

2014 Artist Trust Grants for Artist Projects (GAP) GUIDELINES

Deadline: April 14, 2014

Online applications must be submitted by 10:59pm.

artist | TRUST

SUPPORTING ART AT ITS SOURCE

ABOUT THE AWARDS

Artist Trust awarded the first Grants for Artist Projects (GAP) in 1988. The GAP was and is one of the few project grants available to individual artists in Washington State. GAPs provide support for individual artist projects in the Visual, Performing, Literary and Media Arts. These categories encompass experimental/emerging fields, cross-disciplinary and traditional/folk art. Examples of artist projects 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; and advanced workshops for professional development.

WHAT IS AVAILABLE

GAP recipients may request up to a maximum of \$1,500. In addition, recipients may also be eligible for a residency at Photographic Center Northwest in Seattle.

APPLICANTS MUST BE:

- A practicing artist, defined as one who is dedicated to producing artwork on a regular basis.
- 18 years of age or older by April 14, 2014.
- A resident of Washington State at the time of application and when the award is issued (October 2014).
- The applicant may only submit one GAP application per year.

APPLICANTS MUST NOT BE:

- A graduate or undergraduate matriculated student enrolled in any degree program after April 15, 2014.
- A current board member, honorary committee member, staff or consultant for Artist Trust, or their immediate family members.
- A member of the 2014 GAP Selection Panel.
- A recipient of a 2011, 2012 or 2013 GAP.

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 and résumé of one artist 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 sample and their contribution to the proposed project. Artists intent on applying as an "Artist Team" must contact Artist Trust to verify eligibility. An Artist Team is defined as two or more artists who have a documented history of creating and presenting their work as an Artist Team. **Eligibility to apply as an Artist Team must be confirmed every grant cycle.**

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. Projects with dates prior to the application deadline will not be considered, and proposed projects should occur within a year of the awarded grant.

OWNERSHIP

Works created with assistance from GAP belong to the artist. Artist Trust keeps the submitted support materials from each GAP recipient for the Artist Trust archives.

LIABILITY

Artist Trust will not be responsible for loss or damage of submitted support data due to technology failure or unforeseen circumstances.

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. 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 in **October 2014**.

REQUIRED MATERIALS TO SUBMIT

- Project Description
- Budget
- Artist Résumé
- Work Sample(s)
- Synopsis Page (Manuscripts)

HAVE QUESTIONS? Contact us:
206/467-8734 x11 :: 1/866/218-7878 (toll free)
barbara@artisttrust.org

View past recipient profiles at
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Artist Trust is a not-for-profit organization whose sole mission is to support and encourage individual artists working in all disciplines in order to enrich community life throughout Washington State. It has invested over \$10 million in Washington State artists since its founding in 1986, through grant programs and direct support. Artist Trust also provides a comprehensive suite of career training, professional development resources and counseling to help artists achieve their career goals.

www.artisttrust.org

**APPLY ONLINE AT
WWW.CALLFORENTRY.ORG**

HOW TO APPLY

All materials should be submitted online through CaFÉ™ at www.callforentry.org.

A step-by-step guide to using the CaFÉ system:

1. Login or create a new account on the CaFÉ website.
2. Format work samples (images, audio or video) to size specifications for uploading. Work sample formatting information can be found on the CaFÉ website under "CaFÉ Help."
3. After uploading work samples, click "Apply to Calls," search for "Artist Trust Grants for Artist Projects 2014" and click "Apply to this Call."
4. Complete application.

BEFORE YOU BEGIN YOUR ONLINE APPLICATION

- Read the application guidelines carefully.
- Review the Materials to Submit (page 1).
- Review Application Components (this page).
- Review Work Sample Guidelines (page 3 & 4).
- Choose your category. Grants for Artist Projects (GAP) provides support to individual artists for projects in the Visual, Performing, Literary and Media Arts, including experimental and emerging fields, cross-disciplinary and traditional/folk art within these categories. Following are the four primary categories and subcategories:

LITERARY ARTS Includes but is not limited to: Creative Non-Fiction, Experimental Works, Fiction, Poetry, Graphic Novels, Cross-Disciplinary, Experimental/Emerging Fields

MEDIA ARTS Includes but is not limited to: Film, Video, Animation, Screenplays, Teleplays, Immersive Audio & Video Works, Cross-Disciplinary, Experimental/Emerging Fields

PERFORMING ARTS Includes but is not limited to: Dance, Music, Music Composition, Sound Art, Musical Theater, Performance Art, Playwriting, Theater, Storytelling, Traditional/Folk Art, Cross-Disciplinary, Experimental/Emerging Fields

VISUAL ARTS Includes but is not limited to: Artist Books, Craft, Drawing Illustration, Installation, Painting, Photography, Printmaking, Sculpture, Interactive Installation & Sculpture, Environmental Design, Digital Arts, Traditional/Folk Art, Cross-Disciplinary, Experimental/Emerging Fields

APPLICATION COMPONENTS

PROJECT DESCRIPTION

- Communicate your ideas in a way that will be clear to individuals outside of your specific artistic discipline. 350 words maximum.
- 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?
- Provide specific information about how you will use GAP funding, e.g., paint and canvas, a videographer for documentation, pressing 1,000 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 succinct. The Selection Panel has a lot to review and you want your project description to be concise and easy to read.
- Suggestion: 1) Start with a one to three sentences introducing yourself as an artist and/or your art. 2) Talk about your project. 3) Describe how you will use GAP funding to achieve this goal.

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 OR OUT-OF-BALANCE PROJECT BUDGETS WILL NOT BE ACCEPTED.

RÉSUMÉ

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.

- Limit résumé to five pages or less.
- Preferred format is .pdf to avoid formatting errors, although .doc and .txt will be accepted (.docx files are not accepted).
- Number pages and include last name in upper right hand corner.
- FILE SIZE LIMIT: 3MB
- File name: Do not use any punctuation, symbols or spaces in your document's file name. Use letters and numbers only. Please make sure your résumé file name meets these requirements prior to attempting your upload. Example: GarciaResume

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WORK SAMPLE GUIDELINES

Artistic excellence is the foremost criterion that the panelists use during the selection process. During the first round of the panel only your work sample is considered. Approximately 75% of the decision is based on your work sample. Your submitted work sample should be a strong representation of your work.

All applications must be submitted online.

- We recommend submitting work samples of your artwork that have been created within the last three years.
- Work Sample Descriptions are extremely valuable for the panelists to understand what they are looking at or reading. We recommend that you use the Description boxes in the application, keeping your information relevant to the piece being viewed.
- It is especially important to CLARIFY your role in the submission if it is not readily apparent: (*I am the dancer in blue, I am the choreographer, etc.*).

CATEGORY AND WORK SAMPLE FORMAT ALLOWED:

VISUAL ARTS: IMAGE FILES, VIDEO (only artists applying in Cross-Disciplinary and Experimental/Emerging may submit Video and Image files; all others are allowed Image files only)

MEDIA ARTS: VIDEO, DOCUMENTS, AUDIO FILES (only artists applying in Cross-Disciplinary, Immersive Audio/Video, Experimental/Emerging may submit Video and Audio Files. Artists submitting scripts must submit Documents only. All others must submit Video Files only)

PERFORMING ARTS: VIDEO, AUDIO FILES, DOCUMENTS, IMAGE FILES

- Dance: Video
- Music, Music Composition: Audio files (no scores)
- Sound Art: Audio and/or Video files
- Musical Theatre: Video, Documents, Images (select one file type only)
- Performance Art: Video
- Playwrighting, Theater, Storytelling: Documents, Images, Video (select one file type only)
- Traditional/Folk Arts: Video, Audio files, Image files (select two file types only)
- Cross-Disciplinary/Experimental: Video, Documents, Images, Audio (select two file types only).

LITERARY ARTS: DOCUMENTS, AUDIO FILES, VIDEO (artists applying as Cross-Disciplinary may submit ONE additional file type other than Documents; all others must submit Documents only).

FILE FORMAT DETAILS:

IMAGES

- Format: .jpeg only
- Dimensions: No smaller than 1920 pixels on the longest side
- Resolution: 72 ppi/dpi (standard web resolution)
- Size: 3 MB maximum

VIDEO FILES

- Format: 3GP, WMV, AVI, MOV, ASF, MPG, MP4, M2T, MKV, M2TS
- Resolution: minimum 640x480, maximum 1920x1080
- Aspect Ratio: 4:3 or 16:9
- Bit Rate: recommended above 240Kbps
- Frame Rate: minimum 12 fps, recommended 30 fps. The frame rate of the original video should be maintained without re-sampling. In particular, pulldown and other frame rate re-sampling techniques are strongly discouraged.
- Codec: h.264, h.263, mpeg-1, mpeg-2, mpeg-4, Windows Media Video, and motion jpeg mpeg-1 muxed, Apple Lossless
- Container: 3gp, asf, avi, mov, mpeg, mpeg-2, mp4, ogg
- Size: 100 MB maximum
- *Please note: your video file will be converted to a Flash file to enable system playback.*

AUDIO FILES

- Format: AIFF, WAV, XMF, MP3
- Bit Rate: minimum 96 kbps, maximum 320 kbps
- Codec: aiff, wav, au
- Size: 10 MB maximum

DOCUMENTS

- Format: .pdf or .doc file (.docx files are not accepted).
- A maximum of 12 pages for poetry, fiction, graphic novels, experimental works and creative non-fiction. All manuscripts must be typed with a 12-point font size or larger and cannot be single-spaced (except for poetry).
- Synopsis Page (does not count as a work sample page).

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WORK SAMPLE GUIDELINES, Continued

IMAGES

- 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 should include: Title; medium; dimensions (H"xW"xD"); year you completed the work.

MANUSCRIPTS

- If you submit excerpts from different manuscripts, it is recommended that they compliment each other. Use the Work Sample Description page to explain any differences between the selections of work you submit.
- The Work Sample Description (aka synopsis) page is an opportunity to provide detailed information about your manuscript selection. For example, if you submit an excerpt, use the Work Sample Description page to explain exactly where the excerpt fits into the complete work. The Work Sample Description page does not count as one of your work sample pages. You are allowed ONE work sample description page. Include your Work Sample Description page as page one of your work sample.

AUDIO

- Maximum 3 work samples. No more than 8 minutes total. The Selection Panel will review a minimum of 2 minutes and a maximum of 8 minutes of your combined work sample or cumulative minutes.
- Your submission should begin where you want the Selection Panel to begin. We recommend that you submit 3 individual files rather than one file with 3 work samples.

VIDEO

- Maximum 3 work samples. No more than 8 minutes total. Selection Panel will review a minimum of 2 minutes and a maximum of 8 minutes of your combined work sample or cumulative minutes.
- Your submission should begin where you want the Selection Panel to begin. Choose a selection that will make the panel curious about your work and want to see 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. We recommend that you submit 3 individual files rather than one file with 3 work samples.

READY TO START YOUR APPLICATION?

Go to

WWW.CALLFORENTRY.ORG

See page 1 for a step-by-step guide to using the CaFÉ™ online application system.

Who Do I Contact If I Have a Problem?

Need help formatting your images? Looking for information about managing your application? Please visit the CaFÉ™ Help section for answers to most questions about the CaFÉ™ system.

Each organization or agency using CaFÉ™ has its own policies and procedures for application and jury management. CaFÉ™ is simply an online application management system that each call for entry sponsor uses to administer its application and jury processes. If you have questions about application protocol, submission requirements, deadlines, jury, or other administration issues, you should contact Artist Trust. The CaFÉ™ technical support team can be of assistance to artist applicants when technical issues arise.

You should contact Artist Trust if you:

- Need to edit an application you already submitted, prior to the deadline.
- Need to speak with someone about the deadline date.
- Need information about the call's jury process, status, or results.
- Have questions about the status of your application.
- Have questions about application requirements and general submission policies.
- Have a question about notifications and jury results.

You should contact a member of the CaFÉ™ team if you:

- Have a question about how to checkout or you encounter an error.
- Cannot access the web site or encounter an authentication error.
- Have questions about uploading or formatting your images.
- Images are not uploading or you encounter an error at upload.
- Encounter any error messages or bugs you would like to report.
- Are unable to navigate the CaFÉ™ Web site.
- Have suggestions for system enhancements or improvements.

The CaFÉ™ Team is happy to address your technical support needs. Contact them at cafe@westaf.org for assistance.

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ARTIST TRUST 2014 GRANTS FOR ARTIST PROJECTS (GAP) PROJECT BUDGET

Please complete and upload to your CaFÉ™ application.

Artist Name: _____

The Project Budget is used 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 or out-of-balance Project Budgets will not be accepted. For a budget to be in balance, expenses must equal income.

Project Budget

<u>Project Expenses</u>		<u>Project Income</u>	<u>Confirmed</u> Place an X next to field*
Your time/fee	\$ _____	Government Agency (list)	
Other artist fees	\$ _____	_____	\$ _____
Non-artist fees	\$ _____	_____	\$ _____
Materials, supplies	\$ _____		
Equipment (rent/purchase)	\$ _____	Private Foundations	\$ _____
Space rental	\$ _____	Business Corporate	\$ _____
Insurance	\$ _____	Family/Friends/Individuals	\$ _____
Promotion/marketing	\$ _____	Your own money	\$ _____
Other (please describe briefly)	\$ _____	In-kind materials, services, (list)	
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
		Request to Artist Trust (not to exceed \$1,500)	\$ _____
Total Project Expense	\$ _____	Total Project Income	\$ _____

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Total Project Expenses must equal Total Project Income

*place an X next to dollar amounts that are confirmed.