

**MIAMI-DADE COUNTY DEPARTMENT OF CULTURAL AFFAIRS &
TIGERTAIL PRODUCTIONS, INC.
FY2016-2017 ARTIST ACCESS (ART) GRANTS PROGRAM GUIDELINES**

WHAT IS ARTIST ACCESS?

The Artist Access Grants Program is designed to assist practicing, professional and emerging artists residing in Miami-Dade County. The program provides support for artists to take advantage of specific and exceptional professional development, skill-building opportunities to advance their work and careers as working artists. Funds may be used for such endeavors as: attending advanced workshops, conferences, master classes, or seminars; participating in artist residencies; engaging in activities that are specifically capable of advancing or propelling a professional career; etc. This program is *not* intended to provide assistance in funding project-oriented applications, the costs of creating or producing art or an artwork, equipment purchases, touring engagements or academic or certification conferring endeavors. The maximum grant award amount is up to \$1,500.

All applicants are required to complete a phone consultation with the Program Administrator, Mary Luft, 305-324-4337, at least one week prior to submitting an application by the postmark deadline. Non-compliant applications will NOT be accepted. Applicants are also strongly encouraged to email a draft application to Mary Luft after your consultation.

ELIGIBILITY

Applications are encouraged from professional artists who are permanent residents of Miami-Dade County and are working in any medium or discipline. A professional artist is defined as a person who has created a recognized body of original work within an artistic discipline over a sustained period of time, and who is pursuing this work as a means of livelihood and/or a way to achieve the highest level of professional recognition. Applications will be evaluated based on evidence of the artist's serious professional commitment, significance of the opportunity, and the experience's potential contribution and impact on the artist's artistic growth. Artists may receive assistance through this grants program only once per year.

Eligibility Requirements and Restrictions:

1. Artist must be at least 18 years of age.
2. Artist must be a legal full-time resident of Miami-Dade County, and **must have resided and worked in Miami-Dade County for at least one year prior to the application deadline**. In addition, Artist must agree to maintain residency during the fiscal year in which the grant is awarded. (*Two forms of proof of residency required*)
3. Grants will be awarded for career-developing opportunities and experiences only.
4. Opportunities must be located **outside** of Miami-Dade County.
5. Grant activities must be completed within twelve months of the start date listed in the application.
6. **An artist may only apply once in a program-funding year** (October 1 - September 30).
7. Artists enrolled in high school or college/university courses are not eligible.
8. Activities leading to a professional certification, certificate or degree are not eligible.
9. Grant funds may not be used for debts incurred before the start date or after termination of the activity.
10. Grant funds may not be used to support project-oriented or commercial activities, touring engagements, equipment purchases, or production costs.
11. Current members of the Artist Access grant review panel are not eligible to apply to the program.
12. Do NOT submit a handwritten application. Your application must be typed.
13. Do NOT send applications by Certified Mail or any other signature-required form of delivery. Regular mail is fine. Non-compliant applications will not be accepted and will be deemed ineligible.
14. Do NOT forget to sign your application. (You need to submit an application with your original signature.)
15. Do NOT forget to schedule your grant consultation at least one week prior to the postmark deadline.

AN ARTIST ACCESS GRANT CARRIES NO COMMITMENT FOR FUTURE SUPPORT BEYOND THE TIME OF THE ACTIVITY.

REVIEW CRITERIA

Artist Access is a competitive grants program. Panelists are experienced artists but may not be familiar with your work or with the opportunity you present. As an applicant, it is your responsibility to clearly communicate:

- HOW the opportunity is unique and what it offers that isn't otherwise available to you in Miami-Dade County;
- WHY the opportunity is critical at this juncture in your career;
- WHAT you hope to accomplish and what the impact will be on your career and work; and
- WHO you will be working with and why they are the best one(s) to learn from or study with right now

Applications will be evaluated through a grant panel review process using the following criteria:

Professional Growth/Career Advancement: Evidence that the proposed activity is related to the artist's professional experience and that the proposed activity supports the professional and creative goals, making a significant contribution to the artist's career advancement.

Professional Commitment: Evidence of the artist's commitment to the art form, as evidenced by Artistic Statement, work sample(s), resume, support letters and other support materials that demonstrate a proficiency of the art form and relevancy of the proposed activity.

Planning/Confirmation: Evidence that the artist has been invited or registered for the activity/opportunity (as substantiated by attached support materials including background information on the opportunity and letters of invitation, etc.), and evidence that the artist has developed an appropriate, realistic budget and timeline.

HOW TO APPLY

There are three (3) postmark deadlines annually, however **an artist may apply only once in a funding year** (Oct 1 - Sept 30). Grant funds may not be used for debts incurred before the postmark deadline date, so make sure you choose an appropriate Quarter from the dates below. Retroactive grant requests will not be considered and will be deemed ineligible.

APPLICATIONS MUST BE POSTMARKED BY ONE OF THE FOLLOWING DEADLINES (NO EXCEPTIONS):

- **Fall Quarter** (*postmark deadline*): **Friday, November 4, 2016**
- **Winter Quarter** (*postmark deadline*): **Friday, February 3, 2017**
- **Spring/Summer Quarter** (*postmark deadline*): **Friday, May 5, 2017**

All applicants are required to complete a phone consultation with the Program Administrator, Mary Luft, 305-324-4337, at least one week prior to submitting an application by the postmark deadline. Non-compliant applications will **not** be accepted.

**YOUR APPLICATION PACKAGE MUST INCLUDE ALL OF THE FOLLOWING,
IN ORDER TO BE ELIGIBLE FOR CONSIDERATION**

APPLICATION FORM (REQUIRED): One (1) signed complete and original, typed application form. Application form must be submitted as a hard copy document (paper based). Program administrators will not print materials for you.

RÉSUMÉ (REQUIRED): This should be a current, professional artist résumé specific to your artistic discipline. If you are unsure of the correct format and information to list, please consult Internet or library sources, or contact the Artist Access Program Administrator. *You may also include a **BIO** as an additional, optional attachment, but not in place of your résumé.*

☐ WORK SAMPLES AND SUPPORT MATERIALS (REQUIRED): All samples of work submitted for panel review must have been completed **within the last four years** prior to the application deadline. If your samples include group performances, as opposed to a solo piece, you must clearly identify yourself, or your role, in each work.

If you are providing URLs/web links to images, videos, audio files, etc. hosted on Vimeo or another website, **make sure to test your links before submitting your application**. Do not use YouTube links for video samples. If you are *mailing* additional materials or work samples with your application by submitting a CD, DVD, or jump drive, make sure to use accepted file formats (.jpg, .pdf, Microsoft Word - for text samples only. Do not use Word for photos or other visuals, .ppt, .wmv, .mp4, .mp3, .wav, .wma; if you are unsure of a format not listed here, contact Mary Luft to inquire about alternate formats). If mailing your application, you can use a jump drive with your work samples, however mailed materials will not be returned. Please do not submit any originals.

- **Visual Art:** maximum eight (8) slides (in slide sheet), prints or digital images on CD, DVD or jump drive, (*DO NOT EMAIL*). Provide a detailed list of works identifying the name of the piece, medium, size, date created, etc.
- **Dance/Theater/Film:** video (cued to start position) DVD, or jump drive, labeled with name of piece, year created and name of choreographer/writer/actor/director/venue. Limit between 5-8 minutes.
- **Music:** Label CD/DVD/jump drive with title, year created and composer's name. Limit between 5-8 minutes.

☐ BACKGROUND INFORMATION ON OPPORTUNITY (REQUIRED): Information from Internet and/or catalog sources providing a brief overview of the opportunity. Be sure that the information demonstrates the quality of the experience and its significance to the artistic discipline.

☐ LETTER OF INVITATION / REGISTRATION INFORMATION (REQUIRED): Information specific to the opportunity available must evidence that the artist has been invited or is already registered to participate. If neither of these is possible, please explain the circumstances under which you will be invited or registered to participate.

☐ PROOF OF MIAMI-DADE COUNTY PERMANENT RESIDENCY (REQUIRED): The Artist hereby attests that he/she has lived in MIAMI-DADE COUNTY for at least one year at the time of the application deadline and must remain in full-time residence in Miami-Dade County during the fiscal year in which the grant is awarded. Artist will provide proof of residency* in Miami-Dade County during this term by submitting clear evidence of residency by the application deadline, including, but not necessarily limited to **any two (2) of the following**:

- Current rental agreement or lease **in artist's name**;
- Current utility bill **in artist's name, with street address listed**;
- Current mortgage payment, property deed or property tax bill **in artist's name**;
- Current Florida Driver's License with Miami-Dade County street address;
- Voter registration card issued by Miami-Dade County;
- Current federal income tax return filed by Artist.

**If permanent residency cannot be established based on documents submitted, the application will NOT be considered.*

☐ CONSULTATION (REQUIRED): Applicants must call and request a phone consultation with the Artist Access program administrator, Mary Luft, 305-324-4337, at least one week prior to submitting an application by the postmark deadline. **Non-compliant applications will not be considered and will be deemed ineligible.**

You are strongly encouraged to email a draft application to Mary Luft after your phone consultation. Mary can offer technical assistance and advice on how to improve your application, prior to submitting your original, signed hardcopy by the postmark deadline. You can email your draft to Mary at: Email@tigertail.org.

REQUIREMENTS, PAYMENTS AND REPORTING

Grant applications are reviewed through a peer panel process three times per year. Artists will be notified of the panel's recommendations within four weeks of the grant deadline.

Grant funds are issued by reimbursement ONLY based on copies of *paid* receipts and/or canceled checks submitted by the artist. It is extremely important to keep all receipts for everything related to the opportunity. Payments will not be made in advance and will not be made without appropriate documentation of expenditures.

FINAL REPORTING: In addition to submitting copies of all paid receipts and/or cancelled checks, grantees must also submit a 1 to 2-page Final Report, which should include a brief narrative on grant-funded activities and grant expenditures, along with a summary of the experience and how this opportunity has contributed to your artistic growth and career. *The final report and copies of all receipts and documentation should be submitted to: Mary Luft, Executive Director, Tigertail Productions, Inc., 842 N.W. 9th Court, Miami, Florida 33136.*

Do NOT hand deliver. Regular mail is acceptable. Certified mail or any other signature required delivery is NOT ACCEPTABLE. NON-COMPLIANT APPLICATIONS WILL NOT BE ACCEPTED.

All funded activities must provide equal access and equal opportunity in employment and services, and may not discriminate on the basis of race, color, religion, ancestry, national origin, sex, pregnancy, age, disability, marital status, familial status, sexual orientation, physical ability, gender identity or gender expression, or status as a victim of domestic violence, dating violence or stalking, in accordance with Title VI and Title VII of the Civil Rights Act of 1964, the Age Discrimination Act of 1975, Title IX of the Education Amendments of 1972 as amended (42 U.S.C. 2000d et seq.), the Americans with Disabilities Act (ADA) of 1990, Section 504 of the Rehabilitation Act of 1973, and Miami-Dade County ordinances No. 97-170, § 1, 2-25-97 and No. 98-17, § 1, 12-1-98.

Miami-Dade County provides equal access and equal opportunity in employment and services and does not discriminate on the basis of race, color, religion, ancestry, national origin, sex, pregnancy, age, disability, marital status, familial status, sexual orientation, physical ability, gender identity or gender expression, or status as a victim of domestic violence, dating violence or stalking, in accordance with Title VI and Title VII of the Civil Rights Act of 1964, the Age Discrimination Act of 1975, Title IX of the Education Amendments of 1972 as amended (42 U.S.C. 2000d et seq.), the Americans with Disabilities Act (ADA) of 1990, Section 504 of the Rehabilitation Act of 1973, and Miami-Dade County ordinances No. 97-170, § 1, 2-25-97 and No. 98-17, § 1, 12-1-98.

The Miami-Dade County Department of Cultural Affairs and the Cultural Affairs Council develop cultural excellence, diversity and participation throughout Miami-Dade County by strategically creating and promoting opportunities for artists and cultural organizations, and our residents and visitors who are their audiences. The Department directs the Art in Public Places program and its board, the Art in Public Places Trust, commissioning, curating, maintaining and promoting the County's art collection. The Department also manages, programs and operates the South Miami-Dade Cultural Arts Center, a campus of state-of-the-art cultural facilities in Cutler Bay as well as Miami-Dade County Auditorium, Joseph Caleb Auditorium and the African Heritage Cultural Arts Center, all dedicated to presenting and supporting excellence in the arts for the entire community. Through staff, board and programmatic resources, the Department, the Council and the Trust promote, coordinate and support Miami-Dade County's more than 1,000 not-for-profit cultural organizations as well as thousands of resident artists through grants, technical assistance, public information and interactive community planning. The Department receives funding through the Miami-Dade County Mayor and Board of County Commissioners, The Children's Trust, the National Endowment for the Arts, the State of Florida through the Florida Department of State, Division of Cultural Affairs and the Florida Arts Council, and the John S. and James L. Knight Foundation. Other support and services are provided by TicketWeb for the Culture Shock Miami program, the Greater Miami Convention and Visitors Bureau, the South Florida Cultural Consortium and the Tourist Development Council.

HELPFUL HINTS FOR WRITING YOUR GRANT

1. READ THE PROGRAM GUIDELINES THOROUGHLY AND FOLLOW THE INSTRUCTIONS.
2. Schedule a mandatory phone consultation with the Program Administrator, Mary Luft, at least one week prior to the postmark deadline. If you do not have a consultation prior to applying, your application will be deemed ineligible. You are strongly encouraged to email a draft application to Mary Luft after your phone consultation. Mary can offer technical assistance and advice on how to improve your application, prior to submitting your original, signed hardcopy by the postmark deadline. You can email your draft to Mary at: Email@tigertail.org.

3. Use spell check! Do not abbreviate language. Make sure your application is easy to understand. Ask a friend to read your application for spelling/grammar issues and clarity.
4. The quality of your Work Sample(s) is very important. A good application can be eliminated from consideration by a poor work sample. If you are providing URLs/weblinks, make sure to test that all of your links work!
5. Support materials must relate to your proposed activity. If you are requesting funds to attend a workshop, residency or specialized study, you should submit your letter of acceptance or invitation.
6. Make sure your budget is detailed, itemized, and balanced - showing exact expenses and revenues. This shows that you have done your homework and know what your anticipated costs will be.
7. Make sure your application is TYPED. Handwriting is difficult to read.
8. Be aware of word count limitations in your narrative statements.
9. Make sure you include two forms of documentation that establish permanent Miami-Dade County residency. Documentation must be in the artist's name and show the street address, and artist must be currently living at the address listed. See guidelines for more detail.
10. Do not hand-deliver your application. Do not send your application by certified mail, or any other signature-required form of delivery, otherwise your application will not be accepted. Regular mail is fine, or any other type of mail delivery that does not require a signature is fine.
11. Mail your application in early. Remember there are no exceptions to the postmark deadline.
12. Make sure you sign the last page of your application! An original signature is required. Unsigned applications will not be considered and will be deemed ineligible.