GBCa Rubys: Artist Project Grant Grant Guidelines

2016: Media Arts and Performing Arts

Call for entry opens for applications: January 1, 2016
Application Deadline: Monday, February 29, 2016 at 11:59PM EST
Deadline for technical assistance: Monday, February 29 at 3:00PM EST.

Apply via https://baltimoreculture.submittable.com/submit

INTRODUCTION

The Rubys were established in 2013 by the Greater Baltimore Cultural Alliance (GBCA) with the vision and start-up funding from the Robert W. Deutsch Foundation to provide project-based support for individual artists. The goal 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. 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

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.

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.

ELIGIBILITY

To be eligible for a grant, an artist must be:
- Resident of 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
- 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 and skill of the work represented in the work samples
- Feasibility of the project, including likelihood that the project can be realized, based on the budget, timeline, and proposed logistics and details.
- Creativity of the project, in that it is an innovative step for the artist or that it is a significant deepening of their current artistic practice.

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 online at: https://baltimoreculture.submittable.com/submit

There is a $25 application fee. This fee is waived if you are a current GBCA member as of January 1, 2016. Please contact GBCA to obtain an application coupon code.

If you are not a GBCA member, then the $25 application fee includes 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.

Sample templates of application components (budget, timeline, and inventory list) may be found on the Rubys "Resources" webpage.

Project Description: One page maximum.
Include your name and project title at the top of the Project Description, so that it appears as such:
> *Jane Doe*
> *Project: The Story of My Life*

Please organize your narrative using the following points as your guide:

- 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 and logistical elements of the project. What is the inspiration or storyline of your project? What will the final "product" be? How will the audience/viewer experience your art? (75%)
- Propose how your project would be publicly shown – as a performance, screening, exhibition, open studio, tour, reading (or something else)? Include the names of venues/partners, if relevant, who you would reach out to in order to facilitate the public presentation. (10%)
  - If the grant is funding a 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 presentation on the research and analysis done so far; an exhibit of draft models or preparatory drawings; a discussion on a topic directly related to the project.
- Explain why this is the right time in your career for this project to come to fruition. (5%)

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. 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 other artists and vendors
  - 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

Project Timeline: One page maximum.
Please prepare a complete timeline and identify key dates for your project. If the project timeline is 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.

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 List: 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 List must be bundled together into one 7-page document and uploaded as such. Word or PDF format.**

Work Samples: 10 files maximum allowed.

Applications should have a minimum of one, and are allowed a maximum of ten, work samples to accompany their project proposal.

One work sample should directly relate to the proposed project. The sample can be a draft (for example: Script/book synopsis, storyboard, 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): 25 pages maximum across all document files
- Video (MP4 or MOV): 3 minutes maximum per video file
- Audio (MP3 or WAV): 3 minutes maximum per file
- Image (JPG)

While there is no limit to individual file sizes, there is a 400 MB limit to a complete submission (i.e. the application bundle + work samples).

For audio and video files, please edit the file to the clip you would like the jury to hear/view.

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. Do not simply list a web address as a work sample.

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 Submittables if you:
- Have questions regarding technical issues with the online submission process
- Have questions regarding formatting your files, or encounter errors while uploading

Contact: Laurie Pace, Customer Support Manager
                   855-467-8264, extension 702
                   laurie@submittable.com