



Sarasota County Arts Council

Grant Guidelines and E-Application Overview

John Ringling Towers Fund

Individual Artist Fellowship

Performing Arts

Visual Arts

Literary Arts

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Program Calendar

Monday, May 3, 2010, 10:30 a.m., Grants Workshop, Venice (Jacaranda Public Library)
Tuesday, May 4, 2010, 10:30 a.m., Grants Workshop, Sarasota (Center for Arts and Humanities)
Friday, July 2, 2010, Grant E-Application Deadline (hand-delivered or postmarked CD/DVD work samples)
Week of September 16, 2010 -- Awards Announcement

Contact Us

General Information: 941-365-5118

E-mail: info@SarasotaArts.org
(please type in the subject line “JRTF awards email”)

E-application: <http://www.sarasotaarts.org/grants/john-ringling-towers-fund/>

Program Description

The Sarasota County Arts Council established this grant program to provide direct assistance to Sarasota County artists and recognize exceptional work to support further development of their talents. The John Ringling Towers Fund -- Individual Artist Award gives individuals the financial ability to explore and refine their craft. It also provides artists with valuable recognition and affirmation from their peers and the public.

In a period when many sources of grant support for individual artists has been reduced or eliminated, the Sarasota County Arts Council is committed to supporting the work of individual artists. The program is designed to recognize emerging and practicing, professional, creative artists residing in Sarasota County through monetary awards.

The John Ringling Towers Fund -- Individual Artist Award was created to honor the spirit of the John Ringling Towers, where the visual, performing and applied arts were all celebrated. This fund is managed by The Sarasota County Arts Council, The Gulf Coast Community Foundation of Venice, Inc., and the Community Foundation of Sarasota County.

In collaboration with the Hermitage Artist Retreat, Inc., some applicant artists in this grant program are selected to receive a two-to-three week residency at the Hermitage Artist Retreat in Manasota, FL. One artist from each of the three John Ringling Towers Fund Individual Artist Award categories (Literature, Performing and Visual Arts) will be awarded a residency. The Hermitage requires that, in exchange for this residency, the artist contribute to the Hermitage public programming. The Sarasota County Arts Council may also require a public presentation of the artist's work, the venue to be determined on a yearly basis.

A merit-based program, the Individual Artist Award provides grants of up to \$5,000 in recognition of exceptional original work. The number and size of awards will vary according to the number of applications reviewed and the funds available.

Who is Eligible?

- Any professional artist 18 years or older who has been a **legal resident of Sarasota County for one year** at the time of application is eligible. However:
 - Students enrolled in a directly-related degree program at the time of application or those whose degrees are pending are ineligible to apply.
 - Recipients may receive only one John Ringling Towers Fund Individual Artist Award every three years.
 - Sarasota County Arts Council board members and staff are ineligible to apply.
 - Collaborating artists interested in applying together must file and sign one joint application for a single grant, as well as provide resumes for both collaborators. A collaborator may reside out of state, so long as one applicant is a legal resident of Sarasota County.

How Does the Funding Process Work?

-First, applicants are invited to attend free e-application workshops to learn more specifics about the grant program and to ask questions about the application and evaluation process. All applicants, including return applicants, are strongly encouraged to attend an E-application Workshop. This is especially important for the FY11 grant making cycle because the Council has shifted to an e-application process.

-In the next step of the process, applicants complete the e-application by the published deadline. SCAC staff are available to answer technical questions that may arise as an applicant begins to use the online system. The application is relatively easy to complete and professional SCAC staff support is free.

-After the e-applications are submitted, a panel of experts with direct experience in the appropriate discipline will carefully review each e-application and supporting materials in advance of the actual Panel Meeting. Panel Meetings are open to the public. During the Panel Meeting, panelists will discuss the relative merits of each application, discussing various commendations and concerns about the e-application and scoring each e-application based on clearly defined, published criteria.

-After all panelists' scores are tabulated, the recommendations of the panel are reviewed for final approval by the SCAC Board of Directors. Grant awards will be announced online during the third week of September at the Arts Council's website, <http://www.sarasotaarts.org>. Applicants will also be notified by mail of the final status of their grant request. An Awards Celebration evening will be held in mid October, at which grantees will receive the first 75% of the grant funds awarded. The remaining 25% of the funding will be provided only after the applicant has successfully executed a Final Report that is both correct and complete.

If the e-application is funded:

Applicants will receive a grant contract package detailing the obligations of the applicant. The applicant will provide his/her Social Security number at this point (not on the application itself).

If the e-application is not funded:

The Arts Council may be able to provide advice on applying again during the next grant cycle.

-An Annual Program Evaluation involves SCAC staff, all panelists, and all applicants. Written evaluation forms are provided for all panelists and applicants; these completed forms are reviewed by SCAC staff and the SCAC Grants Policy Committee.

About the E-application

Getting Started:

The three most important steps to a successful e-application are:

- 1) Reading all of the information in these Guidelines carefully, cover-to-cover
- 2) Attending an e-application workshop
- 3) Creating artist statements and other text materials offline before going to the e-application

When the E-application is complete:

Some applicants will have websites that highlight their work samples and will be able to link directly to these sites within the e-application. Others will prepare CDs or DVDs to demonstrate their artistry. **Offline work sample submissions must be postmarked by July 2, 2010 or hand-delivered before 5:00 p.m. to the Sarasota County Arts Council offices.** The panel will view all works samples as a group, so only one copy is necessary. Mail or deliver work samples to:

John Ringling Towers Fund Individual Artist Awards
Sarasota County Arts Council
1226 North Tamiami Trail, Suite 300
Sarasota, FL 34236

E-application and Work Sample Receipt Notification:

The e-application system sends an automatic notification when you have successfully submitted your proposal. If you would like confirmation of receipt of your work samples, please enclose a self-addressed postcard with your submission. It will be returned to you, acknowledging receipt of your work samples. Please do not call the Sarasota County Arts Council to confirm the receipt. For immediate notification, you may also mail your work samples via the US Postal Service, using their “return receipt requested” service.

Return of Application Materials:

If you would like to pick up your application materials they will be held at the Arts Council’s offices until January 4, 2011.

About the E-application (continued)

Tips for Producing a Better E-application:

- 1) Focus on how the grant will “make an artistic difference” if you are awarded funds. Grant funds are scarce. Therefore, funders want every dollar awarded to be *significant*. In the Artist Statement section of the e-application, include specific details about how your successful proposal will help meet your artistic goals.
- 2) Prepare your text offline and copy and paste the information into the e-application text fields. That way, if the system should crash, you will not have lost your work.
- 3) Make sure to comply with the character limits. These limits include spaces. Your word processing software will tell you how many characters you are using.
- 4) Read the Scoring Rubric that will be used to evaluate your e-application prior to writing your proposal. If your proposal does not seem to “match” what is being measured on the Scoring Rubric, you may be better served to seek funding through other grant programs. If your proposal does look like a natural match with the Scoring Rubric, focus on demonstrating excellence in every area that is evaluated. Likewise, avoid addressing too many elements of your proposal that are *not* covered in the Scoring Rubric.
- 5) Before you submit your e-application, ask someone unfamiliar with your work to read the entire proposal and review the work samples. Their suggestions may be very helpful to you.

The Sarasota County Arts Council reserves the right to revise the Guidelines and Application form. Application formats may not be altered or manipulated in any way. Funding for this grant program is contingent on approval of applicable budgets.

Grant E-application Overview

Sarasota County Arts Council JOHN RINGLING TOWERS FUND

FY11 Individual Artist Award Planning Guide for E-application

Please read the entire [Grant E-application Overview](#) for this funding program prior to completing the e-application.

E-applications must be submitted by July 2, 2010 and work samples postmarked or hand-delivered before 5:00 p.m. on that date. Late or incomplete applications will not be accepted. No material may be submitted after the deadline. The following is meant as a planning guide so that you may prepare offline for your online submission.

Please check the artistic discipline for which the applicant is applying; select only one discipline:

Visual Artist (Painting, Sculpture/Installation, Drawing/Printmaking/Artist Books, Photography and Crafts, etc.)

Specific Discipline:

Performing Arts (Theatre, Dance, Music, Choreography, Film/Video, etc.)

Specific Discipline:

Literary Artist (Fiction/Creative Nonfiction, Poetry, Playwriting/New Theater Works)

Specific Discipline:

Name

Complete Residential Address

Telephone

Alternate Telephone

Facsimile

e-mail

Date of Birth

Have you received a John Ringling Fund Individual Artist Award before? If so, when?

I am a legal resident of Sarasota County and have been for at least one year prior to the application deadline date, and am not enrolled in a degree or certificate granting program. Statements in this application are true and complete to the best of my knowledge.

Signature

Date

Plan to upload the following materials as part of your e-application package:

- Proof of legal residency in Sarasota County (pdf copy of a Driver's License, utility bill, etc.)
- Artist Statement

Briefly describe the following (limit to 5,000 characters, including spaces):

- The artistic growth of your work over time
- Your current artistic vision and goals; how this award would help meet your goals
- The key media, instruments, or other artistic materials to be understood in your work
- Any additional information that would give the grant panel good context for understanding the artistic nature of your work

- Resume (Concentrate on your most recent accomplishments and demonstrate that you are a professional artist)
- Required Work Samples (Concentrate on examples of your most recent works). Descriptions will be uploaded as part of the e-application. Mailed materials must be clearly titled so that panelists can identify which work samples correspond to which online work sample descriptions.

Visual Arts (including Choreography, Acting/Film/Video)

CD/DVD (maximum of 10 images) is required of all applicants in visual arts.

For Choreography, Acting/Film/Video, etc: CD or DVD (unedited) with a maximum of 10 minutes in length.

Music Composition

Scores and audio recordings (maximum of three), required of applicants in Music Composition with a maximum of 10 minutes in length for recordings.

Performing Arts (including Music Performance, Theatre, Dance)

CD or DVD (unedited) with a maximum of 10 minutes in length.

Literary Arts

Samples of work, up to 20 pages, attached online as a Word document or PDF file.

- Work Sample Description Sheet. Make sure to use the same title in the Description Sheet as in the Work Sample so that panelists can easily identify which sample corresponds to which description. The description sheet will include the title of each work, a concise vision statement, the media involved, and the date the work was completed.
- Return Postcard
Please enclose a self-addressed postcard if you wish acknowledgment of receipt of your work samples.

Final Report – Online Submission

Submission of an acceptable Final Report to the e-application website signals payment of the remaining 25% of your grant award. Be sure to send e-mail notification to info@sarasotaarts.org once you have submitted the online report. A link to the e-application website can be found at:

<http://www.sarasotaarts.org/grants/john-ringling-towers-fund/>

The balance of funds for the grant will not be sent until the Final Report is received and is both complete and correct. If the Final Report is not received by September 15, 2011, the remaining balance will be considered forfeited and that sum will be “rolled over” into program funds for the following grant cycle. The online report will require you to:

- 1) Describe how the funds were used to advance your goals as a professional artist.
- 2) Give a short, one paragraph description of the work supported in part by this funding, including comments about the artistic value of the work presented. (This description may be as simple as providing a copy of the "Program Notes" that were given to an audience, or a key passage excerpted from an Exhibition Catalogue, etc.)
- 3) Provide copies of any published reviews (online, or in newspapers, etc.)
- 4) If applicable, provide samples of how the Sarasota County Arts Council was credited as a funder in the program guide, website listings, advertisements, or other published settings.
- 5) If there were promotional pieces used to advertise the work created (newspaper clippings, etc.) in which the funder was not mentioned due to space limitations, include a photocopy of these placements also.
- 6) If an Audience Survey or other evaluation tool was used, provide a sample copy of the survey and a brief, one-paragraph Executive Summary of the results of the evaluation.