



2021-2022 Guidelines

Fellowships and Cultural Facilities

Thank you!

If you are reading this document, you likely have an interest in Alabama's cultural arts. You might be an artist seeking information on Fellowships. You could be an arts administrator looking to expand your facilities to provide more arts experiences to the public. Perhaps you are just an interested party, learning about the opportunities available from the Alabama State Council on the Arts. Wherever you are coming from, thank you for being part of the vibrant arts landscape of Alabama!

Format

This document is structured to help applicants prepare their materials for our new grants management platform. The information included here will also help you prepare your application to be the best representation of your efforts. The Council on the Arts is a steward of tax dollars, appropriated by the legislature, for the benefit of Alabamians. Rules and guidelines included here are designed to ensure successful projects that are for the public good. These rules also guarantee that there is accountability and responsibility for tax revenues we have all paid into.

You will find these guidelines organized into two sections, each with an overview, details, and application steps:

Section 1: Fellowships – This explains the various types of fellowships for individuals.

Section 2: Cultural Facilities – This section has all the rules for organizations applying for Planning, Design, and Construction grants that improve the physical spaces and venues for arts and cultural experiences.

The staff of the Alabama State Council on the Arts is here to help you through the process, and to answer questions along the way. Please reach out to the program managers listed as the contact for each grant opportunity.

Thank you for being part of Alabama's art and culture!

Applications will be available beginning January 1, 2021.

Deadline: March 1, 5:00pm CST



Fellowships

Fellowships Overview

Fellowships are awarded to individual artists based on merit of work, career achievement, career potential, and service to the field, community, and state. They recognize artistic excellence as well as professional commitment and maturity, contributing to the further development of the artist. Applicants are encouraged to be as specific as possible about the proposed use of Fellowship funds in order to illustrate the seriousness of their professional intent.

\$5,000 is awarded to artists of Alabama working in: (contact information for each fellowship is included in parentheses)

Arts Education (diana.green@arts.alabama.gov) – for current educators teaching the arts in Alabama at a minimum of half-time for the past two years. Visual arts, music, theater, dance, and media arts educators are all eligible.

Craft Arts (amy.jenkins@arts.alabama.gov) – For artists working in clay, fiber, glass, leather, metal, paper, plastic, wood, or mixed media.

Dance (yvette.jones-smedley@arts.alabama.gov) – For dancers and choreographers of all styles and traditions.

Design Arts (kay.jacoby@arts.alabama.gov) – For artists working in architecture (including landscape architecture), fashion, graphic, industrial, or urban design.

Media and Photography (amy.jenkins@arts.alabama.gov) – For artists working in photography, film, audio/sound installation, experimental technology, or digital formats.

Music (yvette.jones-smedley@arts.alabama.gov) – For vocalists, instrumentalists, composers, or conductors.

Literary Arts: Poetry (anne.kimzey@arts.alabama.gov) – For writers working in poetry.

Literary Arts: Prose (anne.kimzey@arts.alabama.gov) – For writers working in prose.

Theatre Arts (yvette.jones-smedley@arts.alabama.gov) – For actors, directors, mimes, puppeteers, storytellers, scenic, set, and costume designers, and other affiliated theatrical arts professionals.

Visual Arts (amy.jenkins@arts.alabama.gov) – For artists working in painting, sculpture, printmaking, book arts, or conceptual/experimental/experiential work.



General Guidelines

Applicant must be an Alabama resident since March 1, 2019. Once awarded, residency is required for the duration of the grant period (October 1, 2021 – September 30, 2022). Grantees must also be legally eligible to receive public benefits such as grants.

A maximum of two fellowships may be awarded to any individual over their lifetime. Previous fellowship recipients may apply no sooner than six years after the first award.

Fellowship funds may not be used for tuition towards a degree program but are appropriate for attending conferences or professional development workshops and classes and residencies.

Criteria for Evaluation

Each application is evaluated based on eligibility first, and then adjudicated by a panel of peers with expertise in the field of the fellowship. These panelists rely heavily on the excellence of the art form as demonstrated in provided work samples. The following sections list the type and format of samples required by each fellowship.

Fellowships are awarded to those who have a strong career with recognized success, artists in early- to mid-career with potential for further success, and those that have provided exemplary service to the field. An emphasis is placed on the last five years of work in the field. Work samples are the primary means of evaluation.

After staff and panel review, work samples and applications are reviewed by the Grants Review Committee of the Council on the Arts. This committee then provides recommendations to the full Council who then makes the final determination of awards. This is scheduled to occur at the June Council meeting.

Payment of fellowships is made after October 1, 2021, in two \$2,500 installments. The second installment will be paid upon the completion of the final report.



Fellowship Details

The following details pertain to each fellowship type. For questions regarding the application process, please contact the program manager associated with the fellowship.

All applicants are asked to provide a short biography statement (up to 1,500 characters, approximately ½ of a page), and a resume or curriculum vitae.

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.

In addition to the Alabama residency requirements, an applicant for the Arts Educator Fellowship must be an Alabama arts educator that is currently employed and teaching in an accredited PreK-12 Institution located in Alabama, and must hold a current position dedicated to teaching the arts at least half time.

Additional evaluation criteria:

- Significant impact on the lives of students.
- Embodiment of high standards within the arts discipline being taught.
- Innovative programming design, relevant to the student population.
- Commitment to inclusion, diversity, equity, and access within classes and extra-curricular activities taught.
- Advocacy for the value of arts education among colleagues and community.

Supplemental materials and application fields:

- Resume (File size limit 2MB)
- Growth Plan (up to 1,500 characters, approximately ½ a page) – How will receiving a fellowship enhance and advance your career?
- Benefit to Alabama (up to 3,000 characters, approximately 1 page) – How has your work benefitted Alabama students, local schools and community, and/or the artistic community of the state?
- Educational Philosophy statement (up to 3,000 characters, approximately 1 page) – Share your teaching philosophy, describing your relationship to students, parents and school at large, the mission you bring to your job as an educator, and your methods for approaching challenges.
- Innovative and relevant programming narrative (up to 3,000 characters, approximately 1 page) – Describe programming and teaching techniques designed to support students in the development of their own unique voice within the process of creating,



performing/presenting/producing, responding, and connecting. Explain how your pedagogy is culturally responsive to the students you teach.

- Diversity, equity and inclusion narrative (up to 3,000 characters, approximately 1 page) – Discuss your plans and degrees of success providing diversity, equity and inclusion for your program. How do you provide multicultural experiences, equitable support for growth and success, and a welcome environment for all regardless of diverse learning styles and physical abilities?
- Advocacy narrative (up to 3,000 characters, approximately 1 page) – Explain how you have increased visibility for your program and the value of arts education among your peers, school community, parents and community members, and important policy stakeholders.
- Up to 6 images, or 6 minutes of audio/video of *student* work (File size limited to 5MB per sample). For higher quality video, sound, or other multimedia, you may include a link to a video hosting service such as Vimeo or YouTube in the description field instead of uploading the sample.
- Three letters of support (File size limited to 1MB per letter) – Letters may be from persons familiar with the quality and impact of the applicant. Letters may be solicited from current or previous students, colleagues, administrators, and or adult family members of students. It is highly recommended that at least one letter come from a current or former student.

Craft Fellowship

The Craft Fellowship is for artists working in clay, fiber, glass, leather, metal, paper, plastic, wood, or mixed media.

Applicants are required to provide a narrative outlining the plan for growth based on receiving a fellowship, a narrative explaining how your artistry has benefited Alabamians, the local community, and/or the artistic community of the state.

Craft applicants are also asked to provide an optional artist statement, and a narrative describing or explaining the process or techniques that define the work.

Up to 10 images of work samples from the past five years may be submitted. Detail shots can be included but will count as one of the ten images. Multiple views are *discouraged*. Maquettes and works in progress are not permitted.

Video, sound, or other media files can be included as appropriate to the craft.

Uploads are limited to 4MB per file. For higher resolution, or for larger media files, third-party hosting is encouraged (YouTube, Vimeo, etc.). Links can be included in the file upload description field.



Dance Fellowship

Dance fellowships are available for all styles and traditions of choreographers, dancers, and designers working in dance (including dance related scenic, light, sound, and costume design).

Applicants are required to provide a narrative outlining the plan for growth based on receiving a fellowship, a narrative explaining how your artistry has benefited Alabamians, the local community, and/or the artistic community of the state.

Dance applicants are also asked to provide a short narrative describing their career to date (2,000 characters, or about 2/3 of a page).

Work samples in dance can be up to three examples of performances or choreographed works. Samples should be limited to 3-5 minutes per sample.

Uploads are limited to 5MB per file. For higher resolution, or for larger media files, third-party hosting is encouraged (YouTube, Vimeo, etc.). Links can be included in the file upload description field.

Supplemental materials may also be added to the application, and can include programs, concert notes, press coverage, or other pertinent materials.

Design Fellowship

The Design Fellowship is for artists working in architecture or landscape architecture, fashion, graphic, industrial, or urban design.

Applicants are required to provide a narrative outlining the plan for growth based on receiving a fellowship, a narrative explaining how your artistry has benefited Alabamians, the local community, and/or the artistic community of the state.

Up to 10 images of work samples from the past five years may be submitted. Detail shots can be included but will count as one of the ten images.

Uploads are limited to 3MB per file. For higher resolution, or for larger media files, third-party hosting is encouraged (YouTube, Vimeo, etc.). Links can be included in the file upload description field.

Literary Arts Fellowship

Applicants are required to provide a narrative outlining the plan for growth based on receiving a fellowship, a narrative explaining how your artistry has benefited Alabamians, the local community, and/or the artistic community of the state.

An uploaded work sample should be a single PDF, 10-20 pages in length of excerpted pages for prose fellowship applications, or complete poems for poetry fellowship applications. The sample may include excerpts from multiple works, provided the sample does not exceed the 20 page maximum.

Include in the header of each page your name, the title of the work, and publication date and title.



Media and the Gay Burke Photography Fellowship

Over four decades, photographer and professor of art Gay Burke developed a distinguished art photography program in The University of Alabama's Department of Art and Art History, all the while creating her own artwork. Burke died May 1, 2017 after inspiring generations of photographers, artists and educators.

Through a generous gift, the Gay Burke Memorial Fellowship in Photographic Arts was established in 2018 to provide Fellowships to Alabama photographers to advance their artistic careers.

The Media Arts Fellowship and the Gay Burke Photography Fellowships are for artists working in photography, film or other video, audio and sound installation, experimental technology, or digital media.

Applicants are required to provide a narrative outlining the plan for growth based on receiving a fellowship, a narrative explaining how your artistry has benefited Alabamians, the local community, and/or the artistic community of the state.

Two optional narratives are an artist statement, and a narrative describing the processes or techniques used. Both are limited to 3,000 characters, or approximately 1 page.

Up to 10 images of work samples from the past five years may be submitted. Detail shots can be included but will count as one of the ten images.

Uploads are limited to 4MB per file. For higher resolution, or for larger media files, third-party hosting is encouraged (YouTube, Vimeo, etc.). Links can be included in the file upload description field. For computer-based media such as applications, please contact the program manager.

Music Fellowship

Music fellows are vocalists, instrumentalists, composers or conductors. All forms, traditions, and styles of music are accepted, as are all instruments.

Applicants are required to provide a narrative outlining the plan for growth based on receiving a fellowship, a narrative explaining how your artistry has benefited Alabamians, the local community, and/or the artistic community of the state.

Music fellowship applicants are also asked to provide a short narrative describing their career to date (2,000 characters, or about 2/3 of a page).

Depending on the artistic approach, work samples may be:

- Three scores and one recording (audio or video with audio) of each composition
or



- Three recordings (audio or video with audio) of performances and concert notes.

Sample uploads are limited to 5MB per file. For higher resolution, or for larger media files, third-party hosting is encouraged (YouTube, Vimeo, etc.). Links can be included in the file upload description field.

Concert notes, programs, press clippings and other documentation is limited to a single file upload no larger than 2MB.

Theatre Fellowship

Theatre fellowships support actors, directors, puppetry artists, storytellers, scenic and set designers, costumers, and other affiliated theatrical arts professionals.

Applicants are required to provide a narrative outlining the plan for growth based on receiving a fellowship, a narrative explaining how your artistry has benefited Alabamians, the local community, and/or the artistic community of the state.

Theatre fellowship applicants are also asked to provide a short narrative describing their career to date (2,000 characters, or about 2/3 of a page).

Applicants can submit work samples appropriate to your craft in the following format:

- 3 examples of performances and copies of the scenes with blocking
or
- 3 examples of directorial scene work and copies of the scenes with directors' notes.
or
- Up to 10 images of work in scenic, lighting, or costume design with plots and renderings
or
- Up to two one-act plays, with video
or
- One full-length play and excerpts from two other plays

Sample uploads are limited to 5MB per file. For higher resolution, or for larger media files, third-party hosting is encouraged (YouTube, Vimeo, etc.). Links can be included in the file upload description field.

Programs, press clippings and other documentation is limited to a single file upload no larger than 2MB.

Visual Arts Fellowship

The Visual Arts Fellowship is for artists that create paintings, sculpture, prints, book arts, or experimental/conceptual works.



Applicants are required to provide a narrative outlining the plan for growth based on receiving a fellowship, a narrative explaining how your artistry has benefited Alabamians, the local community, and/or the artistic community of the state.

Visual artists may also submit two optional narratives, an artist statement, and a narrative describing the processes or techniques used. Both are limited to 3,000 characters, or approximately 1 page.

Up to 10 images of work samples from the past five years may be submitted. Detail shots can be included but will count as one of the ten images. Installation views are *discouraged*. Maquettes and works in progress are not permitted.

Uploads are limited to 4MB per file. For higher resolution, or for larger media files, third-party hosting is encouraged (YouTube, Vimeo, etc.). Links can be included in the file upload description field.



Applying for a Fellowship

All applications for fellowships are received through a new grants management portal. Because this is a new system, previous log-in information has not been transferred. All applicants will be required to create a new log-in.

Registration

To register, click on the link from the front page of arts.alabama.gov.

Follow these steps to complete the process:

- Click on "Create New Account"
- **Important:** Instructions will remind you how some fields should be answered.
- Organization name should be your last name.
- EIN/Tax ID should be entered as "NA"
- DUNS number should be entered as "NA"
- After completing the remaining fields, click "Next"
- Click on the button to copy your address information forward
- **Important:** For fellowships, it is best to use an email address that is *not* associated with an organization. This is especially important for applicants that work for an institution that may apply for a grant with the Council on the Arts. Please use a personal email address whenever possible.
- Click on "Next" after completing the fields.
- Click "Yes" that you are the executive officer
- Click "Next," and complete the optional fields that may have been left blank in the user information section.
- Give yourself a password and complete the registration process.

Applying

After you have logged into the system, you will see your dashboard. This page will show any applications you have previously applied for. To start a new application, click "Apply" in the top menu.

Click on the blue button that reads "Apply" in the upper right-hand corner of the grant summary.

Scroll down to read instructions and begin to complete the fields.

Based on your selection of which fellowship you will be applying for, new sections in grey boxes will appear at the bottom of the page. Note that sections are collapsible. Click on the name of the section to expand.

Please title your fellowship application as "YourLastName – FellowshipType."

Complete the form, including all required file uploads.



When you are finished, and you feel the application is entirely complete, click submit. Program managers have some ability to assist when applications are in the draft status. However, this ability is reduced as the application deadline approaches. If you have questions about your application, please contact program managers well in advance of the deadline.

Your application will automatically save, but it is strongly recommended to occasionally click "Save Application" at the bottom of the screen. If you reconsider your application, you can delete it by clicking "Abandon Request."



Cultural Facilities

Overview

The Arts and Cultural Facilities program assists arts organizations in building or renovating facilities and spaces used for arts activities that benefit the general public. Requests can be submitted for feasibility studies, use plans, needs assessment and other contracted work related to the intended operations of an arts facility or space, design work related to a specific facility or arts space and construction costs related to a new facility, renovation of an older facility and/or major capital outlay improvements to existing facilities.

There are three types of Cultural Facilities Grants:

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.

All Cultural Facility grant types are for the improvement of buildings and spaces dedicated to the arts for the public of Alabama.

The organization and the use of the space must be dedicated for the arts or arts programming. Historic homes, office spaces, and non-art museum spaces are ineligible.

General Guidelines

Each grant type (Planning, Designing, Construction) has specific guidelines.

Planning Grant requests may be submitted for feasibility studies, use plans, need assessment and other contracted work related to the intended operations for an arts facility. This phase is generally considered preliminary to and necessary for actual design work and construction. Requests must include licensed professionals with demonstrated expertise in urban and/or community planning, architecture, landscape design or historic preservation. Community and broad-based constituent involvement in the planning process is expected.

Requests must include the cost of conceptual drawings and a narrative that defines project objectives and community benefits.

Planning grants are limited \$20,000, with a dollar-for-dollar, cash only match.



Designing Grant requests include work that produces a tangible design in the form of blueprints, renderings, schematics or other documents necessary for construction, renovation, installation or adaptive reuse of the facility or space in question. There should be evidence of community support for this phase of work. Qualified and certified architects and design professionals must be involved in, and selected, as a part of the application process. A design document will be expected at the end of the grant period.

Submission of the design work will be required before the final installment of grant funds is released.

Designing grants are limited to \$50,000, with a dollar-for-dollar cash and in-kind match.

Construction Grants are for costs related to a new facility, renovation of an older facility and/or major capital outlay improvements to an existing facility (sound, lighting, climate control, seating, stage curtains, performance or exhibition space, etc.) may be requested. Request for capital outlay must be part of a facility construction project and not a stand-alone component. Total project costs and timeline projections for the completion of work must also be submitted.

Applicants receiving annual state appropriations are ineligible for this grant type. The property being constructed or renovated must be owned by the applicant.

Construction grants are limited to \$100,000, with a three-to-one cash only match.

Evaluation Criteria

All three types of Cultural Facilities grants are judged based on:

- Potential impact of the project to community
- Strength of the professional team involved with the project
- Strength of community support and grant match
- The artistic merit and integrity of the project/facility in question
- Degree of stability of applicant organization
- Short and long-term building management and ownership
- The degree of broad community involvement in all phases of the project.

Cultural Facilities Details

All applicants for cultural facilities must provide the following:

- Information on the project lead
- A narrative describing the current or future ownership and operations plans (1,500 characters, or ½ a page).
- Number of staff positions
- Organizational mission statement
- A five-year grant history
- Project goal summary (1,500 characters, or ½ a page)



- Location context narrative (3,000 characters, or 1 page)
- Description of the project (3,000 characters, or 1 page)
- Accessibility provisions, needs, or plans (3,000 characters, or 1 page)
- Square footage for proposal, including amount for performance space, exhibition space, administrative space, and other spaces.
- A narrative explaining the space allocations (3,000 characters, or 1 page)
- Project beginning and ending date
- A narrative describing the involved personnel (3,000 characters, or 1 page)
- An upload of supplemental material related to personnel qualifications (limited to 1 file upload of 10MB)
- A narrative describing the selection process of personnel (3,000 characters, or 1 page)
- A completed budget form, included in the application portal

Applying for Cultural Facilities

All applications for fellowships are received through a new grants management portal. Because this is a new system, previous log-in information has not been transferred. All applicants will be required to create a new log-in.

Registration

To register, click on the link from the front page of arts.alabama.gov.

Follow these steps to complete the process:

- Click on "Create New Account"
- Complete the fields with the required information
- After completing the remaining fields, click "Next"
- Click on the button to copy your address information forward. You may opt to use your personal address in the User Information section
- Click on "Next" after completing the fields.
- Select if you are the executive officer or not. If you are not, contact information for the executive officer is required.
- Give yourself a password and complete the registration process.

Applying

After you have logged into the system, you will see your dashboard. This page will show any applications you have previously applied for. To start a new application, click "Apply" in the top menu. A warning will appear if you have an application already in progress.

Click on the blue button that reads "Apply" in the upper right-hand corner of the grant summary for Cultural Facilities.

Scroll down to read instructions and begin to complete the fields.



Based on your selection of which grant you will be applying for, a new section in a grey box will appear at the bottom of the page. Note that sections are collapsible. Click on the name of the section to expand.

Complete the form, including all required file uploads.

You may collaborate with others in your organization by clicking "Collaborate" in the upper right of the screen. You can then enter the email address of a collaborator and assign permissions.

When you are done, and you feel the application is entirely complete, click submit. Program managers have some ability to assist when applications are in the draft status. However, this ability is reduced as the application deadline approaches. If you have questions about your application, please contact program managers well in advance of the deadline.

Your application will automatically save, but it is strongly recommended to occasionally click "Save Application" at the bottom of the screen. If you reconsider your application, you can delete it by clicking "Abandon Request."

Thank you!

Thank you for your interest in Alabama State Council on the Arts grants.

Grant applications for Fellowships and Cultural Facilities are due by 5pm on March 1. Review begins immediately, preparing recommendations for the June Council meeting. Early applications are strongly encouraged!

We hope to see strong applications from the field. Thank you for being a part of the arts of Alabama!

