

## **FY24 Individual Artist Career Advancement Grant**

**Open: September 18, 2023**

**Deadline: October 20, 2023 at 5:00 P.M. (MST)**

**Period of activity: January 15-June 30, 2024**

**Funding Request: \$500-\$1,500**

Please read this entire document. It is your responsibility to be aware of all information contained in this document.

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### **OVERVIEW**

Utah Arts & Museums (UA&M) provides individual artist grants to support the professional development and career advancement of artists. These grants are specifically designed to support **individual** artists by helping them to take advantage of timely external professional opportunities and by providing access to resources to advance their artistic careers. If you are applying for something that is not clearly listed on the "Yes! We can fund this" list, please contact the staff member who oversees your artistic discipline to discuss your idea before applying. The following staff members are happy to assist any applicant in their discipline with questions.

Please pay attention to the timeframe of the grant. Funds cannot be used to pay for items purchased or services rendered before the grant is awarded.

**Folk Arts:** Ian Hallagan, [ihallagan@utah.gov](mailto:ihallagan@utah.gov) or 801-245-7286  
**Literary Arts:** Alyssa Hickman Grove, [agrove@utah.gov](mailto:agrove@utah.gov)  
**Performing Arts:** Jason Bowcutt, [jbowcutt@utah.gov](mailto:jbowcutt@utah.gov) or 801-236-7554  
**Public Art:** Hannah Barrett, [hbarrett@utah.gov](mailto:hbarrett@utah.gov)  
**Visual Arts:** Peter Hay, [phay@utah.gov](mailto:phay@utah.gov) or 801-245-7272

### **WHO CAN APPLY?**

- **Individual artists** (see page 5 for additional definitions) currently residing in and practicing in Utah, working in the following disciplines:
  - Dance
  - Design Arts
  - Folk or traditional art forms in genres listed under "Eligible Artistic Disciplines" listed below
  - Literature

- Multidisciplinary Arts
- Music
- Performance Art
- Theater
- Visual Arts

### **Eligibility Requirements**

You must be able to positively affirm each of the following statements in order to apply:

- I am applying as an individual artist and not on behalf of a band, group, or organization.
- Utah is my primary residence.
- I am a practicing artist and able to demonstrate a sustained commitment to my work, career, and public audience.
- I am 21 years of age or older.
- I have a U.S. Tax ID Number (SSN, ITIN, or other)
  - Note: Recipients are responsible for all applicable federal taxes. We urge that you keep all receipts and other appropriate records for tax filing purposes. Please consult a tax accountant with questions; unfortunately, we cannot advise on tax matters.

**Note:** Payment will only go to the individual applying and will be associated with their Social Security Number (SSN), not to their business/EIN. Funds cannot go to a fiscal sponsor.

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## **FUNDS AVAILABLE**

Grants will be awarded based on artistic merit, demonstration of artistic professionalism, or practice of traditional skills. The project should enhance the individual artist's career. **No cash match is required.**

A grant of between \$500 and \$1,500 will be awarded for approved expenses.

**Funds must be spent by June 30, 2024 (but not before the grant is awarded).**

## **WHAT THIS CAN FUND**

This list is not comprehensive, but should give you a good indication of the kinds of things that can be funded. For specific questions, please contact the appropriate staff representative — we are here to help!

- Individual artists residing in and practicing in Utah. (Please note: multiple members of the same band, group, or organization may submit individual applications for their individual artistic pursuits, but may not apply for the same expenses or project.)
- Creation/design of marketing materials (professional photos, website, videos, recordings, etc. for publicity and marketing — again, please remember this is funding for individuals, not groups.)
- Expenses associated with an exceptional learning experience such as a residency or intensive study with a recognized master/mentor. (Please note that degree-seeking programs are not eligible.)
- Framing, freight, shipping, or materials costs for gallery or museum exhibitions
- Conference registration fees and/or associated travel costs (must be within the United States)
- Vendor license fees for professional artistic opportunities
- Studio or performance rental fees
- Purchase of equipment required for an artistic genre (musical instrument, regalia, sound equipment, canvas, paper, paint, studio lights, cameras, etc.)
- Engagement of a videographer, photographer, sound engineer, etc. to document work
- Self-publishing fees (cover design, editing, printing, etc.)
- Purchase of credit card processing system for use of sale of artwork
- Travel within the United States, including Utah, associated with a career advancement opportunity (please note that international travel is NOT allowed)

## **WHAT THIS CANNOT FUND**

- Academic awards and/or work, including: fellowships, grants, or tuition fees for student work; as well as in-school curriculum projects and/or projects that are part of a required course or curriculum.
- Organizations (rather than individual artists)
- Artists who live outside of the state of Utah or who live in Utah for less than half of the fiscal year
- Food, drink, or alcohol,
  - This includes per diem for food, drink, or alcohol related to grant travel. If your request includes this, we will remove it from your grant award.
- Individuals who are currently pursuing an artistic academic degree (this grant is intended for professional artists)

- International travel
- A fiscal sponsor (all funds must go directly to the applicant artist)
- Items purchased or services rendered before the grant is awarded (please pay attention to the timeframe of the grant)

## IMPORTANT INFORMATION

- Each application will be reviewed on its own merit.
- Applicants must have been performing/practicing in their respective art form for 3+ years.
  - Applicants planning to apply for a mentorship in the folk or traditional art forms category **are exempt** from this requirement, but must demonstrate clear experience with the art form to be considered.
  - Potential applicants in this category for mentorship should contact Folk Arts Coordinator Ian Hallagan for consideration ([ihallagan@utah.gov](mailto:ihallagan@utah.gov) or 801-245-7286)
- All work samples must have been produced within the past five years.
- Applicants may not use this grant to pay immediate family members for services or materials/products.
- Applicants may not be a current board member, staff member (full-time, part-time, or contractual), or an immediate family member of UA&M staff or boards.
- Visual arts applicants must own the original design and concept of their artwork and the artwork samples submitted. We do not accept applications from visual artists whose work includes reproductions of copyrighted material.

### Eligible Artistic Disciplines:

- Craft (ceramics, fiber, glass, jewelry, metals, textiles, etc.)
- Dance (dancers, choreographers, ballet, hip-hop, jazz, tap, etc.)
- Design (fashion, graphic, industrial, architecture, etc.)
- Film and media (traditional filmmakers as well as those working at the intersection of technology, aesthetics, storytelling, and digital cultures, etc.)
- Literature (fiction, nonfiction, poetry, literature for children, criticism, graphic novels, etc.)
- Music (composers, musicians, classical, contemporary, experimental, folk, instrumental, jazz, pop, world, etc.)
- Theater and performance (directors, actors, playwrights, puppetry, costume design, set design, lighting design, stage management, stage crew, etc.)

- Traditional and folk arts (work related to the continuity and innovation of a tradition and/or cultural heritage such as dance, music, oral expression, craft, etc.).
  - If you have questions about whether your practice qualifies as a folk or traditional art form, please reach out to the Folk Arts staff before applying (contact information is listed on page 1) .
- Visual art (drawing, painting, photography, sculpture, installation, curatorial projects, new media, etc.)

### **Disciplines we cannot fund:**

Due to limited funding, applications cannot be accepted from individuals working in, but not limited to, the following fields: baking, balloon, barbering, burlesque, cosmetology, event planning and production, fitness, floral design, culinary, commercial or industrial welding, horticulture, marketing, martial arts, massage and healing therapy, modeling, nail design, professional speaking, soap making, or wedding photography. Additional decisions may be made at the discretion of the funding agency. If you are in doubt about the art form, please contact the appropriate staff member to discuss before applying.

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## **APPLICATION TIMELINE**

**Information Session:** If you have any questions about applying, please join our information session on **Tuesday, October 3rd at 12:00 p.m. or 6:00 p.m.**  
**Zoom.com Meeting ID:** [971 973 5904](https://us02zoom.us/j/9719735904)

### **Eligible Grant Start Date: January 15, 2024**

**NOTE:** Do not request a reimbursement or support of expenses occurring prior to January 15, 2024.

Application **Opens:** Monday, September 18, 2023

Application **Closes:** Friday, October 20, 2023 at 5:00 p.m. MST

Panel Review: December 2023

Funding Notification: Mid-January 2024

Funds Expended by: June 30, 2024

**Final Report Due:** August 1, 2024

## APPLICATION QUESTIONS

All applications must be submitted online through the [grant application portal](#). If you do not currently have access to the portal, it can take **up to two days** to receive a portal account. Please plan accordingly.

### APPLICATION QUESTIONS & SUGGESTIONS FOR HOW TO ANSWER

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#### Project Description Section:

**WHAT WE ASK:** Briefly summarize what you are requesting in a couple of sentences. Follow the summary with a longer explanation of how this proposed activity/opportunity will advance your artistic career or help you achieve your artistic goals.

**WHAT WE'RE LOOKING FOR:** Provide a clear explanation of how you plan to use this grant funding, the opportunity it would create, and how it relates to your artistic career goals. Be specific. Please note that a very short answer will not adequately explain what you are requesting. Provide enough information here for the reviewer to make a decision about funding. (Minimum of 500 characters, max 2,000 characters)

**WHAT WE ASK:** When will the project be completed, or the product/service purchased?

**WHAT WE'RE LOOKING FOR:** Funds need to be expended by June 30, 2024, but not before the funds are awarded.

**WHAT WE ASK:** Clearly list and briefly explain all costs associated with your request. NOTE: Request should be for either a single item or for directly related expenses. Do not combine multiple unrelated requests in order to request the maximum funding amount.

**WHAT WE'RE LOOKING FOR:** Please be clear about how the requested funds will be spent. If you are paying for a service, please clearly list who and what you are paying for. For example, an artist who is requesting to get their music mixed might answer: XYZ Music Mixer's rates are \$50 per hour and they estimated five hours per track, which would amount to \$1,250 in paid services to XYZ Music Mixer. You may upload bids if you have them.

**WHAT WE ASK:** (OPTIONAL) Upload bids for any products or services you outlined in the above questions.

**WHAT WE'RE LOOKING FOR:** If you have bids that are available to share with the reviewer, it can support your application.

## **Required Documentation Section:**

**UPLOAD:** Upload a current artist statement as a PDF. Alternatively, folk artists may provide a letter of support.

**WHAT WE'RE LOOKING FOR:** Artist's statement should be a minimum of 250 words to a maximum of 500 words. The statement should be written in the first person, describing your artistic practice, inspirations, and aspirations.

**UPLOAD:** Upload current artist résumé or CV as a PDF.

**WHAT WE'RE LOOKING FOR:** Please upload as a PDF file. Your résumé/CV should detail your accomplishments as an artist working in your discipline. If applicable, the résumé should list exhibitions, shows, publications, awards, education, teaching experiences, and/or any other accomplishments that will help us evaluate your career as a working artist.

**UPLOAD:** Please provide three samples of your artistic work. Upload samples that have been produced in the past five years.

### **WHAT WE'RE LOOKING FOR:**

Upload work samples to demonstrate your skills as an artist.

Performing/Visual Arts: Provide a PDF document with links to websites, or you may upload three digital files of representative artwork.

Literary Arts: Three literary samples (poems, essays, book chapters, short stories, etc.)

## **REVIEW CRITERIA & PROCESS**

- Career readiness will be considered: whether this support will help advance the artist to a next level in their career.
- Grants will be given to both emerging and established artists.
- Grants will be awarded based on artistic commitment, excellence, and feasibility of the project.
- Grants will not be awarded based on need.
- Utah Arts & Museums will take into account general standards of decency and respect for the diverse beliefs and values of the people of this state.

Grants (funding awards) made by the Utah Division of Arts & Museums (UA&M) support arts, museums, and cultural experiences in communities statewide. Grants are intended to provide Utah residents with opportunities to participate in cultural activities. No organization or individual is guaranteed funding from one year to the

next. Funding levels are contingent on many factors, including resources available, number of applications, a written application, and meeting specified criteria.

Eligible applications will be reviewed by UA&M staff and a panel of community professionals. (We welcome applicants to participate as [panel reviewers](#)). Each review panel will evaluate applications based on the criteria outlined in the guidelines. All grant allocations are approved by the Utah Museum Advisory board and/or the Utah Arts Advisory board. Each board reviews and approves final funding recommendations, and may consider a special exception to these guidelines based on agency priorities.

UA&M is a state agency that provides public funding for arts and museums. As a public entity, it reserves the right to make final decisions about the use of public funds for projects, programs, acquisitions, commissions, or other activities as deemed appropriate by the agency and/or board. Receipt of this grant is intended for artistic personal and professional growth and does not equate to an endorsement of specific artistic creation or project.

UA&M takes the responsibility of awarding public funding seriously. UA&M carefully follows grant review and award procedures as permitted by statute and board policies. UA&M reserves the right to revoke awarded public funds (current, multi-year, and/or future) as deemed necessary. The revocation of any public funds will be taken under consideration by the appropriate state board.

## **WHAT IF I RECEIVE AN AWARD?**

All awardees will receive an email notifying them of their award. Following the award email, Grant recipients will receive a State of Utah Grant Contract via CongaSign (which is an online contract service). The awardee should read and sign the contract via CongaSign. Payment will be disbursed after UA&M processes the signed contract. It typically takes 2-3 weeks to receive payment after the contract is signed.

Individual Artist Career Advancement Opportunity recipients must use the funds as stated in their application and budget. Funds cannot be transferred to other events or activities except in extenuating circumstances and with written approval from grant staff. If you find that you are no longer able to use the funds by June 30, 2024, please contact our grants staff.

Any proposed changes from the original application must be submitted in writing (email is fine), and approved by Utah Arts & Museums before the activity. UA&M retains the right to approve, revise, or revoke the award in light of such changes.



**As an awardee, you will need to ensure you do the following:**

- Keep copies of all project-related receipts. Receipts will be required for the final report.
- Ensure all grant funds are spent before June 30, 2024.
- Complete a final report form online at [uamgrants.utah.gov](https://uamgrants.utah.gov) by August 1, 2024.

**CONTACT THE GRANTS STAFF WITH TECHNICAL QUESTIONS**

Racquel Cornali or Laurel Cannon Alder · [uamgrants@utah.gov](mailto:uamgrants@utah.gov)