



# Rubys: Artist Project Grant 2018 Grant Guidelines

**Online application portal opens: January 1, 2018**

**Deadline to apply: February 28, 2018**

**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 to allow for the creation of new work. The Rubys supports the notion of risk-taking (in practice, content, process, and/or outcome) and equally values artistic integrity, strong ideas, feasibility, and communal meaning. The program is open to artists at any stage of their career and favors projects that have significant creative work left to accomplish.

Grants will enable individual artists to create or complete a project that will include a public component occurring at some point during the grant period. The public component may be a performance, presentation/lecture, screening, exhibition, reading, or any other type of event that fits with the nature of the project.

## GRANT OVERVIEW

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. Grants may be used to support projects that are already in process, a project not yet begun, or a distinct phase of a longer-term project.

## 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

## 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 select the grant recipients. 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, 2018. ***If you are a member, please email [rubys@baltimoreculture.org](mailto:rubys@baltimoreculture.org) in advance of the deadline to obtain the members application link.***

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:

1. Project Description
2. Project Budget
3. Project Timeline
4. Resume/CV
5. Work Sample Inventory
6. Work Samples.

Sample templates of the budget, timeline, and inventory list may be found on the Rubys “Resources” webpage.

### **1. Project Description:** One page maximum.

Include your name and project title at the top of the Project Description, so that it appears as such:

***Mary Smith***

***Project: The Story of My Life***

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. (10%)
- Describe the proposed project. Provide as much information as is currently known describing the creative and logistical elements of the project. (75%)
  - What is the inspiration or storyline of your project?
  - Describe the artistic process for this project.
  - What is the final goal, outcome, or milestone at the end of the grant period?
  - How will the audience/viewer experience your art?

- Propose how your project would be publicly shown. Include the names of venues/partners, if relevant, of who you would reach out to in order to facilitate the public presentation. (10%)
  - Any sort of public-facing event, large or small, may be proposed (a performance, screening, exhibition, open studio, tour, reading, or something else). Ensure that your proposal makes sense and is feasible for the project you intend to do.
  - You need not have any plans/venues/contracts confirmed at the time of application.
- Explain why this is the right time in your career for this project to come to fruition. (5%)

**2. 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 Rubys 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

**3. Project Timeline:** One page maximum. \_\_\_\_\_

Please prepare a 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. ***The timeline for this grant cycle is approximately May 2018 through April 2019.***

**4. 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.

**5. Work Sample Inventory List:** One page maximum \_\_\_\_\_

Prepare an inventory list of the work samples that you will upload to accompany your application. Ensure that the title on the inventory list match the titles of the uploaded work samples.

**The Project Description, Budget, Timeline, Resume/CV, and Work Sample Inventory List must be bundled together into one document and uploaded as such. Word or PDF format.**

**6. 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)

Individual file size has a limit of 400 MB.

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  
[rubys@baltimoreculture.org](mailto:rubys@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: Submittable Customer Support  
855-467-8264, extension 3  
[support@submittable.com](mailto:support@submittable.com)