Grant Guidelines | Fiscal Year 2023

For projects that occur between October 1, 2022, and September 30, 2023

Applications are due by 5 pm on:

- March 1, 2022  Fellowships and Cultural Facilities
- June 1, 2022  Projects and Operating Support
- September 1, 2022  Projects and Folk Arts Apprenticeships

Apply at arts.alabama.gov/apply
Introduction

Mission and Goals
The mission of the Alabama State Council on the Arts is “to enhance the quality of life and economic vitality for all Alabamians by providing support for the state’s diverse and rich artistic resources.”

Blueprint for Supporting the Arts
To accomplish this task, proposals that meet the goals described in A State Blueprint for Supporting the Arts are prioritized for funding. These goals are to:

• Support excellence and professionalism in the arts
• Provide opportunities for high-quality arts education for every Alabama student and lifelong learner
• Provide opportunities for all Alabamians to experience the arts
• Identify, preserve, and present folk art traditions
• Promote diverse cultural artistic expressions
• Recognize and support the arts as a driver of economic vitality
• Increase public recognition and appreciation for the arts, arts organizations, and individual artists

Objectives of the National Endowment for the Arts
Competitive projects meet objectives established by the National Endowment for the Arts, our federal partner. These objectives are:

• The creation of art that meets the highest standards of excellence
• Public engagement with, and access to, various forms of excellent art across the nation
• Learning in the arts at all ages of life
• Activities that integrate the arts into the fabric of community life
• Promotion of public knowledge and understanding about the contributions of the arts

Supporting Council Goals
Recognizing the strengths of your project and identifying ways in which your efforts complement the goals of the Council are important aspects of planning for your application. Program managers are available to help explain these further and assist you as you prepare your application.
Accessibility
The Alabama State Council on the Arts does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or provision of services.

Council programs, services, and facilities are barrier-free and fully accessible to all. Publications, including these Guidelines, are available in audio format, interpreted, or read aloud as needed.

Since the funding of Council on the Arts grants are public tax dollars, projects supported by the Council must be available to all Alabamians. Access to ticket sales, admission, and participation must not be discriminatory or exclusionary.

Proposals that include accessibility plans are prioritized for funding.
Eligibility for Grant Funding

The Council on the Arts mandate is to benefit Alabama and the people who provide the tax dollars that fund these grants. The eligibility rules below help ensure that these programs are an appropriate use of public dollars.

The following kinds of Organizations and Activities are eligible for grant funding:

- 501(c)(3) nonprofit entities, or a public institution, such as schools or municipal governments, located in Alabama are eligible to apply for Project, Arts & Cultural Facilities, Technical Assistance Grants, and Operating Support grant types.
- Individuals are eligible to apply for a Fellowship, Folk Arts Apprenticeship, or Technical Assistance grant types.
- Grantees must be compliant with applicable State and Federal regulations and in good standing with the Internal Revenue Service.
- Grantees must be in good standing with the Council on the Arts. Applications from current grantees are welcomed. Funds will not be disbursed without satisfactory final reports on all grants from previous fiscal years. Delinquent final reports may result in in new applications being deemed ineligible.
- Activities, and all funded expenses, must be:
  - Arts-oriented or directly supporting arts-oriented outcomes
  - Completed within the fiscal year
  - Matched dollar-for-dollar with eligible expenses paid for by the grantee in cash, or a combination of cash and in-kind donations or discounts, unless specifically exempt
- Activities must be available to all Alabamians, through:
  - Public marketing and communications about activities
  - Non-discriminatory admissions, including reasonable costs of entry or participation
  - Venues, facilities, and programs that are accessible, regardless of disability

The following are not eligible for Council on the Arts grant funding:

- Expenses not related to arts-oriented activities, including fundraising, litigation, fines or penalties, interest or debt payments, or investments
- Expenses of food, drink, alcohol, or other refreshments, even if part of arts-oriented programing.
- Activities limited to, or only benefiting, a post-secondary academic community
- Tuition costs of an individual seeking an academic degree
- Grantees that are 501(c)(3) organizations who request, lobby, or intentionally seek funding specifically for arts programming from the state legislature
- Projects or activities which have sectarian or faith-based objectives. Eligible non-profit religious organizations and churches may apply for funding of projects that are open to, or inclusive of, the general public, and have the arts as the primary focus.
Institutions of Higher Education have these additional guidelines:

• Each administratively separate academic unit or public-facing non-academic entity (such as a museum or performing arts venue) from a college or university will be treated as independent applicants.

• Multiple entities that are managed under an administrative umbrella within an institution of higher education will be combined as one applicant, and must follow applicable request limits.

• Requests from foundations or auxiliary non-profit organizations on behalf of an academic unit or non-academic entity are included in determining the number of allowable requests by the unit or entity benefiting from the request.

• It is strongly encouraged to include colleagues in your institution’s grants or sponsored programs office. For some colleges or universities, their involvement may be required by policy. To add sponsored program staff members, click on the button to “Collaborate” at the top of your request, and enter their email address.

• Administrative fees assessed by offices or departments at the same institution of higher education are not eligible expenses and cannot be taken from grant funds.

A particular emphasis should be placed on the requirement to offer public-serving activities. Activities at a college or university must have intentional efforts to broaden participation to those outside of the academic community of faculty, alumni, and students.
Eligible organizations may submit two applications at each of the two deadlines (June and September), for a total of four requests per fiscal year. In a single fiscal year, you may submit up to:

- Four Project Grant applications, each request between $1,000 and $10,000
- Two Consolidated Project Grant applications, each request between $1,000 and $20,000
- Two Administrative Project Grant applications, each request between $1,000 and $20,000

The combined total of your requests may not exceed $40,000.

The Projects Category includes two Arts in Education Grant Types:

- Arts in Education Curriculum-Based Project Grants, for structured teaching and learning with outcomes related to course of study standards, each request between $1,000 and $10,000
- Arts in Education Enhancement Project Grants, for activities that enhance the arts education experience of students, with minimal emphasis on curriculum-oriented outcomes. Enhancement Project Grants are limited to a $3,000 request. Consolidated and Administrative Projects are not available to schools or through the Arts in Education program area.

Maximum request amounts:

- $20,000 for Administrative and Consolidated Projects, matched dollar-for-dollar with expenses paid for with applicant cash, or as a combination of cash and in-kind donations or discounts.

- $10,000 for Projects/Arts in Education Curriculum-based Project Grants, matched dollar-for-dollar with expenses paid for with applicant cash, or as in-kind donations or discounts.

- $3,000 for Arts in Education Enhancement Project Grants, matched dollar-for-dollar with expenses paid for with applicant cash, or as in-kind donations or discounts. Matching funds are not required for schools where greater than 40% of students are eligible for free or reduced school lunches.

Applications are accepted:

- April 1, 2022, through June 1, 2022
  Funding activities that occur between October 1, 2022, and September 30, 2023

- July 1, 2022, through September 1, 2022
  Funding activities that occur between January 1, 2023, and September 30, 2023

The deadline is promptly at 5 pm on the last day of the application window.
Arts & Cultural Facilities Grants provide funding for the planning, designing, and construction or renovation of arts-focused facilities.

Eligible organizations may submit one (1) Cultural Facilities Grant application per fiscal year.

Cultural Facilities Grants are available in these three categories:

- **Planning Grants**, for preliminary activities (like needs assessments, feasibility studies, or conceptual drawings) required for more specific design development
- **Designing Grants**, for creation of tangible designs, in the form of blueprints, schematics, renderings, and other documents required for construction or renovation
- **Construction Grants**, for construction, renovation, and other physical transformations of an arts facility or space

**Maximum request amounts:**
- **$20,000 for Planning Grants**, matched dollar-for-dollar with expenses paid only with applicant cash
- **$50,000 for Designing Grants**, matched dollar-for-dollar with expenses paid for with applicant cash, or as in-kind donations or discounts
- **$100,000 for Construction Grants**, matched with three times the requested amount of expenses, paid for only with applicant cash

**Applications are accepted:**
- **January 1, 2022, through March 1, 2022**
  Funding activities that occur between October 1, 2022, and September 30, 2023
<table>
<thead>
<tr>
<th>TECHNICAL ASSISTANCE (page 25)</th>
<th>Technical Assistance Grants are for special, one-time needs unrelated to any other project or activity funded with a Council on the Arts grant. These grants fund unexpected or impromptu programs, opportunities, or other activities that are important to promote, share, or support the arts. Successful applications vary widely. Applicants must receive an access code from Council staff to begin an application, which is not an indication that grant funds will be awarded. Grants are approved based on available funds and at the discretion of the Executive Director. <strong>Maximum request amount:</strong> $1,000, with no required matching expense <strong>Applications are accepted:</strong> At any time, after access is provided by Council staff</th>
</tr>
</thead>
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<tr>
<td>FISCAL AGENCIES</td>
<td>Fiscal Agencies allow eligible organizations (the agent) to submit a request on behalf of a non-eligible organization or individual (a beneficiary). Projects and activities must be implemented solely by the beneficiary, with the agent serving only as a financial manager. Projects that are considered programs of the fiscal agent are not eligible for funding through a fiscal agent. Eligible fiscal agents may serve for no more than two beneficiaries at each deadline, for a total of four requests per year. These do not count towards the total of allowable requests. Beneficiaries may only have one project supported by an agent per deadline – for no more than two requests per fiscal year. <strong>Maximum request amount:</strong> $10,000, matched dollar-for-dollar with expenses paid by the beneficiary of the fiscal agency, in cash or as a combination of cash and in-kind donations or discounts <strong>Applications are accepted:</strong> April 1, 2022, through June 1, 2022 Funding activities that occur between October 1, 2022, and September 30, 2023 July 1, 2022, through September 1, 2022 Funding activities that occur between January 1, 2023, and September 30, 2023 The deadline is promptly at 5 pm on the last day of the application window.</td>
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**GRANTS FOR INDIVIDUALS**

| FEWELLSHIPS  
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| **Fellowships** recognize Alabama’s artists and arts educators and provide support for the creative growth of an individual’s career.  
These $5,000 grants are awarded based on evaluation of work samples from the past five years that are submitted with the application.  
Applicants are required to have been a resident of Alabama for two years and remain a resident of the state for the duration of the fiscal year for which they are a grantee. Previous Fellowship recipients may apply for a second grant after a six-year waiting period and may receive no more than two Fellowships.  
**Fellowships are available in these categories:**  
- Arts Education  
- Craft Arts  
- Dance  
- Design Arts  
- Music  
- Media & Photography  
- Literary Arts: Poetry  
- Literary Arts: Prose  
- Theatre Arts  
- Visual Arts  
**Maximum request amount:**  
$5,000, with no required matching expenses  
**Applications are accepted:**  
**January 1, 2022, through March 1, 2022**  
Funding Fellowships between October 1, 2022, and September 30, 2023 |

| FOLK ARTS APPRENTICESHIPS  
<table>
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<th>(page 37)</th>
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| **Folk Arts Apprenticeships** preserve and pass on Alabama’s living cultural heritage by funding teachers and students as traditional artistic skills and techniques are taught to new practitioners.  
Examples of art forms that have been taught in this program include Sacred Harp singing, fiddling, pottery, oak basketry, and artistic traditions of more recent additions to the culture of Alabama, including Vietnamese Lion dance, piñata crafting, and Yoruba drumming.  
Samples of work of both teaching artists and apprentices are critical to the evaluation of applications. Materials are accepted digitally and by mail or delivery to the Council offices.  
**Maximum request amount:**  
$3,000, with no required matching expenses  
**Applications are accepted:**  
**July 1, 2022, through September 1, 2022**  
Funding Apprenticeship-related activities between January 1, 2023, and September 30, 2023 |
Operating Support Grants provide a base of funds to longstanding major cultural institutions. Recipients are expected to provide strong programs, exhibitions, performances, and public offerings, facilitating professional growth of staff and serving as a resource to other arts nonprofits.

- Only current recipients of Operating Support Grants are eligible to access the application and apply.
- Request limits and award amounts are formulaic, with preventative efforts to minimize fluctuations greater than 20% in year-over-year grant funding.
- Grantees may not request, lobby, or seek funding for arts programming from the state legislature.

One Project Grant proposal may be submitted each fiscal year by Operating Support grantees. These proposals may only be in the form of a $1,000 to $10,000 request, and feature:

- No activities described in the Operating Support Grant proposal, or overlapping costs covered as administrative or general operating expenses.
- A collaboration or partnership with an organization not receiving an Operating Support grant from the Council on the Arts.

**Maximum request amount:**

5% of the average revenue from the past three fiscal years

**Applications are accepted:**

April 1, 2022, through June 1, 2022
There are three application windows for fiscal year 2023. Applications are accepted at any time during the two-month-long window prior to each deadline and close promptly at 5 pm on the last day.

Working with a program manager early in the application window allows time for issues and problems to be addressed and potentially corrected. Council staff are unable to identify potential issues without consultation.

**Applications are accepted starting January 1, 2022, and are due by 5 pm March 1, 2022**

- Cultural Facilities Grants for Planning, Designing, or Construction
- Fellowships

**Applications are accepted starting April 1, 2022, and are due by 5 pm June 1, 2022**

- Projects that occur between October 1, 2022, and September 30, 2023
  - Includes:
    - Administrative Projects
    - Consolidated Projects
    - Arts in Education Curriculum-based Projects
    - Arts in Education Enhancement Projects
- Operating Support

**Applications are accepted starting July 1, 2022, and are due by 5 pm September 1, 2022**

- Projects that occur between January 1, 2023, and September 30, 2023
  - Includes:
    - Administrative Projects
    - Consolidated Projects
    - Arts in Education Curriculum-based Projects
    - Arts in Education Enhancement Projects
- Folk Arts Apprenticeships

Based on funds available, TECHNICAL ASSISTANCE GRANTS are available throughout the year.

Talk to a program manager to learn more about these grants of up to $1,000.
# DEADLINE CALENDAR

## 2022

<table>
<thead>
<tr>
<th>January</th>
<th>February</th>
<th>March</th>
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</table>
| Applications accepted for:  
  • Fellowships  
  • Cultural Facilities | | Deadline! March 1 at 5 pm  
  • Fellowships  
  • Cultural Facilities |

### April

| Applications accepted for:  
  • Projects that occur between October 1, 2022, and September 30, 2023  
  • Operating Support | May | June |
|------------------------|-----|------|
| | | Deadline! June 1 at 5 pm  
  • Projects  
  • Operating Support |

### July

| Applications accepted for:  
  • Projects that occur between January 1, 2023, and September 30, 2023  
  • Folk Arts Apprenticeships | August | September |
|-----------------|-------|-----------|
| | | Deadline! September 1 at 5 pm  
  • Projects  
  • Folk Arts Apprenticeships |

### October

| Fiscal Year 2023 Begins!  
  • Projects and Operating Support proposed at the June 1 deadline start  
  • Payments for Projects, Fellowships, Cultural Facilities, and Operating Support are processed  
  • **October 7:** Deadline for all Fiscal Year 2022 Final Reports  
  *These must be complete prior to receiving Fiscal Year 2023 funding.* | November | December |
|------------------------|-------|--------|
| | | Grants awarded for:  
  • Projects submitted at the September 1 deadline  
  • Operating Support |

## 2023

<table>
<thead>
<tr>
<th>January</th>
<th>February</th>
<th>March</th>
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<tr>
<td>Projects and Folk Arts Apprenticeships proposed at the September 1 deadline begin</td>
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### April

<table>
<thead>
<tr>
<th>Fiscal year 2023 activities continue</th>
<th>May</th>
<th>June</th>
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</table>

### July

<table>
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<tr>
<th>Operating Support and Fellowship Grantees may submit final reports after July 1, 2023</th>
<th>August</th>
<th>September</th>
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### October

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<thead>
<tr>
<th><strong>October 10:</strong> Deadline for all fiscal year 2023 Final Reports</th>
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...*And then on to fiscal year 2024!*
Grants for Organizations

PROJECTS

Project Grants

Available for activities in Community, Folklife, Literary, Performing, and Visual Arts.

Project Grants are the most frequently applied for grant type, allowing a wide range of activities and events that result in positive arts experiences for the public.

Project Grant proposals have included:

- Community arts festivals
- A community chorus performance
- Field surveys that identify or document Alabama folk traditions
- An exhibition
- A reading by a visiting poet
- A juried dance competition
- The production of a play
- Programs appropriate for individuals with sensory sensitivity
- A class for older artists
- The commissioning of a work of art
- A symposium about creative placemaking

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<tr>
<th>PROJECT GRANT DETAILS</th>
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<tbody>
<tr>
<td>Community Arts</td>
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Consolidated Project Grants

*Available for activities in Community, Folklife, Literary, Performing, and Visual Arts.*

If your project extends over multiple dates, like a season or series of events, you can “consolidate” the multiple events into a single request.

Consolidated Project applications are strengthened when the various elements are conceptually related or cohesive.

Consolidated Grant proposals have included:

- A season of musical or theatrical performances
- Workshops with a variety of presenters that meet once a month
- Multiple visual arts exhibitions over the course of a year

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**QUESTIONS?**

Don’t hesitate to reach out to your program manager for help, review, and guidance about grant opportunities.
Administrative Project Grants

Available for activities in Community, Folklife, Literary, Performing, and Visual Arts.

Proposals that support employees and institutional capabilities are Administrative Projects.

Administrative Project Grant proposals have included:

- Salary support for specific positions
- Conference attendance for professional development
- Development of a strategic planning document
- Staff training
- Software and systems that improve access to the arts
- Marketing and Communications improvements

**ADMINISTRATIVE PROJECT GRANT DETAILS**

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<td>Exceptions or restrictions:</td>
<td>Public institutions, such as schools, are not eligible for Administrative Project Grants. Requests of $5,000 or more require a signed and notarized Disclosure Form – uploaded to the application and physically mailed to the Council on the Arts offices.</td>
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Arts in Education

Arts in Education Project Grants provide opportunities for high-quality arts education by funding activities for PreK-12 students. Applications are organized by proposals that use the Alabama State Department of Education Course of Study for structured or sequential arts education and activities that enhance or enrich the arts education experience of students.

Activities may occur in, or out of, school settings and emphasize arts education outcomes. For less formal family programming, Project Grants in Community Arts, or the program area of the included art forms, may be appropriate.

Applicants are encouraged to connect with the Artistic Literacy Consortium (ALC) Collaborative sites in Greater Birmingham, North Alabama, and West Alabama, the statewide coordination team, or with Council staff to connect with the ALC’s network of artists and arts educators.

Arts in Education: Curriculum-Based Project Grants

Activities proposed in Curriculum-Based Project applications support PreK-12 arts education, with the essential qualification that arts education activities are intentionally designed to support sequential learning that coordinates with the curriculum of the Alabama State Department of Education Course of Study for Arts Education (including Dance, Media Arts, Music, Theatre, and Visual Arts). Curriculum-Based Project Grants require example lesson plans and documentation of standards-based materials.

Curriculum-Based Project Grant proposals have included:

- Artists-in-residence
- Curriculum development projects
- Student productions and performances
- School programs at local arts facilities
- Workshops and professional development opportunities for teachers

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Arts in Education: Enhancement Project Grants

Enhancement Projects support quality arts learning through experiences that introduce students to the arts and enhance arts education within the school. Curricular materials or connections to the Course of Study are not required.

Enhancement Project Grant proposals have included:

- Field trips
- Performances
- Didactic materials
- Transportation and admission tickets to local arts experiences

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<td>Deadlines:</td>
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<td>Number of applications allowed:</td>
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<td>Up to 4 Enhancement Project Grants applications per fiscal year</td>
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<tr>
<td>Exceptions or restrictions:</td>
<td>• General classroom supplies or materials unrelated to the specific project are not eligible expenses.</td>
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<td>• Uniforms for marching bands are not an eligible expense.</td>
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</tbody>
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Supporting your Project Proposal

Supplemental materials are always helpful for staff, panelists, and Council members as they evaluate your application. These can include:

**For all applications**

- Contracts, Memoranda of Understanding, or letters of intent with artists or venues
- Programs, materials, or participant feedback from previous years of annually occurring events
- Examples of relevant works of art created by participants, collaborators, or artistic personnel
- Resumes of key personnel
- Letters of support from city officials, community leaders, or relevant sources
- Articles, reviews, or other media related to artistic personnel
- A certificate indicating enrollment in the eVerify program
- The disclosure form required by law for all requests over $5,000 (*This form must be notarized, uploaded, and then mailed to the Council on the Arts*)

Continued →
For Administrative Project applications (as applicable)
• Job descriptions
• Resumes or biographies of staff supported with grant funds
• Recruitment plans for hiring new staff
• Organizational chart
• Quotes or estimates from vendors or consultants
• Letter of support from a member of board or leadership
• Strategic planning documents

For Arts in Education: Curriculum-Based Project applications
• Lesson plans
• Curriculum documentation
• Student materials, handouts

For Arts in Education: Enhancement Project applications
• Brochures or programs from involved arts organizations or artists
• Transportation or ticket cost information or estimates

Evaluating your Project Proposal

Remember that each grant application should address the following criteria to the best extent possible:

• Artistic merit of the project and high-quality arts experiences for audiences/participants
• Educational benefits
• Broad-based community participation and collaboration
• Long-term effects for those involved, the community, or all of Alabama
• Support and growth of individual artists
• The celebration of Alabama’s cultural diversity and recognition of the variety of artistic expressions in our state
• Accessibility to all audiences and expansion in the availability of the arts
• Partnerships to address needs and goals important to the community, or statewide
• Venues and spaces that are appropriate for the art form or activity
• Personnel involved in the planning and implementation of the activity
• Preservation and presentation of Alabama’s living cultural heritage (optional, and most often applicable to projects related to Folklife)

Grants are evaluated holistically, with emphasis placed on criteria related to the proposal.

Evaluation of Administrative Project proposals emphasizes personnel, community support, and partnerships. The relationship between your proposal and potential organizational growth and capacity is a key feature.

Evaluation of Arts in Education Curriculum-Based and Enhancement Project proposals emphasizes educational benefits, community support, and cultural diversity.

Evaluation of Folklife Project proposals emphasizes the preservation and presentation of Alabama’s living cultural heritage.
ARTS & CULTURAL FACILITIES

The Cultural Facilities grants program assists arts organizations in building or renovating facilities and spaces used for arts activities that benefit the general public.

Cultural Facilities grants are divided into three types: **Planning, Designing, and Construction**.

- **Planning Grants** are for feasibility studies, use plans, needs assessments, and other preliminary work necessary for later design and construction projects.
- **Designing Grants** are for specific arts facilities or spaces with a resulting tangible design in the form of blueprints, renderings, schematics, or other documents needed for construction, renovation, installation, or adaptive reuse.
- **Construction Grants** are for the costs of new buildings, renovations of existing structures or major capital outlays for improvements in systems related to a larger construction project.

Requirements

Proposals *must* meet these criteria:

- Facilities and activity sites not directly owned by the applicant organization must have a contract or other binding documentation that indicates long-term use of the space for the arts. Documentation of owner approval of the proposed activities is required.
- The property, contents, and activities must be appropriately insured.

Planning

**Planning Grants** are for feasibility studies, use plans, needs assessments, and other contract work related to the intended operations of an arts facility. These activities are essential preliminary work for future design and construction work.

Broad-based constituent involvement is expected, indicating that applicants are providing a meaningful facility for the community.

<table>
<thead>
<tr>
<th>CULTURAL FACILITIES: PLANNING GRANTS</th>
<th>Request Limits:</th>
<th>$20,000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grant funds are matched with:</td>
<td>An equal amount of expenses paid for by the applicant, in cash.</td>
<td></td>
</tr>
<tr>
<td>Deadline:</td>
<td>March 1, 2022</td>
<td></td>
</tr>
<tr>
<td>Number of applications allowed:</td>
<td>1 per fiscal year</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Does not count towards limit of Project Grant applications</td>
<td></td>
</tr>
<tr>
<td>Exceptions or restrictions:</td>
<td>Request <em>must</em> include expenses for a tangible planning document, such as conceptual drawings or planning narratives.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Requests of $5,000 or more require a signed and notarized Disclosure Form – uploaded to the application and physically mailed to the Council on the Arts offices.</td>
<td></td>
</tr>
</tbody>
</table>
Designing
Activities proposed for **Designing Grants** result in tangible designs in the form of blueprints, schematics, renderings, or other documents needed for construction, renovation, or adaptive reuse.

<table>
<thead>
<tr>
<th>CULTURAL FACILITIES: DESIGNING GRANTS</th>
<th>Request Limits:</th>
<th>$50,000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grant funds are matched with:</td>
<td>An equal amount of expenses paid for by the applicant, in cash, or as a combination of cash and in-kind donated or discounted goods and services.</td>
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<tr>
<td></td>
<td>Proposals with a strong cash match are more competitive.</td>
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</tr>
<tr>
<td>Deadline:</td>
<td>March 1, 2022</td>
<td></td>
</tr>
<tr>
<td>Number of applications allowed:</td>
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<td></td>
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<tr>
<td></td>
<td>Does not count towards limit of Project Grant applications</td>
<td></td>
</tr>
<tr>
<td>Exceptions or restrictions:</td>
<td>Request <em>must</em> include expenses for a tangible design document, such as blueprints, schematics, or renderings.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Requests of $5,000 or more require a signed and notarized Disclosure Form – uploaded to the application and physically mailed to the Council on the Arts offices.</td>
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</tr>
</tbody>
</table>

Construction
Proposals for the building of a new facility, or renovation of an existing facility, as shovel-ready projects are accepted as **Construction Grants**.

Community involvement through phases of planning, including design and preparation work required prior to construction, is expected. With the large request limit and the significant financial and logistical challenges of building projects, Construction Grant proposals require a higher amount of matching expenses, all paid in cash, to ensure successful completion of the grant.

Capital outlay for improvements to a facility such as audio or visual systems, climate controls, or stage elements and seating *may* be requested only as part of a wider construction or renovation project.

Applicants that receive annual state appropriations (such as institutions of higher learning) are not eligible to apply.

<table>
<thead>
<tr>
<th>CULTURAL FACILITIES: CONSTRUCTION GRANTS</th>
<th>Request Limits:</th>
<th>$100,000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grant funds are matched with:</td>
<td>Expenses paid for by the applicant must be <em>three times</em> the amount requested, <em>without</em> including donations or discounted goods or services.</td>
<td></td>
</tr>
<tr>
<td>Deadline:</td>
<td>March 1, 2022</td>
<td></td>
</tr>
<tr>
<td>Number of applications allowed:</td>
<td>1 per fiscal year</td>
<td></td>
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<tr>
<td></td>
<td>Does not count towards limit of Project Grant applications</td>
<td></td>
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<tr>
<td>Exceptions or restrictions:</td>
<td>Ownership of the facility, or binding agreements for the space to remain arts oriented.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Requests of $5,000 or more require a signed and notarized Disclosure Form – uploaded to the application and physically mailed to the Council on the Arts offices.</td>
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</tbody>
</table>
Evaluating your Cultural Facilities Proposal

Evaluation of Cultural Facilities Grant proposals emphasizes these criteria:

- Broad-based community participation and collaboration
- Long-term effects for those involved, the community, or all of Alabama
- Accessibility to all audiences and expansion in the availability of the arts
- Venues and spaces that are appropriate for the art form or activity
- Personnel involved in the planning and implementation of the activity

Additional evaluation criteria are also included in the evaluation process, with less weight on the final determination of funding:

- Artistic merit and high-quality arts experiences for audiences/participants.
- Educational benefits
- Support and growth of individual artists
- The celebration of Alabama’s cultural diversity and recognition of the variety of artistic expressions in our state
- Partnerships to address needs and goals important to the community, or statewide
- Preservation and presentation of Alabama’s living cultural heritage

Competitive Cultural Facilities grant proposals include:

- Appropriate and thoughtfully designed spaces and facilities that highlight and showcase the arts and improve the artistic infrastructure of Alabama
- Personnel who are professionals with appropriate licenses and credentials for work in urban or community planning, architecture, landscape design, or historic preservation
- Clear and appropriate short- and long-term facility management, with descriptions of ownership and operations for successful use of the space for future arts programming and experiences
- Proposals that include community members and active involvement of constituents in each phase. Project goals are framed in terms of the benefit to community

BEFORE YOU APPLY...

Discuss your idea with a program manager.

It can help you strengthen your proposal as you get started and identify and avoid any issues that might prevent the funding of your application.
Supporting your Cultural Facilities Proposal

Narratives throughout the application provide ample spaces for descriptions of:

- Ownership and operations *(approximately ½ a page)*
- Project goals *(approximately 1 page)*
- The proposed facility and included spaces *(approximately 1 page to describe the entire facility, and 1 page to describe the allocation and use of specific spaces within)*
- The location *(approximately 1 page)*
- Accessibility *(approximately 1 page)*
- Personnel, including the selection process *(approximately ½ page for selection process, 1 page for details about the selected personnel)*
- The timeline for the completed project *(approximately 1 page)*

Upload fields provide space for:

- The grant history of the organization *(2MiB)*
- Supplemental documents *(100MiB)* that could include:
  - Site photographs
  - Current plans, designs, schematics, or blueprints
  - Community profile information or needs assessments
  - Renderings or conceptual drawings
  - Organizational charts or strategic plans
- Documentation of personnel credentials, experiences, work samples, and portfolios *(100 MiB)*
- A certificate indicating enrollment in the eVerify program
- The disclosure form required by law for all requests over $5,000 *(This form must be notarized, uploaded, and then mailed to the Council on the Arts)*
Technical Assistance grants are available for special, one-time needs that are small in scale, and unexpected.

Eligibility

• Cannot be related to an already funded project.

Evaluating your Technical Assistance Application

Key features of a proposal that inform funding decisions include:

• Details about the logistical and financial circumstances related to the need
• A description of the expenses and costs, including the involvement or availability of other potential funders
• Artistic outcomes for the public from the proposed activities

Successful grants in this category vary far more than other grant types. Discuss with a program manager about potential applications. Technical Assistance grants are awarded based on available funds and at the discretion of Council on the Arts staff.

Supporting your Technical Assistance Application

Applicants may submit supplemental materials along with narratives describing the needs, financial circumstances, and public benefit. All materials must be combined into a single PDF, no longer than ten pages. A certificate indicating enrollment in the eVerify program is required of all applicants who employ individuals and are classified as a business entity.

<table>
<thead>
<tr>
<th>TECHNICAL ASSISTANCE</th>
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<tbody>
<tr>
<td><strong>Request Limits:</strong></td>
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<tr>
<td><strong>Grant funds are matched with:</strong></td>
</tr>
<tr>
<td><strong>Deadlines:</strong></td>
</tr>
</tbody>
</table>
| **Number of applications allowed:** | 1 per fiscal year  
Does not count towards limit of Project Grant applications |
| **Exceptions or restrictions:** | Applications are only available after discussion with Council Staff.  
Expenses must not overlap with any other Council funded activities or projects.  
Awarded based on available funds, at the discretion of Council staff. |
OPERATING SUPPORT

Operating Support provides a substantial base of funds for institutional stability. Institutions are expected to continue to provide the structure for strong programs, exhibitions, performances, and other public offerings, using this grant to facilitate the professional growth of employees, and excellence in nonprofit management and operation.

The overall impact of these grants should maximize artistic and educational outreach.

Eligibility

Operating Support grants are only available to current grantees in this program.

Evaluating Operating Support Proposals

Operating Support applications are examined with the same evaluation criteria that guides all Council on the Arts funding determinations:

- Artistic merit and high-quality arts experiences for audiences/participants
- Educational benefits
- Broad-based community participation and collaboration
- Long-term effects for those involved, the community, or all of Alabama
- Support and growth of individual artists
- The celebration of Alabama's cultural diversity and recognition of the variety of artistic expressions in our state
- Accessibility to all audiences and expansion in the availability of the arts
- Partnerships that address needs and goals important to the community and statewide
- Venues and spaces that are appropriate for the art form or activity
- Qualified personnel involved in the planning and implementation of the activity
- Preservation and presentation of Alabama’s living cultural heritage
Supporting Operating Support Proposals

Supplemental files and documents to be uploaded to the application include:

- A form describing Board of Directors membership (*Provided in the application*)
- A form detailing grant history (*Provided in the application*)
- An optional upload of brochures or other marketing materials, press mentions, reviews, or other publications and materials that describe the work of the institution (*Combined into a single PDF, 10MiB*)
- A current strategic planning document (5 MiB)
- The current organizational chart (5MiB)
- A financial worksheet (*Provided in the application*)
- In lieu of a digital signature, a memo on organization letterhead indicating authorization and approval of financial information by the executive officer, financial officer, board treasurer, or other individual with fiduciary responsibility (2 MiB)
- Financial audits of the three most recent fiscal years (10 MiB each)
- The most recent IRS Form 990
- A certificate indicating enrollment in the eVerify program
- The disclosure form required by law for all requests over $5,000 (*This form must be notarized, uploaded, and then mailed to the Council on the Arts*)

<table>
<thead>
<tr>
<th>OPERATING SUPPORT GRANT DETAILS</th>
<th>Request Limits: 5% of a three-year adjusted average of revenue</th>
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<tbody>
<tr>
<td></td>
<td>For Community Arts organizations, revenues must exceed $600,000</td>
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<tr>
<td></td>
<td>For Performing Arts organizations, revenues must exceed $650,000</td>
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<tr>
<td></td>
<td>For Visual Arts organizations, revenues must exceed $800,000</td>
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<td></td>
<td>Adjustments to annual revenues deduct:</td>
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<td></td>
<td>• Non-cash donations or discounts of goods or services</td>
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<td></td>
<td>• Capital funds</td>
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<td></td>
<td>• Restricted donations</td>
</tr>
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<td></td>
<td>• State funding, including Council on the Art grants</td>
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<tr>
<td>Deadline:</td>
<td>June 1, 2022</td>
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<tr>
<td>Number of applications allowed:</td>
<td>1 per fiscal year</td>
</tr>
<tr>
<td>Exceptions or restrictions:</td>
<td>• An access code will be provided directly to eligible applicants</td>
</tr>
<tr>
<td></td>
<td>• Efforts are made to prevent fluctuations greater than 20% in year-over-year grant funding</td>
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<tr>
<td></td>
<td>• Grantees may not request, lobby, or seek funding for arts programming from the state legislature</td>
</tr>
</tbody>
</table>

All Operating Support requests require a signed and notarized Disclosure Form – uploaded to the application and physically mailed to the Council on the Arts offices.
Special Project Proposals

Operating Support recipients may request up to $10,000 in a single Project Grant application. This year an additional requirement to have an external collaborator has been added.

In order to promote the intent of Operating Support grantees serving as professional resources to the field, all Special Project proposals must describe the involvement and partnership of a collaborating organization. Proposals that indicate growth in the professionalism and reach of both organizations will be prioritized.

Eligibility
To be awarded an additional grant, these elements must be present:

- Collaboration and involvement of an organization not receiving a Council on the Arts Operating Support grant
- Expenses not covered under the general operations as described in the Operating Support grant application or final reporting

Evaluation
The Special Project application is received and processed with all other Project Grant applications and are evaluated using the same criteria.

Staff and panelists carefully examine budgets and narratives to ensure costs and activities are not duplicated.

Support Materials
Special Project applications benefit from:

- Letters indicating intentions for collaboration from external partners
- Letters of support from community members
- Contracts or letters of intent with artists involved in the project
- Articles, reviews, or other media related to artistic personnel and collaborating partners
- Resumes of key personnel

<table>
<thead>
<tr>
<th>OPERATING SUPPORT GRANTEE: SPECIAL PROJECT GRANT DETAILS</th>
</tr>
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<tbody>
<tr>
<td><strong>Request Limits:</strong></td>
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<tr>
<td><strong>Grant funds are matched with:</strong></td>
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<tr>
<td><strong>Deadlines:</strong></td>
</tr>
<tr>
<td><strong>Number of applications allowed:</strong></td>
</tr>
<tr>
<td><strong>Exceptions or restrictions:</strong></td>
</tr>
</tbody>
</table>
Grants for Individuals

FELLOWSHIPS

Council on the Arts Fellowships are granted to individual artists and arts educators. These awards recognize artistic achievement and are provided to support the creative growth of Alabama’s artists.

Excellence in the art form is an essential quality of the work of Fellowship recipients. An emphasis is placed on the most recent five years of work in the field. A portfolio of exemplary work is carefully examined by staff, panelists, and the Grants Review Committee.

Fellowships are awarded to individual artists. These grants recognize artistic excellence as well as professional commitment and maturity, contributing to the development of the artist. Applicants are encouraged to be as specific as possible about how Fellowship funds would enable them to further their artistic career, with evidence illustrating the seriousness of their professional intent.

$5,000 is awarded to artists of Alabama working in:

- Arts Education
- Craft
- Dance
- Design
- Media & Photography
- Music
- Poetry
- Prose
- Theatre
- Visual Arts

Eligibility

Fellowships are awarded to applicants who:

- Have been an Alabama resident for two years prior to applying (since March 1, 2020)
- Remain a resident of Alabama for the duration of the grant period (October 1, 2022 – September 31, 2023)
- Have not received a Council on the Arts Fellowship in any artistic form since October 1, 2016 (six-year waiting period)
- Have not previously received two (2) Council on the Arts Fellowships in any artistic form (lifetime limit of two Fellowship awards)
- Are a citizen of the United States, or verified to be a lawfully present non-citizen, eligible to receive public benefits (Required by Code of Alabama, §31-13-7)
Fellowships can be used for nearly any cost that supports the artist in advancing their creative endeavors, such as:

- Professional development, training, or education
- Researching or exploring new directions in your artistic practice
- Studio or material costs
- Space or time to create
- Costs of professional presentations, recording, concerts, or exhibitions

Fellowships may not be used for:

- Tuition for a degree-granting academic program (Associate, Bachelor’s, Master’s, or Doctorate)

Additional Details and Regulations

- Fellowship awards are considered taxable income and may have consequences for other public benefits such as Social Security income. It is strongly advised that applicants consult with their tax professional prior to accepting grant funding.
- All Fellowship grantees are required to register in STAARS for a Vendor Code. Payments cannot be made without your:
  - Registration at vendors.alabama.gov
  - Submission of a signed W-9 form provided in the STAARS registration process
  - Confirming your Council on the Arts online grants portal account includes your Vendor Code

Additional instructions will be provided to individuals awarded Fellowships.

Evaluation of your Fellowship Application

A portfolio of exemplary work (or student work, in the case of Arts Educator Fellowships) from the most recent five years is carefully examined by staff, panelists, and the Grants Review Committee.

Fellowships can be awarded to those in early stages of their career that demonstrate incredible potential and for those that have a record of success over many years.

<table>
<thead>
<tr>
<th>FELLOWSHIP DETAILS</th>
<th>Request Limits:</th>
<th>No budget is required, all Fellowship awards are $5,000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grant funds are matched with:</td>
<td>No matching funds are required.</td>
<td></td>
</tr>
<tr>
<td>Deadline:</td>
<td>March 1, 2022</td>
<td></td>
</tr>
<tr>
<td>Number of applications allowed:</td>
<td>1 Fellowship application per fiscal year</td>
<td></td>
</tr>
</tbody>
</table>
| Exceptions or restrictions: | • Alabama residency established prior to March 2020  
• A minimum of six years since any previous Fellowship  
• Artists may receive two Fellowships in their lifetime |
Supporting your Fellowship Application

All Fellowship applicants must provide

These uploaded files:
• An uploaded state or federally issued identification (not seen by evaluators)
• A professional resume or Curriculum vitae (5 MiB)

Responses to these narrative fields:
• A professional Biography (1,500 characters, approximately ½ page)
• Details about your plan for artistic growth during the fellowship (5,000 characters, approximately 1 2/3 pages)

How your artistic practice benefits Alabama, including:
• Your connections to Alabama's arts field
• The response you seek from audiences
• Outcomes for your community through your artistic work (5,000 characters, approximately 1 2/3 pages)

Work samples from the past five years.
• Each work sample submission is a pair of items in the online form:
  - A text description of the work
  - A button to upload the file

If files are too large for the available space, links directly to the file hosted on third-party sites (such as YouTube or Google Drive) may be included in the text description. Please ensure that permission settings allow for anonymous viewing and downloading of the work sample file.

Additional Support Materials

Each Fellowship application has distinct parameters for submitted work samples. Read below for details and requirements of each Fellowship.

Arts Educator Fellowship
The Arts Educator Fellowship is a recognition award for exceptional teaching and personal mentoring of Alabama students within one or more of the arts disciplines as defined by the Alabama Course of Study. The award must be used to further the career of the arts educator, enhancing creativity in the arts and educational practice.

Applications are evaluated for demonstrating:
• Significant impact on the lives of students
• Embodiment of high standards in the discipline being taught
• Innovative programming relevant to the student population
• Commitment to inclusion, diversity, equity, and access in classes and extra-curricular student activities
• Advocacy for the value of arts education among colleagues and community

Continued
Arts Educator Fellowship applications require two additional narratives:
- Educational Philosophy Statement (3,000 characters, approximately 1 page)
- A teaching narrative describing specific activities, lessons, and involvement (3,000 characters, approximately 1 page)

and ten uploaded work samples from the past five years.

Examples include:
- Images or video of student work or performances
- Lesson or unit plans
- Video of classroom instruction
- Statements of support from former students, peers, administrators, or parents (to prevent the appearance of persuasion, please do not include statements from current students)
- Documentation of student development or achievement

Submitted work samples should not exceed 30 minutes of recorded audio or visual and 75 pages of print materials.

In the description field associated with each uploaded work sample, include the following details (as applicable):
- A title or description of the activity documented in the uploaded file
- Media, technique, or process
- Grade level of students
- Date (or year) of documented activity
- Year of creation

Craft Fellowship
The Craft Fellowship supports artists working in clay, fiber, glass, leather, metal, paper, plastic, wood, or mixed media. Please submit samples of your work, as appropriate to your craft.

Craft Fellowship applications allow for up to ten uploaded work samples from the past five years.

Work samples should be:
- Images of complete, finished work
- Multiple views to show details; however, note that no more than a total of ten files are allowed

Please do not submit images of maquettes, in-process or incomplete works.

Installation views are discouraged. If no other images of the installed work are available, please make sure the background is not distracting and your work is clearly visible.

Description fields should include:
- Title of work
- Media
- Technique or process
- Dimensions, in inches
- Year of creation
Media Arts Fellowship and the Gay Burke Photography Fellowship

The Media Arts Fellowship and the Gay Burke Photography Fellowship are for artists working in photography, film or other video, audio and sound installation, experimental technology, or digital media. The Gay Burke Photography Fellowship is supported by the generosity of the estate of Gay Burke, in honor of her many years of service teaching photography in the state of Alabama.

The Media Arts Fellowship and the Gay Burke Photography Fellowship applications allow for up to ten uploaded work samples from the past five years.

Work samples should be:
- Complete, finalized works
- Works created in the past five years
- Video, audio, or multimedia, limited to a combined length of 10-30 minutes
- Multiple views to show details are not prohibited; however, note that no more than a total of ten files are allowed

Description fields should include:
- Title of work
- Credit information of any collaborators, producers, or involved artistic personnel
- Media
- Technique or process
- Dimensions, if applicable
- Year of creation, and if time- or performance-based the specific dates of execution
- If site-specific or performance-based, the location or venue

Visual Arts Fellowship

For artists working in painting, sculpture, printmaking, book arts, or conceptual, experimental, or experiential work.

Visual Arts Fellowship applications allow for up to ten uploaded work samples from the past five years.

Work samples should be:
- Images of complete, finished work
- Works created in the past five years
- Clear, in-focus, high-resolution images
- Multiple views to show details are not prohibited; however, note that no more than a total of ten files are allowed

Description fields should include:
- Title of work
- Media
- Technique or process
- Dimensions
- Year of creation
Design Fellowship
For artists working in architecture, including landscape architecture, fashion, graphic, industrial, or urban design.

Design Fellowship applications allow for up to ten uploaded work samples from the past five years.

Work samples should be:
- Complete, finalized works
- Works created in the past five years
- Multiple views to show details or the complete location or context of the work; however, note that no more than ten files are allowed

Description fields should include (as applicable):
- Title
- Media, including technique as appropriate
- Dimensions
- If site-specific, applicable location details
- If published, the date and title of the publication

Literary Arts: Poetry and Prose Fellowships
Applications for Literary Arts Fellowships in Poetry or Prose each allow for ten to twenty excerpted pages of your work from the past five years.

Include a header on each page that includes your name and title of the work. If published, please indicate the publication and date.

The work sample should be:
- Ten to twenty excerpted pages
- Combined into a single PDF, Word, or text file

The description field should include:
- A list of the excerpted works found in the uploaded file
- Any additional context that would assist panelists in reading your work

QUESTIONS?
Don’t hesitate to reach out to your program manager for help, review, and guidance about grant opportunities.
Dance Fellowship
The Dance Fellowship supports dancers, designers, and choreographers of all styles and traditions.

Dance Fellowship applications allow for up to ten uploaded work samples from the past five years.

Work samples should be:
• Complete, finalized works
• Works created in the past five years
• Videos highlighting your work, with limited editing or additional production, between 3 and 5 minutes in length

Description fields should include:
• Title of work
• Credit information for all aspects of the performance, including choreographer, musical accompaniment, lighting/stage/set designer, costume designer, dancers, and all other critical personnel related to the production.
• Date of performance, or run of performances
• Location/venue
• Filmmaker, if applicable

Music Fellowship
The Music Fellowship supports vocalists and instrumentalists, songwriters, composers, or conductors. Please submit samples of your work appropriate to your practice.

Music Fellowship applications allow for up to ten uploaded work samples from the past five years. Each sample will require two uploaded files.

Work samples should be:
• Complete works, created or performed in the past five years
• Video, audio, or multimedia, limited to a combined length of 60 minutes
• Clearly audible, with limited editing
• For each performed work sample, include as a separate file upload corresponding:
  • Scores of the performed work
    or
  • Concert notes or programs of the performance

You may also upload press clippings, reviews, additional programs, or other relevant support materials.

Description fields should include:
• Title of work
• Credit information of original composers, accompaniment, or other performers in sample
• Date of composition or creation
• Venue and date of performance
Theatre Fellowship

The Theatre Fellowship supports actors, directors, puppetry artists, storytellers, scenic and set designers, costumers, and other affiliated theatrical arts professionals.

Theatre Fellowship applications allow for up to ten uploaded work samples from the past five years. Your work samples may need to use several of these fields to include additional details such as blocking notes, scripts, or scenic/lighting schematics.

**Work samples could include:**

- Video of performances
- Production stills
- Director’s notes
- Images of scenic, lighting, or costume design
- Complete or excerpted scripts
- Programs, playbills, reviews, or other press/media related to your work

Total combined time of all video materials submitted should not exceed 30 minutes. Combined printed material should not exceed 75 pages.

**Description fields should include:**

- Title of work
- Credit information for all aspects of the performance, including director, actors, costume designer, scenic designer, musical accompaniment or sound production, and any other critical personnel related to the production
- Date of performance, or run of performances
- Location/venue
Apprenticeships preserve and pass on Alabama's living cultural heritage by funding master folk artists or an apprentice, as traditional artistic skills and techniques are taught to new practitioners.

Examples of art forms that have been taught in this program include Sacred Harp singing, fiddling, pottery, white oak basketry, and artistic traditions of more recent additions to the cultures of Alabama, including Vietnamese Lion dance, piñata crafting, and Yoruba drumming.

Eligibility

Apprenticeship Grants are awarded to applicants who:
• Are involved in the teaching or learning of a traditional art form
• Have not been the master artist or apprentice of a Council on the Arts Folk Arts Apprenticeship grant in the three consecutive prior years (receiving such grants in 2020, 2021, and 2022)
• Are a citizen of the United States, or are verified to be a lawfully present non-citizen eligible to receive public benefits (Required by Code of Alabama, §31-13-7)

Evaluating your Folk Arts Apprenticeship Application

Samples of the work of the master artist, and any continuing apprentices, are required and extremely important in evaluating the application.

Evaluation focuses on:
• Traditionality of the art form.
• Quality and mastery of the art form.
• Likelihood of a successful apprenticeship, with apprentices appropriately learning traditions.
Supporting your Folk Arts Apprenticeship Application

Each master artist and apprentice may submit five work samples as separate uploaded files, or as a single combined file. Work samples should be in an appropriate format to showcase the art form (video for dance, audio for music, images for craft) in as high a resolution as possible.

For teachers or apprentices submitting a paper application, samples should be in an accessible format. Printed photographs, DVDs, CDs, and USB drives are all acceptable. For other formats, please discuss with the program manager. Physically submitted materials may be returned upon request.

### FOLK ARTS APPRENTICESHIP DETAILS

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<thead>
<tr>
<th>Request Limits:</th>
<th>$1,000 - $3,000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grant funds are matched with:</td>
<td>No matching funds are required.</td>
</tr>
<tr>
<td>Deadline:</td>
<td>September 1, 2022</td>
</tr>
<tr>
<td>Number of applications allowed:</td>
<td>1 Apprenticeship application per fiscal year</td>
</tr>
<tr>
<td></td>
<td>• Applications may be submitted by a master artist or an apprentice.</td>
</tr>
<tr>
<td></td>
<td>• In the event of multiple requests submitted from a master artist, one or more apprentices will be combined into one (1) evaluated application from the master artist.</td>
</tr>
<tr>
<td>Exceptions or restrictions:</td>
<td>• Applications are available online, as well as in paper format.</td>
</tr>
<tr>
<td></td>
<td>• Works samples are required from the teaching artist.</td>
</tr>
<tr>
<td></td>
<td>• Work samples are required from apprentices who are continuing their training from a previously funded Folk Arts Apprenticeship grant.</td>
</tr>
<tr>
<td></td>
<td>• Grants are awarded to either the teacher or an apprentice and may not be received by multiple parties of a single apprenticeship.</td>
</tr>
<tr>
<td></td>
<td>• After three (3) consecutive years of grant funding of a teaching artist, applicants (teacher or apprentices) must wait two consecutive years before applying again.</td>
</tr>
</tbody>
</table>
How to Apply

PREPARE

Before you submit your application, consider:
• The role of your organization or project in your community
• Your relationships with partner organizations and collaborators
• How your project helps bring high-quality arts experiences to Alabamians

Thinking about these big ideas can help focus your narratives and address the criteria used for evaluation:
• Artistic merit of the project and high-quality arts experiences for audiences/participants
• Educational benefits
• Broad-based community participation and collaboration
• Long-term effects for those involved, the community, or all of Alabama
• Support and growth of individual artists
• The celebration of Alabama’s cultural diversity and recognition of the variety of artistic expressions in our state
• Accessibility to all audiences and expansion in the availability of the arts
• Partnerships to address needs and goals important to the community, or statewide
• Venues and spaces that are appropriate for the art form or activity
• Personnel involved in the planning and implementation of the activity
• Preservation and presentation of Alabama's living cultural heritage (most often applicable to projects related to Folklife)

Discuss with a Program Manager

Discussing your idea with a program manager can help you strengthen your proposal as you get started and identify and avoid any issues that might prevent the funding of your application.

Contact the program manager of the artistic discipline most closely related to your project.

Sometimes Council staff may suggest applying with a different program area, based on the nature of your proposal.

Applications are evaluated by panels of professional peers who are also organized by these categories, which may help in determining which program area is most appropriate.

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PERFORMING ARTS
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VISUAL ARTS
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Register at arts.alabama.gov/apply

Each member of your organization who needs access to grants related information should register their own account.

Please do not share login information.

Use of a generic or organization-wide email address is discouraged.

1. Go to arts.alabama.gov/apply
2. Click on the button for “Create new account”
3. Registration has two sections:
   • one for information about your organization
   • one for information about you as a user
4. Enter the information about your organization in the **Organization Information** section.

**Organization Information section notes:**

- For **EIN/Tax ID**, the number should be in the format of # # - # # # # # # #. Individuals applying for Fellowships, Technical Assistance, or Fiscal Agencies should enter “NA.” Please do not enter your Social Security number.
- For **DUNS Number**, enter the number received from registration at dnb.com. Individuals applying for Fellowships, Technical Assistance, or Fiscal Agencies should enter “NA.”

*Important Note:*
The DUNS Number will be replaced with a Unique Entity Identifier (UEI) generated through registration at sam.gov. Applicants may now use their current DUNS number to register at sam.gov and obtain the new UEI prior to the transition.

Registration fields at arts.alabama.gov will transition prior to Project Grant applications opening on April 1.

- For **STAARS Vendor Number**, enter the number provided when your organization registered at vendors.alabama.gov. This code should begin with a “VS” or “VC” followed by 12 digits. Steps to register for STAARS are found in the next section.
- Enter the **telephone number, street mailing address, city, state, postal code, and county** of your organization. *This information should match the address used in STAARS registration.*
- Select the **Status** and **Institution** that best describes your organization
- Enter your **U.S. Congressional District, State Senate District, and State House District.** You may want to use this site to assist in identifying your district.

Continued →
5. After completing the Organization Information section, click the blue “Next” button to advance to the User Information section.

6. You may want to click the button to “Copy Address from Organization,” or you may enter a personal or secondary mailing address.

7. Complete the fields that were not copied from the Organization Information, including your Prefix, First Name, Last Name, and Business Title.

8. Your email address will become your username in the system. Enter your Email/Username, and confirm it by entering it again.

9. The Executive Officer Question helps us maintain contact with leaders of organizations.

   If you are the Executive Officer (such as an Executive Director), or you are applying as an individual for a Fellowship, Technical Assistance, or Fiscal Agency, click “Yes.”

   For all other staff, please select “No,” and enter information for the Executive Officer.

   Some automatically generated emails may be sent to the Executive Officer identified here.

10. Create a password for yourself.

11. Check your email, and verify that your email address is correct.

Your registration in the system is now complete!

REMINDER:
Council on the Arts staff will not contact you to fix errors or missing parts of the application once it is submitted, as there are too many potential grantees for us to contact in a fair and equitable manner.
Register in STAARS

To receive grant funds, all grantees must be registered in the State of Alabama Accounting and Resource System (STAARS).

This PDF step-by-step guide contains in-depth details and images of screens for each step of the STAARS registration process. Simplified steps are described below.

Additional support is best provided by the STAARS support team:
- 334-353-9000
- financialsystems@comptroller.alabama.gov

Note that Council staff do not have access to your STAARS account and cannot provide technical support.

Basic Steps

1. Head to vendors.alabama.gov. Click the link for the Vendor Self Service (VSS) site.

2. Click on “Register” to the left of the page. Accept the terms and conditions and read the registration tips.

3. Search for an existing account. You must do this in order to take the next step.
   - For organizational grantees, your organization’s Taxpayer ID Number (TIN) or Legal Business Name
   - For fellowship grantees, your last name and the last four digits of your Social Security Number (SSN)

4. Unless you have an inactivated account, click on “New Registration” to begin the process.

5. Create a username and password, and verify your email address.
   - After verifying your email, complete the remaining details of your account for Electronic Funds Transfers.

   This is strongly recommended, as it reduces your wait by several days.
   These details include:
   - ABA
   - Account number
   - Routing number

   You do not need to register for any commodity notifications.

Continued
6. The Registration Summary page is critical!
   • Note your Vendor Code, which is required to process your payment.
   • Download the “Substitute W-9 Certification Form.”
   • Complete and sign the W-9
   • Scan the completed and signed W-9
   • Email as an attachment the completed W-9, and, for those opting for Electronic Funds Transfer, a voided check, letter from your bank, or account statement, to: vendors@comptroller.alabama.gov
   With the subject line of: “New vendor account – [your Vendor Code]”

7. If you miss this downloadable PDF, log into the STAARS VSS, and download it from a link to the right of your Account Information tab.

Add your STAARS Vendor Code to the Council on the Arts Online Grants Portal

If you have registered without providing a STAARS Vendor Code, please add it when you have registered. Payments cannot be processed without STAARS registration.

From your Applicant Dashboard, select the pencil icon to the right of your organization information.
   • Add your STAARS Vendor Code in the field provided
   • Click the blue Save button at the bottom of the screen

If at any point during the process you have questions, the STAARS support providers will be the best place to find help:
   • 334-353-9000
   • STAARS.support@finance.alabama.gov

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TIPS FOR YOUR APPLICATION:

There’s no need to inflate numbers; be realistic about attendance. The quality and thoughtfulness of your program counts just as much.

Write in a clear, straightforward manner. Logically laid out plans are more successful applications than those with editorialized and flowery language.

Explain any words, acronyms, or terms that might be considered jargon. Review panelists are art professionals yet may not be familiar with your specific setting.
COMPLETE THE APPLICATION

The Apply Page

New users will be taken to the Apply page. Returning users can submit new requests by clicking on the ‘Apply” option in the upper menu bar.

Each grant opportunity available to accept applications will appear in a box with a summary of the grant type.

To start an application, click the blue “Apply” button in the upper right corner of the summary box.

The Apply button will turn grey when one application has been started. Clicking it will alert you that a draft has been started. You may still proceed with a second application, if allowed by request limit guidelines.

You may preview the application by clicking the grey “Preview” button at the bottom of the summary box.

*Note that some items in applications only appear after selections have been made. Some question sections may not be visible when previewed.*

Applications

Application forms have detailed and specific instructions for each question.

Each grant type has a distinct set of questions, which are best answered with content described in the sections above. Discussing application fields with a Program Manager is strongly advised if you have any questions about the meaning or nature of the information being requested.

Questions marked with an asterisk are required for submission. If a required question is blank, when you attempt to submit the form, you will be alerted with an indication of which field is missing.

You may be asked to provide information such as:

- A written narrative, with the character limit described below the test field
- A numeric answer, indicated by a # to the left of the answer field
- An amount of money, indicated by a $ to the left of the answer field
- Selection of multiple choices from a list, indicated by square boxes
- Selection of a single choice from a list, indicated by round buttons
- Selection of a single choice from a drop-down menu
- Selection of a date, indicated by a calendar icon to the left of the answer field (a calendar will appear when the field is selected)
- File upload fields, indicated by a button labeled “Upload a file” and the file size limit in MiB
Budget forms

Most grant applications include a budget form to describe your expenses and identify where and how your matching funds are obtained.

**Budget forms are provided in the application as a downloadable Excel file.**

To complete a project budget form, please keep these tips in mind:

- Save the file to your computer, naming it with an abbreviation of your organization and the request you are submitting.
  - “ArtMuseumWorkshopSeries” will be easier to identify than “GrantBudgetForm”
  - If the file opens in your browser, information you enter may not be saved correctly
  - Technical support can be provided by emailing andrew.henley@arts.alabama.gov

- When describing **expenses**, you will be able to provide:
  - A category of the cost, selected from a drop-down menu
  - A written detailed explanation of expenses, which are only related to the proposed project; indirect costs are not eligible expenses
  - The amount of the expense
  - The source of funds for the expense, selected from a drop-down menu of “Council on the Arts,” “In-kind,” or “Applicant cash”

  **Funding for large expenses can be distributed across multiple sources; please place items split this way on consecutive lines, with the difference in funding source indicated.**

- The **Expenses** section will provide the summed amounts of costs paid for by:
  - The Council (your request)
  - Your organization
  - In-kind donations of goods or services

  **Amounts that exceed the request amounts, or are an insufficient match for your request, will be indicated in red.**

- The next section provides a description of the Source for Applicant Cash.
  - The total of this section should equal the amount of expenses paid for by your organization.
  - Only include revenue that is specifically related to the project you are proposing; please do not include donations or revenue that are not a direct result of the project.

- The summary will provide a projected financial outcome of your project.
  - Income and expenses should match. There is no prohibition on having a modest profit from programming, but events that are bringing in large amounts can be seen as fundraising or a commercially viable project inappropriate for public funding.

Some grant types have slightly different budget forms. Instructions are included on each form.
Collaborators

Each request is connected to the user who initiated the application. You can allow others to assist in answering fields by adding them as a collaborator.

To add others as a collaborator:

- Select the blue button labeled **Collaborate** at the top right of your application.
  - You must have completed at least *one* field, or saved the application as a draft, before adding a collaborator.
- In the prompt that appears, add the email address of the collaborator.
- If desired, you can add a message to the collaborator.
- Set the permissions for the collaborator:
  - **Can view** only allows a collaborator to review the information.
  - **Can edit** allows for collaborators to change entered information, but not submit the application.
  - **Can submit** allows for editing and submission of the application.
- Collaborators should register as a user and log in.
  - The request will be included on the Collaborators Applicant Dashboard.

Disclosure Form

Applicants requesting more than $5000 are legally required to submit a disclosure statement developed by the Alabama Attorney General.

Public schools and school districts, and city governments are not required to complete this form. Colleges and universities *are* required to complete the disclosure form.

This is the **only form currently required to be physically mailed to the Council offices** and must be received within three business days after the application deadline (March 4, June 4, and September 4, 2022).
Certificate of Compliance

Applicants must provide documentation of compliance with the Beason-Hammon Taxpayer and Citizen Protection Act.

The provided document indicates if the applicant organization is defined as a business entity or employer, and if so, is enrolled in eVerify.

The form is required to be signed and uploaded, but does not need to be notarized or mailed to the Council offices.

Sign and Submit

Signatures are now accepted digitally. In order to verify that the signature is of the person indicated, the name must match the account from which it was submitted.

Please follow these rules regarding digital signatures:

• Do not sign on behalf of any other individual.
• Do not share login information with others or allow others to use your account or computer to complete application fields or online forms.
• Signatories are assumed to be authorized by the applicant organization. Each organization must determine their own internal rules and designations of appropriate authorized users.
• Allow others to sign applications, grant agreements, or other documents related to your request or grant by adding them as a collaborator.

Signatures that do not match the user account that entered the signature will not be accepted.
After submitting your application and supplemental materials, a series of events happen in the Council on the Arts offices.

**Evaluation**

- Grants program managers double-check all paperwork, budgets, and project narratives. Then, we make sure that the application is eligible and that any prohibited budget items (like alcoholic beverages or indirect costs) are subtracted from the request.
- Grants program managers then build a panel, calling on local and regional arts professionals to spend time reviewing your application. Council staff is frequently seeking additional qualified peer reviewers for applications. Information on how to become a panelist can be found on the Council website. These professionals evaluate your grant application based on criteria described in these Guidelines. Carefully read the description of the grant you are applying for and discuss the review criteria with a program manager before submitting your application.
- Panelists rate the application but do not assign a dollar value. Scores are used to categorize grants, determining a high level of partial funding, a lower level of partial funding, or no funding at all. Applications are seldom fully funded in order to provide to more applicants.
- After panelists have reviewed the application, Council staff determine the appropriate level of funding for all grants, relying on panel scores and the available budget.

**The Public Hearing and Council Determination**

- A public hearing is available to organizational grant applicants on a first-come, first-served basis. This hearing allows applicants to further explain their project to the Grants Review Committee (GRC) of the Council on the Arts. Each applicant has five minutes to share their project. Applicants are not required to attend and present at the public hearing, although it does allow for additional explanations and details to be shared with the GRC. Any changes to your project since the submission of your application are of utmost importance to share. If you attend the public hearing, consider it an extension of the grant application and approach it with the same professionalism as your written narrative.
- An invitation to this hearing will be sent to you via email. Please confirm your attendance, and work with Council on the Arts staff to choose a timeslot.
- The Grants Review Committee meets to discuss each application, using information from the panelists, Council on the Arts staff, and the public hearing to determine a level of funding to be recommended to the Council as a whole.
- The Council on the Arts meets quarterly and votes on the level of funding provided to each eligible grant. The final decision on all funding is the responsibility of Council members.
A few days after receiving the email notification about your award, you will be prompted to log into the online grants portal and complete the necessary paperwork. When viewing your dashboard upon logging in, your application will have two attached forms to complete. These forms are your legally binding agreement to use grant funds in an appropriate manner. Please read them very carefully.

The Grant Agreement

The first form to complete is a grant agreement. Your signed grant agreement is due 30 days after the award is made. **Note:** If the agreement is not returned within this time frame, the agreement becomes void, and the grant may be canceled.

This agreement is countersigned by Council staff, and the final copy will be available in the system for download.

Public Events Form

Due at least 30 days before the start of your project, this form provides more details about the public-facing events and programs that are part of your project. Information you include here will be used to share Council-funded events with Council members and the public.

Your Project

Implement your project knowing that everyone at the Council on the Arts is cheering you on! Staff members enjoy hearing updates and knowing that grants are successfully fulfilling our mission. Please reserve tickets for any programs so that Council staff may attend. As you complete your project, document the process through photos or videos. Save notes of appreciation from participants, evaluations and other feedback, and any statistics or data you might collect.

As a condition of your grant from the Council on the Arts, you are required to credit the funding support you receive both on your website and all funding-associated promotional materials.

Acknowledging your public funding is more than just a requirement of your grant agreement; it's an opportunity to encourage audiences and public officials to continue support of cultural experiences through state funds.

We have put together a [Grantee Media Toolkit](#) to help guide your communications efforts surrounding your recent grant award.
Reporting

Within 30 days of completing a grant-funded project, grantees are required to submit a final report for your project. Any organization with a delinquent final report from a previous grant award is ineligible to receive another grant until the report is submitted and approved by Council staff.

Using the online application system, grantees will see a link to submit their final report. Details about the audience you served and the amount of staff and volunteers involved are needed.

The final report includes several narratives to share your successes. The written fields include:

- An overall narrative describing the project (3000-character limit)
- An evaluation narrative to describe how success was measured (1500 characters)
- A narrative to describe how the project met, or fell short of expectations, and how your organization or others might approach similar projects differently (1500 characters)
- A narrative about the relevance of the project to the goals and mission of your organization, the Alabama State Council on the Arts, and the National Endowment for the Arts (1500 characters)
- An optional field for supplemental materials (including links to third-party video or photo hosting) is available to upload a single 35MB file (PDF preferred)
- Additional fields include numerical statistics about attendance and participation
- A final budget form is included to be downloaded and completed

It is the responsibility of your organization to remember when final reports are due and to submit them on time. Delinquent final reports may result in grant cancellation and forfeiture of any grant balance.

If you have problems submitting your final report, plans change with your project so that it is different from what was proposed in your application, or anticipate that your organization will not complete the project or request the total amount of the grant award, you must communicate with the appropriate program manager immediately.

After you have submitted your final report, be sure to save documentation about the grant for a minimum of three (3) years.

Federal audits of the Council on the Arts require access to receipts and documentation of expenditures. Although you are not asked to submit copies of receipts with your final report, these and other financial documentation may be requested at any time in the three years following your grant award.

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Don’t forget to download our GRANTEE MEDIA TOOLKIT.

The toolkit is intended for the use of our grantees and will help you get the recognition your project and organization deserve.
Staff Directory

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Photo Captions

Page 2 [clockwise from top] – 1) Artist and Gay Burke Photography Fellow Joi West views a PaperWorkers Local’s exhibition in November 2020/Photo: Robin McDonald. 2) Jim and Joyce Cauthen perform at the Alabama Folklife Association’s 40th Anniversary Convening in Columbiana/Photo: Joey Brackner. 3) A child enjoys a painting activity at the 2012 Panaply Arts Festival in Huntsville/Photo: John D. Perry. 4) Dancer Yanchen Ju performs at the 2019 Alabama Dance Festival in Birmingham/Photo: Alabama Dance Council.

Page 5 [clockwise from top] – 1) The Alabama Ballet performs George Balanchine’s *Serenade*, 2021/Photo: Eric Lucky. 2) Alabama Poet Laureate Ashley M. Jones speaks at her commendation ceremony in December 2021/Photo: Governor’s Office, Hal Yeager. 3) A student participates in a youth apprenticeship program at Sloss Furnaces Foundry, 2020/Photo: Jerimiah Smith.

Page 7 – Patrons view the 2019 Visual Arts Achievement Program exhibit at the Georgine Clarke Alabama Artists Gallery in Montgomery/Photo: Alabama State Council on the Arts.

Page 9 – Visitors admire Patrick Dougherty’s *Rough ’n Tumble* (2020) in the John & Joyce Caddell Sculpture Garden at the Montgomery Museum of Fine Arts/Photo: MMFA.


Page 17 – Muscle Shoals guitarist/songwriter Travis Wammack performs with drummer Chris Forrest at the 2021 Salt & Pepper Roots Music Celebration/Photo: Dennis Keim, Music Preservation Society.

Page 24 – The exterior of Birmingham’s Lyric Theatre during the grand opening in 2016/Photo: Joe DeSciose.

Page 26 – Campers participate in a drumming workshop at Girls Rock Birmingham’s 2018 summer camp/Photo: Girls Rock Birmingham.

Page 36 – Visitors explore Alabama Shakespeare Festival's 2020 *Speak the Speech* outdoor theatre installation, which features works of American playwrights/Photo: Kate Saylor.

Page 37 – Gee’s Bend quilters Polly Raymond and Lucy Mingo in 2006/Photo: Anne Kimzey.

Page 41 – Studio artist Kerry Kennedy at the Kentuck Festival of the Arts, October 2019/Photo: Kentuck Art Center.

Page 43 – Mobile Ballet Company dancers McKinley White and Reginald Turner perform *Beauty and the Beast*, March 2021/Photo: Renata Pavam.

Page 46 – The Huntsville Symphony Orchestra performs Saint-Saëns' *Carnival of the Animals* along with puppeteers and narrators from Huntsville MET and Fantasy Playhouse Children's Theatre in February 2021/Photo: Huntsville Symphony Orchestra.

Page 47 – Landscape architect Mai Nguyen works on a rendering for the City of Monroeville during a 2021 DesignPlace intensive/Photo: DesignAlabama.