





# GRANT GUIDELINES | 2020-2021

---

**Council programs, services, and facilities are fully accessible to all. Council offices and facilities are barrier free.**

**Readers and interpreters are also available.**

**For TTY services, reach the Council offices through the Alabama Relay Center at 7-1-1.**

**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.**

---

# CONTENTS

<b>About the Agency</b> .....	2
Mission Statement.....	2
The Agency .....	2
The Council .....	2
Funding .....	2
Goals of the Alabama State Council on the Arts....	2
Goals of the National Endowment for the Arts..	3
Program Areas.....	3
Definitions .....	4
<b>Application Process</b> .....	5
Step 1: Contact a Program Manager .....	5
Step 2: Check your Eligibility .....	5
Step 3: Meet the Deadline .....	6
Step 4: Writing and Submitting your Online Application .....	8
Budgets .....	9
Step 5: Confirmation.....	9
Step 6: Physically Mail Additional Documents...	10
Step 7a: The Review Process .....	10
Step 7b: The Public Hearing .....	10
Step 8: Registering for STAARS.....	11
Step 9: The Grant Award.....	11
Step 10: Your Project!.....	11
Step 11: Final Reporting .....	12
Application Process Questions.....	12
<b>Program Areas and Grant Details</b> .....	13
Arts in Education.....	13
Curriculum Based Projects .....	13
Enhancement Projects.....	14
Community Arts.....	15
Project Grants .....	15
Consolidated Projects .....	15
Folklife.....	16
Project Grants .....	16
Consolidated Projects .....	16

Literary Arts.....	17
Project Grants .....	17
Consolidated Projects .....	17
Performing Arts .....	18
Presenting Grants.....	18
Project Grants .....	18
Consolidated Projects .....	19
Internships and Individuals .....	19
Visual Arts .....	20
Project Grants .....	20
Consolidated Projects .....	20
<b>Grants for Individuals</b> .....	21
Fellowships.....	21
Arts Educator Fellowship .....	21
Craft Fellowship .....	22
Dance Fellowship .....	22
Design Fellowship.....	22
Literary Arts: Poetry Fellowship.....	22
Literary Arts: Prose Fellowship.....	22
Media Arts Fellowship and The Gay Burke Photography Fellowship .....	23
Music Fellowship .....	23
Theatre Arts Fellowship.....	23
Visual Arts Fellowship .....	23
Folk Arts Apprenticeships.....	24
<b>Organization Development</b> .....	25
Arts and Cultural Facilities .....	25
Planning.....	25
Designing .....	25
Construction.....	26
Operating Support .....	26
Technical Assistance .....	27
Administrative Projects.....	27
<b>Staff List</b> .....	28

# ALABAMA STATE COUNCIL ON THE ARTS GUIDELINES 2020-2021

## About the Agency

### MISSION STATEMENT

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.

### THE AGENCY

The Alabama State Council on the Arts is the agency charged with supporting the arts in Alabama, primarily through grant funding. It was established in 1967 by an act of the Alabama Legislature to benefit non-profit arts organizations, schools, colleges, local government departments, and individual artists to provide arts programming for the general public.

The Council on the Arts works to expand Alabama's cultural resources and preserve its unique cultural heritage. A high priority is placed on arts programming by and for schools, and school-aged children.

### THE COUNCIL

The Council is a body of fifteen members appointed by the Governor for six-year terms. A primary responsibility of the Council is to make decisions on grants awarded to support art programs and arts education throughout the state. Members come from diverse areas of the state and backgrounds, ranging from arts educators, to professional artists, to community arts volunteers. The Council meets quarterly and in addition to allocating grant funds, it engages in long-range planning and develops strategies for expanding public support for the arts.

### FUNDING

The Alabama State Council on the Arts receives an annual appropriation from the Alabama Legislature and additional funds from the National Endowment for the Arts, a federal agency. Since 1983, the Council has also administered the Arts Development Fund, made up of contributions by Alabama citizens from annual state income tax refunds. Additional funding comes from the sale of Support the Arts License Tags.

### GOALS OF THE ALABAMA STATE COUNCIL ON THE ARTS

The goals below have been adopted by the Alabama State Council on the Arts as priorities for the allocation of state and federal dollars. While a specific application may not address all the goals, eligible institutions applying for grants should be aware that requests consistent with one or more of these priorities will be given elevated consideration for maximum support.

These goals represent a desire of the Council to address specific needs that enhance the quality of life in Alabama through the arts.

- *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, present, and preserve folk traditions*
- *Promote diverse cultural artistic expressions*
- *Recognize and support the arts a driver of economic vitality*
- *Increase public recognition and appreciation for the arts, arts organizations, and individual artists*
- *Support economic vitality in communities through the arts*

You can read more details about these goals in *A State Blueprint for Supporting the Arts*, the long-range planning document for the Council.



## GOALS OF THE NATIONAL ENDOWMENT FOR THE ARTS

Additionally, there are strategic outcomes defined by the National Endowment for the Arts that will be referenced in your application documents. More information on these can be found at [arts.gov](http://arts.gov). These goals are:

**Creation:** The portfolio of American art is expanded.

Support is available for projects to create art that meets the highest standards of excellence across a diverse spectrum of artistic disciplines and geographic locations. Through the creation of art, these projects are intended to replenish and rejuvenate America's enduring cultural legacy.

**Engagement:** Americans throughout the nation experience art.

Support is available for projects that provide public engagement with artistic excellence across a diverse spectrum of artistic disciplines and geographic locations. These projects should engage the public directly with the arts, providing Americans with new opportunities to have profound and meaningful arts experiences.

**Learning:** Americans of all ages acquire knowledge or skills in the arts.

Support is available for projects that provide Americans of all ages with arts learning opportunities across a diverse spectrum of artistic disciplines and geographic locations. These projects should focus on the acquisition of knowledge or skills in the arts, thereby building public capacity for lifelong participation in the arts.

**Livability:** American communities are strengthened through the arts.

Support is available for projects that incorporate the arts and design into strategies to improve the livability of communities. Livability consists of a variety of factors that contribute to the quality of life in a community such as ample opportunities for social, civic, and cultural engagement; public safety; affordable housing and ease of transportation; and an aesthetically pleasing environment. The arts can enhance livability by providing new avenues for expression and creativity.

## PROGRAM AREAS

Consistent with its charge from the Alabama Legislature, the Council has adopted seven program areas to address the needs of the arts in Alabama.

**Each of these areas has a Council on the Arts staff member responsible for stewarding the program:**

- Arts and Cultural Facilities – Kay Jacoby, (334) 242-5144 ..... See page 25 for details.
- Arts in Education – Diana Green, (334) 242-5148..... See page 13 for details.
- Community Arts – Kay Jacoby, (334) 242-5144 ..... See page 15 for details.
- Folklife – Joey Brackner, (334) 242-5155 ..... See page 16 for details.
- Folk Arts Apprenticeships – Anne Kimzey, (334) 242-5136..... See page 24 for details.
- Literary Arts – Anne Kimzey, (334) 242-5136..... See page 17 for details.
- Performing Arts – Yvette Jones-Smedley, (334) 242-5138 ..... See page 18 for details.
- Visual Arts – Amy Jenkins, (334) 242-5150 ..... See page 20 for details.

## DEFINITIONS

To ensure that this document and the application process is understandable, the following words are used as defined:

**Administrative Project:** Building up the capacity of arts organizations is an important goal of the Council on the Arts. Administrative project grants are designed to support professional development, staff positions, and operational work that results in the best practices of arts administration. See page 27 for more information.

**Applicant Cash:** In the grant application process cash refers to the money being used on a project, including funds for salaries and operations. Cash does not have to be currency immediately on hand. Cash does need to be dedicated for the project.

**Award:** The award is your grant amount.

**Consolidated Project:** A Consolidated Project is a combination of multiple projects that align with one goal. Only one Consolidated Project application may be submitted per fiscal year. Applicants for a Consolidated Project are allowed one additional project grant application per fiscal year.

**DUNS (Data Universal Numbering System) Number:** Business analytics company Dun & Bradstreet created this standard identifier in 1963. It is a widely accepted numbering system used by the United Nations, European Commission, and the United States Government. Applicants can look up their DUNS number at [dnb.com](http://dnb.com)

**Fellowships:** A fellowship is a grant type for individuals. Fellowships recognize artistic achievement and support the advancement of a professional career in the arts. Fellowships are competitive and awarded based on a panel review of work samples.

**Fiscal Agent:** A fiscal agent is a non-profit organization that receives and distributes funds on behalf of an individual or small organization that is not an established 501(c)(3).

**Fiscal year:** The state of Alabama, and the Council on the Arts, uses a fiscal year that begins October 1st, and ends on September 30th. The fiscal year that starts on October 1, 2020 would be described as Fiscal Year 2021.

**Grant:** The funds awarded for a project. Grantees receive the funds from the Grantor (Council on the Arts). Grants come in different types (e.g. Consolidated Project, Presenting) within each program area (e.g. Community Arts, Visual Arts).

**Income:** Funds that are received through donations, ticket or attendance sales, or in-kind services are all considered income. Any amount of money budgeted

for the project is also included as income on the Activity Budget form in the application.

**Indirect Costs:** Any costs that are incurred as the result of normal operations, that are not related to the implementation of a program or project. For instance, the cost of accounting services, grant writing fees, electricity bills, or general custodial services, and other institutional overhead or administrative costs are considered indirect. Indirect costs are not eligible for grant funding.

**Match:** Matching funds are cash or in-kind assets designated for use in the project during the grant period that are combined with the grant funds from the Council on the Arts. The amount varies with grant types, but in general are dollar-for-dollar. Cash matches are funds that are expended in completing the project. In-kind matches are goods and services donated to the applicant.

**Presenting Project:** This grant type is for the presentation of art by touring artists or performers. These projects require a match entirely in cash (not in-kind). Signed contracts with the artists or performers are submitted with the application.

**Program Area, Program Manager:** To organize our granting efforts, applications are submitted into categories. These include Arts in Education, Community Arts, Cultural Facilities, Folklife, Literary Arts, Performing Arts, and Visual Arts. Each of these Program Areas has a Program Manager.

**Project:** A project is an effort that is planned and designed to achieve a specific goal. Applicants are allowed to apply for two Project Grants per deadline.

**Project Period:** For any program, the project period begins when work and/or expenses are first used. Brainstorming or planning for a program can be included if it incurs actual costs, such as a substantial portion of an individual's compensation.

**STAARS:** The State of Alabama Accounting and Resource System is the software platform that processes all payments to and from state agencies. Grantees use STAARS to register as a vendor and arrange transactions (including electronic funds transfers).

**Vendor:** Any grantee is labeled a "vendor" within the State of Alabama Accounting System (STAARS). The number assigned to each grantee, and the associated mailing or electronic funds transfer information, is critical to ensure timely payments.

## APPLICATION PROCESS

This section gives the broadest overview of the grant program areas. The policies listed here apply to all grant applications except where specified. This starting point should be used as a foundation before reading the details of the grant you are applying for.

Before you undertake these steps, consider the role of your organization in your community. Being able to clearly describe your relationships with partner organizations, community constituents, and your mission will be the foundation for your grant applications. The strongest applications have established relationships that are strong, and demonstrable.

### Step 1: Contact a Program Manager

Applying for a grant from the Alabama State Council on the Arts begins with your idea, and your organizational support. Grants are designed to help you build on your success and stability as a part of the artistic community, or to bring your new idea to fruition.

**The next step is to discuss your idea with a Program Manager. Use this list to help identify your partner at the Council on the Arts:**

- Arts and Cultural Facilities – Kay Jacoby, (334) 242-5144 ..... See page 25 for details.
- Arts in Education – Diana Green, (334) 242-5148..... See page 13 for details.
- Community Arts – Kay Jacoby, (334) 242-5144 ..... See page 15 for details.
- Folklife – Joey Brackner, (334) 242-5155 ..... See page 16 for details.
- Folk Arts Apprenticeships – Anne Kimzey, (334) 242-5136..... See page 24 for details.
- Literary Arts – Anne Kimzey, (334) 242-5136..... See page 17 for details.
- Performing Arts – Yvette Jones-Smedley, (334) 242-5138 ..... See page 18 for details.
- Visual Arts – Amy Jenkins, (334) 242-5150 ..... See page 20 for details.

Discussing with a program manager can help ensure that your project is eligible, and that the applications are complete and on time. 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. Contacting staff prior to applying will help the process move smoothly.

### Step 2: Check your Eligibility

Since funds for grants ultimately come from the Alabama public, the Council on the Arts mandate is to benefit the people of the state. To do so, and to abide by all applicable laws, these guidelines determine which projects and organizations are eligible for grant funding:

#### ORGANIZATIONAL ELIGIBILITY RULES:

##### Eligible

- Grant funds are only available for arts-oriented activities taking place in Alabama, or by organizations and individuals legally domiciled in Alabama.
- Private organizations must be non-profit entities and must provide a determination letter from the Internal Revenue Service declaring tax-exempt status under Section 501(c)(3) of the Internal Revenue Code.
- Public institutions, such as schools, school boards, or local or county agencies are eligible.
- Colleges and universities are eligible only for activities for the general public.

##### Ineligible

- Activities producing academic credit, or programs benefiting only enrolled university or college students and the academic community are not eligible for funding.
- Private non-profit organizations which are requesting funds directly from the legislature for arts programming for the coming year are not eligible to apply under any program in these guidelines.
- Any organization that has a delinquent final report from a previous grant award is ineligible to receive another grant until the report is submitted. The balance of the grant award may be forfeited if the report is not submitted 30 days after the completion of the project.

## PROGRAM ELIGIBILITY RULES:

### Eligible

- Programs and activities must be open to the entire public, and accessible to any and all individuals with disabilities.

### Ineligible

- Programs and activities that are restricted to credit-earning students are not eligible for funding.
- Programs must not endorse specific political parties or candidates, or any specific religion.
- Food, drink, and other refreshments are not eligible for funding.
- Indirect costs not related to the arts programming are not eligible for funding. These costs, if demonstrated to be necessary for implementing the grant project may be used as matching funds.
- Fundraisers are not considered arts programming, and therefore are not eligible for funding.

## PROJECT BUDGET ELIGIBILITY RULES:

### Eligible

- Matching funds must be in place for organizational grants. See details for each grant type for specific requirements.
- Expenses are only eligible if they occur in the project period.

### Ineligible

- Fines, penalties, or litigation costs are not eligible for funding.
- Interest or debt payments are not eligible for funding.
- Grant funds may not be invested.
- Food, beverages, alcohol or other refreshments are not eligible expenses, but can be used as matching funds.

## Step 3: Meet the Deadline

Deadlines vary for each grant type. Late applications, regardless of reason, are not accepted. Early applications are strongly encouraged!

### Applications are accepted starting January 2, 2020

#### Applications are due by 5 pm March 2, 2020

- Arts and Cultural Facilities planning, design, and construction grants
- Individual fellowships

### Applications are accepted starting April 1, 2020

#### Applications are due by 5 pm June 2, 2020 for projects occurring between

October 1, 2020 and September 30, 2021:

- Administrative Project Support
- Consolidated Projects
- Operating Support
- Presenting Grants
- Project Grant
- Project Grants

### Applications are accepted starting July 1, 2020

#### Applications are due by 5 pm September 1, 2020 for projects occurring between January 1 and September 30, 2021:

- Administrative Project Support
- Consolidated Projects
- Presenting Grants
- Project Grants

### Applications are accepted starting July 1, 2020

#### Applications are due by 5 pm September 1, 2020

- 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 \$1,000 or less.

---



This chart can be used to determine which grant types are available in each program area and the associated deadline for each grant.

GRANT TYPE	DEADLINE	ARTS AND CULTURAL FACILITIES	ARTS IN EDUCATION	COMMUNITY ARTS	FOLKLIFE	LITERARY ARTS	PERFORMING ARTS	VISUAL ARTS
Planning, Design, and Construction Grants	First business day of March	✓						
Individual Fellowships			✓	✓	✓	✓	✓	✓
Operating Support	First business day of June			✓			✓	✓
Administrative Project Support	First business day of June or First business day of September			✓	✓	✓	✓	✓
Consolidated Projects				✓	✓	✓	✓	✓
Presenting Grants							✓	
Project Grants			✓	✓	✓	✓	✓	✓
Folk Arts Apprenticeships	First business day of September				✓			
Technical Assistance	Rolling		✓	✓	✓	✓	✓	✓

## Step 4: Writing and Submitting your Online Application

### alabamaarts.egrant.net

After checking with your program manager, making sure you have ample time before the deadline, and confirming the eligibility of your program, it's time to write your application!

Nearly all grants are submitted online. The two exceptions are Technical Assistance Grants and Folk Arts Apprenticeships. Our online system is called eGrant. The system opens for applications two months before the deadline. You may enter the system and set up your file, working on it as needed during that timeframe.

To begin your application, register at alabamaarts.egrant.net. Check with others at your organization to see if you already have an account! If you think your organization might have an account, ask your program manager. Individuals and organizations that have not yet established their non-profit status may seek out a fiscal agent. Discuss with a program manager to learn more about this process. Organizations are limited to serving as fiscal agent for two applicants per deadline.

Enter your organization's DUNS number which can be determined by clicking a link in the application. Your STAARS Vendor Code is generated when you register with the State of Alabama as a vendor. This is not required prior to applying but is necessary in order to receive your grant funds.

### Specific written fields include:

- The mission of your organization (500-character limit)
- A title of your project
- A summary paragraph of you project (375-character limit)
- The start and ending dates of your project
- A complete project description (3000-character limit)
- A list of personnel involved, including qualifications and role (1000-character limit)
- An evaluation plan to measure success related to Council on the Arts goals (3600-character limit)

It is advised to write and edit responses to these fields in a word processor. Formatting, however, will be lost when pasting into the application. Bulleting, numbering, or embedded images will also result in errors, so we ask that you please work only with unformatted text. After copy and pasting, check the field to make sure that the entire text was included.

There are eleven items that are used in the evaluation process.

### Reference to these items should be included throughout your responses, as applicable to your project:

- Artistic excellence and the ability to provide quality experiences for audiences/participants.
- The extent to which educational benefits will be realized.
- Broad-based community support, planning, participation and collaboration.
- Potential for long-term impact within a school, school system, a community or the state in general.
- How artists benefit.
- Potential for preserving and sharing Alabama's living cultural heritage.
- The celebration of Alabama's cultural diversity, recognizing the many culturally informed artistic expressions.

---

**TIP:** Program Managers are available, ready to help you as you write your application. Their availability decreases dramatically as the deadline approaches. **CALL YOUR PROGRAM MANAGER TODAY!**

---



- Accessibility to all audiences, addressing needs with appropriate accommodations.
- Partnerships that target needs, opportunities, and shared goals of a statewide and/or community nature.
- Appropriate venues for the activity.
- Qualifications of the personnel involved in the planning and implementation of the activity.

Each program area and grant type may have additional or more specific criteria to follow. Please read these details included in this document, and discuss with your program manager.

Grants also require some forms that are available in the eGrant application. **These are attached as a file (.doc, .docx, or .pdf only, please). Attachments include:**

- Your grant and funding history for the last and current fiscal year
- A calendar of project activities
- A budget form (found in the application)

Some grant types have additional attachments (see directions in the Arts in Education and Operating Support sections for details).

### **Budgets**

- A critical aspect of your application is your project budget. Be sure to be as specific as possible, and reasonable in your projections. Mismatched or problematic budgets are seldom funded.
- Income and expenses should relate only to the project funds are being sought after.
- Income and expenses should match. There is no prohibition on having a 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.
- Cash and in-kind matches can be from other donors or private sources.
- A match may be a combination of cash and in-kind, but must include some amount of cash. The larger the proportion of cash, the stronger the application.
- Aspects of your program that are ineligible for funding (refreshments, for example) can be used as part of your match.
- Scholarships or reduced price/free tickets for attendance are not an expense. Reflect any complementary tickets or reduced prices as a lower income.

Once all the fields are completed, and all documents attached in eGrant, be sure to download the Assurances page found at the next to last page of the online application. The final page includes details about the next step in the application process.

**For technical support related to the eGrant system, contact Deputy Director Andrew Henley at 334-242-5137 or [andrew.henley@arts.alabama.gov](mailto:andrew.henley@arts.alabama.gov).**

### **Step 5: Confirmation**

After you have submitted your application, you should receive an email confirming receipt.

If you do not receive the confirmation, you may want to follow up with your Grants Program Manager. Our offices will be quite busy in the days following an application deadline, so email messages are preferred.

---

### **MORE TIPS:**

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, straight-forward 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.

---

## Step 6: Physically Mail Additional Documents

Every application must include a signed Assurance form. In the case of Fellowships, this is a Certification form. These are generated upon completion of the eGrant application, and must be printed and mailed to the Council on the Arts offices. These forms are a commitment that the programs are indeed being completed by the applicant, that funds will only be used for the project described, and that the organization will comply with accessibility and non-discrimination laws. For grant requests greater than \$5,000, an additional disclosure form is required. This form identifies any potential financial conflicts of interest. This form must be notarized and signed before being mailed to the Council on the Arts offices. Failure or refusal to complete this form prohibits the Council on the Arts from considering or funding the grant. Some grant applications, including individual fellowships, require additional support material. Please refer to the details outlined by grant type later in these Guidelines.

**All mailed materials must be received in the Council on the Arts offices within three business days after the deadline. Applications are determined to be ineligible if these forms are not received within this timeframe.**

### **Send your original, signed documents to:**

Council on the Arts Grants Office  
201 Monroe Street  
Suite 110  
Montgomery, AL 36104-3721

## Step 7a: The Review Process

After you have submitted your application and supplemental materials, a series of events happens in the Council on the Arts offices.

- Grants Program Managers double check all paperwork, budgets, and project narratives. 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 reading your application. These professionals evaluate your grant application based on criteria described in these Guidelines, including the items on page 10. Carefully read the description of the grant you are applying for and discuss the review criteria with a Program Manager before you submit 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 on the Arts staff members determine the appropriate level of funding for all grants, relying on panel scores and the available budget to provide equitably.

## Step 7b: The Public Hearing and Council Decision

- A public hearing is available to organizational grant applicants, on a first-come, first-served basis. This hearing allows for 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 as 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.

## Step 8: Registering for STAARS

After the Council votes on which applications receive funding, letters are sent to every applicant. This letter will tell you the amount of funding for your grant. As soon as you receive word that you have been awarded a grant, please confirm your enrollment in the STAARS (State of Alabama Accounting and Resource System).

The website [vendors.alabama.gov](http://vendors.alabama.gov) provides detailed steps for the registration process. **In short, these steps need to be taken:**

- From [vendors.alabama.gov](http://vendors.alabama.gov), click the link for the Vendor Self Service (VSS) site.
- Click on “Register” to the left of the page.
- Have access to your organization’s information, including address and Tax ID number.
- Search the system to ensure that your organization is not already registered.
- Create a password and username and verify your email address.
- You will receive an email with your vendor number. This email will also include a link to retrieve a state-issued W-9. Your process is not complete until this specific generated W-9 is returned.
- With a voided check, or letter from your bank, add Electronic Funds Transfer information.
- Wait a few days for the Comptroller to confirm your registration.

Questions regarding this aspect of the Council on the Arts grant process are best directed to STAARS support services, either through online help at the VSS website, or by calling 334-353-9000.

## Step 9: The Grant Award

After the award letter, a second packet will be mailed to you. The documents in this packet are your legally binding agreement to use grant funds in an appropriate manner. **Please, read these forms very carefully.**

The packet includes two copies of the Grant Agreement Contract, one for you to sign and return to the Council on the Arts offices, and one for your own records. A copy of the countersigned contract will be returned as well. **Your signed contract is due thirty days after it is sent.**

An additional page includes language from applicable laws that must be followed in the implementation of your program. These sheets require signatures from authorizing officials, which could be a board chair, executive director, or financial officer of the organization.

Your contract package will also contain two pre-printed invoices for you to send to the Council on the Arts offices.

- **Return the first invoice and all signed pages promptly.**
- **Send the second invoice no later than 30 days after your project, along with your final report.**

## Step 10: Your Project!

Once you have your grant award, the real work begins. 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 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 you market programs and activities, be sure to include the logos of the Council on the Arts, and the National Endowment for the Arts, and the phrase:

“This program/project has been made possible by grants from the Alabama State Council on the Arts and the National Endowment for the Arts.”



Download printable resolution logos at [arts.alabama.gov](http://arts.alabama.gov).

## Step 11: Final Reporting

Within 30 days of the completion of your grant-funded project, grantees are required to submit an invoice for the balance of their grant, along with a final report of their project. Any organization that has a delinquent final report from a previous grant award is ineligible to receive another grant until the report is submitted.

The balance of the grant award may be forfeited if the report is not submitted in a timely fashion.

Using the eGrant 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 report narrative is the bulk of the final report. Limited to 4000 characters:**

- Describe the activities and accomplishments of your project, including how varied from your proposal.
- Provide information on artistic quality and community involvement.
- Provide an evaluation of the project, and the methods used in evaluation.
- Address any part of the project that did not meet expectations.
- Provide ways in which the grant furthered the goals and mission of your organization.
- Describe how the public, and your legislators, were informed about the grant and project.

Please submit, either online or by mailing, photographs, videos, or other visual materials that Council staff can use to highlight funded programs.

After you have submitted your final report, be sure to save documentation about the grant for a minimum of 3 years. Federal audits of the Council on the Arts require access to receipts and documentation of expenditures.

Two forms are required in hard form, with original signatures. The first is the Actual Financial Report, which must be notarized. This documents the final realized expenses and income of the project. The second is the Signature Page which requires the signatures of the Authorizing Official (director, president, or board member), and the Project Director (the person implementing the program or activity), confirming the grant funds were used for the project.

## APPLICATION PROCESS QUESTIONS

Program Managers and other Council on the Arts staff members are always willing to help guide you and your organization through the process. Please call with any questions you might have.



## PROGRAM AREAS AND GRANT DETAILS

For each grant area, and each grant type, there are distinct goals and objectives. Some grant types also require supplemental materials in the application. Read below for more details about each grant type within each Program Area.

### Remember that each grant application should address the following criteria:

- Artistic excellence and the ability to provide quality experiences for audiences/participants.
- The extent to which educational benefits will be realized.
- Broad-based community support, planning, participation and collaboration.
- Potential for long-term impact within a school, school system, a community or the state in general.
- How artists benefit.
- Potential for preserving and sharing Alabama's living cultural heritage.
- The celebration of Alabama's cultural diversity, recognizing the many culturally informed artistic expressions.
- Accessibility to all audiences, addressing needs with appropriate accommodations.
- Partnerships that target needs, opportunities, and shared goals of a statewide and/or community nature.
- Appropriate venues for the activity.
- Qualifications of the personnel involved in the planning and implementation of the activity.

## Arts in Education

This program seeks to provide opportunities for high quality arts education for every Alabama student. Funding is available for projects specifically designed by, with, and for PreK-12 schools as part of the curriculum established by the Alabama State Department of Education.

Opportunities are provided through grants, programs, initiatives and partnerships aligned with the efforts of the Artistic Literacy Consortium. The Council encourages projects that advance excellence in arts education by increasing equitable access to quality arts learning, employing the arts as a catalyst to create an engaged school and community environment, and providing opportunities for community partners, artists and schools to collaborate on the planning and implementation of arts programming.

### Currently there are three Artistic Literacy Consortium regional pilot sites, please contact directors for more information about local arts education support:

- North Alabama Arts Education Collaborative (Huntsville):  
Karen Anderson (karen@artshuntsville.org)
- West Alabama Arts Education Collaborative (Tuscaloosa):  
Shannon McCue (alctusc@tuscarts.org)
- Greater Birmingham Arts Education Collaborative:  
Deanna Sirkot (dsirkot@birminghamartsed.org)

**Program Manager:** Diana Green, 334-242-5148, diana.green@arts.alabama.gov

**Arts Educator Fellowship information on pg 21.**

## CURRICULUM BASED PROJECTS

**Deadline:** June 2, 2020 or September 1, 2020

**Request limits:** Up to \$10,000

**Match requirement:** Dollar-for-dollar, or a combination of cash and in-kind support.

### Overview:

Curriculum Based Project grants provide support for projects that advance excellence of arts learning within curriculum as established by the Alabama State Department of Education. Project design must include a focus on inclusion, equity, access and diversity. Projects specifically designed with strong evaluation models for data collection are encouraged.

### Funding:

Grant dollars may be used for expenses related to quality arts learning within the curriculum, including but not limited to artist fees, workshops, performances, exhibits, consultants, residencies, curriculum development, community engagement, and research.

Funds may not be used for food, salaries, equipment or facility enhancements, operational expenses such as band instruments and uniforms, or consumable supplies not related to a specific project. These expenses may be used as matching funds.

Minimal cost equipment and technology may be eligible as a project expense only if directly tied to a specific project.

Out of state travel will not receive priority without a strong argument for need.

**Criteria:**

Decisions for funding are based on specific criteria as stated in the Curriculum-Based Project Scoring Rubric available at [arts.alabama.gov](http://arts.alabama.gov). Applicants are encouraged to use the rubric as a guide while preparing grant proposals. Consistency with the Plan for Arts Education created by the Artistic Literacy Consortium is highly desirable.

**Supplemental materials:**

Applicants are required to submit information to provide evidence of meeting the criteria in the Curriculum-Based Project Scoring Rubric. This documentation must include curriculum samples to be considered a curriculum-based project. Supplemental materials may not exceed 10 pages.

**ENHANCEMENT PROJECTS**

**Deadline:** June 2, 2020 or September 1, 2020

**Request limits:** Up to \$3,000

**Match requirement:** Dollar-for-dollar, cash. Applicant schools with 40% or more of students living in poverty may request a waiver for the match requirement. Organizations serving as the applicant for a school are not eligible for this waiver.

**Overview:**

Enhancement Project grants provide support for activities that enhance the quality of arts learning and expose students to quality arts experiences. Enhancement Projects are not required to connect to

curriculum or provide evidence of long-term impact. The purpose of the grant is to provide direct cost support for arts enrichment opportunities for students, teachers, and schools.

**Funding:**

Grant dollars may be used for the direct cost of enrichment activities such as field trips, performances, and professional development workshops. Funds may be used for transportation, tickets, presenter and artist fees, and workshop fees. Out of state travel will not receive priority without a strong argument for need.

**Criteria:**

Decisions for funding are based on specific criteria as stated in the Enhancement Project Scoring Rubric, available at [arts.alabama.gov](http://arts.alabama.gov). Applicants are encouraged to use the rubric as a guide while preparing grant proposals.

**Supplemental Materials:**

Applicants should submit evidence of artistic excellence for the enrichment activities proposed, such as brochures, study guides, artist bios, etc. Activities that require contracted personnel or organizations must provide letters of intent from the provider. Additional evidence to meet the criteria listed in the Enhancement Project Scoring Rubric should be included in support materials.

Supplemental materials may not exceed 10 pages.



## Community Arts

This program area supports efforts to enhance the quality of life in Alabama communities through the arts. The Community Arts Program supports projects which may include, but are not limited to, community festivals, creative placemaking, after-school programs, performances, workshops, or exhibitions. Projects that increase the capacity of an arts organization or groups of artists are also eligible in this program. Examples of these might be developing a plan for an arts district in a community, a business and marketing workshop for artists, or funding for a position related to community development through the arts.

**Program Manager:** Kay Jacoby, 334-242-5144, kay.jacoby@arts.alabama.gov

### PROJECT GRANTS

**Deadline:** June 2, 2020 or September 1, 2020

**Request limits:** Up to \$10,000

**Match requirement:** Dollar-for-dollar, combination of cash and in-kind.

#### Overview:

This is the widest ranging category for funding of arts projects. Festivals, performance series, arts instruction for all ages, participatory groups like community chorus or theater, and community planning related to arts access are all eligible for this grant type.

#### Criteria for evaluation:

Applications are graded on the following aspects: Artistic excellence, Alabama's Living Cultural Heritage, evidence of community support, educational benefits, benefits to artists, cultural diversity, accessibility, appropriateness of venue, strength of personnel, an appropriate budget,

established partnerships, and potential for long-term impact.

#### Supplemental Materials:

Letters of support from the community strengthens applications. Printed materials documenting the relationships with the community are also welcomed.

### CONSOLIDATED PROJECTS

**Deadline:** June 2, 2020 or September 1, 2020

**Request limits:** Up to \$20,000

**Match requirement:** Dollar-for-dollar, combination of cash and in-kind

#### Overview:

An organization may request funding for several distinct, but related projects consolidated into a single application. For example, an organization might request funding for an after-school arts program and a community festival that features student work done in the program. Series or seasons of performances are also eligible for this grant type.

#### Criteria for evaluation:

Applications are graded on the following aspects: Artistic excellence, Alabama's Living Cultural Heritage, evidence of community support, educational benefits, benefits to artists, cultural diversity, accessibility, appropriateness of venue, strength of personnel, an appropriate budget, established partnerships, and potential for long-term impact.

#### Supplemental Materials:

Letters of support from the community strengthens applications. Printed materials documenting the relationships with the community are also welcomed.



## Folklife

This program area identifies, preserves, presents, and supports Alabama folk traditions. From festivals, to performances, and field surveys and documentaries, applicants have a range of projects that are eligible for grant funding.

**Program Manager:** Joey Brackner, 334-242-5155  
joey.brackner@arts.alabama.gov

**Folk Arts Apprenticeship information on pg 24.**

### PROJECT GRANTS

**Deadline:** June 2, 2020, and September 1, 2020

**Request limits:** Up to \$10,000

**Match requirement:** Dollar-for-dollar, combination of cash and in-kind

#### Overview:

Grant support is available to non-profit organizations for a wide range of projects. Examples of appropriate projects include:

- Documentation and presentation of Alabama folklife through media such as film, photography, recordings, radio and publications.
- Festivals that present folklife and involve community-based traditional artists.
- Field surveys that identify and document Alabama folk traditions and practitioners.
- The presentation of traditional folk artists in performance or exhibition.
- Educational materials such as curriculum guides and other resources that will further the understanding of Alabama folklife in a classroom setting.
- An organization assisting a traditional artist with a project to further his or her tradition.

Folklorists and other scholars of Alabama folklife are excellent resources for organizations when planning and implementing projects. It is strongly encouraged that applicants seek this professional expertise.

#### Funding:

Many types of projects related to folklife are appropriate for this grant type.

#### Criteria for evaluation:

Applications are graded on the following aspects: Artistic excellence, Alabama's Living Cultural Heritage, evidence of community support, educational benefits, benefits to artists, cultural diversity, accessibility, appropriateness of venue, strength of personnel, an appropriate budget, established partnerships, and potential for long-term impact.

#### Supplemental Materials:

Samples of work may be appropriate for some applications.

### CONSOLIDATED PROJECTS

**Deadline:** June 2, 2020, and September 1, 2020

**Request limits:** Up to \$20,000

**Match requirement:** Dollar-for-dollar, combination of cash and in-kind

#### Overview:

An organization may request funding for several distinct, but related projects consolidated into a single application. A series of workshops, or a season of performances are eligible for consolidated project grants.

#### Criteria for evaluation:

Applications are graded on the following aspects: Artistic excellence, Alabama's Living Cultural Heritage, evidence of community support, educational benefits, benefits to artists, cultural diversity, accessibility, appropriateness of venue, strength of personnel, an appropriate budget, established partnerships, and potential for long-term impact.

Consolidated projects are also examined for the cohesiveness and interdependence of the aspects of the project.



## Literary Arts

The Literary Arts program increases public awareness of the state's vibrant literary heritage, as well as contemporary writers of poetry, fiction, creative non-fiction, and other genres.

**Program Manager:** Anne Kimzey, 334-242-5137, [anne.kimzey@arts.alabama.gov](mailto:anne.kimzey@arts.alabama.gov)

**Literary Arts Fellowship information on pg 22.**

### PROJECT GRANTS

**Deadline:** June 2, 2020 or September 1, 2020

**Request limits:** Up to \$10,000

**Match requirement:** Dollar-for-dollar, combination of cash and in-kind

#### Overview:

This grant type supports presentations of literary works to the public including author readings, literary festivals, contests, workshops and conferences.

#### Criteria for evaluation:

Applications are graded on the following aspects: Artistic excellence, evidence of community support, educational benefits, benefits to professional writers, cultural diversity, accessibility, appropriateness of venue, strength of personnel, an appropriate budget, established partnerships, and potential for long-term impact.

#### Supplemental Materials:

Resumes or biographical sketches of involved writers are recommended.

Letters of support or partnership agreements are optional.

### CONSOLIDATED PROJECTS

**Deadline:** June 2, 2020 or September 1, 2020

**Request limits:** Up to \$20,000

**Match requirement:** Dollar-for-dollar, combination of cash and in-kind

#### Overview:

An organization may request funding for several distinct, but related projects consolidated into a single application.

#### Criteria for evaluation:

Applications are graded on the following aspects: Artistic excellence, evidence of community support, educational benefits, benefits to professional writers, cultural diversity, accessibility, appropriateness of venue, strength of personnel, an appropriate budget, established partnerships, and potential for long-term impact.

#### Supplemental Materials:

Resumes or biographical sketches of involved writers are recommended.

Letters of support or partnership agreements are optional.



## Performing Arts

This program area ensures that high-quality performances of dance, music and theatre are available to Alabama audiences. Support for Alabama's performing arts organizations and artists is the focus of these grants.

**Program Manager:** Yvette Jones-Smedley, 334-242-5138, [Yvette.jones-smedley@arts.alabama.gov](mailto:Yvette.jones-smedley@arts.alabama.gov)

**Performing Arts Fellowship information on pgs 22-23.**

### PRESENTING GRANTS

**Deadline:** June 2, 2020 and September 1, 2020

**Request limits:** Up to \$10,000

**Match requirement:** Dollar-for-dollar, in cash

#### Overview:

This component provides support for a performing arts series or single events where an artist or ensemble is contracted to give a public performance. More than one ensemble may be included in a single application if they perform in the same discipline. Since grants are divided by discipline, if your organization is submitting multiple forms of performance arts (dance, music, theater, etc.), please submit applications separately by art form.

#### Funding:

Public funding of any Presenting Grant may not exceed 50% of the total cost of the project. Include all sources of funding in the budget worksheet, and all costs associated with the implementation of the performance. The artists or group must be based in a county other than the performance location.

#### Criteria for evaluation:

Artists and groups presenting should have ample touring experience, and evidence of quality presentations. Proposals that include educational workshops, residencies, or a comprehensive plan for audience and community development will receive priority for funding.

Performances that are either seasonal entertainment, commercial, or self-supporting are unlikely to be funded.

#### Supplemental Materials:

A signed contract or letter of engagement is required for each performer/performance group. The document must include the performance date(s), and fee.

### PROJECT GRANTS

**Deadline:** June 2, 2020 and September 1, 2020

**Request limits:** Up to \$10,000

**Match requirement:** Dollar-for-dollar, combination of cash and in-kind

#### Overview:

This component provides support for a wide range of activities undertaken by performing arts organizations for the benefit of their communities. Eligible projects include producing, commissioning, planning processes and touring. Education and outreach projects are generally a funding priority of the Council.

#### Criteria for evaluation:

Applications are graded on the following aspects: Artistic excellence, Alabama's Living Cultural Heritage, evidence of community support, educational benefits, benefits to artists, cultural diversity, accessibility, appropriateness of venue, strength of personnel, an appropriate budget, established partnerships, and potential for long-term impact.

The rubric used by panelists is available at the Council on the Arts website.

#### Supplemental Materials:

Resumes of involved artists, reviews of prior or related performances, and samples of work will strengthen an application. Please do not exceed 50 pages.



## CONSOLIDATED PROJECTS

**Deadline:** June 2, 2020 and September 1, 2020

**Request limits:** Up to \$20,000

**Match requirement:** Dollar-for-dollar, combination of cash and in-kind

**Overview:**

An organization may request funding for several distinct projects related by discipline consolidated into a single application.

**Criteria for evaluation:**

Applications are graded on the following aspects: Artistic excellence, Alabama's Living Cultural Heritage, evidence of Community Support, Educational benefits, benefits to artists, cultural diversity, accessibility, appropriateness of venue, strength of personnel, an appropriate budget, established partnerships, and potential for long-term impact.

The rubric used by panelists is available at the Council on the Arts website.

**Supplemental Materials:**

Resumes of involved artists, reviews of prior or related performances, and samples of work will strengthen an application. Please do not exceed 50 pages.

## INTERNSHIPS AND INDIVIDUALS

**Deadline:** June 2, 2020 or September 1, 2020

**Request limits:** Up to \$10,000

**Match requirement:** Dollar-for-dollar, combination of cash and in-kind

**Overview:**

This grant type supports an individual artist engaging in a performance project.

Applications are made by a sponsoring 501(c)(3) organization, which will serve as a fiscal agent and partner in the project.

**Criteria for evaluation:**

Applications are graded on the following aspects: Artistic excellence, Alabama's Living Cultural Heritage, evidence of community support, educational benefits, benefits to artists, cultural diversity, accessibility, appropriateness of venue, strength of personnel, an appropriate budget, established partnerships, and potential for long-term impact.

The rubric used by panelists is available at the Council on the Arts website.

**Supplemental Materials:**

Resumes of involved artists, reviews of prior or related performances, and samples of work will strengthen an application. Please do not exceed 50 pages.



## Visual Arts

Nurturing excellence, professionalism, multiculturalism and audience access in the disciplines of painting, sculpture, crafts, printmaking, design, photography, and media that have origins and/or impact in Alabama.

**Program Manager:** Amy Jenkins, 334-242-5150, amy.jenkins@arts.alabama.gov

**Visual Arts Fellowship information on pg 23.**

### PROJECT GRANTS

**Deadline:** June 2, 2020, and September 1, 2020

**Request limits:** Up to \$10,000

**Match requirement:** Dollar-for-dollar, combination of cash and in-kind

#### Overview:

This component supports a wide range of activities undertaken by museums, art galleries, art centers, and other organizations with visual arts and crafts programming. Preference is given to activities emphasizing the work, display, and interpretation of professional Alabama visual artists and crafts people.

#### Funding:

Examples of appropriate visual arts projects include:

- Projects that make programming accessible to special constituencies.
- Conservation of art works.
- Planning, preparation, promotion, and mounting of exhibitions by professional artists.
- Residencies or workshops conducted by recognized artists who do not work with the organization on a regular basis.
- Educational activities or services undertaken by a gallery or museum.
- Commissioning new works by Alabama artists or offering purchase awards to artists in juried exhibitions.
- Commissioning or purchasing works for art for public places. Consult with the Visual Arts Program Manager to determine the proper program category and appropriate supporting documentation.
- Activities enhancing the professional growth of visual arts and crafts organizations. This may include bringing in a consultant to implement an administrative or artist development project.
- Conferences and workshops designed to enhance communication, planning, programming, and artist skills.
- Publications promoting shows, artist and activities within the state, special documentary pieces for public use and non-commercial purposes; art criticism

and discussion featuring Alabama artists and art work; and resource directories featured and presented as the main purpose of the festival.

- Touring of special exhibitions.

#### Appropriate media/photography projects include:

- Creative works about a broad range of topics and/or journalistic documentation of an artist or art form.
- Supplementing funds for producing, processing, editing, and distributing films, video, audio or other media presentations for public use.
- Residencies or workshops conducted by recognized film/video makers and photographers to discuss their art and interact with local artists and the public.
- Commissioning of a film or video by a recognized Alabama film or video artist(s) to be presented to the public as an expressive art form.
- Conferences and workshops designed to enhance communication, understanding, artistic and programming skills, planning, and cooperation relative to the media arts.
- Noncommercial publications promoting media arts and providing information on media arts for the general public.
- Film and/or video festival showcasing the work of independent media artists working in the state.

#### Criteria for evaluation:

The quality of work to be presented is an important consideration in reviewing proposals.

### CONSOLIDATED PROJECTS

**Deadline:** June 2, 2020, and September 1, 2020

**Request limits:** Up to \$20,000

**Match requirement:** Dollar-for-dollar, combination of cash and in-kind

#### Overview:

A single application that consolidates several related projects by the requesting organization may be submitted for new or existing activities.

#### Criteria for evaluation:

Applications are graded on the following aspects: Artistic excellence, Alabama's Living Cultural Heritage, evidence of community support, educational benefits, benefits to artists, cultural diversity, accessibility, appropriateness of venue, strength of personnel, an appropriate budget, established partnerships, and potential for long-term impact.

Consolidated projects are also examined for the cohesiveness and interdependence of the aspects of the project.

## GRANTS FOR INDIVIDUALS

Individuals are eligible to apply for several fellowships and grant opportunities. These funds are considered taxable income, and it is strongly recommended that applicants consult with a tax professional for advice on filing.

### Fellowships

**Deadline:** March 2, 2020

**Request limits:** \$5,000

**Match requirement:** None

#### Overview:

Fellowships are awarded to individual artists based on merit of work, career achievement, career potential, and service to the 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)
- **Craft Arts** (amy.jenkins@arts.alabama.gov)
- **Dance** (yvette.jones-smedley@arts.alabama.gov)
- **Design Arts** (kay.jacoby@arts.alabama.gov)
- **Folk Arts Apprenticeships**  
(anne.kimzey@arts.alabama.gov)
- **Media and Photography**  
(amy.jenkins@arts.alabama.gov)
- **Music** (yvette.jones-smedley@arts.alabama.gov)
- **Literary Arts: Poetry**  
(anne.kimzey@arts.alabama.gov)
- **Literary Arts: Prose** (anne.kimzey@arts.alabama.gov)
- **Theatre Arts**  
(yvette.jones-smedley@arts.alabama.gov)
- **Visual Arts** (amy.jenkins@arts.alabama.gov)

#### Funding:

Applicant must be an Alabama resident since March 1, 2018. Once awarded, residency is required for the duration of the grant period (October 1, 2020 – September 31, 2021).

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:

Excellence in the art form is an essential quality of the work of Fellowship recipients.

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. 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.

#### Supplemental Materials:

Examples of work, presented in high resolution digital form, must be mailed to the Council on the Arts offices by March 5, 2020. An inventory list of these samples must be uploaded with the eGrant application. Include details about dimensions, materials, and techniques in this inventory list. Specific requirements regarding examples of work are detailed in each fellowship section below. For images of work, please use a clean, neutral background. Media can be stored on a USB drive, CD/DVD, or SD card. Media file formats that are accepted include (with preferred format in bold):

- For still images: .jpg, .png (minimum 2000 pixels on the shortest side)
- For video: .avi, .mkv, .mpg, .mp4, .mov (HD)
- For audio: .mp3, .flac, .wma
- For text: .pdf, .doc, .docx

Discuss with a Grants Program Manager if your samples are in other formats before submitting.

Materials can be returned only if you include a self-addressed envelope with your submission.

### ARTS EDUCATOR FELLOWSHIP

## A NEW FELLOWSHIP PROGRAM HONORING THE TEACHERS WHO INSPIRE US.

#### Overview:

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.

**Funding:**

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.

**Criteria for evaluation:**

- 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:**

- An inventory of support materials,
- Comprehensive curriculum vitae.
- Samples of student work, maximum 6 images or 6 minutes of sound/video.
- A statement of educational philosophy, one page maximum.
- Additional narrative, 2 pages maximum, describing curriculum, programming, inclusion strategies, specific successes, or other relevant material.
- Three letters of support from persons familiar with the quality and impact of the applicant. Letters may be from current or previous students, colleagues, administrators, or adult family members of students. Letters should address the evaluation criteria listed above. Letters are to be mailed from the recommender directly to the Council on the Arts offices or emailed as attachments (.pdf format) to [diana.green@arts.alabama.gov](mailto:diana.green@arts.alabama.gov).

**CRAFT FELLOWSHIP****Overview:**

Artists working in clay, fiber, glass, leather, metal, paper, plastic, wood, or mixed media are all eligible for this fellowship.

**Supplemental Materials:**

Submit with your application:

- An inventory list of examples, with medium and technique described.
- Photographs of 10 examples of work from the past 5 years. Detail shots can be included, but no more than ten images will be accepted.
- Artist statement (optional), one page in length.

- Description of craft process or technique (optional), one page in length.

**DANCE FELLOWSHIP****Overview:**

Dancers and choreographers of all styles and traditions are eligible for fellowships.

**Supplemental Materials:**

Submit with your application:

- An inventory list of supplemental materials.
- A detailed resume or curriculum vitae.
- Three examples of performances or choreographed works, in digital format (DVD or USB drive), each between 3 and 5 minutes in length, from the past five years.

**DESIGN FELLOWSHIP****Overview:**

The design category is for artists working in architecture or landscape architecture, or fashion, graphics, industrial or urban design.

**Supplemental Materials:**

Submit with your application:

- An inventory list of examples, with medium and technique described.
- Digital photographs of 10 examples of work from the past 5 years. Detail shots can be included, but no more than ten images will be accepted.

**LITERARY ARTS: POETRY FELLOWSHIP****Overview:**

Writers working in poetry are eligible for this fellowship.

**Supplemental Materials:**

Submit with your application:

- A detailed resume or curriculum vitae, including a listing of published works and reviews is attached in eGrant.
- A minimum of 10, and maximum of 20, pages of poetry samples from within the last 5 years is required. Include a header on each page with title, and author. If published, indicate date and publication. Mail the samples with the inventory form available online to the Council on the Arts offices by March 5, 2020.
- Please do not submit bound published materials.

**LITERARY ARTS: PROSE FELLOWSHIP****Overview:**

Writers working in fiction, creative non-fiction, and screenwriting are eligible for this fellowship.

### Supplemental Materials:

Submit with your application:

- A detailed resume or curriculum vitae, including a listing of published works and reviews is attached in eGrant.
- A minimum of 10, and maximum of 20, pages of writing samples from within the last 5 years is required. Include a header on each page with title, and author. If published, indicate date and publication. Mail the samples with the inventory form available online to the Council on the Arts offices by March 5, 2020.
- Please do not submit bound published materials.

### MEDIA ARTS FELLOWSHIP AND THE GAY BURKE PHOTOGRAPHY FELLOWSHIP

#### Overview:

Artists working in photography, film or other video, audio/sound installation, experimental technology, or digital formats are eligible for this fellowship. One fellowship in Photography 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.

#### Supplemental Materials:

Submit with your application:

- An inventory list of examples, with media described.
- 10 examples of work from the past 5 years, or 10-30 minutes of content in video/sound/new media.
- Artist statement (optional), one page in length.
- Description of process or technique (optional), one page in length.

### MUSIC FELLOWSHIP

#### Overview:

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

#### Supplemental Materials:

Submit with your application:

- A detailed professional resume and, based on artistic approach:
  - Three scores and one digital recording of each composition, or
  - One DVD with three examples of performances, with concert notes and arrangements

### THEATRE ARTS FELLOWSHIP

#### Overview:

This fellowship supports actors, directors, mimes, puppetry artists, storytellers, scenic and set designers,

costumers, and any other affiliated theatrical arts professional.

### Supplemental Materials:

Submit with your application:

- A detailed professional resume
- As appropriate for your work:
  - A DVD with three examples of performances and copies of the scenes with blocking
  - A DVD with 3 examples of directorial scene work and copies of the scenes with directors' notes
  - Up to 10 tagged slides representing work in scene, light or costume design with plots and renderings
  - Up to two One-Act plays or (footage when possible)
  - One full-length play and excerpts from two other plays (footage when possible).

### VISUAL ARTS FELLOWSHIP

#### Overview:

Artists that create paintings, sculpture, prints, book arts, or experimental/conceptual works are invited to apply for this fellowship.

#### Supplemental Materials:

Submit with your application:

- An inventory list of examples, with medium and technique described.
- Photographs of 10 examples of work from the past 5 years. Detail shots can be included, but no more than ten images will be accepted.
- Artist statement (optional), one page in length.
- Description of process or technique (optional), one page in length.



## Folk Arts Apprenticeships

**Deadline:** September 1, 2020

**Request limits:** Up to \$3,000

**Match requirement:** None

**Program Manager:** Anne Kimzey, 334-242-5136

### Overview:

The Alabama Folk Arts Apprenticeship Program offers grants to individuals for teaching the traditional folk arts of Alabama. The grants can go to master artists to teach their skills to students, or to apprentices who apply to work with a particular teacher. This program is designed to preserve and pass on Alabama's traditional arts, such as: Sacred Harp singing, old-time fiddling, blues, folk pottery, oak basketry, willow furniture making, pine straw basketry and quilting.

### Funding:

Grant funds are received by the applicant as either a teaching master artist, or an apprentice working with an artist.

Artists receiving three consecutive years of funding are not able to apply for the two following consecutive years.

### Criteria for evaluation:

Applications are evaluated primarily on the quality of the master artist's work, the traditionality of the art form, and the likelihood for a successful teaching/learning experience. Examination of sample works are extremely important in the evaluation process. Both master artists and continuing students must submit samples in high quality photographs.

### Supplemental Materials:

Applications are not available through the online eGrant application. Forms are available at the Council on the Arts website, or via mail by request.

Discuss with the Program Manager specifics for submitting the required work samples, or mail in with the application.



## ORGANIZATION DEVELOPMENT

Funds that build the capacity of arts organizations to successfully provide arts programming are provided in three distinct grant types. These funds are distinct in their focus on administrative, operational, and technical aspects of arts organizations, requiring different information than grants supporting discrete projects.

### Arts and Cultural Facilities

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.

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.

**Program Manager:** Kay Jacoby, 334-242-5144, [kay.jacoby@arts.alabama.gov](mailto:kay.jacoby@arts.alabama.gov)

#### PLANNING

**Deadline:** **March 2, 2020**

**Request limits:** Up to \$20,000

**Match requirement:** Dollar-for-dollar, cash only

#### Overview:

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.

#### Funding:

Requests must include the cost of conceptual drawings and a narrative that defines project objectives and community benefits. The planning proposed must begin and end within the grant year for which funds are awarded.

#### Criteria for evaluation:

- 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.

#### Supplemental Materials:

A supplemental form is available for download in the eGrant application. The form requests information about the proposed facility, exact location, and community interaction with the space. Applicants should be able to address long-term operations and sustainability of the entity housed in the facility.

#### DESIGNING

**Deadline:** **March 2, 2020**

**Request limits:** Up to \$50,000

**Match requirement:** Dollar-for-dollar, cash and in-kind

#### Overview:

Requests for design work related to a specific facility or an arts space will be considered for support. Proposed work in this phase must produce 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.

#### Funding:

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

#### Criteria for evaluation:

- 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.

**Supplemental Materials:**

A supplemental form is available for download in the eGrant application. The form requests information about the proposed facility, exact location, and community interaction with the space. Applicants should be able to address long-term operations and sustainability of the entity housed in the facility.

**CONSTRUCTION**

**Deadline:** March 2, 2020

**Request limits:** Up to \$100,000

**Match requirement:** Three-to-one, cash only

**Overview:**

Construction 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.

**Funding:**

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

**Criteria for evaluation:**

- 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.

**Supplemental Materials:**

A supplemental form is available for download in the eGrant application. The form requests information about the proposed facility, exact location, and community interaction with the space. Applicants should demonstrate a robust planning process, with completed design and preparation work done prior to application.

Applicants should be able to address long-term operations and sustainability of the entity housed in the facility.

**Organization Development Grants**

**OPERATING SUPPORT**

**Deadline:** June 1, 2020

**Request limits:** 5% of the average income of the past 3 fiscal years

**Match requirement:** Minimum average income over the past 3 fiscal years of \$600,000 for Community Arts organizations, \$650,000 for Performing Arts organizations, \$800,000 for Visual Arts organizations

**Note: Operating Support grants are not being currently awarded to new institutions. Current recipients will be awarded funds if eligibility maintained, and an application is successful.**

**Overview:**

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 non-profit management and operation. The overall impact of these grants should maximize artistic and educational outreach.

**Funding:**

Funds for operating support may be used for any activity related to the mission of the applicant organization, other than general prohibitions (see pages 8-9). Grant amounts are based on a formula that prevents fluctuations greater than 20% year-over-year, regardless of changes in annual revenues. Recipients of this grant are eligible to apply for one project grant only if the project is not included in the general operations of the institution. Operating support funds and project grant funds cannot be used for the same expenditure. Organizations that request appropriations directly from the Alabama State Legislature are not eligible for funding. Funds are dispersed quarterly, with the last payment upon receipt of a final report documenting the year.

**Criteria for evaluation:**

A narrative that identifies and describes a track record of successful, diverse programming is essential for successful applicants.

**Supplemental Materials:**

A financial audit covering the previous three fiscal years is required to apply for operating support.

## TECHNICAL ASSISTANCE

**Deadline:** Rolling

**Request limits:** \$250 – \$1,000

**Match requirement:** Strengthens an application, but not required

### Overview:

Technical Assistance Grants are available for special, one-time needs. Designed for small-scale projects and unexpected costs, these grants cannot be related to an already funded project.

### Funding:

Technical Assistance Grants can be used for attending a conference, bringing in a consultant or presenter, or purchasing materials for an impromptu program. Expenses that were expected or potentially planned for are less likely to be funded.

### Criteria for evaluation:

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.

### Supplemental Materials:

Technical Assistance Grant applications are not submitted through eGrant. Up to ten pages of support material may be included in the two-page application available from program managers.

## ADMINISTRATIVE PROJECTS

**Deadline:** June 2, 2020 or September 1, 2020

**Request limits:** Up to \$10,000

**Match requirement:** Dollar-for-dollar, combination of cash and in-kind

### Overview:

This grant supports the employment of staff members that lead to the organizational growth of the applicant, or enhancement of program quality.

### Funding:

Staff members must work in Alabama, and the organization must adhere to all state and federal laws regarding employment.

Criteria for evaluation:

Applications are graded on the following aspects: Artistic excellence, Alabama's Living Cultural Heritage, evidence of Community Support, Educational benefits, benefits to artists, cultural diversity, accessibility, appropriateness of venue, strength of personnel, an appropriate budget, established partnerships, and potential for long-term impact.

### Supplemental Materials:

Applicants may submit up to ten pages of support materials, including a summary of the institutional strategic plan and organization chart.



## STAFF LIST

201 Monroe Street, Suite 110, Montgomery, AL 36104-3721

Phone: 334-242-4076 | Fax: 334-240-3269 | Website: [www.arts.alabama.gov](http://www.arts.alabama.gov)

### Executive Staff



**Dr. Elliot Knight, Executive Director**  
334-242-5145  
[elliott.knight@arts.alabama.gov](mailto:elliott.knight@arts.alabama.gov)



**Dr. Andrew Henley, Deputy Director**  
334-242-5137  
[andrew.henley@arts.alabama.gov](mailto:andrew.henley@arts.alabama.gov)

### Administrative Staff



**Andrea Crowley, Confidential Assistant to the Council**  
334-242-5147  
[andrea.crowley@arts.alabama.gov](mailto:andrea.crowley@arts.alabama.gov)



**William Cromblin, Security and Support Services**  
334-242-5129  
[william.cromblin@arts.alabama.gov](mailto:william.cromblin@arts.alabama.gov)



**John Meyers, Gallery Assistant**  
334-242-5131  
[john.meyers@arts.alabama.gov](mailto:john.meyers@arts.alabama.gov)



**Barbara Reed, Public Information Officer**  
334-242-5153  
[barbara.reed@arts.alabama.gov](mailto:barbara.reed@arts.alabama.gov)

### Program Managers and Staff



**Joey Brackner, Folklife and Director, Alabama Center for Traditional Culture**  
334-242-5155  
[joey.brackner@arts.alabama.gov](mailto:joey.brackner@arts.alabama.gov)



**Diana F. Green, MFA, Arts in Education**  
334-242-5148  
[diana.green@arts.alabama.gov](mailto:diana.green@arts.alabama.gov)



**Kay Jacoby, Community Arts and Arts & Cultural Facilities**  
334-242-5144  
[kay.jacoby@arts.alabama.gov](mailto:kay.jacoby@arts.alabama.gov)



**Yvette Jones-Smedley, MFA, Performing Arts**  
334-242-5138  
[yvette.jones-smedley@arts.alabama.gov](mailto:yvette.jones-smedley@arts.alabama.gov)



**Anne Kimzey, Literature and Folk Arts Apprenticeships**  
334-242-5136  
[anne.kimzey@arts.alabama.gov](mailto:anne.kimzey@arts.alabama.gov)



**Amy Jenkins, Visual Arts and Manager, Georgine Clarke Alabama Artists Gallery**  
334-242-5150  
[amy.jenkins@arts.alabama.gov](mailto:amy.jenkins@arts.alabama.gov)



**Rosalind Tucker, Programs Assistant**  
334-242-5128  
[rosalind.tucker@arts.alabama.gov](mailto:rosalind.tucker@arts.alabama.gov)

## Grants and Fiscal Office Staff



**Chiquita Moore, Staff Accountant**

334-242-5139

[chiquita.moore@arts.alabama.gov](mailto:chiquita.moore@arts.alabama.gov)



**Vinnie Watson, Grants Assistant**

334-242-5135

[vinnie.watson@arts.alabama.gov](mailto:vinnie.watson@arts.alabama.gov)

## Alabama Center for Traditional Culture Staff



**Joey Brackner, Director**

334-242-5155

[joey.brackner@arts.alabama.gov](mailto:joey.brackner@arts.alabama.gov)



**Deb Boykin, Folklorist and Alabama Arts Radio Producer**

334-242-5143

[deb.boykin@arts.alabama.gov](mailto:deb.boykin@arts.alabama.gov)



**Jackie Ely, Administrative Assistant**

334-242-5134

[jackie.ely@arts.alabama.gov](mailto:jackie.ely@arts.alabama.gov)



**Anne Kimzey, Folklorist**

334-242-5136

[anne.kimzey@arts.alabama.gov](mailto:anne.kimzey@arts.alabama.gov)

## PHOTO CAPTIONS

---

Page 2 – A traveling Folklife exhibit. Photo: Courtesy of the Alabama Folklife Association.

Page 6 – A child enjoying a painting activity at the Panoply Arts Festival in Huntsville. Photo: Courtesy of the Panoply Arts Festival

Page 8 – A production of *Lyle the Crocodile* at the Fantasy Playhouse Children’s Theatre and Academy. Photo: Jeff White.

Page 12 – A production of *Newsies* by Red Mountain Theatre. Photo: Stewart Edmonds.

Page 14 – Children engaged in arts activities during an Artistic Literacy Consortium meeting in Birmingham. Photo: Courtesy of Artistic Literacy Consortium.

Page 15 – Dr. Art Bacon during his open art studio classes at the Heritage Hall Museum in Talladega. Photo: Courtesy of Heritage Hall Museum.

Page 16 – A customer selecting pottery at Zach Sierke’s kiln opening near Fairhope. Photo: Joey Brackner.

Page 17 – Alabama Poet Laureate Jennifer Horne and poet Jacqueline Trimble speak to audiences at the Alabama Writers Symposium in Monroeville. Photo: Courtesy of Coastal Community College.

Page 18 – Yanchen Ju, dancing the Plum Blossom Rainbow Dance at the 2019 Alabama Dance Festival in Birmingham. Photo: Courtesy of the Alabama Dance Council

Page 19 – A performance of the Mobile Symphony featuring Vadim Gluzman. Photo: Courtesy of the Mobile Symphony.

Page 23 – Urban Wild, an exhibition at the Alabama Contemporary Art Center. Photo: Courtesy of the Alabama Contemporary Art Center.

Page 24 – Polly Raymond and Lucy Mingo quilting. Photo: Anne Kimzey

Page 27 – A student enjoying a sculpture chair on the grounds of the Montgomery Museum of Fine Arts. Photo: Courtesy of the MMFA.

---



**ALABAMA STATE COUNCIL ON THE ARTS**

201 MONROE STREET, SUITE 110

MONTGOMERY, AL 36104-3721

**[WWW.ARTS.ALABAMA.GOV](http://WWW.ARTS.ALABAMA.GOV)**