Rubys: Artist Project Grants Guidelines

2015 Current Round: Performing Arts and Media Arts
Application Deadline: Monday, January 5, 2015 at 11:59PM EST
Deadline for technical assistance: Monday, January 5, 2015 at 5:00PM EST.

INTRODUCTION

The Rubys were established in 2013 by GBCA with start-up funding from the Robert W. Deutsch Foundation to provide project-based funding for individual artists. The vision of the program is to provide meaningful support to individual artists for the creation of innovative and bold projects that will have a significant impact for the artist and on the artistic and broader community in Baltimore and the region.

The program is open to both emerging and established artists who are committed to their art forms. The program will provide support for individual artist projects in four discipline categories: Performing Arts; Media Arts; Visual Arts; and Literary Arts.

Grants will enable individual artists to create or complete a project that will be presented to the general public of the greater Baltimore region, through a performance, presentation/lecture, screening, exhibition, or reading. Grantees will be asked to submit a timeline for the project, and the timeline must include a public component within 12 months of the grant award start date. Artists may apply for a phase of a larger project that will require more than a year to complete, provided the phase includes a public component within 12 months.

GRANT OVERVIEW

The Rubys will have two funding rounds per year, with each round awarding grants in two of the four discipline areas (Performing Arts, Media Arts, Visual Arts, and Literary Arts). **Artists may apply for grants of up to $10,000 to be applied to a project over a 12-month period.** Artists may submit only one application during each funding round.

CURRENT ROUND ARTISTIC CATEGORIES

Performing Arts includes but is not limited to: dance; music; theater; musical theater; opera; puppetry; performance art; playwriting; spoken word; storytelling; traditional/folk art; cross-disciplinary; experimental/emerging fields.

Media Arts includes but is not limited to: film; audio and video projects; animation; computer graphics; sound art; digital arts; screenplay; teleplay; cross-disciplinary; experimental/emerging fields.

Call for entry opens for applications on November 1, 2014
Application deadline is Monday, January 5, 2015 at 11:59PM EST

ELIGIBILITY

To be eligible for a grant, an artist must be:
- Resident of either Baltimore City, Baltimore County, Anne Arundel County, Carroll County, Harford County, or Howard County at the time of application and when the grant is awarded.
- U.S. Citizen or permanent legal resident
- At least 21 years old

- Practicing artist: Those who have actively and continually pursued their profession in this discipline for more than three years (as evidenced on your resume with application)

The following are **not eligible** for grants from this program:
- Organizations
- Full-time or part-time students in a degree-earning program.
- A current board member, committee member, staff, or consultant for the Greater Baltimore Cultural Alliance, the Robert W. Deutsch Foundation, or their immediate family members
- A member of one of the 2014 grantee selection panels
- If the individual is a prior grantee in the program:
    - The prior grantee must not have been recipient within the last three years (artists should keep this in mind when deciding whether this is the right time and project to apply for the grant)
    - The prior grantee must have submitted a final grant report, approved by GBCA prior to the application deadline

SELECTION CRITERIA
- Artistic merit of the work represented in the work sample
- Feasibility of the project, including likelihood that the project can be realized, based on the project budget, GBCA grant support, and support from other sources
- Artistic vision and potential impact of the proposed project for the artist and for their broader community.

SELECTION PROCESS
A review panel of field experts will be convened for each of the two disciplines in each funding round to make recommendations on the grant recipients, for final approval by GBCA. The panel will be composed of artists and arts professionals, both from the region and nationally.

HOW TO APPLY
The grant application must be submitted in digital format through CaFÉ at www.callforentry.org.

- Login to CaFÉ, or new users register to create a user name, password, and Artist Profile.
- Gather and prepare applications materials.
- Format work samples to site specifications for uploading. Work sample formatting information can be found on the CaFÉ website under "Media Prep."
- Upload work samples to your CaFÉ artist profile.
- Click "Apply to Calls," scroll down to "GBCA Artist Project Grants," and click "Apply to this Call."

There is a $25 application fee. This fee is waived if you are a current GBCA member as of November 1, 2014. No new memberships will be accepted during the grant application period (November 1, 2014 – January 5, 2015).

If you are not a GBCA member, then the $25 application fee you pay upon check-out in CaFÉ will include a one-year membership to the Greater Baltimore Cultural Alliance.

REQUIRED APPLICATION MATERIALS
The application includes the following elements: Project Description; Project Budget; Project Timeline; Resume/CV; Work Sample Inventory; Work Samples.

The Project Description, Budget, Timeline, Resume/CV, and Work Sample Inventory must be bundled together into one 7-page document and uploaded to CaFÉ as such. Word or PDF formats accepted.

Project Description: No longer than one page, with minimum 11 point font.
- Introduce yourself as an artist: Briefly describe your creative mission, your roots as an artist, and the current state of your practice. Assume the reader is unfamiliar with your work. (10%)
- Describe the proposed project. Provide as much information as is currently known describing the creative elements of the project. For example, what will an audience experience/see? What is the storyline of your project? What will the final "product" be? (75%)
- Propose how your project would be publicly shown – as a performance, screening, exhibition, or reading? Include the names of venues/partners who you would reach to in order to facilitate the public presentation. (10%)
  - If the grant is funding an initial phase of the project, and there will not be a final "product" to showcase by the end of the 12-month grant period, then propose some form of public presentation that would provide information as to the current state of the project. For example: a lecture on the research and analysis done so far; an exhibit of draft models or preparatory drawings; a round table discussion on a topic directly relevant to the project's process.
  - The Grants Program Manager should be engaged in the planning process for the public presentation, and is available to assist in strategy and connection in order to prepare an effective event.
- Explain why this is the right time in your career for this project to come to fruition. (5%)

Project Timeline: One page maximum.
Please prepare a complete timeline and identify key dates for your project. If the project timeline is to be longer than the 12 month grant period, identify the phase for which the Rubys grant will fund. Note the public component that will occur within 12 months of grant period.

Project Budget: One page maximum.
Please prepare a complete budget that includes all costs and income for your project, even those line items above and beyond your grant request. The budget will be used to assess the feasibility of your project. Applications with incomplete or unbalanced budgets may be disqualified. You are not required to provide matching funds for the Artist Project Grant if the grant can fully cover your project expenses.

Allowable expenses include:
- Your fee as an artist (to support your time)
- Fees to collaborators including artists and non-artists
- Project-related travel and materials
- Equipment for the project
- Space rental
- Promotion and marketing

Unallowable expenses include:
- Routine rent or overhead expenses for artist's housing, office or studio
- Personal debt repayments

Additional project income can include:
- Funds from government agencies, foundations, businesses, individuals
- Your own money
- In-kind materials, services

Resume/CV: 3 pages maximum.
Your resume should include information of past presentations of your artwork (exhibitions, screenings, performances, readings, etc…), including publication mentions, and any recognition or awards you have received as an artist. Word or PDF formats accepted.

Work Sample Inventory: One page maximum
Prepare an inventory list of the work samples that you will upload to accompany your application. The inventory list assists the review panelists in better understanding what they are looking at or reading, and provides context to the proposed project.

The Project Description, Budget, Timeline, Resume/CV, and Work Sample Inventory must be bundled together into one 7-page document and uploaded to CaFÉ as such. Word or PDF formats accepted.

Work Samples: 10 work samples maximum allowed.
It is required to submit at least one work sample that directly relates to the proposed project. The sample can be a draft (for example: Script/book synopsis, installation layout, draft drawings, thematic outline). Other work samples may be of past work that demonstrates the applicant's skill set and creativity.

Applicants are allowed to mix-and-match their work samples among the following file formats: Document (PDF or Word); Video; Audio; Image.

The jury panel is only required to view those samples uploaded to your application. While you may include links to external sites on your resume or inventory list, the jury is not required to go to those sites.

Please note that uploading to www.callforentry.org is a two-step process: First, work samples are uploaded to your CaFÉ profile. Then, you mark which work samples from your profile should be attached to your Rubys application. Do not overlook the second step. If you do, then no work samples will be visible to the jury.

Please preview your uploaded work samples to ensure they have loaded properly and with the correct identifying information. If panelists are unable to view the work samples, your application may be disqualified.

Important note regarding a common application mistake! Preparing your CaFE artist profile includes uploading all work samples. When you are filling out the Rubys grant application, note that you must select work samples from your CaFE artist profile to attach to the Rubys grant application. Do not think that merely uploading your work samples to your CaFE artist profile means that you have included them with your Rubys grant application. Please double-check that you have indeed taken this second step, otherwise your Rubys grant application will not include any work samples.

FILE TYPE GUIDELINES

Video Submissions
- Panelists are only required to view a total of 8 minutes among all video samples, so choose, edit, and cue your samples wisely to be sure your files start in an interesting place that will engage the panelists.
- Please submit a work sample that is a clear presentation of your work. Do not submit a sample that is designed for promotional purposes.

- File Types Accepted: 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 resampling 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
- File Size: 100 MB maximum

Audio Submissions
- Panelists are only required to listen to a total of 8 minutes among all audio samples, so choose, edit, and cue your samples wisely to be sure your files start in an interesting place that will engage the panelists.
- File Types: AIFF, WAV, XMF, MP3
- Bit Rate: minimum 96 kpbs, maximum 320 kbps
- Codec: aiff, wav, au
- File Size: 10 MB maximum

Image Submissions
- Work sample description should include: title, medium, dimensions (H" x W" x D"), and year you completed the work
- File Type: JPG
- Dimensions: 1920 pixels longest side (see CaFE Help for assistance)
- File resolution: 72 ppi/dpi (standard web resolution)
- File size: 3 MB maximum

Document Submissions
- Maximum of three work samples in separate files.
- File Types: DOC, PDF or TXT.
- A maximum of 12 pages among all document samples for Poetry, Fiction, Graphic Novels, Experimental Works, Creative Non-fiction, Screenplays, Teleplays, and Scripts. All manuscripts must be typed with a 12-point font size or larger and must be double-spaced (except for poetry).

For more information regarding image and media preparation, go to www.callforentry.org and click on "Media Prep" on the homepage top bar.

QUESTIONS
Contact GBCA if you:
- Have questions about application requirements and general submission policies, including what category to apply in, deadlines, or other administration issues
- Have questions about the grant review process, status, or results
- Need to edit an application you already submitted

Contact: Sonja Cendak, Grants Program Manager; 410-230-0200; scendak@baltimoreculture.org

Contact CaFÉ if you:
- Have questions about technical issues with the submission

- Have questions about uploading or formatting your files, or encounter errors in uploading
- Have difficulties setting up a profile or otherwise navigating the CaFÉ website
- Visit the CaFÉ Help section for answers to many questions about their system

Contact: café@westaf.org