



INVESTING IN THE ARTIST GRANT

INDIVIDUAL APPLICATION - 2019-2020

Understanding that a financial barrier is oftentimes all that stands in the way of an artists' next critical step in their career, **Investing in the Artist** grants distribute small, but impactful funds to emerging and established artists, serving as a catalyst to further their work while living and creating in Santa Ana, resulting in a more vibrant local art scene. The City of Santa Ana Arts & Culture Commission will be awarding a total of \$70,000 to support ambitious projects that embrace experimentation and focus on process, as well as emerging artist essentials, such as materials, supplies, or business and website fees.

Celebrating History Bearers in our Communities

The arts in Santa Ana have enriched our lives by allowing us to express ourselves in new ways; to connect through stories of a shared past and present and an imagined future; and to envision the world from a different perspective. For the funding cycle of 2019-2020, the City of Santa Ana invites artists to involve older community members in the arts experience by: 1) providing opportunities for learning and skill-building for those either new to the arts in later life or those professionals who seek to continue to grow as they age in their craft; 2) integrating arts practices into health care settings for their therapeutic benefits of social engagement, skill-building, and increasing self-esteem through self-expression and understanding; and/or 3) using the arts and design to build communities that are accessible and engaging for people of all ages and abilities.

AWARDS

The Arts and Culture Commission is seeking to award grants in the amounts of up to \$5,000 for individual artists who will enrich and invigorate the Santa Ana arts and culture landscape and will be distributed in two payments.

The grant period will be for 12 months and will require an interim and a final report, including an itemized budget with documentation such as receipts, on outcomes achieved. The first payment will be disbursed at the commencement of the grant period, and the second payment will be disbursed 30 days after the successful completion of the final report. All grantees are required to maintain financial records to verify compliance. If you are selected for an audit, you must have and submit proof of expenses for review by grants staff upon request.

Only activities and costs consistent with the grant application or proposal approved by the Arts Commission will be funded. If changes in the awarded project are necessary, grantees must contact Gaby Cramer at (714) 647-5385 or GCramer@santa-ana.org.

If the proposed project has not been completed by end of the grant cycle, awarded funds to the artist(s) will be reabsorbed, and the applicant(s) will be ineligible to reapply for the following two years.

CONFLICT OF INTEREST

The Arts & Culture Commission members are actively involved in the arts professionally and/or personally. The Commission desires to avoid situations which may compromise, or appear to compromise,

members' objectivity while not preventing their continuing involvement in the arts, or in projects supported by the Commission and City. If the Commission member has a professional, fiduciary, and/or personal relationship with an applicant, the Commission member must notify the Commission of the relationship before the panel meeting or review of the applicant. The Commission member must also excuse him/herself from the room during the discussion of the applicant, and may not discuss the application with any other member of the Commission prior to, during, or after discussion of the application.

ELIGIBILITY CRITERIA

Individual artists working in the following mediums are welcome to apply:

Visual ↔ Performing ↔ Musical ↔ Literary ↔ Film ↔ Textile ↔ Multimedia ↔

Industrial ↔ Fashion ↔ Culinary

- Artists must be currently living and creating work in Santa Ana or create a work that is for the benefit of Santa Ana residents and/or stimulate economic development for the City of Santa Ana.
- Project must be completed in Santa Ana, directly serve the Santa Ana residents, and/or stimulate economic development for the City of Santa Ana.
- Applicants must be over the age of 18.
- Applicant must attend one Information Session.
- Applicants may not apply for consecutive grant cycles for the same project.
- Only one application per project will be accepted. Artists may not apply separately for the same project.

INELIGIBLE PROJECTS – WE DO NOT FUND

- Scholarly research, tuition, or academic expenses.
- Projects held, performed, or exhibited outside of the City of Santa Ana.
- Programs that are not accessible to the public.
- Projects with religious purposes that serve to proselytize.

FUNDING PRIORITIES

- Activating geographical areas in Santa Ana underserved by the arts
- Collaborations/partnerships among different entities

SELECTION PROCESS

Applicants will be reviewed and scored by a grant peer review panel made up of artists, arts and nonprofit professionals, and others with knowledge and professional qualifications in the arts and with familiarity of Orange County's arts sector. Grant review panels will reflect the diversity of the region and the various professional groups encompassed by the arts sectors such as practitioners, administrators, board members, and educators. As a public agency, all information submitted to the Arts & Culture Office in conjunction with a grant application becomes public record at the time the application is submitted. Applications will be reviewed and scored by a peer panel according to the following criteria.

EVALUATION CRITERIA

Artist applications will be evaluated on the following criteria:

- Project Merit & Theme Relevance – 40%
- Artist Portfolio – 25%
- Potential Community Impact – 25%
- Individual Need – 10%
- Non-Compliance with Grant Requirements from Previous Cycle – (-5%)

Criterion 1:

A project with exceptional Artistic Merit & Theme Relevance engages qualified and diverse arts or cultural professionals; provides arts experiences that expose participants to new perspectives; provides opportunities for engagement in the creative process; demonstrates cross-sector understanding, both supporting the arts and advancing community priorities; and provide clear examples of how the theme of “Celebrating the City of Santa Ana’s History and Diversity” is incorporated into your project.

Criterion 2:

An exceptional Artist Portfolio will include artworks that demonstrate the artist’s technical skills, abilities, and potential and should reflect the artist’s unique art background and experiences. It could include a range of medium and/or genre, or it can focus on the artist’s strengths.

Criterion 3:

A project with exceptional Community Impact will be able to make a positive difference for Santa Ana residents, neighborhoods, and communities by creating leverage and visibility for these communities to receive greater resources; elevating the standard of living for those in the community; providing pipelines for arts leadership; and support economic growth in the City.

Criterion 4:

Exceptional demonstration of Individual Need must clearly show efforts to find funding outside of the City of Santa Ana’s offerings, as well as displays of being self-sustaining.

Criterion 5:

Applicants who were awarded a grant from a previous cycle and were non-compliant with the grant requirements (ex: incomplete projects, missing or incomplete reports, etc.), will have 5 percentage points (5%) deducted from their overall score.

PORTFOLIO REQUIREMENTS

Online submissions, please upload work directly onto online application using formatting guidelines listed below, or include links to online portfolio. Please do not submit any original artwork. Work will not be returned.

Visual Arts (including painting, sculpture, textile arts, industrial art, all physical artwork)

- You may submit up to five (5) images maximum of demonstrating your best work
- Images must be printed or in jpeg format uploaded to online submission site.
- Clearly label each image file with “title_last name, first name” – Example “Art_Smith, Mary”

- You may choose to submit a single PowerPoint presentation of your work with your name, title, size, date, medium on each slide.

Musicians

- You may submit up to five (5) songs or compositions of your best work. For online submissions, files may be uploaded as mp3 files. Links to Soundcloud, YouTube, or other online music showcases are acceptable.
- Please note: Individual songs exceeding three minutes may not be heard in their entirety.
- Label each file with “title_last name, first name” – Example “Music_Smith, Mary”

Film/Media/Performing Arts

- You may submit up to five (5) short film/multimedia files. For online submissions, files may be uploaded as mp4 or .mov format. Links to online portfolio, YouTube, Vimeo or other video sharing sites are acceptable, and remember to include passwords.
- Please note: Individual films exceeding ten minutes may not be viewed in their entirety.
- Label each file with “title_last name, first name” – Example “Video_Smith, Mary”

Writers

- You may upload writing samples as Word or PDF files on the online submission site. Label each file “title_last name, first name” - Example “Fiction_Smith, Mary”
- Please use the following format for manuscripts: Times New Roman or Courier, 12 point font, double-spaced.
 - Fiction: 10 pages max.
 - Non-Fiction: 10 pages max.
 - Poetry: 5 poems (10 pages max.) Poetry may be formatted as the poet determines best suits the poem, but the manuscript must be legible.
 - Screenplays: 5 pages of dialogue + 1 synopsis.

SUBMISSION REQUIREMENTS

Applications must contain the following documents to be considered for funding:

1. Application Cover Sheet (use attached)
2. Brief Narrative for proposed use of funds. *Limit 2 pages. Formatting guidelines: Double spaced, 12 point Times New Roman, one inch margins.*
3. Supplemental Questions - *Please answer each question separately on the application:*
 - Describe any additional City of Santa Ana resources required for your project (permits, public space, licenses etc.) that you are required to obtain.**
 - Is this a new or existing program/project?
 - How will the proposed project be presented or shared with the public? Will the art display, event, or performance be free and accessible to the public?
 - How will your project enrich the quality of life for Santa Ana residents?
 - Describe how your project will stimulate economic development for the City of Santa Ana.
4. Portfolio (see guidelines)
5. Project Timeline (sample attached)
6. Line Item Budget (use attached – 2 pages)
7. At least one (1) signed Letter of Support or reference. If letter is in language other than English, please provide English translation.

*****If doing a public art installation, site must be selected prior to submission. Additionally, a letter from the property owner must be included with your application.***

SUBMISSION DUE DATE:

Applications are due on the Submittable.com website by FRIDAY, MAY 31, 2019 at 11:59 PM.

Submit applications here: <https://cityofsantaana.submittable.com/submit>

The online application will prompt you to submit the information directly into the fields and to upload submission materials. The Arts Commission strongly recommends submitting the application at least **5 days** prior to the deadline to give ample time to troubleshoot.

For questions please contact Gabriela Cramer at (714) 647-5385, gcramer@santa-ana.org.

ANTICIPATED TIMELINE

Event dates, times, and locations may be subject to change under certain circumstances. <u>Please check back on the grant web page for any changes prior to attending</u> the Information Sessions, City Council meetings, and Arts Commission meetings.	
Website: http://www.santa-ana.org/cda/artistgrant.asp	
4/1/19	Applications Available
5/2/19	Information Session – 6:00 pm, Ross Annex, 1 st Floor, Conference Room 1600
5/8/19	Information Session – 6:00 pm, Ross Annex, 1 st Floor, Conference Room 1600
5/31/19	Applications Due by 11:59 pm
6/20/19	Funding recommendations from Arts Commission
08/20/19	City Council Approval of Grant Awards

APPLICATION COVERSHEET

****Input your information below directly onto online application on Submittable.com. Do not upload this form.**

APPLICATION DUE DATE: FRIDAY, MAY 31, 2019 at 11:59 PM

**For map of wards,

click [here](#).

City Ward of Residence: _____

Date Submitted: _____ City Ward of Project: _____

Name of Applicant: _____

Address: _____

Phone Number: _____ Email: _____

Website: _____

Brief Description of Project (100 word limit):

Type of Application:

- Artist is based in Santa Ana and proposes to use grant funds to provide arts and culture programming in Santa Ana

- Artist is not based in Santa Ana and proposes to use 100% of grant funds for a project based in Santa Ana

Amount requested (up to \$5,000) \$ _____

In an effort to fund as many worthy projects as possible, proposals may not be awarded the full amount requested. What is the minimum amount you are willing to accept? \$ _____

How will this impact your project?

Project fulfills the following goal(s) from the Arts & Culture Master Plan [*check all boxes that apply. This is a survey only. Responses will not be part of evaluation*]:

- Foster a citywide culture of equity, inclusion, and access.
- Work collectively towards a robust infrastructure for the arts in Santa Ana inclusive of City policy, staffing, and sustained funding.
- Create the conditions where artists and creatives thrive professionally and arts and cultural organizations have the resources required for sustained success.
- Support and expand arts and cultural programming to engage all populations (regardless of age, gender, ethnicity, backgrounds, or socioeconomic status) throughout the community.
- Support existing and create new opportunities for youth to engage in artistic and creative activities and career pathways.
- Identify community spaces for artistic and creative collaborations and create a roadmap for new cultural facility development through City and organizational partnerships.
- Preserve Santa Ana's unique heritage while creating arts and culture opportunities through placemaking initiatives.
- Create visible and interactive arts opportunities for engagement through public art.
- Contribute to the economic growth of the City, including development of a skilled workforce.

CHECKLIST

- Application Cover Sheet (Cover Sheet information is embedded in the online application)
- Checklist
- Artist Resume/CV
(2 page limit, Times New Roman 12-point font, double-spaced, 1 inch margins)
- Brief narrative for proposed use of funds and supplemental questions
(2 page limit, Times New Roman 12-point font, double-spaced, 1 inch margins)
- Supplemental questions - *Please answer each question separately:*
 - Describe any additional City of Santa Ana resources required for your project (permits, public space, licenses etc.) that you are required to obtain.**
 - Is this a new or existing program/project?
 - How will the proposed project be presented or shared with the public? Will the art display, event, or performance be free and accessible to the public?
 - How will your project enrich the quality of life for Santa Ana residents?
 - Describe how will your project stimulate economic development for the City of Santa Ana?

*****If doing a public art installation, site must be selected prior to submission. Additionally, a letter from the property owner must be included with your application.***
- Portfolio (see Portfolio Requirements)
- Project Timeline (sample attached)
- Line Item Budget (2 pages)
- One (1) signed Letter of Support. If letter is in language other than English, please provide English translation.

SAMPLE Project Timeline

****Input your information directly onto this form and upload onto Submittable.com.**

DATE	ACTION	OUTCOME
June 2018	Develop historical and cultural timeline of Santa Ana	Draft of timeline
Month before and during the start-up of the Program	Outreach and Enrollment in Summer Intensive Music Camp	Raise community awareness about the opportunity to enroll students in this Summer Intensive Music Camp; Educate families about the benefits of students learning to play Classical Music, Chamber and Orchestral music; Enroll up to 100 students in the camp.
June 2019	Performance at Ebell Theater	Summer Camp students will play the music of a famous Caribbean composer, increase their understanding and appreciation for classical music fused with traditional and folkloric sounds of music from Puerto Rico and perform for their parents on Friday!

SAMPLE Line Item Budget

****Input your information directly onto this form (2 pages) and upload onto Submittable.com.**

PERSONNEL

Description of Personnel (artist fees, consultants, administrative fees, etc.)	Total Compensation	Grant Funds Requested

EQUIPMENT, MATERIALS, AND SUPPLIES

Item (equipment, materials, supplies)	Quantity	Unit Cost	Total Cost	Grant Funds Requested

ADDITIONAL EXPENSES

Description (permits, fees, facility rental for project)	Total Cost	Grant Funds Requested

SAMPLE Line Item Budget – Page 2

Enter budget categories and projected expenditures for the proposed program:

Category	Expenditures Funded By Santa Ana Grant	Expenditures Funded By Other Sources (Including in-kind)	Total Project Budget
Personnel Total			
Equipment Total			
Supplies Total			
Materials Total			
Additional Expense Total			
TOTAL			

PROJECT REVENUE

LIST ALL OTHER PROJECT RESOURCES

“Funding Source” total must equal “Total Project Budget” listed above.

FUNDING SOURCE	AMOUNT
Santa Ana Artist Grant	
TOTAL PROGRAM BUDGET	