned to the Region 2 Arts Council within 30 days.

IF YOU RECEIVE A GRANT AWARD

You will sign a Grant Contract with the AAI and the Region 2 Arts Council which holds you to the following terms:

1. The proposed project must be completed within one year of the award date and must be in compliance with the proposed project narrative, budget, and timeline, as submitted in your grant application materials. Any significant changes must be approved by the Region 2 Arts Council in advance.
2. The following credit line must appear on all printed materials and any publicity related to the proposed project:

"This activity is made possible, in part, by the Anishinabe Arts Initiative through support from the Region 2 Arts Council and with funding from the McKnight Foundation."

3. Within 45 days after completion of the proposed project, a Final Report, consisting of a narrative and budget, must be submitted to Region 2 Arts Council on forms which Region 2 Arts Council will provide.
4. You are legally responsible for the completion of the proposed project plan and for the proper management of the grant funds.
5. The Region 2 Arts Council may conduct random spot audits or project evaluations of grant recipients. In the case of an audit or a project evaluation, the Region 2 Arts Council shall have access to all books, documents, papers, and records related to the proposed project. You must retain such records for a period of three years following submission of the Final Report.
6. In the event that you cannot complete your proposed project, the Region 2 Arts Council may require that you return part or all of your grant award.
7. Anishinaabe Arts Initiative Individual Artist Grants are intended to support artists who have made a commitment to living and producing in or nearby the geographical boundaries of Region 2. The Region 2 area includes Beltrami, Clearwater, Hubbard, Lake of the Woods, and Mahnommen Counties. Nearby counties include Becker, Roseau, Itasca, and Cass counties. If you move out of the area before your proposed project is completed, the Region 2 Arts Council may require that you return part or all of your grant award.

Non-compliance with terms of the Grant Contract will be just cause for the grantee returning the entire grant award to the Region 2 Arts Council, as well as for being ruled ineligible for future Region 2 Arts Council and Anishinaabe Arts Initiative grants.

Region 2 Arts Council may terminate a Grant Contract at any time upon failure of the grantee to comply with one or more of the conditions of the Grant Contract. The Grant Contract may be terminated by mutual written agreement of the Region 2 Arts Council and the grantee. If termination occurs after funds have been distributed to the grantee, the entire amount of the grant award must be returned to the Region 2 Arts Council.

RECEIPT OF AWARD

A check for 80% of the grant award will be sent to the grantee upon receipt of the signed Request for Payment and the Grant Contract between AAI and the grantee. The remaining 20% will be sent upon the timely receipt of an acceptable Final Report.

APPEALS

Any applicant who can show cause that established grant review procedures were not followed on their grant request may file an appeal. Appeals must be based on alleged procedural errors. Appeals based on judgments of artistic merit, commitment or ability to accomplish the project will not be heard. Applicant can only appeal their own grant for procedural errors.

Appellants must submit a formal letter of appeal to the Executive Director of the Region 2 Arts Council stating the reason(s) for the appeal. Letters of appeal must be received within 10 days of written notification of the AAI Board's decision on the original application.



R2AC/McKnight Anishinabe Arts Initiative Individual Artist Grants Program

Supported by the Region 2 Arts Council with funding from the McKnight Foundation

426 Bemidji Avenue, Bemidji, MN 56601 phone: (218) 751-5447 or toll free: 1-800-275-5447 email: staff@r2arts.org web site: r2arts.org

Application Form - Application Deadlines: October 6, 2011 & March 6, 2012

Applicant's name: _____

Mailing Address: _____

Street Address: _____ Email: _____

City: _____ State: _____ Zip: _____ County: _____

Phone/Day: _____ Eve: _____ Cell: _____

\$ _____ Grant amount that you are requesting

Project starting date: ____/____/____ Project completion date: ____/____/____
(Minimum 5 weeks after deadline) Month/Day/Year Month/Day/Year

Complete a brief, one sentence description of your proposed activity: Funds will assist to (activity)

APPLICATION CHECKLIST - Check off each item to be sure that you have enclosed it:

- Application Form (Do NOT staple your documents.)
Copy of enrollment or proof of eligibility as a descendent from a federally recognized tribe.
Project Plan
Artist Statement (Maximum 1 page)
Resume (Maximum 2 pages) and a link, if any, to your web site or any other site that features your work.
Project Budget
Comparable Bid Form (two bids required for equipment, materials, music production, web sites and self publishing)
Work Samples and a Description Page, briefly listing what you submitted.
Needs Assessment Questions
RAC Data Collection Form - download the R2AC data form from our website, r2arts.org.

ASSURANCES

- I am an artist, applying as an individual, not a group or organization.
I am a U.S. citizen, or have attained permanent resident alien status and have included a copy of my resident alien card.
I am currently and have been a Region 2 resident for a minimum of six months prior to the deadline for this application.

My grant plan does not propose or include any of the following activities or uses of funds:

- Activities involving an organization at which I am employed.
Translating another person's literary work that relays information (biography, history, journalism, etc.)
Relocating my legal residence outside the state of Minnesota.

"My signature below certifies that I meet all of the eligibility requirements listed on Page 2 of the Program Guidelines, and that all of the information contained in my application materials is true and correct to the best of my knowledge

Applicant's Signature: _____ Date: _____

Date Received _____ Application # _____ Amount Requested \$ _____

PROJECT BUDGET FORM

Clearly describe each item. Show calculations for your figures.
Round all figures to the nearest dollar.

NOTE: Two bids required (see Budget page 3)

**DONATED Cash value
(not cash itself) of services
or items *donated* to my
project:** (NOTE: List actual
cash contributions on line 7
or line 8, not here.)

	Amount of cash necessary to do my project.	
1. Fees, honoraria, contracted labor: (2 bids required for music production)	\$ _____	\$ _____
_____	_____	_____
_____	_____	_____
2. Expenses: Mileage, lodging, meals	\$ _____	\$ _____
_____	_____	_____
_____	_____	_____
3. Publicity, printing, advertising	\$ _____	\$ _____
_____	_____	_____
_____	_____	_____
4. Supplies, materials, or equipment (2 bids required)	\$ _____	\$ _____
_____	_____	_____
_____	_____	_____
5. Other (Describe):	\$ _____	\$ _____
_____	_____	_____
_____	_____	_____
6. TOTALS: (Add Lines 1 through 5.)	\$ _____ Cash Needed	\$ _____ Donated

- 7. \$ _____ Cash that I will contribute to the project, if any. Do NOT list items from the "Donated" Column.
- 8. \$ _____ Cash for my project that will come from other sources, if any.
List sources and amounts: _____
- 9. \$ _____ **Cash Match** (Add Lines 7 and 8).
- 10. \$ _____ **My Grant Request** (= Line 6 "Cash Needed" minus Line 9 "Cash Match").

COMPARABLE BID FORM

Use the form below to list chosen and secondary bids and the business provider for each item or service you wish to purchase. Duplicate this form as necessary to accommodate the number of bids. **In addition, please include official documentation for each bid from the provider** such as a copy of the quote, invoice, catalog page, price list, or itemized print out from the web site's shopping cart.

Item/Service: _____

Chosen Provider _____ Bid \$ _____

Secondary Provider _____ Bid \$ _____

Item/Service: _____

Chosen Provider _____ Bid \$ _____

Secondary Provider _____ Bid \$ _____

Item/Service: _____

Chosen Provider _____ Bid \$ _____

Secondary Provider _____ Bid \$ _____

Item/Service: _____

Chosen Provider _____ Bid \$ _____

Secondary Provider _____ Bid \$ _____

Item/Service: _____

Chosen Provider _____ Bid \$ _____

Secondary Provider _____ Bid \$ _____

Item/Service: _____

Chosen Provider _____ Bid \$ _____

Secondary Provider _____ Bid \$ _____

Item/Service: _____

Chosen Provider _____ Bid \$ _____

Secondary Provider _____ Bid \$ _____

Item/Service: _____

Chosen Provider _____ Bid \$ _____

Secondary Provider _____ Bid \$ _____

TOTAL of Chosen Providers \$ _____

RAC GRANT DATA COLLECTION FORM

TO THE APPLICANT: This form is used to gather information about grant applicants to the Minnesota Regional Arts Councils (RACs). The data is maintained by the Minnesota State Arts Board in cooperation with the RACs, and may be distributed to others in accordance with the Minnesota Data Practices Act. Complete information is necessary to ensure the reliability of our data. *Note: If you are using a fiscal agent, please fill out this first page as it pertains to the arts organization conducting the activity, not the fiscal agent.*

1. APPLICANT INFORMATION

Date _____

Legal name of organization or individual _____
 Professional or other name _____
 Address _____
 City _____ State _____ Zipcode _____
 Day phone _____
 E-mail address _____
 Contact person name and title _____
 County _____ MN House district _____ U.S. Congressional district _____
 Fiscal agent name (if applicable) _____

2. SPECIAL CHARACTERISTICS:

For individuals applying (optional)
 Select any combination that applies describing your racial/ ethnic characteristics. This information is not made public.

- American Indian/Alaska Native (N)
- Asian (A)
- Native Hawaiian/Pacific Islander (P)
- Black/African American (B)
- Hispanic/Latino (H)
- White (W)
- Other _____

For individuals, mark these items if they apply (optional)

- Disability (I)
- Older Adult - 60+ (S)
- Veteran (V)

For organizations applying
 Select the one code that best represents 50% or more of your staff or board or membership

3. STATUS:

Select the one code which best describe the applicant's legal status

- | | | |
|---------------------------|---|-------------------------|
| 01 Individual | 04 Government-Federal | 07 Government-County |
| 02 Organization-Nonprofit | 05 Government-State (includes public schools) | 08 Government-Municipal |
| 03 Organization-Profit | 06 Government-Regional | 09 Government-Tribal |
| | | 99 None of the Above |

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4. INSTITUTION:

Select the one code which best describe the applicant

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- | | | |
|--|-------------------------------------|---------------------------------|
| 01 Individual artist | 18 Union/Professional Association | 36 Seniors Center |
| 02 Individual non-artist | 19 School-District | 37 Parks & Recreation |
| 03 Performing Group | 20 School-Parent/Teacher Assn | 38 Government-Executive |
| 04 Performing Group-College/University | 21 School-Elementary | 39 Government-Judicial |
| 05 Performing Group-Community | 22 School-Middle | 40 Government-Legis (House) |
| 06 Performing Group-Youth | 23 School-Secondary | 41 Government-Legis (Senate) |
| 07 Performance Facility | 24 School-Vocational or Technical | 42 Media-Periodical |
| 08 Museum (Art) | 25 School-Other (incl Community Ed) | 43 Media-Daily Newspaper |
| 09 Museum (Other) | 26 College/University | 44 Media-Weekly Newspaper |
| 10 Gallery/Exhibition space | 27 Library | 45 Media-Radio |
| 11 Cinema | 28 Historical Society/ Commission | 46 Media-Television |
| 12 Independent Press | 29 Humanities Council/Agency | 47 Cultural Series Organization |
| 13 Literary Magazine | 30 Foundation | 48 School of the Arts |
| 14 Fair/Festival | 31 Corporation/ Business | 49 Arts Camp/ Institute |
| 15 Arts Center | 32 Community Service Organization | 50 Social Service Organization |
| 16 Arts Council/Agency | 33 Correctional Facility | 51 Child Care Provider |
| 17 Arts Service Organization | 34 Health Care Facility | 99 None of the Above |
| | 35 Religious Organization | |

Legal name of organization or individual _____

5. DISCIPLINE:

Select one code which best describes the applicant's primary area of interest in the art (e.g. ballet 01A)

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- 01 Dance—general
 - 01A ballet
 - 01B ethnic/jazz/folk-inspired
 - 01C modern
- 02 Music—general
 - 02A band
 - 02B chamber
 - 02C choral
 - 02D new-experimental, electronic
 - 02E ethnic/folk-inspired
 - 02F jazz
 - 02G popular
 - 02H solo/recital
 - 02I orchestral
- 03 Opera/Musical Theater—general
 - 03A opera
 - 03B musical theater
- 04 Theater—general
 - 04A theater, in general
 - 04B mime
 - 04C puppetry
 - 04D theater for young people
 - 04E storytelling
 - 10C playwriting/scriptwriting
- 05 Visual Arts —general
 - 05A experimental
 - 05B graphics (include drawing, cartooning, printmaking, book arts)
 - 05D painting
 - 05F sculpture
- 06 Design Arts —general
 - 06A architecture
 - 06B fashion
 - 06D industrial
 - 06E interior
 - 06F landscape architecture
 - 06G urban/ metropolitan
- 07 Crafts—general
 - 07A clay (includes ceramics)
 - 07B fiber (includes basketry)
 - 07C glass
 - 07D leather
 - 07E metal
 - 07F paper
 - 07G plastic
 - 07H wood
 - 07I mixed media
- 08 Photography (include holography)
- 09 Media Arts —general
 - 09A film
 - 09B audio
 - 09C video
 - 09D technology/experimental
 - 09E screenwriting
- 10 Literature—general
 - 10A fiction
 - 10B non-fiction
 - 10C playwriting/ scriptwriting
 - 10D poetry
- 11 Interdisciplinary (include collaborations & performance art)
- 12 Folklife/Traditional Arts, in general
 - 12A Dance
 - 12B Music
 - 12C Crafts and visual arts
 - 12D Oral traditions
- 13 Humanities
- 14 Multi-disciplinary
- 15 Non-arts/non-humanities

PROJECT ACTIVITY

- 6. _____ **Adult Artists Participating** Record the number of adult artists expected to be directly involved in providing art or artistic services for these grant activities.
- 7. _____ **Adult Audience Benefiting** Record the number of adult audience expected to benefit directly from these grant activities (excluding employees, paid performers, artists participating, children/youth, and broadcast figures). Do not double-count repeat attendees.
- 8. _____ **Children/Youth Benefiting** Record the number of children and youth under the age of 18 expected to participate in and/or benefit directly from these grant activities, or were included in the audience (*excluding broadcast figures*). Do not double-count repeat attendees.
- 9. **Project Discipline** Using the same discipline coding listed above, select one category which best describes the grant activity.

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10. For organizations applying, **total organization expenses** for most recently completed fiscal year: \$ _____ FY _____

TO BE COMPLETED BY REGIONAL ARTS COUNCIL STAFF ONLY

Total Project Revenue (cash only-include grant request)	Total Project Cost (cash only)	In-Kind Contributions
\$ _____	\$ _____	\$ _____
FISCAL YEAR _____	GRANT REQUEST \$ _____	SOURCE OF FUNDS
RAC _____	RECOMMENDED \$ _____	State General Fund \$ _____
APPLICATION # _____	AWARDED \$ _____	Federal \$ _____
		Other \$ _____
		ACHF Arts & Arts Access \$ _____
		ACHF Arts Education \$ _____
		ACHF Arts & Cultural Herit \$ _____

- | | | |
|--|---|---|
| GRANT PROGRAM | <input type="checkbox"/> Individual Artist
<input type="checkbox"/> Community Arts Support
<input type="checkbox"/> Artist Mentor | <input type="checkbox"/> Anishinabe Arts Initiative Individual Artist
<input type="checkbox"/> Arts Legacy Designation
<input type="checkbox"/> Career Development Fellowship |
| <input type="checkbox"/> Arts Project
<input type="checkbox"/> Arts & Cultural Heritage
<input type="checkbox"/> Other | | |

APPLICATION WITHDRAWN APPLICATION INELIGIBLE

Reason for ineligibility or withdrawn application _____

Comments _____

ALL INFORMATION ON THIS FORM HAS BEEN REVIEWED AND IS COMPLETE AND CORRECT.