



FY 19 Career Opportunity for Individual Artists Guidelines

Application Deadlines: Supporting Activity between:
 September 14, 2018 October 1, 2018–September 30, 2019
 December 7, 2018 February 1, 2019–January 31, 2020
 April 5, 2019 June 1, 2019– May 31, 2020

Applications must be submitted through our online grants portal
[Click here to go to our grants portal: https://oregon4biz.force.com/OAC/s/login/](https://oregon4biz.force.com/OAC/s/login/)

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About the Oregon Arts Commission

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 Oregon Arts Commission's full strategic plan is available on our website at www.oregonartscommission.org/booklets/Oregon_Arts_Commission_Plan_Booklet

About the Career Opportunity Grant Program

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.

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

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

Activities must respond to an external opportunity. See 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 your project falls outside one of the above categories, please contact david.huff@oregon.gov to discuss.

Grant Award Amounts

OAC Career Opportunity Grants range from \$500 to \$1,500 depending on the scope and nature of the opportunity. Additional funding of up to \$9,000 may be available for established artists.

Applicants may apply for funding for a portion of an opportunity. Grants awarded to artists may include funds from both the Oregon Arts Commission and The Ford Family Foundation. This is a competitive grant program, and not all eligible applicants will receive funding. Grant awards will be paid out after the start of the activity period.

Additional Funding Opportunity:

The Ford Family Foundation, in partnership with the Oregon Arts Commission, provide additional resources 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.

Requirements & Limitations

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.

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; and
- Not be enrolled in a creative degree-bearing program either part-time or full-time at the time of application or during the successive grant period.

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 from The Ford Family Foundation's Career Opportunity 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; and
- Have evidenced, through appropriate documentation, seven (7) or more years of active professional participation in the field of visual art.

[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](http://www.tfff.org/what-we-do/successful-citizens/visual-arts)

Matching Funds

There is no match required for the OAC's Career Opportunity grants, however if you are requesting additional funds from The Ford Family Foundation, you must contribute some portion of your own resources to the activity, and indicate so in the application's Revenue section.

Limitations

Career Opportunity grants will not fund:

- Capital expenditures (i.e. studio renovations; equipment purchases);
- Joint applications from two or more artists (While the commission acknowledges that many artists work collaboratively, each grant will be awarded to only one individual artist);
- 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; or
- Reimbursement of expenses incurred before the activity dates.

How Applications are Reviewed

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

Process

Arts Commission staff will review applications submitted for eligibility, completeness and budget accuracy. 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.

Application Questions

Narrative - Complete these questions in the fields provided in the online application.

- 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)
- Briefly describe the opportunity and how you plan to take advantage of it. What makes this opportunity timely? (Maximum 1500 characters)
- What are the intended outcomes of this activity? How will these outcomes provide a meaningful gain to your artistic career goals? (Maximum 1500 characters)
- How and why did you select (or were you selected for) this particular opportunity? (Maximum 1000 characters)

Established artists applying for additional funding from The Ford Family Foundation must respond to the following additional questions: (maximum 1500 characters)

- For what purpose would the additional funds be used?
- 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.

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 request for additional funding from The Ford Family (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

Uploads

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

Work Samples – Upload (limit 10) 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

Visual 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, and MP3
 - Bit rate: minimum 96 kpbs–maximum 320 kpbs
 - Codec: aiff, wav, au
 - File size: 10 MB maximum
- Upload options for video files
 - File formats: 3GP, WMV, AVI, MOV, ASF, MPG, MP4, M2T, MKV, and 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.

Assistance

Assistance with technical requirements and project scope is available from the Arts Commission staff prior to the application deadline. Applicants may also seek feedback after funding decisions have been made. Contact Oregon Arts Commission at (503) 986-0082 or arts.grants@oregon.gov.

Appeal Process

The Oregon Arts Commission recognizes that procedural errors may occur in the application process. The Arts Commission is committed to acknowledging errors and responding to rectify the effects of an error. Appeals may not be made on the basis of an applicant's disagreement with the advisory panel's assessment of application and how it met the review criteria. Disagreement with the judgment of the panel or the amount of the award is not grounds for an appeal.

Applicants considering an appeal should contact the Arts Commission's Assistant Director, David Huff, at 503-986-0086 or david.huff@oregon.gov for advice and guidance. Letters of appeal must be submitted to the Arts Commission's Executive Director within 30 days of the panel meeting. Appeals are reviewed and acted on by the Arts Commission's Board. Appeals may result in an approval of an award or an increase in the award amount if the applicant can satisfactorily document that the application was misrepresented or improperly reviewed through no fault of the applicant. If the appeal is supported by the Arts Commission's Board, funds will be awarded only if they are available.

Organizations not meeting one or more of the eligibility requirements as determined by staff are encouraged to discuss the decision with staff. Appeals concerning eligibility determination may be made. Letters of appeal must be submitted to the Arts Commission's Executive Director within 15 days from the decision. Appeals are reviewed and acted on by an Arts Commission committee.

All decisions made by the Arts Commission board or committees are final.

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 (financial 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 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.