



Massachusetts Cultural Council

## CULTURAL COUNCIL OF NORTHERN BERKSHIRE INDIVIDUAL ARTIST GRANT Guidelines

**Deadline:** Wednesday, October 15 (postmark deadline)

An **Individual Artist Grant** has been established to assist Northern Berkshire artists in developing and exploring their artistic work outside the structure of a specific project or presentation. Artists in any discipline may apply for a reimbursement-based grant to cover time, materials, space, rental, production and other components of their ongoing work. Examples might include: a musician whose primary tool is their instrument and it needs repair; a writer who needs to conduct research; a visual artist who needs to purchase materials for a new work; a filmmaker who needs to rent equipment for a production. The primary criterion for this grant is the quality of the artist's work as documented in supporting materials.

While a public component is not required for this grant, the Council might request an exhibition, talk or performance to promote this grant opportunity to the Northern Berkshire community.

### FUNDING CRITERIA

---

- Quality of the artist's work
- Clarity of artist statement
- Exhibition, publication or performance record
- Education, training or experience
- Well completed application and thorough support materials

### AMOUNT OF GRANT

---

Applicants may request up to \$1,000. ***The Council will award up to \$1,000 to one artist each year.***

### GUIDELINES / NOTES

---

- **Must be 18 years of age or older to apply.** Graduate or undergraduate students enrolled in any degree program at the time of application, including high school students, are *NOT* eligible.
- **Must be a legal resident of one of the eleven municipalities** that make up the Cultural Council of Northern Berkshire: Adams, Cheshire, Clarksburg, Florida, Hancock, Lanesboro, Monroe, New Ashford, North Adams, Savoy, Williamstown.
- An individual who applies for an Individual Artist Grant is also eligible to apply for a Project Grant.
- **One grant will be awarded each year and an artist who receives an Individual Artist Grant will be eligible to apply again in three years.**
- The Individual Artist Grant does not fund: food or receptions; curatorial projects; expenses involved in establishing, maintaining, or administrating an organization or company; costs involved in real estate: purchase, construction, improvements; activities connected with an applicant's employer; teaching opportunities; strictly commercial activities; medical, legal, or accounting fees; Arts-in-Education programs; purchase of expensive "big ticket" equipment (anything over \$1,000)

### HOW TO FILL OUT THE APPLICATION

---

Please use the regular project grant application but follow the specific instructions below. Enter your name and address in the spaces provided. You, the artist, are both "applicant" and "contact person".

**Project Title:** Enter "Individual Artist Grant"

**Amount Requested from LCC:** Enter the amount you are requesting, up to \$1,000.

**Question 1:** Briefly describe some of your goals for the coming year. What do you plan to work on? What specifically is the money needed for? How will this impact your work / career as an artist? Please note that while this may be a summary of your artist statement, you must also submit a separate one-page artist statement.

**Question 2:** Answer "N/A"

**Question 3:** Answer "N/A"

**Question 4:** Answer "N/A"

**Question 5:** Summarize your education and experience as an artist. Write a brief summary and don't forget to attach your complete resume.

**Budget Information** – Line G on both expense and income sides must be the same.

**Project Expenses**

Line A/1 – enter amount requested

Line G – enter amount requested

**Project Income:**

Line E---enter amount requested

Line G --- enter amount requested

## **SUPPORT MATERIAL**

---

Applicants must submit appropriate materials as described below. Please remember that the clarity and quality of the application and supporting materials are very important. The Council does not invite personal presentations so your materials must represent you as fairly and eloquently as possible. The Council reviews numerous applications so we ask that you be selective in choosing your materials.

**Please submit ONE (1) copy of the following:**

1. Resume listing relevant experience.
2. An artist statement (no longer than one-page) describing your artistic work, philosophy, how you would use the grant and how it will impact your work / career.

**In addition, please submit the following documents in the quantity noted below:**

3. Two letters of recommendation from people in your field.
4. Samples of your work from at least one, and **no more than three**, of the following categories. *Include a stamped, self-addressed envelope or container to have your artistic support material returned.*

**Visual Arts** – Slides: maximum of twelve (do not send originals) in a clear plastic viewing sheet. Label each item with the artist's name, date of work, medium size, and arrow indicating the top. Number each item and key it to a slide list. Alternatively you may submit the slides in electronic format on a CD-Rom or DVD in PDF or JPEG (no larger than 300dpi) keyed to list.

**Written** original work – no more than ten pages double spaced, typed. Please label and place the shortest and most relevant piece/excerpt first.

**Music and Audio:** CD (10 minutes maximum). Please label and indicate cue. Attach an explanation of the selection and indicate the applicant's role in the production.

**Dance and Theatre:** VHS videocassette, CD-Rom or DVD (10 minutes maximum). Please cue VHS and indicate on DVD / CD-Rom the cue. Attach an explanation of the selection and indicate the applicant's role in the production.

**Film/Video:** VHS videocassette, CD-Rom or DVD (10 minutes maximum). Please cue VHS and indicate on DVD / CD-Rom the cue. Attach an explanation of the selection including the applicant's role in the production.

## **CHECKLIST – please do not staple or bind in notebook. Use paper clips or binder clips only.**

---

- **Complete, sign and send three (3) copies of the application.** The application must be typed. Available as a PDF form that you can type into on your computer at [culturalcouncil.wordpress.com](http://culturalcouncil.wordpress.com)
- Include **ONE (1) copy** of your **resume, artist statement and letters of recommendation.**
- Please **LABEL your artistic support materials.** *Remember to include a stamped, self-addressed envelope or container so we can return your support materials to you.*
- Make sure your application is **postmarked by Wednesday, October 15.** Applications received with a postmark later than October 15 will automatically be disqualified.

**If you have questions about the guidelines and application process for the Individual Artist Grant, contact: Sandra Thomas \* 413.458.1039 \* [sandra@imagescinema.org](mailto:sandra@imagescinema.org)**



# LCC GRANT APPLICATION

APPLICATION MUST BE TYPED.

- Please type into the form, print, sign and mail it to the appropriate Local Cultural Council. E-mailed applications will not be accepted.
- Before completing this form be sure to check the guidelines of the LCC to which you are applying at [www.mass-culture.org/lcc\\_public.asp](http://www.mass-culture.org/lcc_public.asp).

This application is being submitted to the \_\_\_\_\_ LCC.

## APPLICANT INFORMATION

Applicant's Name \_\_\_\_\_

Contact Person \_\_\_\_\_

Mailing Address \_\_\_\_\_

Contact Mailing Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Contact City/State/Zip \_\_\_\_\_

Applicant Phone/TTY \_\_\_\_\_

Contact Phone Day/Evening \_\_\_\_\_

Applicant E-mail Address \_\_\_\_\_

Contact E-mail Address \_\_\_\_\_

Applicant Web Site \_\_\_\_\_

## PROJECT INFORMATION

Project Title \_\_\_\_\_ Amount Requested from this LCC \$ \_\_\_\_\_

Project Start/End Dates \_\_\_\_\_ Approximate Number of People Served \_\_\_\_\_

1. Project Description: Summarize the proposed project in the space provided. Describe who is the target audience; what will happen; when and where it will occur; and how the project will be executed. NOTE: You may provide additional narrative on a separate sheet of paper, but you *must* summarize the project here. Your answer in the space below may not exceed 750 characters.

2. Describe the planning process for this project. What individuals and organizations have been involved as partners and/or advisors? How would partial funding impact this project? Your answer in the space below may not exceed 500 characters.

3. Explain how this project will reach and benefit the citizens of *this* community. How will you know the project is successful? Include promotion, expected results and plans for evaluation. Your answer in the space below may not exceed 500 characters.

4. Describe your plans for promoting this project to your target audience and your community. Include information on planned outreach and publicity activities. Your answer in the space below may not exceed 500 characters.

5. Please detail the qualifications of key artists, humanists, interpretive scientists or organizations involved with leading the cultural component of this project. **Application will be considered incomplete without this information.** Please attach resumes. Your answer may not exceed 500 characters.

## BUDGET INFORMATION

Total Project Cost \$ \_\_\_\_\_

Matching Funds\* \$ \_\_\_\_\_ Source of Matching Funds \_\_\_\_\_

\* Capital expenditures must have a 2:1 match. Check with the local cultural council to see if there are any additional match requirements.

### PROJECT EXPENSES

#### A. Salaries/Fees

- 1. Artist/Humanist/ Interpretive Scientist \$ \_\_\_\_\_
- 2. Administrative \$ \_\_\_\_\_
- 3. Other \_\_\_\_\_ \$ \_\_\_\_\_
- TOTAL Section A \$ \_\_\_\_\_

B. Space Rental \$ \_\_\_\_\_

C. Travel \$ \_\_\_\_\_

D. Marketing \$ \_\_\_\_\_

#### E. Remaining Project Expenses

- 1. Equipment Rental \$ \_\_\_\_\_
- 2. Project supplies or consumables \$ \_\_\_\_\_
- 3. Printing \$ \_\_\_\_\_
- 4. Shipping/Postage \$ \_\_\_\_\_
- 5. Utilities/Telephone \$ \_\_\_\_\_
- 6. Insurance \$ \_\_\_\_\_
- 7. Other \_\_\_\_\_ \$ \_\_\_\_\_
- 8. Ensuring Access \$ \_\_\_\_\_
- TOTAL Section E \$ \_\_\_\_\_

F. Capital Expenditures \$ \_\_\_\_\_

#### G. TOTAL PROJECT EXPENSES\*

(Sum of Totals in Sections A - F) \$ \_\_\_\_\_

\*NOTE: Total Project Expenses and Total Project Revenue must be equal.

### PROJECT INCOME

A. Earned Income \$ \_\_\_\_\_

B. Non-Government

- 1. Corporate/Business \$ \_\_\_\_\_
- 2. Clubs and Organizations \$ \_\_\_\_\_
- 3. Other \_\_\_\_\_ \$ \_\_\_\_\_
- TOTAL Section B \$ \_\_\_\_\_

#### C. Government

- 1. Other Local Cultural Councils \$ \_\_\_\_\_  
(Attach list specifying LCC names and \$)
- 2. Other MCC Programs \$ \_\_\_\_\_  
\_\_\_\_\_
- 3. Other (Municipal, School, etc.) \$ \_\_\_\_\_  
\_\_\_\_\_

TOTAL Section C \$ \_\_\_\_\_

D. Applicant Cash \$ \_\_\_\_\_

E. Amount Requested from this LCC \$ \_\_\_\_\_

F. In-Kind Contributions \$ \_\_\_\_\_

(donated space, materials and/or services)

#### G. TOTAL PROJECT REVENUE\*

(Sum of Totals in Sections A - F) \$ \_\_\_\_\_

**Authorized Signature:** The signature below is that of the person authorized to testify as to the accuracy of this application and the person who agrees that the required acknowledgment will be given to the Massachusetts Cultural Council and the granting local cultural council, if this application is approved. This person also agrees that reasonable accommodations will be made to insure that people with disabilities have equal physical and communications access, as defined by federal law and as outlined in the MCC's LCC Program Regulations and Guidelines.

Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

FOR CULTURAL COUNCIL USE ONLY

SUBMITTED BY DEADLINE?  Yes  No

\$ \_\_\_\_\_  
Amount Approved \_\_\_\_\_ Signature of LCC Chair or Authorized LCC Member \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_