

The Region 2 Arts Council strengthens the presence of the arts by supporting opportunities for arts creation, promotion, and education for the people of Beltrami, Clearwater, Hubbard, Lake of the Woods, and Mahnommen Counties.

This fellowship is made possible by the generous support of The McKnight Foundation to provide a significant career development experience to individual artists in Beltrami, Clearwater, Hubbard, Mahnommen, and Lake of the Woods counties of Minnesota.

The goal of the Region 2 Arts Council (R2AC) Fellowship Program is to provide artists in this region with an experience that facilitates depth and advancement in artistic careers, and assists the region's most talented artists in furthering their artistic work through study, introspection or innovation by awarding substantial financial support. The main focus of the Fellowship is intended to be for **"artistic growth"** rather than business development. Through such support, the R2AC aims to elevate the quality and raise the profile of individual artistic work in the region and create a strong community of R2AC Fellows.

AWARDS

Two \$6,000 grants will be awarded per year.

Fellowships may be used for, but not limited to:

- Exploring new directions
- Educational experiences (non-credited) that further the artist's career or artistic goals
- Embarking on travel or research
- Production costs and materials
- Taking time to engage in collaborative or community projects

The fellowship should be underway within 6 months and be completed within 18 months of notification of the award.

WHO IS ELIGIBLE?

Applicants must:

- Be 21 years of age or older.
- Demonstrate a history of sustained accomplishment in your chosen artistic field over a period of at least five years. Performances, publications, exhibitions, teaching, and related activities will be considered. Student activities and/or exhibitions offered for degree-seeking candidates **will not** count towards the five-year period.
- Be a resident of the five-county area of Region 2 for at least one full year prior to the deadline date of the application. You must continue to be a resident of the five-county area through the end of the fellowship period.

QUESTIONS? Contact us: 218-751-5447 or 800-275-5447

Email: staff@r2arts.org

R2AC website: r2arts.org

Proof of Residency:

- A photocopy of your Minnesota State Voter Registration Card; or
- A photocopy of your Minnesota State Identification Card; or
- A photocopy of your Minnesota State Driver's License.

- "Artist Team" applications may be considered. Applicants intending to apply as an Artist Team must call the R2AC to verify eligibility. Artist Team is defined as two or more artists that have a history, or are known for, creating and presenting their work as an Artist Team.
- Only one application will be accepted per individual or artist team.
- Priority will go to applicants who have not had a previous fellowship of any kind.

WHO MAY NOT APPLY?

- Degree-seeking students at an institution of higher learning, either full or part-time, are not eligible.
- Anyone concurrently applying to any other McKnight artist fellowship program.
- Anyone who has previously received an R2AC fellowship or McKnight fellowship award.
- Anyone intending to use art as a means of religious socialization for participants or audience.
- Current R2AC or AAI board members or their immediate family.
- Anyone who has failed to fulfill other R2AC grants (i.e. past due Final Report).

DEADLINE: September 14, 2011

Mailed applications must have a postmark on or before September 14, 2011.

Hand delivered applications must be delivered by 5:00 PM on September 14, 2011 to:

**Region 2 Arts Council
426 Bemidji Avenue N
Bemidji, MN 56601**

FELLOWSHIP COMPONENTS

All materials need to be in 10 point font or larger

Proposal: Provide a plan for the fellowship, including a timetable, planned activities, material/equipment purchases, and other relevant details.

Resume: Provide a **one-page** artist resume listing:

Education and Training: include locations, dates attended and degrees, if any.

Professional Experience: provide, in reverse chronological order and in list form, your main professional accomplishments, including major works, fellowships, grants, prizes, honors, publications, productions, public readings, commissions, festivals, screenings, broadcasts, teaching and residencies, as applicable and with dates.

Portfolio: 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.

We recognize the limitations of a one-page resume requirement. If your information exceeds one page, please include ONLY what you consider to be your strongest work and label it "Partial Listing." Do not submit additional pages.

Artist Statement: Provide a **one-page** descriptive overview of your work. For example, you may discuss your style, subject matter, working process, or other aspects of your work.

Artistic Goals: What are your ambitions for your work? How will your fellowship plan help you to achieve your goals, and to move forward in your career as an artist? Please also address your current artistic concerns and what issues you are grappling with in terms of your work.

Work Samples: See "Work Samples Specifications" page.

FOLLOW-UP REQUIREMENTS

Meet the Artist: Each Fellowship recipient must develop and arrange a *Meet the Artist* event to be approved by the R2AC and fulfilled by the end of the fellowship. This event is meant to expose the artist's work to a community within Region 2 that might not ordinarily have access to that work. A Meet the Artist event might be a public reading, workshop, exhibit, or performance. The final 10% of payment will be made after the recipient completes the Meet the Artist requirement.

Final Report: required within 60 days of completion of the fellowship.

If for any reason a recipient cannot complete the Fellowship, the R2AC must be notified. The R2AC board will discuss the circumstances and determine a course of action.

OWNERSHIP

Works created with assistance from the Fellowship award belong to the artist. R2AC keeps the submitted support materials from each Fellowship recipient for the R2AC Fellowship archive. Work samples of those not receiving awards will be returned if the artist provides an SASE with proper postage.

LIABILITY

R2AC will not be responsible for loss or damage of support materials. The greatest care possible will be taken in handling the materials. Anyone who wishes work samples to be returned must enclose a self-addressed, stamped envelope with sufficient postage and protection.

SELECTION PROCESS & CRITERIA

The R2AC Board will review applications and support material, making Fellowship recommendations based on:

- 1) their subjective judgment of creative excellence as presented in the work submitted in the support materials; and
- 2) the professional background of the artist; and
- 3) the strength of the artist's vision and evidence of continuing dedication to artistic discipline; and
- 4) the ability to use the financial support effectively; and
- 5) the impact the fellowship will have on the artist and his or her work.

REVIEWING AND AWARDING GRANTS

The R2AC Executive Assistant logs in all applications submitted and the Executive Director and Program Assistant review them to ensure that they are eligible. Staff may request further or clarifying information from the applicant. R2AC Board members receive copies of all applications prior to the review meeting. At the meeting, the staff may introduce any amended or corrected application materials, or provide any materials that could not be reasonably duplicated, such as work samples from artists.

R2AC Board members who have a conflict of interest with a grant applicant must declare that conflict of interest and abstain completely from discussion and voting during the entire grants round.

The following process is used for the grant review:

1. Each artist's application package is discussed in detail, including all submitted written information and submitted work samples. Artist teams will be considered as a unit and receive the same rating.

A motion is made concerning the level of funding for each application immediately after it is discussed: Full or no funding.

2. Each Board member rates each application on a 60-point scale using the following criteria:
 - (a). The artistic merit of the applicant's work as demonstrated by the **work samples** submitted. (20 points)

- (b). Evidence of serious commitment to one's artistic career as demonstrated by the applicant's **artist statement and resume**. (20 points)
- (c). How feasible the proposed **fellowship plan** is and how well it contributes to the artistic goals of the applicant. (20 points)

The ratings are averaged and the grant applications are ranked from the highest to the lowest based on the averaged rating. Grant money is awarded, in order of highest to lowest grant ranking, until the money is depleted.

Each applicant will be notified, in writing, of the results of the grants review within 45 days of the application deadline date. Applicants that are awarded funding for their proposed project plan will receive a Request for Payment form and a Grant Contract. Both forms must be signed and returned to the R2AC office within 30 days of receipt.

RESPONSIBILITIES ONCE AN AWARD IS GRANTED

The grantee will sign a Grant Contract with R2AC which holds the grantee to the following terms:

The proposed project must be completed within 18 months of the award date and must be in compliance with the proposed project plan and timeline, as submitted in the grant application materials. Any significant changes must be approved by the R2AC in advance.

The following **credit line** must appear on all printed material and publicity related to the proposed project: "This activity is made possible by a Region 2 Arts Council McKnight Career Development Fellowship Award."

Within 60 days after completion of the proposed project, a Final Report, consisting of a narrative and budget report must be submitted to R2AC on a form which R2AC will provide.

The grantee is legally responsible for the completion of the proposed fellowship plan and for the proper management of the grant funds.

The R2AC may conduct random spot audits of grant recipients. In the case of an audit or an evaluation, the R2AC shall have

access to all books, documents, papers, and records related to the proposed fellowship. The grantee must retain such records for a period of three years following submission of the Final Report.

The grantee must return the entire grant award to the R2AC in the event that the proposed fellowship plan cannot be completed, unless the board determines otherwise.

Grants are intended to support artists who have made a commitment to living and producing within the geographical boundaries of Region 2. If the grantee moves out of the Region before the proposed project is completed, he/she must return the entire grant award amount to the Region 2 Arts Council.

Other contractual terms may be added by R2AC on a case-by-case basis. Non-compliance with terms of the Grant Contract will be just cause for the grantee returning the entire grant award to R2AC. R2AC may terminate a Grant Contract at any time upon failure of the grantee to comply with one or more conditions of the Grant Contract. The Grant Contract may be terminated by mutual written agreement of the R2AC 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 R2AC.

ANNOUNCEMENT AND PAYMENT OF AWARDS

All applicants will be notified of decisions by mail in late October 2011. 90% of payment will be made in November 2011. The final 10% of payment will be made after the Meet the Artist event.

APPEALS PROCESS

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 project feasibility will not be heard. Applicant can only appeal their own grant for procedural errors.

Applicants must submit a formal letter of appeal to the R2AC Executive Director stating the reason(s) for the appeal. Letters of appeal must be received within 10 days of written notification of the Region 2 Arts Council Board's decision on the original application.

WORK SAMPLE SPECIFICATIONS

Work samples **MUST** be accompanied by a single **WORK SAMPLE DESCRIPTION PAGE**. Image titles must correspond with description on work sample description page. (i.e. jone01.jpg, "A Winter Morning")

Outlined below are specific guidelines for submitting work samples in different fields of practice. When considering what to submit for your work samples, please keep in mind that the support materials are meant to provide the evaluators a clear and thorough assessment of your work and practice.

We are eager to work with you to submit the best support materials as appropriate to your practice. If you believe that your work is best demonstrated through documentation other than we have suggested, please contact us at 218-751-5447 or 800-275-5447 to discuss.

Digital Images

- 10-15 digital images using the following specifications:
- Mark CD with the following information:
 - ✓ Applicant's name
 - ✓ Discipline
 - ✓ Make sure your name is clearly printed on the actual CD
- Dimensions: Each image should be no more than 1240 pixels x 1240 pixels (i.e. the widest dimension is no more than 1240 pixels)
- Resolution: 72 dpi (standard for viewing on a monitor)
- File Size: No larger than 4.0 MB (each image). This refers to the file when it is saved as a .jpg, not when opening in a program such as Photoshop
- File Format: Images must be in .jpg format with a .jpg extension
- Naming convention for digital files: first 8 letters of your last name and then number for presentation (preferably chronological order, beginning with earliest work). For example, jones01.jpg; jones02.jpg; jones03.jpg
- Do not use any punctuation, symbols, or spaces in the file names
- Images may include different views of individual pieces and/or details of such. If an image illustrates a detail, it should be so noted and reflected in the name of the file. For example, jones01detail.jpg. Make sure the details immediately follow the overall view of the work
- Applicants whose work is dependent on scale for overall impact are strongly encouraged to submit at least one image demonstrating size (in general, an installation shot will suffice)
- Images will be shown in the order they are saved on the CD

DVDs

- Three different works
- Each work is to be sent on a separate DVD

- Mark each DVD with the following information:
 - ✓ Applicant's name
 - ✓ Title and length of work
 - ✓ Date completed
 - ✓ Number for presentation
 - ✓ Make sure your name and title are also clearly printed on the actual DVD

Audio CDs

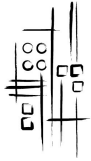
- Multiple works may be included on a single compact disc. Please clearly note which tracks are to be reviewed.
- Include a cover sheet with the following information:
 - ✓ Applicant's name
 - ✓ Title and length of work
 - ✓ Date completed
 - ✓ Number for presentation
 - ✓ Make sure your name and title are also clearly printed on the actual CD

Manuscripts

All Manuscripts must be typed in 10 point font or larger and cannot be single-spaced (except for poetry).

- Max of 15 pages of typed manuscript
- Writers and playwrights are to include samples from three separate works
- Poets are encouraged to submit multiple poems but please submit no more than one poem per page
- Include a cover sheet with the following information:
 - ✓ Applicant's name
 - ✓ List of work samples and corresponding page numbers
 - ✓ Length of work if applicable
 - ✓ Date work was completed
- Writers and Playwrights might also want to briefly place any excerpts in context
- Applicants name must also appear in the upper right corner of each page
- All pages should be numbered at the bottom center or bottom right corner
- Manuscript should be typed on 8 ½ x 11" white paper
- Three-ring binders, stapled, or any sort of bound work will not be accepted
- Do not attach or bind application to manuscript

QUESTIONS? Contact us: 218-751-5447 or 800-275-5447 or email staff@r2arts.org



REGION 2
ARTS
COUNCIL

R2AC/McKNIGHT CAREER DEVELOPMENT FELLOWSHIP AWARD APPLICATION

Please print very neatly or type (10-point font size or larger). Do not alter this form. Altered or illegible application forms will not be accepted.

LAST NAME: _____

FIRST NAME: _____

ADDRESS: _____

CITY: _____ STATE: **MN** ZIP: _____ COUNTY: _____

EMAIL ADDRESS: _____ PHONE (day): (____) _____ (eve): (____) _____

DISCIPLINE

The enclosed application is submitted in the following discipline:

- VISUAL ARTS** Includes but is not limited to: Painting, Sculpture, Drawing, Photography, and Printmaking.
- CRAFT** Includes but is not limited to: Ceramics, Glass, Fiber Arts, Furniture, Jewelry Arts, Metal, Paper, Stone, Wood and Book Arts.
- MEDIA** Includes but is not limited to: Film Arts, Video Arts, Animation, Screenplays, and Screenwriting.
- MUSIC** Includes but is not limited to: Music Composition, Generative Arrangement, and Improvisational Composition.
- LITERATURE** Includes but is not limited to: Creative Non-Fiction, Experimental Works, Fiction, Graphic Novels, and Poetry.
- PERFORMANCE ARTS** Includes but is not limited to: Dance, Story-Telling, Theater, and Puppetry.

SUPPORT MATERIALS

I am submitting in the following format:

- 10 – 15 Digital images and 1 Work Sample Description Page
- 3 separate DVDs and 1 Work Sample Description Page
- 1 Audio CD and 1 Work Sample Description Page
- Maximum of 15 pages of manuscript and 1 Work Sample Description Page

RETURN OF SUPPORT MATERIALS

- I have enclosed a self-addressed stamped envelope for the return of my work samples. *Stamps only—no metered postage.*
- I will pick up my support materials at R2AC before November 1, 2011.
- I do not want my support materials back.

Please note: If you do not indicate a preference or fail to pick up materials, R2AC will recycle materials after April 1, 2011.

APPLICATION CHECKLIST

All items listed below are required. Your application will be rejected if it does not include the following:

- 1 copy of the **Fellowship Application Form**.
- 1 copy of the **Fellowship Proposal**.
- 1 copy of the **Fellowship Timetable**.
- 1 copy of the **Artist Résumé**.
- 1 copy of the **Artist Statement**.
- 1 copy of the **Artistic Goals**.
- Work Samples** as indicated on the application form, according to the work sample specifications provided.
- 1 copy of the **Work Sample Description Page**.
- 1 **self-addressed, stamped envelope** (if you choose to have your Work Sample(s) returned).
- 1 copy of State of Minnesota voter registration, driver's license, or state identification card.
- Needs Assessment Questions
- RAC Data Collection form.

ASSURANCES

- I certify that I am a Region 2 resident according to the eligibility requirements.
- I certify that I am over twenty-one years of age and not currently matriculated in an undergraduate or graduate degree program.
- I certify that all statements made on this application are true to the best of my knowledge.
- I acknowledge that R2AC is not liable for damage or loss of materials submitted.

Signature: _____ Date: _____

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
 - 04F 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 \$ _____	ACHF Arts & Arts Access \$ _____
		Federal \$ _____
		Other \$ _____
		ACHF Arts Education \$ _____
		ACHF Arts & Cultural Herit \$ _____

- GRANT PROGRAM
- Arts Project
 - Arts & Cultural Heritage
 - Other _____
 - Individual Artist
 - Community Arts Support
 - Artist Mentor
 - Anishinaabe Arts Initiative Individual Artist
 - Arts Legacy Designation
 - Career Development Fellowship

APPLICATION WITHDRAWN APPLICATION INELIGIBLE

Reason for ineligibility or withdrawn application _____

Comments _____

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