



FY18 Guidelines: Career Opportunity Grant for Individual Artists

Application Deadlines:
September 29, 2017, 10:59 pm
December 18, 2017
April 3, 2018

Supporting Activity between:
October 1, 2017– September 30, 2018
February 1, 2018–January 31, 2019
June 1, 2018– May 31, 2019

Application (including all materials) must be submitted through our online grants portal
<https://oregon4biz.force.com/OAC/s/login/>

Vision

The Oregon Arts Commission envisions a future where communities celebrate creative expression, artists and arts organizations thrive through robust public support, the arts are recognized as an essential economic driver and Oregon is recognized as a leader for equity and inclusion in the arts.

Mission

To enhance the quality of life for all Oregonians through the arts by stimulating creativity, leadership and economic vitality.

Strategic Plan

The five goals of the Oregon Arts Commission's plan are below, the complete version of plan is available on our website

www.oregonartscommission.org/booklets/Oregon_Arts_Commission_Plan_Booklet

- Make the programs of the Oregon Arts Commission accessible to artists and arts organizations to enhance the quality of life for all Oregonians.
- To advance the essential role that the arts play in supporting the economic vitality of Oregon.
- To stimulate opportunities for Oregonians of all ages to pursue learning in and through the arts.
- To advocate and communicate the value that artists and arts organizations bring to Oregon.
- To improve the efficiency and effectiveness of the Oregon Arts Commission to better serve artists, arts organizations and client agencies.

Purpose of Career Opportunity Grants

The Oregon Arts Commission's (OAC) Career Opportunity Grants support individual Oregon artists by enabling them to take advantage of timely opportunities to enhance their artistic careers.

This program does not support the creation of new artwork, unless it is explicitly linked to an opportunity as described in these guidelines. The Oregon Arts Commission also offers an Individual Artist Fellowship Program, which honors professional artists for their artistic achievements and supports their efforts in the creation of art. For more information visit our website at: <http://www.oregonartscommission.org/grants/individual-artist-fellowship>

The Career Opportunity grant program recognizes and supports artists from artistic disciplines listed below, as long as all eligibility requirements are met and applications are recommended for funding.

Artistic Disciplines:

- Literature (creative non-fiction, fiction, play writing and poetry)
- Dance including choreography
- Music composition, music performance
- Theatre and performance art
- Visual Arts (crafts, drawing, painting, photography, printmaking, sculpture, mixed media, and new media)
- Design Arts
- Film/Video

Each eligible application is evaluated by a multidisciplinary panel of arts professionals using the published review criteria. The scores from that panel determine if an application will be funded and at what amount.

Priority will be given to activities that respond to an **external** opportunity (such as an invitation to a competitive residency, exhibition or relevant training). Self-directed opportunities such as the creation of a new body of work without a confirmed external opportunity are unlikely to be competitive.

The grant program is open to both emerging and established artists. Emerging artists are expected to show some history of publication, exhibition or performance that was juried, programmed, or edited by an individual other than the applicant.

Artists from underserved communities, including (but not limited to) rural communities and communities of color, are especially encouraged to apply.

Below are examples of opportunities for which artists may request support. These activities must be associated directly to the opportunity that is imminent and specifically enhance your professional artistic career.

- Travel associated with an external opportunity (i.e. performance, exhibition, or residency, etc.)
- Preparation, freight and or shipping costs for materials to support an external opportunity
- Materials to complete work scheduled for a gallery exhibition, performance or publication
- Expenses associated with an exceptional learning environment, such as residency, or intensive study with a recognized master/mentor. *Note: degree bearing programs are not eligible*
- Professional fees and services to support or document an activity, such as a videographer
- Rental fees, including equipment, instruments, or facility which support an external opportunity
- If you feel your project does not directly fit in one of the above categories, please contact david.huff@oregon.gov to discuss.

Eligibility

Applicants must meet all of the following requirements:

- Domiciled in Oregon at least one year prior to the application deadline. *Domicile is a person's fixed, permanent, and principal home for legal purposes*
- Be 18 years of age or older at the application deadline
- Have not received funding from the Oregon Arts Commission's Career Opportunity Program in the past sixteen (16) months from the application deadline
- Not be currently enrolled in a degree-bearing program, either part-time or full-time at the time of application or during the successive grant period
- Established artists applying to The Ford Family Foundation or the Oregon Community Foundation must meet additional eligibility requirements. See below for details

Limitations

Career Opportunity grants will not fund:

- Capital expenditures (i.e. studio renovations; equipment purchases)
- Joint applications from two or more artists
- The applicant's own artistic fees, wages, or stipends
- Degree bearing education including tuition assistance for college, university, or other formal courses of study
- An opportunity that has already been completed or falls outside of the activity dates
- Reimbursement of expenses incurred before the activity dates

Additional Funding Opportunities: The Ford Family Foundation's Career Opportunity Funding (for Established Visual Artists) and The Oregon Community Foundation's 2017 Special Projects Funding (for Established Performing and Literary Artists)

The Ford Family Foundation and The Oregon Community Foundation, in partnership with the Oregon Arts Commission, provide additional resources available to established Oregon artists who have an unanticipated major career enhancing opportunity. This support will fund activities that provide an opportunity to aid in significantly advancing the exploration, creation, production or exhibition of an established artist's work.

For Established Visual Artists seeking additional funds from The Ford Family Foundation's Career Opportunity Funding:

In addition to the eligibility requirements listed above, applicants seeking additional funding must be practicing *Oregon visual artists* who meet the following criteria:

- Are currently producing work in the fields of visual arts or contemporary craft (*OAC Codes 05, 07 and 08*)
- Domiciled in Oregon for 36 months prior to the application deadline
- Are 30 years of age or older at the time of application
- Have evidenced, through appropriate documentation, seven (7) or more years of active professional participation in the field of visual art

For Established Performing or Literary Artists seeking additional funds from The Oregon Community Foundation's 2016 Special Projects Funding:

In addition to the OAC Career Opportunity Grant eligibility requirements listed above, applicants seeking additional funding must be practicing *Oregon performing or literary artists* who meet the following criteria:

- Are currently producing work in the fields of performance (including, but not limited to, music, theatre or dance) or literature (*Discipline Codes 01, 02, 03, 04 or 10*)
- Domiciled in Oregon for 36 months prior to the application deadline
- Are 30 years of age or older at the time of application
- Have evidenced, through appropriate documentation, seven (7) or more years of active professional participation in the field of performance or literary art

Artists that meet these additional eligibility requirements are invited to apply for a grant award of up to \$9,000. Grants awarded to artists may include funds from both the Oregon Arts Commission and either The Ford Family Foundation or The Oregon Community Foundation. Limited resources necessitate that not all eligible applicants will receive funding.

Established artists requesting funds from The Ford Family Foundation or The Oregon Community Foundation must contribute some portion of their own resources for the activity, and indicate so in the application's Revenue section.

For more information about The Ford Family Foundation's Visual Arts Program Career Opportunity Grants, please visit <http://www.tfff.org/what-we-do/successful-citizens/visual-arts>

For more information about The Oregon Community Foundation's Special Projects Funding, visit <http://www.oregoncf.org/>

Review Criteria

Complete applications including budget, responses to the narrative questions, work samples and other support material will be reviewed by the panel using the following criteria:

- **Career Impact** (maximum 45 points)
 - Clearly defined opportunity and the timeliness of the opportunity
 - Quality of the proposed opportunity
 - Appropriateness of opportunity in relation to the artist's career goals
- **Artistic Merit** (maximum 45 points)
 - Artistic quality as demonstrated by work samples provided
 - Qualifications, background, and experience of the artist as demonstrated through the resume, work samples and other support material
- **Budget** (maximum 10 points)
 - Appropriateness of the budget for activities associated with the opportunity

Grant Awards

OAC Career Opportunity Grants range from \$500 to \$1,500 depending on the scope and nature of the opportunity.

Established artists may be eligible to apply for up to \$9,000. See '[Additional Funding Opportunities](#)' above for details.

Applicants may apply for funding for a portion of an opportunity. This is a competitive grant program, and not all eligible applicants will receive funding.

Deadline

Completed applications must be submitted to the Oregon Arts Commission by 5:00 pm on the deadline date listed on the front page of these guidelines.

Assistance

Assistance from Arts Commission staff is available to applicants. Contact David Huff at 503-986-0086 or david.huff@oregon.gov with questions.

Application Review Process

Arts Commission staff will review applications submitted for eligibility, completeness and budget accuracy. A multi-disciplinary panel of experts will review each application according to the review criteria listed above.

If you receive a Grant Award:

Grant Agreements:

A grant agreement letter will be sent to the address in the application. A W9 form will be included with the letter, which must be completed for tax purposes. Awardees will receive a 1099 at the end of the calendar year. Artists are responsible for verifying the tax liability for the award.

The Oregon Arts Commission at any time may require additional information prior to awarding funds or during the grant period. If your opportunity changes in any way during the grant period, you are required to notify the Oregon Arts Commission in writing of the changes.

Final Reports

Upon completion of a Career Opportunity Grant activity period, a final report (expense and narrative) will be required within 30 days. The Oregon Arts Commission tracks the effectiveness of its grants and programs and reports this information to the Commission and the National Endowment for the Arts.

Established artists receiving a grant funded by The Ford Family Foundation or The Oregon Community Foundation must address additional questions in their final report. Final financial reports must reflect the application budget as submitted to the Oregon Arts Commission. Visual documentation will be required for visual arts activities.

Application Instructions

Electronic submission only at <https://oregon4biz.force.com/OAC/s/login/>

Logging into the grants portal for the first time

1. Click the **Create an Account** link under the log in button
2. Fill out the required fields on the **Create Account** screen
3. For the question, “**Would you like to associate this user to an Organization?**” click **No**
4. For the question, “**Are you a robot?**” click **No**
5. Click **Continue**
6. Click the **Login** button
7. Enter your **username** (email address) and **password**
8. Click **Login**
9. Review the **Getting Started** instructions
10. Click on the **Available Grants** tab
11. Select **FY18 Career Opportunity December**
12. Review the **grant guidelines**
13. When ready, click the **Apply Now** button

For assistance with the grants portal, please contact kat.bell@oregon.gov or 503-986-0082.

Narrative - Complete these questions in the fields provided

1. Summary of the specific opportunity for which you are applying. This should be a single sentence beginning with the words “To support...”, and including a beginning date for the activity. For example: “*To support the participation in a three month writing residency at XYZ Foundation beginning February 2018.*” (maximum 300 characters)
2. Briefly describe the opportunity and how you plan to take advantage of it. What makes this opportunity timely? (maximum 1500 characters)
3. What are the intended outcomes of this activity? How will these outcomes provide a meaningful gain to your artistic career goals? (maximum 1500 characters)
4. How and why did you select (or were you selected for) this particular opportunity? (maximum 1000 characters)
5. Established artists applying for [additional funding](#) from The Ford Family Foundation or The Oregon Community Foundation (See ‘[Additional Funding Opportunities](#)’) must respond to the following questions: (maximum 1500 characters)
 - a. For what purpose would the additional funds be used?
 - b. Would you be able to complete the project (or portions of the project) if you are not awarded your full request amount?

Artist’s Resume or Biography

- Cut and paste your artistic resume or biography (maximum 5000 characters)
- Submitted resume or biography is used by the panel to help determine where the applicant is in their artistic career. Competitive applications will clearly describe activities that have a potential to advance the applicant’s artistic career, and move them closer to their individual career goals.

Budget

- Specifically address items in the Revenue and Expense fields, describing how the requested funds would be used
- For the Revenue section, list sources of income including cash supplied by the applicant, your request from the Oregon Arts Commission (up to \$1,500), and your requests for additional funding from The Ford Family Foundation and the Oregon Community Foundation (up to \$7,500) for this specific opportunity (if applicable)
- For the Expenses section, list the expenses associated with this opportunity
- Expenses must match Revenue
- There is no match required for the OAC's Career Opportunity grants, however if you are requesting additional funds from The Ford Family Foundation or the Oregon Community Foundation, you must contribute some portion of your own resources to the activity

Uploads

1. Support materials – Upload (limit 4)

These attachments confirm the details of your proposed activity. Examples:

- Letters of invitation or acceptance to a program or event (required for residencies, workshops or other programs that require an application process)
- Workshop registration forms, sample workshop brochures; provide URL links if appropriate
- Information on instructors and/or workshops related to the proposed activity and request.
- Written cost estimates for expenses related to the opportunity, such as contract work or travel

2. Work Samples

Work samples are required and will inform the panel's evaluation of the quality of your work and how the proposed opportunity relates to your artistic career. Represented work must be current, preferably created within the past three years

- **Digital submissions:** Upload your submissions into the online application. Include the following information in the description of each sample: title, date, medium, measurements, total time or page length, role of the artist in production, additional production credits, etc.
- **Image Submissions:** Up to 10 images depicting individual pieces, installations, designs models or products.
- **Audio and Video Submissions**
 - Total combined running time of all audio and video submissions should not exceed 10 minutes. Upload any of the following materials: quality recording(s) in audio/video files, limited to the following file formats
 - Upload options for audio files:
 - File formats: AIFF, WAV, XMF, MP3
 - Bit rate: minimum 96 kbps–maximum 320 kbps
 - Codec: aiff, wav, au
 - File size: 10 MB maximum
 - File formats
 - Upload options for video files

- File formats: 3GP, WMV, AVI, MOV, ASF, MPG, MP4, M2T, MKV, M2TS
 - Resolution: minimum 640 x 480, maximum 1920 x 1080
 - Aspect ratio: 4:3 or 16:9
 - Bit rate: recommended above 240 kbps
 - Frame rate: minimum 12 fps, recommended 30 fps. The frame rate of the original video should be maintained without re-sampling. In particular, pulldown and other frame rate re-sampling techniques are strongly discouraged.
 - Codec: h.264, h.263, mpeg-1, mpeg-2, mpeg-4, Windows Media Video, and motion jpeg mpeg-1 muxed, Apple Lossless
 - Container: 3gp, asf, avi, mov, mpeg, mpeg-2, mp4, ogg
 - File size: 100 MB maximum
- **Written Submissions**
 - Upload your sample in the File Upload section to include up to five poems or works of prose (neither to exceed 10 pages total). Script and Playwriting applicants should include one act or scene (not to exceed 10 pages).
 - All materials must be legible in 12-point type. A synopsis of the complete work must accompany selections from a longer script or work. The Arts Commission will not accept copied, published material that is not in original manuscript format. Uploaded files should be in .pdf format.