GUIDELINES FY 2018

Introduction and Overview

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1-888-2GETOAC

oac.ohio.gov

TTY Ohio Relay Service
1-800-750-0750

Last updated November 1, 2016

Dear Constituents,

We are pleased to present *Guidelines 2018*, the agency's primary grant-making policy document. The programs and services offered by the Ohio Arts Council (OAC) are divided into two broad categories: *innovation* and *investment*. Our innovation activities include the resources we provide, the professional development we offer, the research we conduct, and the leadership and voice we provide for the arts. This document frames our investment work.

As with last year's substantially revised *2017* document, the lightly updated *Guidelines 2018* remains streamlined in length and content, well-aligned to the agency's strategic plan, and takes advantage of up-to-date technology.

Guidelines 2018 is laser-focused on grant-making. You'll find the information you need for each program – who is eligible, how to apply, what your application will be evaluated on, and how to get help if you need it – so you can prepare and manage your OAC grant-writing efficiently and effectively. For non-grants related resources including event listings, current initiatives, upcoming professional development opportunities, and much more, we invite you to visit our redesigned website at oac.ohio.gov, or connect with us on social media to join the conversation.

This version of the *Guidelines* follows last year's update in emphasizing the things Ohioans told us they wanted us to emphasize, including those highlighted in our *State Arts Plan 2015-2017*. A relaunched Capacity Building program, new ArtsNEXT and ArtSTART programs, streamlined application and reporting processes, revamped scoring process and revamped criteria, and many more updates remain unchanged.

Finally, these *Guidelines* continue the agency's work to modernize its online grant-making, as they align with the OAC's ARTIE system. Features including online support materials, electronic signatures, intuitive navigation, and improved accessibility made ARTIE's first year highly successful, and – with your feedback – we're already looking forward to implementing future improvements as the system evolves.

Guidelines 2018 describes how funds entrusted to the Ohio Arts Council by the Governor and Ohio Legislature are to be invested in arts and culture, as well as the expected returns on those investments: quality arts experiences that strengthen Ohio artistically, educationally, and culturally. We are proud to support these investments, and encourage you to engage with us as the arts and cultural sector continues to power Ohio's economy.

Thank you for reading, and best of luck with your coming work.

Geraldine Warner
Chair

Donna S. Collins
Executive Director

LEGAL REQUIREMENTS

Applicants for OAC funding are required to read this section, which will help them understand the specific requirements that must be met in order to enter the OAC funding process. However, because all OAC programs are competitive, meeting these requirements does not guarantee that an application will be funded. Applications are scored and ranked according to how well they meet the criteria listed in the *Guidelines* under each program area. For more information, please refer to the section about the program for which you are requesting funds.

OAC *GUIDELINES*

The OAC is governed by Chapter 3379 of the Ohio Revised Code and the Ohio Administrative Code. Information regarding these codes is available at codes.ohio.gov.

The information contained in the *Guidelines* is meant to explain agency programs, services, and policies. The information is not a set of rules that is intended to be, or can be, legally binding upon the OAC, nor does it create any rights for persons or organizations dealing with the OAC. The *Guidelines* contain written assistance for applicants that will be applied so far as it is practical to do so.

The OAC may expand, abolish, or suspend any part of these *Guidelines* to advance the business of the council. The OAC board makes all determinations as to what information should be in the *Guidelines* and how the information is to be administered and used. The OAC board, by the actions of its members, is the only body empowered to award or deny grants. The board retains the right to adjust, amend, or cancel grant awards to ensure the proper administration of the OAC's business and purpose.

NONDISCRIMINATION

The OAC complies with all local, state, and federal laws and regulations concerning civil and human rights. OAC programs, grants, and employment practices are free of discrimination based on race, gender, color, religion, national origin, disability, sexual orientation, sex, gender identity, military status, and age. Applicants receiving funding from the OAC must comply with rules including, but not limited to, the following:

- All federally funded programs, services and benefits that are administered, authorized, and participated in by OAC sub-grantees, delegate agencies, contractors, providers, or other participants shall be operated in accordance with the nondiscriminatory requirements pursuant to Title VI of the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973; as amended, the Age Discrimination Act of 1975; the Americans with Disabilities Act of 1990; and, where applicable, the Omnibus Budget Reconciliation Act of 1981.
- No individual shall, on the grounds of race, gender, color, national origin, disability, sexual orientation, gender identity, military status, age, sex, or religion, be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination under any program, service, or benefit advocated, authorized, or provided by the state of Ohio.

DISCLOSURE

Information solicited through the OAC grant application form is crucial for policy development and planning for the state of Ohio and for the federal government. Please supply the requested information. Here are two important requirements and ways the information is used:

- Collected information is shared with the National Endowments for the Arts (NEA) and National Endowment for the Humanities (NEH) to determine trends and to establish statistical data. Section Five of the National Foundation on the Arts and the Humanities Act of 1965, as amended, authorizes the endowments, which comply with the Privacy Act of 1974 to request information for use in application processing, trend analysis, and statistical research. OAC records are public, with a few exceptions noted in law.

- The OAC, as a grantee of the NEA, must comply with Title VI of the Civil Rights Act of 1964 by requesting information and advice about specific constituencies. For the OAC, these constituencies include, but are not limited to: Black/African Americans, Appalachians, Asians, Latinos/Hispanics, Native American Indians/Alaskan Natives, Native Hawaiian/Pacific Islanders, persons with disabilities, and seniors aged 62 or older.

OWNERSHIP OF INTELLECTUAL PROPERTY

The OAC does not own, collect royalties on, or hold copyrights to artistic products resulting from its grants, nor will it take any action on behalf of the grantee to protect the grantee's intellectual property rights. The OAC does, however, have legal authority to reproduce and use submitted documentation (electronically and in print) of such artistic products for educational, promotional, official, or noncommercial purposes.

AMERICANS WITH DISABILITIES ACT POLICY

The Americans with Disabilities Act (ADA) is a federal civil rights law designed to prevent discrimination and enable individuals with disabilities to participate fully in all aspects of society. The OAC requires that all grant recipients comply with the ADA.

The OAC is committed to making the arts accessible to all Ohioans. The agency believes that accessible buildings or spaces, programs, and creative opportunities enrich the artistic experiences of all and enhance a community's cultural climate. To that end, organizations that receive funding from the OAC must be fully accessible and inclusive to every individual, including people with disabilities and older adults.

The OAC also requires an ADA transition plan for organizations that are not in compliance with the ADA. For examples of ADA transition plans, please contact your regional program coordinator. For more information on accessibility, please visit our website.

Section 504 of the Rehabilitation Act states, in part, that "no otherwise qualified person with a disability … shall solely by reason of their disability be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance."

Helpful Accessibility Links

People with disabilities have the legal right to access OAC-supported programs. All programs and facilities of grant applicants must be accessible to everyone. A helpful tool available on the National Endowment for the Arts (NEA) website is the Accessibility Planning and Resource Guide for Cultural Administrators, located here: www.nea.gov/resources/Accessibility/Planning/index.html.

The aforementioned guide is an online companion to the printed and online publication, *Design for Accessibility: A Cultural Administrator's Handbook*, which can be found here: www.nea.gov/resources/Accessibility/pubs/DesignAccessibility.html.

Both of the above resources provide guidance to cultural administrators on how to achieve accessible and inclusive programming for everyone, including individuals with disabilities and older adults. A hardcopy of the handbook is also available upon request at the OAC.

To learn more about a self-evaluation process that can help your arts and cultural organization comply with Section 504 and the ADA, visit: www.arts.gov/resources/Accessibility/Planning/Step6.pdf

Another useful checklist is the Americans with Disabilities Act Checklist for Readily Achievable Barrier Removal.

Use it to assess your accommodations for people with disabilities. The checklist is available as a downloadable PDF document at: www.ada.gov/racheck.pdf

CONTACT US

For more information on how to make your programs accessible, contact us at 614-466-2613; for TTY/TDD, use the Ohio Relay Service at 1-800-750-0750. For more suggestions on how to make your arts and cultural organization accessible to all citizens, visit the accessibility section on our website at: http://www.oac.ohio.gov/About/About-the-Council/Accessibility

FUNDING RESTRICTIONS

The OAC cannot fund the following activities, organizations, and expenditures:

Activity Restrictions – General

1. Applications to eliminate or reduce existing deficits.
2. Interest expenses paid on loans or debts.
3. Hospitality expenses (e.g., food and beverages for openings, receptions, or benefits).
4. Fundraising efforts (e.g., social events, benefits, and entrepreneurial activities).
5. United Fund drives or joint arts funding campaigns.
6. Applications for projects that primarily present political, denominational, religious, or sectarian ideas or projects that enhance the property of religious institutions.
7. Arts activities that are essentially recreational or therapeutic, except when the focus of the activities is on art-making led by professional artists and includes a public component, when appropriate.
8. Applications for arts activities that have already begun or have already occurred.
9. Applications that use funds from other OAC programs or funds from re-grant programs supported by the OAC as a match.
10. Applications for out-of-state travel, except for professional development, conferences, or workshops.
11. Requests for artists' fees when information about the artists and samples of the artists' work have not been included in the support materials.

Academic Activities Restrictions

1. Scholarship assistance for academic credit.
2. Programs of public and private schools, including school districts, affiliates, colleges, and universities that are not designed to involve the general public (this restriction does not affect Arts Partnership).
3. Applications to support salaries and overhead of public and private schools, college, university, and government agency staff and faculty and operations.
4. Projects that are primarily for academic credit.

Organization Restrictions – Specific Situations

1. Applications from for-profit corporations, including S corporations and other entities.
2. Applications from organizations not incorporated in or located in Ohio.
3. Applications from organizations whose membership and participation policies do not comply with nondiscrimination laws.
4. Applications from organizations that are requesting or receiving funds from other OAC programs to operate the same or a similar program in the same fiscal year.
5. Applications from organizations that did not submit final reports within the time required for the preceding fiscal year.
6. Applications from organizations acting purely as fiscal agents for individual artists.
7. Applications from organizations where programming and facilities do not meet or exceed federal ADA requirements.
8. Applications for operating support from arts organizations that are receiving operating support from the Ohio legislature through a line item or earmark in the state budget during the same fiscal year in which the organization applies to receive operating support from the OAC.

Equipment and Capital Expense Restrictions

1. Brick and mortar activities and capital improvements, except in the Individual Excellence Awards.
2. Equipment purchases exceeding $1,000, except in the Individual Excellence Awards.

Restrictions for Applications from Colleges, Universities, and Government Agencies

All applications from colleges, universities, and government agencies must:

1. Show how the applicant will involve the community outside the college, university, or agency in planning or scheduling committees and in implementing the project.
2. Show how the project will be marketed to the general community beyond college or university students, faculty, and staff or the agency.
3. Demonstrate a broad financial base of support and contain a cash match from other outside sources; that is, a match beyond staff time and overhead provided by the college, university, or agency.

   If a college, university, agency development office, or research foundation prohibits departments or programs from raising other (non-OAC) outside funds, the applicant must submit a statement of that policy signed by the development office along with the application, which can then be shared with panelists during their review. The OAC recommends that all applicants build a broad financial base for their projects and programs. Indirect costs may not be used to match OAC funds if a grant is awarded; they should not be shown in the cash section of the application. Indirect costs, if listed, should be shown only in the in-kind section of the application.

Restrictions for Multiple Projects
No organization with a budget of less than $1.75 million may receive more than $40,000 in a fiscal year through any combination of grants from the Sustainability and other programs. This cap excludes additional funding from Arts Learning programs and special initiatives. Direct any questions to the OAC staff before you submit an application. If you submit more than one application, OAC staff may ask that you submit a budget spreadsheet describing how income and expenses are divided among each request.

Fiscal Agent Project Restrictions
Unincorporated nonprofit groups – and incorporated nonprofit organizations that lack administrative or fiscal capability – planning to produce a project ("project producers") may submit grant applications to the OAC through a **fiscal agent**. A fiscal agent is an incorporated, nonprofit, tax-exempt organization that provides administrative and financial services. Individual artists may not apply through a fiscal agent. Project producers should choose an organization with a proven record of financial and administrative stability. Consult the OAC staff about your fiscal agent before submitting your application. You may not submit a proposal through a fiscal agent that employs a staff or board member of the project producer.

The OAC reserves the authority to determine if an application qualifies as a fiscal agent project and if the representative organization qualifies as a fiscal agent. The project producer and the fiscal agent must sign a letter of agreement or a contract that clearly details the legal responsibilities and obligations of each party. A copy of the signed agreement is required for any fiscal agent application and must be submitted by the application deadline for the appropriate program. You may want to consult an attorney when drawing up this agreement.

It is common practice for fiscal agents to charge a fee, often a percentage of the anticipated income of the project. The fiscal agent fee should be included as an expense item in the project budget on the application. You may request OAC funds for all or part of the fiscal agent fee.

If a fiscal agent project is awarded an OAC grant, the grant agreement is made between the OAC and the fiscal agent, not the project producer. The fiscal agent is responsible for all OAC paperwork and reporting, including revised budgets, grant agreements, partial payment requests, and final reports. If documents are prepared by the project producer, they must be reviewed and signed by the authorized official of the fiscal agent.

Any correspondence regarding a fiscal agent-sponsored application or grant award must be submitted either by the fiscal agent or jointly by the fiscal agent and the project producer. The OAC strongly recommends that the fiscal agent maintain separate financial accounts for each project producer they represent. The OAC will not act as an arbiter for disputes between parties in grant applications or awards through a fiscal agent.

ARTIE: Organizational Grant Applications

Ohio Arts COUNCIL

1. **Preparing to Apply:** The [ARTIE](#) system guides applicants through the process of creating an application, answering narrative questions, completing a budget for planned work, and selecting supporting documentation. Applicants may submit a draft of all or part of their completed application to an OAC staff member using ARTIE before the final deadline date using the "Request Feedback" button. Feedback requests are optional, and do not affect scoring; grant review panelists are not informed of which applicants participated in this process. First-time applicants (or first-time grant writers for previously funded organizations) are encouraged to contact their regional program coordinator to discuss an application, as well as the program's application process and reporting requirements.

2. **Grant-Writing Tips:** OAC staff has compiled a list of grant-writing suggestions based on past observations and past panel comments. While each application is different, in general the most competitive applications include a clearly written narrative, logical and mistake-free budget, and thorough group of electronic support materials and/or hyperlinks to online materials. Please refer to the [Grant Writing Tip Sheet](#) for a full list of suggestions.

3. **Hyperlinks**: Links to online materials may be embedded within narrative content, allowing readers to visit websites with a single click. This allows panelists to easily access documents or pages from your organization's website or elsewhere online – such as board lists, newsletters, event announcements, critical reviews, or audiovisual content – while reading about them in your narrative responses. Using hyperlinks is encouraged but optional. Items referenced using hyperlinks need not be uploaded as separate support material items.

4. **Support Materials:** Applicants may also attach other electronic support materials to their applications in ARTIE; no materials are mailed in hard copy to the OAC. Attachments may include promotional materials, audiovisual samples, or planning and evaluation documents. ARTIE provides a list of items that are either required or suggested for each program and situation, as well as guide you in selecting appropriate file types and formats. Panelists will access materials as they review your application.

5. **Final Applications:** Applicants must submit their full application – including all support materials and an electronic signature – via ARTIE by 5:00 p.m. on the deadline date. Applications not submitted electronically will not be accepted. Applicants are encouraged to submit applications **at least three to five days prior** to the application deadline in order to allow ample time to resolve any problems they may encounter with the final submission process. Applicants take a significant risk by waiting until the day of the deadline to apply.

6. **Evaluation and Scoring:** Unless otherwise noted, a panel of arts and cultural professionals, educators, artists and other community members evaluate and score organizational grant applications according to how well they satisfy that program's Review Criteria (noted within each program's guidelines). Each criterion noted with a program's Evaluation and Scoring section is worth five points. All eligible applicants to a given program are scored by panels, and comments from each review are made available to applicants.

7. **Panel Meetings:** Unless otherwise noted, all panel meetings are open to the public and audio-streamed online. Representatives of applying organizations are encouraged to attend or listen online. For details on panel meeting locations, dates, times, and instructions for participating, visit the calendar at the bottom of the [Grants](#) page.

   At each panel meeting, panelists discuss how well each application satisfies the program's Review Criteria. Panelists highlight strengths and weaknesses, discussing all aspects of the application and its support

materials. Following the public discussion, each panelist enters a final score for each application. Later, OAC staff use averages of these scores to determine funding award recommendations. Funding recommendations must be approved by the OAC Board, the only body authorized to make final funding decisions. The review process is competitive, and not all applications are funded.

8. **Appeals Policy:** An organization that disputes a review panel's recommendation on grounds of procedural errors may request a review of that recommendation by the OAC board. Procedural errors might include a technological error preventing panelists from properly viewing the application, or a failure of a panelist with a known conflict of interest to leave the room for the discussion. Appeals may not be made on the basis of an applicant's disagreement with the panel's assessment of the artistic quality or merit of the proposed project or program. To file an appeal, the applicant must submit a letter to the executive director at the OAC office within 30 days of the panel meeting stating the reasons for the request for review. Appeals will be reviewed and acted on by the OAC board, whose decision is final, after consultation with OAC staff.

9. **OAC Board Meetings:** Award recommendations and panel comments are reviewed by the OAC board during one its four meetings each year. These meetings are open to the public per Ohio's Sunshine Law; meeting dates/times and location details are posted periodically on the OAC's website. Formal announcements of grant awards are made following each OAC board meeting. Grantees are informed via e-mail of funding decisions. In most cases, a summary of panel comments regarding your application will be available in ARTIE. The OAC asks that you await this formal announcement before inquiring about grant amounts and panel comment summaries, or before announcing the grant award to the media.

10. **Grant Agreements:** When your application receives funding, your organization enters into a legally binding agreement (contract for services) with the state of Ohio. Agreements cannot be altered without prior approval from the OAC. Upon receiving formal announcement of your grant award via e-mail, your primary contact must complete an electronic grant agreement in ARTIE. Until a completed grant agreement is received by the OAC, no funds are officially committed to your organization. If anything changes related to the grant activities for which your organization has been awarded funds, you must promptly notify the OAC in writing. Failure to do so may jeopardize future funding.

    In addition to the grant agreement, all funded organizations must upload an IRS form W9 and a State of Ohio Supplier Information Form with their grant agreement in the ARTIE system. These documents are required by the state of Ohio to process grant payments.

11. **Credit and Publicity:** As part of your grant contract with the state, you are required to credit the OAC as a funder in your promotional and educational materials (both online and in print) and—if applicable—provide written and verbal credit. The requirements differ depending on your organization and the type of grant you receive. Please consult the OAC's online Credit and Publicity page for details, up-to-date logo files, ideas for publicizing your OAC award, and other information. Your OAC grant is an investment of public tax dollars, so we encourage you to inform the media and your legislators about the value of these dollars to your organization and your community, tell your story, and use this opportunity to alert your community to this award.

12. **Partial Payments:** Organizations may apply for a partial payment of 50 percent of their total grant award via ARTIE. To request a partial payment, grantees must complete an online request certifying that the grant activity has been partially completed and expenses have been incurred. Partial payment may not be requested until grant agreement has been processed. Processing may take up to six weeks. No partial payments will be made within two months of the ending date on the grant agreement. Any current grantee that has had a

previous grant canceled at the initiation of OAC staff may not be approved for partial payments until the staff determines that the grantee is able to administer the necessary paperwork.

13. **Final Reports:** OAC grants are reimbursements. As the grantee, you must successfully complete the project or program and then submit the OAC final report form in ARTIE for approval by agency staff before payment will be made. Final report forms will be accessible in ARTIE after a grant agreement is received, and are due 30 days after the grant end date. Once a final report is received and approved, final payment of the grant will be processed. Processing a grant payment may take up to six or more weeks.

    If the OAC does not receive your final report within 30 days of the ending date on the grant agreement, your grant is in danger of cancellation. Requests for extensions are reviewed on a case-by-case basis and may be authorized if a written request is submitted before the due date for your final report. Former grantees who have failed to submit required and acceptable final report packages for any grant may not receive any other OAC funding for five years following the due date of the final report they failed to submit or until an acceptable final report is submitted, whichever occurs first. Until the former grantee meets one of those conditions, the OAC will accept no further grant applications from that grantee.

ARTIE: Individual Artist Grant Applications

1. **Preparing to Apply:** The ARTIE system guides individual artists through the process of creating an application, answering narrative questions, completing a budget for planned work (if applicable), and selecting support materials. Applicants in some programs may submit a draft of all or part of their completed application to an OAC staff member using ARTIE before the final deadline date using the "Request Feedback" button (if available). Feedback requests are optional, and do not affect scoring. First-time applicants are encouraged to contact their program coordinator to discuss an application, as well as the program's application process and reporting requirements.

2. **Grant-Writing Tips:** While each application is different, in general the most competitive applications include a clearly written narrative, logical and mistake-free budget (if applicable), and thorough group of electronic support materials.

3. **Support Materials:** Artists must attach electronic support materials to their applications in ARTIE; no materials are mailed in hard copy to the OAC. Program guidelines provide a list of discipline-specific items for each type of application, as well as guide you in selecting appropriate file types and formats. Panelists access materials as they review your application.

4. **Hyperlinks**: In some programs, links to online materials may be embedded within narrative content, allowing panelists to visit websites with a single click (the Individual Excellence Awards program uses a blind review process, so panelists do not visit websites).

5. **Final Applications:** Applicants must submit their full application – including all support materials and an electronic signature – via ARTIE by 5:00 p.m. on the deadline date. Applications not submitted electronically will not be accepted. Applicants are encouraged to submit applications **at least three to five days prior** to the application deadline in order to allow ample time to resolve any problems they may encounter with the final submission process. Applicants take a significant risk by waiting until the day of the deadline to apply.

6. **Evaluation and Scoring:** Unless otherwise noted, a panel of arts and cultural professionals, educators, artists, and other community members evaluate and score grant applications according to how well they satisfy that program's Review Criteria (noted within each program's guidelines).

7. **Panel Meetings:** Unless otherwise noted, all panel meetings are open to the public and audio-streamed online, and applicants are encouraged to attend or listen online. For details on panel meeting locations, dates, times, and instructions for participating, visit the calendar at the bottom of the Grants page.

   At each panel meeting, panelists discuss how well each application satisfies the program's Review Criteria. The process varies by program, but in general, panelists highlight strengths and weaknesses, discussing both the application and its support materials. Funding recommendations must be approved by the OAC Board, the only body authorized to make final funding decisions. The review process is competitive, and not all applications are funded.

8. **Appeals Policy:** An applicant that disputes a review panel's recommendation on grounds of procedural errors may request a review of that recommendation by the OAC board. Procedural errors might include a technological error preventing panelists from properly viewing the application, or a failure of a panelist with a known conflict of interest to leave the room for the discussion. Appeals may not be made on the basis of an applicant's disagreement with the panel's assessment of the artistic quality or merit of the proposed project or program. To file an appeal, the applicant must submit a letter to the executive director at the OAC office within 30 days of the panel meeting stating the reasons for the request for review. Appeals will be reviewed

and acted on by the OAC board, whose decision is final, after consultation with OAC staff.

9. **OAC Board Meetings:** Award recommendations and panel comments are reviewed by the OAC board at one of four annual meetings. These meetings are open to the public per Ohio's Sunshine Law. Formal announcements of grant awards are made following each OAC board meeting. Grantees are informed via e-mail of funding decisions. In most cases, a summary of panel comments regarding your application will be available in ARTIE. The OAC asks that you await this formal announcement before inquiring about grant amounts and panel comment summaries or before announcing a grant award to the media.

10. **Grant Agreements:** If your application receives funding, you enter into a legally binding agreement (contract for services) with the state of Ohio. Agreements cannot be altered without prior approval from the OAC. Upon receiving formal announcement of your grant award via e-mail, you must complete an electronic grant agreement in ARTIE. Until a completed grant agreement is received by the OAC, no funds are officially committed to you. If anything changes related to the grant activities for which you have been awarded funds, you must promptly notify the OAC in writing. Failure to do so may jeopardize future funding.

    In addition to the grant agreement, all recipients must submit an IRS form W9 and a State of Ohio Supplier Information Form with their grant agreement. These documents are required by the State of Ohio in order to process grant payments.

    > NOTE: Individual Excellence Award grants are processed once all necessary forms (IRS form W9, State of Ohio Supplier Information Form, signed grant agreement) are received. A check is sent directly from the State Accounting Office about six weeks after receipt of forms.

11. **Credit and Publicity:** As part of your grant contract with the state, you are required to credit the OAC as a funder in your promotional and educational materials (both online and in print) and—if applicable—provide written and verbal credit. The requirements differ depending on the type of grant you receive. Please consult the OAC's online Credit and Publicity page for details, up-to-date logo files, ideas for publicizing your OAC award, and other information. Your OAC grant is an investment of public tax dollars, so we encourage you to inform the media and your legislators about the value of these dollars, tell your story, and use this opportunity to alert your community to this award.

12. **Final Reports:** OAC grants are reimbursements. As the grantee, you must successfully complete the project or program and then submit the OAC final report form in ARTIE for approval by agency staff before payment will be made. Final report forms will be accessible in ARTIE after a grant agreement is received, and are due 30 days after the grant end date. Once a final report is received and approved, final payment of the grant will be processed. Processing a grant payment may take up to six weeks.

    If the OAC does not receive your final report within 30 days of the ending date on the grant agreement, your grant is in danger of cancellation. Requests for extensions are reviewed on a case-by-case basis and may be authorized if a written request is submitted before the due date for your final report. Former grantees who have failed to submit required and acceptable final report packages for any grant may not receive any other OAC funding for five years following the due date of the final report they failed to submit or until an acceptable final report is submitted, whichever occurs first. Until the former grantee meets one of those conditions, the OAC will accept no further grant applications from that grantee.

    > NOTE: Since Individual Excellence Awards are recognition awards for completed work, the required final report is due by December 31 of the grant year, and should highlight the award's effect on the recipient's artistic work.

ARTS ACCESS
General Operating Support for Small Organizations

The Arts Access program supports ongoing arts and cultural activities in all genres that broaden opportunities for the general public to participate in the arts. This flexible two-year funding supports Ohio arts providers as they make artistic experiences available to their communities, positioning Ohio as a vibrant place to live, learn, work, and visit.

GRANT AWARDS: Applicants may request between $1,000 and $5,000. All awards require a 1:1 cash match.

ELIGIBILITY: All applicants must possess nonprofit status or nonprofit intent, but need not be registered with the IRS as a 501(c)(3) nonprofit. Additional eligibility requirements for Arts Access include:

1. Applicants **must have received at least two OAC grants in the last four OAC fiscal years.** This support must have come from an OAC funding program that evaluated and scored the application through a public panel process.
2. Applicants' last fiscal year income **must be less than $50,000.** Non-arts organizations – including college and university departments – consider an arts programming budget only, not an overall organizational budget.
3. Applicants may be: 1) arts and cultural organizations in any arts discipline (literature, performing arts, visual arts, traditional arts, multidisciplinary arts, etc.); 2) other organizations providing arts programming (government entities, social service agencies, etc.); or 3) educational organizations (colleges, universities, etc.) that demonstrate a commitment to arts programming in a larger community setting.
4. Organizations must not receive operating support from the Ohio legislature through a line item or earmark in the state budget during the same fiscal year in which the organization receives OAC operating support.

HOW THE PROGRAM WORKS: Arts Access grants are two-year awards for organizational operating support. Funds may be used for a wide variety of expenses in the general operation of an organization. Many grantees use Arts Access funds to support artistic or administrative expenses. Other allowable expenses include marketing, program planning, education, and evaluation. The budget section of the Arts Access application provides a full list of allowable expense areas. Please refer to the Introduction and Overview for a list of activities the OAC cannot fund.

HOW TO APPLY: Arts Access program applications must be submitted via the ARTIE system. Please refer to ARTIE: Organizational Grant Applications for a description of the process.

> **OFF-YEAR UPDATE DEADLINE:** March 1 of even-numbered years only (e.g., 2018, 2020)
> Arts Access grants are two years in duration, meaning that there is no application review prior to the second year of the award. However, applicants must still submit a brief summary of upcoming programming and updated budget information for the second year of their grant by the off-year deadline.

EVALUATION AND SCORING: A panel of arts and cultural professionals, educators, artists, and other community members evaluate and score Arts Access grant applications. Panel meetings are open to the public and audio-

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APPLICATION DEADLINE
March 1 of odd-numbered years only (e.g., 2015, 2017, 2019)

STAFF CONTACTS
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VIEW REGIONAL MAP

streamed online, and representatives of applying organizations are encouraged to attend or listen online. Visit the calendar on the OAC's [Grants](#) page for meeting details and instructions for participating.

At the panel meeting, panelists discuss how well each application satisfies the program's evaluation criteria. Panelists highlight strengths and weaknesses, discussing all aspects of the application and its support materials. Following the public discussion, each panelist enters a final score for each application. Later, OAC staff use averages of these scores to determine funding award recommendations. The OAC Board is the only body authorized to make final funding decisions and must approve grant awards. The review process is competitive, and not all applications are funded.

REVIEW CRITERIA: Criteria are divided into four categories: Program Quality, Community Engagement, Defining and Measuring Success, and Resource Management. Criteria evidence may be found in any portion of an application or associated support materials. Each criterion is worth up to five points, for a maximum of 60 points.

Program Quality (10 points)
☐ Activities of artistic, educational, and/or cultural value are offered
☐ Artistic and/or educational leaders are qualified to carry out work as described

Community Engagement (20 points)
☐ Efforts to engage participants are thoughtful
☐ Organization works to attract a diverse range of participants, including people with disabilities
☐ Activities are promoted using up-to-date tools and an understanding of targeted communities
☐ Engagement with the broader community is evident

Defining and Measuring Success (20 points)
☐ Programming is thoughtfully planned
☐ Planning processes involve a wide range of voices
☐ Successful outcomes for the project are clearly defined
☐ Documenting activities will help organization know to what degree success was achieved

Resource Management (10 points)
☐ Appropriate financial and other resources have been sought out to support project
☐ Sound administrative practices are led by qualified personnel

TIMELINE: The following timeline outlines the Arts Access grant lifecycle. Any deadline falling on a Saturday, Sunday, or state holiday, is extended until the next business day.

YEAR	DATE	AWARD YEAR	TASK/DEADLINE
2016	November 1	First Year	Application Available in ARTIE
2017	March 1	First Year	Application Deadline
	April	First Year	Panel Meeting
	July	First Year	Grant Award Announcement
	August 30	First Year	Grant Agreement Deadline
2018	January 1	Second Year	Off-year Update Available in ARTIE
	March 1	Second Year	Off-year Update Deadline
	July	Second Year	Off-year Grant Award Announcement
	July 30	First Year	Final Report Deadline
	August 30	Second Year	Grant Agreement Deadline
2019	July 30	Second Year	Final Report Deadline

SUSTAINABILITY
General Operating Support for Large and Mid-Sized Organizations

The Sustainability program supports ongoing arts and cultural activities in all genres. Awards support the largest and most administratively sophisticated organizations in the state's arts and cultural ecosystem. This flexible and reliable funding supports a wide range of the state's arts providers as they make high-quality artistic experiences available to residents and visitors, positioning Ohio as a national leader in creativity, artistry, and cultural wealth.

GRANT AWARDS: Grants vary in size and are determined by a formula that takes into account panel evaluation of each application and the applying organization's operating income. All awards require a 1:1 cash match.

> NOTE: College and university applicants must demonstrate broad financial support including a non-university-based cash match.

ELIGIBILITY: All applicants must possess nonprofit status or nonprofit intent. Additional eligibility requirements for Sustainability include:

1. Applicants **must have received at least two OAC grants in the last four OAC fiscal years.** This support must have come from an OAC funding program that evaluated and scored the application through a public panel process.
2. Applicants' last fiscal year income **must be greater than $50,000.** For non-arts organizations – including college and university departments – the arts programming budget only, not an overall organizational budget, should be considered.
3. Applicants may be: 1) arts and cultural organizations in any arts discipline (literature, performing arts, visual arts, traditional arts, multidisciplinary arts, etc.); 2) other organizations providing arts programming (government entities, social service agencies, etc.); or 3) educational organizations (colleges, universities, etc.) that demonstrate a commitment to arts programming in a larger community setting.
4. Organizations must not receive operating support from the Ohio legislature through a line item or earmark in the state budget during the same fiscal year in which the organization receives operating support from the OAC.
5. Organizations must maintain an up-to-date profile in the Ohio Cultural Data Project, a statewide initiative focused on gathering and analyzing financial and participation information from arts organizations across Ohio. A current profile must include a minimum of the two most recently completed fiscal years of data.

Large organizations (those with annual income greater than $1.75 million, excluding OAC funds) must meet additional eligibility requirements:

1. Applicants must be incorporated as a nonprofit 501(c)(3) organization in Ohio.
2. Applicants' primary mission must be the presentation or production of the arts.
3. Applicants must have been in existence and presenting regular, annual programming for at least five years

since the start date of the grant period for which they are seeking funding.

4. Applicants must have a permanent, paid, professional staff administering both the business and artistic functions of its work.
5. Applicants (except local arts councils and centers) must use a majority of artists who meet the definition of a professional artist – a person who devotes a major portion of his or her time to practicing, performing, or teaching the arts.
6. Applicants may not be national service organizations, divisions, or departments of larger governmental entities (e.g., divisions of parks and recreation), nor receive operating funds from other state agencies.
7. Large organization applicants that are college/university-based must:
    a. derive at least 51 percent of their income from outside the college/university;
    b. manage their own budgets;
    c. have an annual, independent audit;
    d. maintain their own board, independent of the college/university board of trustees;
    e. have an arts-based mission; and
    f. not present work exclusively by or for students.

INCOME DETERMINATION: OAC staff determines whether an organization will be reviewed as a "large" or "mid-sized" organization, which affects its funding level. An organization's most recently completed fiscal year's income is used to determine its size for eligibility purposes. Large organizations – those with annual income greater than $1.75 million – must present a certified, audited statement in order to be reviewed. Restricted funds, such as endowments or capital improvements, will not be considered allowable operating revenue. In-kind donations will also not be included. Donated works of art may not be included as acquisition income. Any state funds in a college/university-based arts organization's budget will be deducted from its operating income for the purposes of calculating a grant award. In the event that an organization is – based on past financial documents – initially deemed most appropriate for panel review as a large organization, but prior to an award determination is found to be more appropriate for funding as a mid-size organization, OAC staff reserves the authority to re-calculate its grant in this manner (and vice versa). For the purposes of grant calculations, organizations are classified as either large or mid-sized for the duration of each four-year Sustainability grant.

HOW THE PROGRAM WORKS: Sustainability grants are four-year awards for organizational operating support. Funds may be used for a wide variety of expenses in the general operation of an organization. Many grantees use Sustainability funds to support general artistic or administrative expenses, and other allowable expenses include marketing, program planning, education, and evaluation.

Activities that Sustainability funds cannot be used for include:
1. Projects or scholarship assistance that result in academic credit;
2. Any programs of public and private schools – including school districts, affiliates, colleges, and universities – not designed to involve the general public; and
3. The salaries, travel, or overhead of public and private school, college, university, and government agency staff, faculty, and operations.

Please refer to the Introduction and Overview for a full list of activities the OAC cannot fund.

HOW TO APPLY: All Sustainability program applications must be submitted via the ARTIE system. Please refer to ARTIE: Organizational Grant Applications for a description of the process.

OFF-YEAR UPDATES DEADLINE: April 1 (2016, 2017, and 2018)
Sustainability grants are four years in duration, meaning that there is no panel review prior to the second, third,

and fourth years of the award. However, applicants must submit a summary of upcoming programming, as well as updated financial information including a CDP funder report, prior to these "off-year" awards. Large organizations (those with budgets greater than $1.75 million) are required to submit additional financial materials in support of these updates including a certified independent audit, independent auditor's letter, and Financial Form M; the ARTIE system provides details.

Grantees should notify the OAC of any major organizational changes (e.g., change of mission, new location, mergers and acquisitions, etc.) that take place during the grant period. Grantees may be asked to submit a revised summary, including a revised budget breakout, detailing the effect of these changes on their ongoing award management.

EVALUATION AND SCORING: A panel of arts and cultural professionals, educators, artists, and other community members evaluate and score Sustainability grant applications. Meetings are organized by regional geography and applicant size. (Mid-sized organizations reviewed together, and large organizations reviewed together.) Panelists who review large organizations' applications generally come from outside Ohio to ensure an unbiased review. Panel meetings are open to the public and audio-streamed online. Representatives of applying organizations are encouraged to attend or listen online. Visit the calendar on the OAC's Grants page for meeting details and instructions for participating.

At the panel meeting, panelists discuss how well each application satisfies the program's evaluation criteria. Panelists highlight strengths and weaknesses, discussing all aspects of the application and its support materials. Following the public discussion, each panelist enters a final score for each application. Later, OAC staff use averages of these scores to determine funding award recommendations. The OAC Board is the only body authorized to make final funding decisions and must approve recommendations. The review process is competitive and not all applications are funded.

REVIEW CRITERIA: Criteria are divided into four categories: Program Quality, Community Engagement, Defining and Measuring Success, and Resource Management. Evidence of meeting the criteria may be found in any portion of an application or associated support materials. Each criterion is worth up to five points, for a maximum of 60 points.

Program Quality (15 points)
☐ Innovative activities of high artistic, educational, and/or cultural value are offered to communities
☐ Artistic and educational programming evolves creatively to maintain relevance and vitality over time
☐ Artistic and/or educational leaders and providers are highly qualified and reliable

Community Engagement (15 points)
☐ Efforts to engage participants are intentional and energetic, as well as inclusive of people with disabilities
☐ Activities are promoted effectively using up-to-date tools and a demonstrated understanding of targeted communities
☐ Engagement with the broader community is strategic and contributes to the creative economy

Defining and Measuring Success (15 points)
☐ Planning efforts are deliberate and strategic, with processes that involve a broad range of voices
☐ Success is clearly defined, measurable, and meaningful
☐ Relevant measurement and thorough documentation of program impact on the community is carried out

Resource Management (15 points)
☐ Plans for long-term financial sustainability and stewardship of public funds are thoughtful, rational, and well-explained

☐ Sound administrative practices are led by qualified personnel
☐ Budget for proposed activities is realistic, aligned with proposal narrative, and supported by an appropriate range of earned and contributed income

TIMELINE: The following timeline outlines the four-year Sustainability grant lifecycle. Any deadline falling on a Saturday, Sunday, or state holiday, is extended until the next business day.

YEAR	DATE	AWARD YEAR	TASK/DEADLINE
2014	November 1	First Year	Application Available
2015	February 1	First Year	Application Deadline
	March	First Year	Panel Meeting
	July	First Year	Grant Award Announcement
	August 30	First Year	Grant Agreement Deadline
2016	January 1	Second Year	Off-year Update Available in ARTIE
	April 1	Second Year	Off-year Update Deadline
	July	Second Year	Off-year Grant Award Announcement
	July 30	First Year	Final Report Deadline
	August 30	Second Year	Grant Agreement Deadline
2017	January 1	--Third Year	Off-year Update Available in ARTIE
	April 1	--Third Year	Off-year Update Deadline
	July	--Third Year	Off-year Grant Award Announcement
	July 30	Second Year	Final Report Deadline
	August 30	--Third Year	Grant Agreement Deadline
2018	January 1	--Fourth Year	Off-year Update Available in ARTIE
	April 1	--Fourth Year	Off-year Update Deadline
	July	--Fourth Year	Off-year Grant Award Announcement
	July 30	--Third Year	Final Report Deadline
	August 30	--Fourth Year	Grant Agreement Deadline
2019	July 30	--Fourth Year	Final Report Deadline

ArtSTART
General Project Support for Organizations

The ArtSTART program provides flexible, accessible funding to help organizations complete short-term projects addressing a wide variety of goals and objectives. Most awards support the programming of new or emerging organizations, including first-time OAC applicants, as well as established organizations in areas not served by other arts providers.

GRANT AWARDS: Applicants may request between $1,000 and $5,000. All awards require a 1:1 cash match.

ELIGIBILITY: All applicants must possess nonprofit status or nonprofit intent, but need not be registered with the IRS as a 501(c)(3) nonprofit. Applicants may be: 1) arts and cultural organizations in any arts discipline (literature, performing arts, visual arts, traditional arts, multidisciplinary arts, etc.); 2) other organizations that provide arts programming (government entities, social service agencies, etc.); or 3) educational organizations (public, private, charter, and parochial schools from pre-kindergarten through university level) that demonstrate a commitment to arts programming in a larger community setting.

> **APPLICATION DEADLINE:** April 1 (annually)
>
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>
> VIEW REGIONAL MAP

Organizations receiving support through the Sustainability or Arts Access program are ineligible to apply.

HOW THE PROGRAM WORKS: ArtSTART grants are one-year awards for organizational project support. Funds may be used for a wide variety of expenses in an organization's overall operations, or in the execution of a given activity or suite of related activities. Many grantees use ArtSTART funds to support artistic or administrative expenses, but other allowable expenses include marketing, program planning, education, and evaluation. The budget section of the ArtSTART application provides a full list of allowable expense areas. Please refer to the Introduction and Overview for a list of activities the OAC cannot fund.

Sample activities might include:
- dance performances at a community arts festival
- exhibition costs for a seasonal visual arts show
- printing costs for a community theatre's large print programs and sign language interpreter
- a weekly summer concert series
- production of a new literary journal
- an annual theatre production featuring local performers
- personnel costs to hire a local arts council's first paid staff member
- the yearlong suite of arts programming of a non-arts organization

HOW TO APPLY: ArtSTART program applications must be submitted via the ARTIE system. Please refer to ARTIE: Organizational Grant Applications for a description of the process.

EVALUATION AND SCORING: A panel of arts and cultural professionals, educators, artists, and other community

members evaluate and score ArtSTART grant applications. Panel meetings are open to the public and audio-streamed online. Representatives of applying organizations are encouraged to attend or listen online. Visit the calendar on the OAC's Grants page for meeting details and instructions for participating.

At the panel meeting, panelists discuss how well each application satisfies the program's evaluation criteria. Panelists highlight strengths and weaknesses, discussing all aspects of the application and its support materials. Following the public discussion, each panelist enters a final score for each application. Later, OAC staff use averages of these scores to determine funding award recommendations. The OAC Board is the only body authorized to make final funding decisions and must approve funding recommendations. The review process is competitive, and not all applications are funded.

REVIEW CRITERIA: Criteria are divided into four categories: Program Quality, Community Engagement, Defining and Measuring Success, and Resource Management. Criteria evidence may be found in any portion of an application or associated support materials. Each criterion is worth up to five points, for a maximum of 60 points.

Program Quality (10 points)
☐ Project will result in activities of artistic, educational, or cultural value
☐ Artistic and/or educational leaders are qualified to carry out project as described

Community Engagement (20 points)
☐ Efforts to engage participants are energetic and focused
☐ Organization works to attract a diverse range of participants, including people with disabilities
☐ Project will be promoted using up-to-date tools and an understanding of targeted communities
☐ Engagement with the broader community is evident

Defining and Measuring Success (20 points)
☐ Project has been thoughtfully planned
☐ Planning processes involve a wide range of voices
☐ Successful outcomes for the project are clearly defined
☐ Documenting activities will help organization know to what degree success was achieved

Resource Management (10 points)
☐ Appropriate financial and other resources have been sought out to support project
☐ Sound administrative practices are led by qualified personnel

TIMELINE: The following timeline outlines the ArtSTART grant lifecycle. Any deadline falling on a Saturday, Sunday, or state holiday, is extended until the next business day.

YEAR	DATE	TASK/DEADLINE
2016	November 1	Application Available in ARTIE
2017	April 1	Application Deadline
	May	Panel Meeting
	July	Grant Award Announcement
	August 30	Grant Agreement Deadline
2018	July 30	Final Report Deadline

ArtsNEXT

Funding for Bold, Ground-Breaking Projects

The ArtsNEXT program provides competitive funding for innovative and experimental projects. Awards support big ideas that push boundaries, engage participants in unexpected ways, pilot new solutions to challenging problems, improve program design with calculated risk-taking, or result in the creation of new work. These forward-looking projects help define Ohio as an exciting, cutting-edge place to make, consume, and experience the arts.

GRANT AWARDS: Applicants may generally request between $5,000 and $20,000, though larger awards are possible in unique circumstances. All awards require a 1:1 cash match.

ELIGIBILITY: All applicants must possess nonprofit status or nonprofit intent, but need not be registered with the IRS as a 501(c)(3) nonprofit. Applicants may be: 1) nonprofit arts and cultural organizations in any arts discipline (literature, performing arts, visual arts, traditional arts, multidisciplinary arts, etc.); 2) other nonprofit organizations that provide arts programming (government entities, social service agencies, etc.); or 3) educational organizations (public, private, charter, and parochial schools from pre-kindergarten through university level) that demonstrate a commitment to arts programming in a larger community setting.

Organizations receiving Arts Learning support, or operating support through the Sustainability or Arts Access program, are eligible to apply.

HOW THE PROGRAM WORKS: ArtsNEXT grants are one-year awards for organizational project support. This program supports projects that allow an organization's programming to evolve creatively. Priority is given to projects designed to improve the accessibility, affordability, and/or diversity of arts experiences, as well as those demonstrating the highest risk with strong potential for success. Funds may be used for a wide variety of expenses, including artist fees, production expenses, marketing, planning, education, and program evaluation. The budget section of the ArtsNEXT application provides a full list of allowable expense areas.

Funded projects will generally exhibit one of three types of innovation:

1. **Incremental Innovation.** Projects exhibiting incremental innovation make small changes or improvements over time, and can be thought of as "variations on a theme." Examples might include trying a new marketing strategy, hosting an event in a new type of venue, or building on existing programming in a sequential, logical way. Incremental innovations involve minimal risk.
2. **Transferable Innovation.** Projects that borrow, replicate, or adapt a proven practice from another industry, organization, or community are employing transferable innovation. Projects improve the design of an existing program or service by applying ideas that have been successful in another setting. Examples include producing a new activity that has been well-received elsewhere, modifying an idea from the private sector for use in a nonprofit setting, or experimenting with programming that has flourished in a different arts genre. Transferable innovation typically involves moderate risk.

3. **Disruptive Innovation.** These are the big ideas that often come to mind when the concept of innovation is discussed. Disruptive innovation interrupts current behavior rendering existing practices obsolete. These projects are rare, unproven, and revolutionary. Examples might include radically changing the delivery of an arts experience, upending expectations about participation in a particular genre or type of arts activity, or creating something entirely new in the arts and cultural field. Disruptive innovation is inherently a high-risk proposition.

Sample activities might include:
- commissioning and debuting a new performing arts work to honor a community milestone
- executing a partnership that brings local artistic assets together to activate a nontraditional space
- adapting an arts event successful in a suburban setting to a new urban or rural community
- building a regional collaboration to generate new community resources
- expanding a longtime activity to include an entirely new creative element
- revamping the way a successful arts activity is marketed to attract new and more diverse participants
- launching a locally-driven and authentic creative place-making initiative
- developing a technology to deliver arts experiences in new and more accessible ways
- using partnerships to change the delivery of an arts experience, making it more affordable
- implementing a pilot based on a promising practice from another industry

An ArtsNEXT award may not be used to fund activities described in and already being supported through another OAC grant. Please refer to the Introduction and Overview for a list of activities the OAC cannot fund.

HOW TO APPLY: All applications to the ArtsNEXT program must be submitted via the ARTIE system. Please refer to ARTIE: Organizational Grant Applications for a description of the process. New applicants are encouraged to contact the OAC prior to applying.

EVALUATION AND SCORING: A panel of arts and cultural professionals, educators, innovators, artists, and other community members evaluate and score ArtsNEXT grant applications. Panel meetings are open to the public and audio-streamed online. Representatives of applying organizations are encouraged to attend or listen online. Visit the calendar on the OAC's Grants page for meeting details and instructions for participating.

At the panel meeting, panelists discuss how well each application satisfies the program's evaluation criteria. Panelists highlight strengths and weaknesses, discussing all aspects of the application and its support materials. Following the public discussion, each panelist enters a final score for each application. Later, OAC staff use averages of these scores to determine funding award recommendations. The OAC Board is the only body authorized to make final funding decisions and must approve funding recommendations. The review process is competitive, and not all applications are funded.

REVIEW CRITERIA: Criteria are divided into four categories: Program Quality, Community Engagement, Defining and Measuring Success, and Resource Management. Criteria evidence may be found in any portion of an application or associated support materials. Each criterion is worth up to five points, for a maximum of 60 points.

Program Quality (20 points)
- ☐ Project will result in activities of extremely high artistic, educational, or cultural value
- ☐ Project shows clear evidence of incremental, transferable, or disruptive innovation compared to relevant past programming
- ☐ Project will improve the accessibility, affordability, and/or diversity of arts experiences
- ☐ Project's artistic and/or educational leaders are highly qualified and skilled in program development

Community Engagement (15 points)
- ☐ Efforts to engage participants are intentional and energetic, as well as inclusive of people with disabilities
- ☐ Project will strengthen and enliven the local creative economy
- ☐ Activities will be promoted using cutting edge tools and an understanding of targeted communities

Defining and Measuring Success (15 points)
- ☐ Planning work is deliberate and strategic, with processes that involve a broad range of voices
- ☐ Project success is clearly defined, measurable, and meaningful
- ☐ Organization will carefully document the impact of its programs, with an emphasis on project replication, creative evolution, and the sharing of best practices

Resource Management (10 points)
- ☐ Budget for proposed activities is realistic, aligned with proposal narrative, and supported by an appropriate range of earned and contributed income
- ☐ Plans for project sustainability are thoughtful, rational, and well-explained

TIMELINE: The following timeline outlines the ArtsNEXT grant lifecycle. Any deadline falling on a Saturday, Sunday, or state holiday, is extended until the next business day.

YEAR	DATE	TASK/DEADLINE
2016	November 1	Application Available in ARTIE
2017	March 1	Application Deadline
	April	Panel Meeting
	July	Grant Award Announcement
	August 30	Grant Agreement Deadline
2018	July 30	Final Report Deadline

CAPACITY BUILDING
Funding that Strengthens Organizational Ability

The Capacity Building program supports organizations' efforts to improve business practices, or add new knowledge and skills that forward organizations' missions. Awards may fund technical assistance projects, planning or evaluation work, staff professional development opportunities, or other initiatives that upgrade an organization's ability to do what they do. These internal projects help Ohio arts providers address new challenges, modernize practices and procedures, and strengthen their ability to serve their constituents.

GRANT AWARDS: Applicants may request between $1,000 and $5,000. All awards require a 1:1 cash match.

ELIGIBILITY: All applicants must possess nonprofit status or nonprofit intent but need not be registered with the IRS as a 501(c)(3) nonprofit. Applicants may be: 1) arts and cultural organizations in any arts discipline (literature, performing arts, visual arts, traditional arts, multidisciplinary arts, etc.); 2) other organizations that provide arts programming (government entities, social service agencies, etc.); or 3) educational organizations (public, private, charter, and parochial schools from pre-kindergarten through university level) that demonstrate a commitment to arts programming in a larger community setting.

APPLICATION DEADLINES: June 1 annually (for activities taking place July 15—next June 30) and December 1 annually (for activities taking place January 15—next June 30)

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VIEW REGIONAL MAP

HOW THE PROGRAM WORKS: Capacity Building grants are six-month or one-year awards for internal organizational development projects. Funds may be used for a variety of expenses in an organization's efforts to improve practices, build skills, or engage in planning. Many grantees use Capacity Building funding to support outside consultant fees. Other allowable expenses include administrative expenses and planning and evaluation costs. The budget section of the Capacity Building application provides a full list of allowable expense areas. Please refer to the Introduction and Overview for a list of activities the OAC cannot fund.

Sample activities might include:
- a consultant-led board development project or new strategic plan
- development of a new speaker series for local emerging arts leaders
- facilitated community conversations to evaluate ongoing programming
- a feasibility study to examine possible program or fund development expansion
- a staff team's registration costs and travel to a professional conference
- professional development workshops for staff to improve technology skills
- development of a succession plan or disaster preparedness plan
- a consultant-led study of combining administrative work with another nonprofit partner

Capacity Building funds cannot be used for projects whose primary activity is one of the following:
- the development of a new website
- the purchase of new equipment or other capital expenditures
- general programming or art-making activities designed for the public

HOW TO APPLY: Capacity Building program applications must be submitted via the ARTIE system. Please refer to ARTIE: Organizational Grant Applications for a description of the process.

EVALUATION AND SCORING: A panel of OAC staff evaluates and scores each Capacity Building application. Panelists highlight strengths and weaknesses, discussing all aspects of the application and its support materials. Summaries of panel comments are made available to applicants. Score averages are used to determine funding award recommendations, which are reviewed by the OAC executive director and deputy director. The OAC Board is the only body authorized to make final funding decisions and must approve recommendations. The process is competitive and not all applications are funded.

REVIEW CRITERIA: Criteria are divided into four categories: Program Quality, Community Engagement, Defining and Measuring Success, and Resource Management. Criteria evidence may be found in any portion of an application or associated support materials. Each criterion is worth up to five points, for a maximum of 60 points.

Program Quality (20 points)
☐ Project will have a deep and lasting impact on organization's ability to achieve its mission
☐ Project will improve key organizational practices in a meaningful way
☐ Project will increase value of artistic, educational, or cultural activities
☐ Consultants, contractors, and/or educational leaders are highly qualified to carry out project as described

Community Engagement (5 points)
☐ Efforts to engage a wide range of capacity building participants are thoughtful

Defining and Measuring Success (25 points)
☐ Project planning is thorough and deliberate
☐ Project responds to a stated need or diagnosed deficiency affecting the organization or its effectiveness
☐ Clear and compelling description of activities is provided, including a project timeline
☐ Successful outcomes for the project are clearly defined
☐ Project documentation is planned that will help organization know to what degree success was achieved

Resource Management (10 points)
☐ Appropriate financial and other resources have been sought out to support project
☐ Sound administrative practices are led by qualified personnel

TIMELINE: The following timeline outlines the Capacity Building grant lifecycle. Any deadline falling on a Saturday, Sunday, or state holiday, is extended until the next business day.

YEAR	DATE	TASK/DEADLINE
2016	November 1	Application Available in ARTIE
	December 1	Application Deadline for projects January 15, 2017—June 30, 2017
2017	January	Panel Meeting
	February	Grant Award Announcement
	June 1	Application Deadline for projects July 15, 2017—June 30, 2018
	July	Panel Meeting
	August	Grant Award Announcement

BUILDING CULTURAL DIVERSITY
Project Funding for Culturally Diverse Organizations

Ohio Arts COUNCIL

The Building Cultural Diversity program supports new and emerging organizations whose mission, programs, staff, and board represent culturally diverse communities. Awards support arts programming and projects that celebrate communities' unique arts and culture or preserve a culturally significant artistic tradition or practice. These awards help ensure a vibrant range of arts and cultural experiences are shared with residents, visitors, and communities, both today and in the future.

GRANT AWARDS: Applicants may request between $1,000 and $3,000. All awards require a 50 percent match, up to half of which may come from allowable in-kind donations. Applicants planning to use in-kind donations to supplement a match should consult OAC staff prior to submitting an application.

APPLICATION DEADLINES: June 1 annually (for activities taking place July 15—next June 30) and, if program funds remain, December 1 annually (for activities taking place January 15—next June 30)

STAFF CONTACT
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ELIGIBILITY: All applicants must possess nonprofit status or nonprofit intent, but need not be registered with the IRS as a 501(c)(3) nonprofit. Additional eligibility requirements for Building Cultural Diversity include:

1. Organizations must be representative of the American Indian/Alaskan Native, Appalachian, Asian, Black/African American, Hispanic/Latino, Native Hawaiian/Pacific Islander, or other culturally specific populations.
2. Applying organizations must be authentically representative of the populations they serve, as evidenced by the following:
   a. at least 50 percent of staff made up of individuals from a culturally specific population
   b. at least 50 percent of board made up of individuals from a culturally specific population
   c. arts and culture programming focused on a culturally specific population
3. Applicants may be: 1) arts and cultural organizations in any arts discipline (literature, performing arts, visual arts, traditional arts, multidisciplinary arts, etc.); or 2) other organizations providing arts programming (government entities, social service agencies, etc.) that demonstrate a commitment to arts programming in a larger community setting.

Organizations receiving support through the Sustainability or Arts Access programs are ineligible to apply.

HOW THE PROGRAM WORKS: Building Cultural Diversity grants are one-year or six month awards for activities representative of a culturally diverse community. Funds may be used to support general operating and programming costs, with other allowable expenses including artist fees, training or workshop costs, marketing, and planning and evaluation costs. The budget section of the Building Cultural Diversity application provides a full list of allowable expense areas. Organizations may receive only one Building Cultural Diversity grant per year. Please refer to the Introduction and Overview for a list of activities the OAC cannot fund.

HOW TO APPLY: Building Cultural Diversity program applications must be submitted via the ARTIE system. Please refer to ARTIE: Organizational Grant Applications for a description of the process. New applicants are encouraged to contact the OAC prior to applying.

EVALUATION AND SCORING: A panel of OAC staff evaluates and scores each Building Cultural Diversity application.

Panelists highlight strengths and weaknesses, discussing all aspects of the application and its support materials. Summaries of panel comments are made available to applicants. Score averages are used to determine funding award recommendations, which are then reviewed by the OAC executive director and deputy director. The OAC Board is the only body authorized to make final funding decisions and must approve recommendations. The process is competitive, and not all applications are funded.

REVIEW CRITERIA: Criteria are divided into four categories: Program Quality, Community Engagement, Defining and Measuring Success, and Resource Management. Criteria evidence may be found in any portion of an application or associated support materials. Each criterion is worth up to five points, for a maximum of 60 points.

Program Quality (15 points)
- ☐ Project activities will celebrate the unique artistic contributions of a culturally diverse community
- ☐ Project will make possible activities of artistic, educational, or cultural value
- ☐ Artistic and/or educational leaders are qualified to carry out culturally unique project as described

Community Engagement (20 points)
- ☐ Efforts to engage participants are thoughtful
- ☐ Organization works to attract a diverse range of participants, including people with disabilities
- ☐ Project will be promoted using up-to-date tools and an understanding of targeted communities
- ☐ Engagement with the broader community is evident

Defining and Measuring Success (15 points)
- ☐ Project has been thoughtfully planned and involved a wide range of voices
- ☐ Successful outcomes for the project are clearly defined
- ☐ Documenting activities will help organization know to what degree success was achieved

Resource Management (10 points)
- ☐ Appropriate financial and other resources have been sought out to support project
- ☐ Sound administrative practices are led by qualified personnel

TIMELINE: The following timeline outlines the Building Cultural Diversity grant lifecycle. Any deadline falling on a Saturday, Sunday, or state holiday, is extended until the next business day. Grant Agreements are due 30 days after a grant is received. Final Reports are due 30 days after the conclusion of a grant period.

YEAR	DATE	TASK/DEADLINE
2016	November 1	Application Available in ARTIE
	December 1	Application Deadline for projects January 15, 2017—June 30, 2017
2017	January	Panel Meeting
	February	Grant Award Announcement
	June 1	Application Deadline for projects July 15, 2017—June 30, 2018
	July	Panel Meeting
	August	Grant Award Announcement

OHIO ARTISTS ON TOUR

Artist Fee Support for Presenters

Ohio is home to a remarkable variety of talented performing artists and ensembles that contribute to the quality of life and creative economy of the state. The Ohio Artists on Tour program enables Ohio organizations to tap into the creative potential of these artists to enrich their programming and the vitality of their communities. Visit the Ohio Artists on Tour Directory to learn more about the artists and ensembles available through this program.

GRANT AWARDS: Applicants request one-third of an artist or ensemble's fee, up to $10,000. Requests may be made for fee support for multiple artists in a single year, up to a maximum of $15,000.

APPLICATION DEADLINE: May 15
for fully-executed contracts

STAFF CONTACT
Brianna Dance
Organizational Investment Coordinator
brianna.dance@oac.ohio.gov
614-728-4427

ELIGIBILITY: To be eligible to receive fee support through the Ohio Artists on Tour program, an organization **must first have been awarded another OAC grant through a qualifying program** (Sustainability, Arts Access, Arts Partnership, ArtSTART, ArtsNEXT, Building Cultural Diversity, or Artists with Disabilities Access Program) in either the fiscal year the artist or ensemble's performance is scheduled to occur, or in the previous fiscal year.

> NOTE: Presenting organizations from traditionally underserved areas of Ohio may be eligible to receive additional funds through the OAC's *Main Stage to Main Street* initiative. Applicants from these areas are encouraged to contact the OAC to learn more about this opportunity.

HOW THE PROGRAM WORKS: The Ohio Artists on Tour program provides awards in the form of fee support to institutions throughout Ohio that present artists listed in the Ohio Artists on Tour Directory. The artist or ensemble must conduct at least one outreach activity in the community (e.g., master class, lecture/demonstration, school performance, workshop, etc.), and performances must be marketed to the general public. OAC funds must be used for artist fees, which may include travel, lodging, and outreach activity expenses. Please refer to the Introduction and Overview section of the OAC Guidelines for a list of activities the OAC cannot fund.

HOW TO APPLY: Fully executed contracts requesting funds through the Ohio Artists on Tour program must be uploaded to the ARTIE system. No additional application is required.

EVALUATION AND SCORING: A panel of OAC staff evaluates each request. Comments are used to determine award recommendations, which are reviewed by the OAC executive director and deputy director and then approved by the OAC Board, the only body authorized to make final funding decisions. In the event that overall requests for fee support exceed available funds, grants will be made on a first-come, first-served basis.

To receive funding, each contract must include:
1) dates of engagement,
2) contracted fee,
3) number of performances,
4) description of outreach activities,
5) signature of presenter,
6) signature of artist (or artist management),
7) e-mail address of primary contact person.

TIMELINE: The following timeline outlines the Ohio Artists on Tour fee support lifecycle. Any deadline falling on a Saturday, Sunday, or state holiday, is extended until the next business day.

YEAR	DATE	TASK/DEADLINE
2017	January – April	Deadlines for Most Qualifying OAC Grant Programs
	March 1	Application Available in ARTIE
	May 15	Fee Support Fully Executed Contract Submission Deadline
	July	Grant Award Announcement
	August 30	Grant Agreement Deadline
2018	July 30	Final Report Deadline

ARTS PARTNERSHIP
Support for Arts Education Projects

The Arts Partnership program supports arts education projects that address the needs of individual learners and their communities. Grant recipients engage in collaborative planning with partners, emphasize in-depth study of the arts, and use arts learning outcomes and standards-based arts education practices. By supporting these projects and programs, the OAC strengthens arts education locally, regionally, and statewide.

GRANT AWARDS: Applicants may request between $4,000 and $25,000. All awards require a 1:1 cash match.

APPLICATION DEADLINE: March 1 of odd-numbered years only (e.g., 2017, 2019)

STAFF CONTACT
Chiquita Mullins Lee
Arts Learning Coordinator
chiquita.mullinslee@oac.ohio.gov
614-728-4455

ELIGIBILITY: All applicants must possess nonprofit status or nonprofit intent, but need not be registered with the IRS as a 501(c)(3) nonprofit. Applicants may be: 1) arts and cultural organizations in any arts discipline (literature, performing arts, visual arts, traditional arts, multidisciplinary arts, etc.); 2) other organizations that provide arts programming (government entities, social service agencies, etc.); or 3) educational organizations (public, private, charter, and parochial schools from pre-kindergarten through university level) that demonstrate a commitment to arts programming in a larger community setting.

HOW THE PROGRAM WORKS: Arts Partnership grants are two-year awards for project-based arts learning activities. This program supports Ohio schools and organizations that plan and conduct projects with arts learning at their core. Priority is given to projects that target underserved populations—including, but not limited to, youth populations in rural or urban communities. Many grantees use funding to support artistic or educational expenses. Other allowable expenses include program planning and evaluation. The budget section of the Arts Partnership application provides a full list of allowable expense areas.

Ancillary activities including tickets to performances, travel, and final product expenses (e.g., costumes, fairs and festivals, awards programs, etc.) should only be included in project costs when they are integral to project goals. Projects should supplement but not supplant an existing school program, including any after-school component of a curricular, co-curricular, or extracurricular school activity. Travel expenses should not exceed 10 percent of the total project cost, or $1,000. Please refer to the Introduction and Overview for a list of activities the OAC cannot fund.

Sample activities might include:
- Enhancing skills or knowledge necessary for learners of any age to engage in the arts
- Assisting professional development efforts that prepare educators to engage arts learners
- Conducting research advancing the depth of knowledge about best practices in arts education
- Leading planning work to expand access to arts learning in schools and communities
- Hands-on participatory art-making with older adults

HOW TO APPLY: All applications to the Arts Partnership program must be submitted via the ARTIE system. Please refer to ARTIE: Organizational Grant Applications for a description of the process.

OFF-YEAR UPDATE DEADLINE: March 1 of even-numbered years only (e.g., 2018, 2020)

Arts Partnership grants are two years in duration, meaning there is no application review prior to the second year of the award. However, applicants must submit a brief summary of upcoming programming and updated budget information for the second year of their grant by the off-year deadline.

EVALUATION AND SCORING: A panel of arts and cultural professionals, educators, artists, and other community members evaluate and score Arts Partnership grant applications. Panel meetings are open to the public and audio-streamed online, and representatives of applying organizations are encouraged to attend or listen online. Visit the calendar on the OAC's Grants page for meeting details and instructions for participating.

At the panel meeting, panelists discuss how well each application satisfies the program's evaluation criteria. Panelists highlight strengths and weaknesses, discussing all aspects of the application and its support materials. Following the public discussion, each panelist enters a final score for each application. Later, OAC staff use averages of these scores to determine funding award recommendations. The OAC Board is the only body authorized to make final funding decisions and must approve grant awards. The review process is competitive, and not all applications are funded.

REVIEW CRITERIA: Criteria are into four categories: Program Quality, Community Engagement, Defining and Measuring Success, and Resource Management. Criteria evidence may be found in any portion of an application or associated support materials. Each criterion is worth up to five points, for a maximum of 60 points.

Program Quality (25 points)
☐ Arts learning experiences are sequential, in-depth, and high-quality, and emphasize developing the creative abilities of learners
☐ Artistic and educational programming evolves creatively to maintain relevance and vitality over time
☐ Educational materials reflect credible research and appropriateness for the target audience
☐ Staff, artists, consultants, and/or volunteers possess the skills and knowledge to achieve stated goals
☐ Activities reflect best practices in education and arts education and address relevant standards

Community Engagement (10 points)
☐ Efforts to engage participants are intentional and energetic, as well as inclusive of people with disabilities
☐ Activities are effectively promoted to target audiences and the larger community using up-to-date tools

Defining and Measuring Success (15 points)
☐ Project planning is informed by adequate needs assessment, and involves a broad range of voices
☐ Success is clearly defined, measurable, and meaningful
☐ Relevant measurement and thorough documentation captures programs' impact on the community, with past findings used to guide future planning

Resource Management (10 points)
☐ Budget for proposed activities is realistic, aligned with proposal narrative, and supported by an appropriate range of earned and contributed income
☐ Sound administrative practices are led by qualified personnel

TIMELINE: The following timeline outlines the Arts Partnership grant lifecycle. Any deadline falling on a Saturday, Sunday, or state holiday, is extended until the next business day.

YEAR	DATE	AWARD YEAR	TASK/DEADLINE

2016	November 1	First Year	Application Available in ARTIE
2017	March 1	First Year	Application Deadline
	May	First Year	Panel Meeting
	July	First Year	Grant Award Announcement
	August 30	First Year	Grant Agreement Deadline
2018	January 1	Second Year	Off-year Update Available in ARTIE
	March 1	Second Year	Off-year Update Deadline
	July	Second Year	Off-year Grant Award Announcement
	July 30	First Year	Final Report Deadline
	August 30	Second Year	Grant Agreement Deadline
2019	July 30	Second Year	Final Report Deadline

ARTIST IN RESIDENCE: HOSTS
Artist Residencies for Schools and Community Organizations

Ohio Arts COUNCIL

The Artist in Residence (AIR) program brings schools and community organizations together with artists to share in-depth, engaging, personal, and sustained arts learning experiences. Using experienced artists listed in the Arts Learning Artist Directory, these one-year awards offer opportunities for learners to participate in the creative process, bridge cultural differences, and develop fresh ways of learning through the arts.

GRANT AWARDS: The total professional fee for an artist is $1,200 per week. Grants are awarded to residency hosts to cover $800 per week, with sponsors responsible for the remaining $400 per week.

> **APPLICATION DEADLINE:** February 1 (annually)
>
> **STAFF CONTACT**
> **Chiquita Mullins Lee**
> Arts Learning Coordinator
> chiquita.mullinslee@oac.ohio.gov
> 614-728-4455

ELIGIBILITY: Eligible organizations include—but are not limited to—public, private, charter, or parochial schools (pre-kindergarten through university level) and other community or social service organizations that provide arts programming. All applicants to this program should have nonprofit status or nonprofit intent.

Criminal Background Checks: The OAC does not have the statutory authority to require criminal background checks of artists participating in the Arts Learning Artist Directory. However, schools and some organizations are required by Ohio Revised Code or internal policies to conduct such checks. Arts Learning Artist Directory artists may be required to submit to a criminal background check in order to work in schools or organizations.

HOW THE PROGRAM WORKS: The Artist in Residence program provides one-year grants to place accomplished professional artists in a variety of educational and community settings to facilitate learning in, through, and about the arts. Many residencies are approximately two to four weeks in length, although applications for residencies lasting a full semester or full academic year are permissible, as modeled during the OAC's *TeachArtsOhio* initiative during FY 2016-2017. OAC funds are used to support artist fees.

Residency hosts select artists from a roster of professional artists listed in the Arts Learning Artist Directory. Artists and hosts collaboratively plan an in-depth art-making experience that engages participants of varying ages, cultures, experiences, and ability levels within a mutually supportive and creative learning environment. The artist also shares his or her artistic work with residency participants and the larger community. A core group is selected to work with the artist every day during the residency, while peripheral groups meet with the artist less often. The artist also works with the host to design and hold a professional development workshop involving staff in a hands-on art-making experience to deepen their understanding of the creative process and the artist's discipline. The artistic work of participants is shared with the community at the conclusion of the residency.

Hosts are required to provide a budget for supplies. If the residency location is more than one hour from the artist's home, hosts must assist the artist in locating free or reduced cost housing. Artists are responsible for travel and all other costs for the residency.

Planning for new applicants: Typically, a discipline is selected and ideas for the residency are described in the application. If a grant is awarded, an artist is then selected from the Arts Learning Artist Directory and formal planning begins. At least one month in advance of the residency start date, a planning session is held on-site with the artist (accompanied by an OAC representative) and members of the host's planning committee to develop the residency plan.

Planning for previously-funded applicants: Often, a residency is planned with an artist prior to submitting the application. If a grant is awarded, the artist and the host's planning committee then further develop plans.

NOTE: OAC funding cannot be awarded for residency activities designed in preparation for (or in conjunction with) school competitions, nor for residencies that are part of higher education coursework or that will serve those students exclusively. Please refer to the Introduction and Overview for a list of activities the OAC cannot fund.

HOW TO APPLY: All applications to the Artist in Residence program must be submitted via the ARTIE system. Please refer to ARTIE: Organizational Grant Applications for a description of the process.

EVALUATION AND SCORING: A panel of arts and cultural professionals, educators, artists, and other community members evaluate and score Artist in Residence grant applications. Panel meetings are open to the public and audio-streamed online, and representatives of applying organizations are encouraged to attend or listen online. Visit the calendar on the OAC's Grants page for meeting details and instructions for participating.

At the panel meeting, panelists discuss how well each application satisfies the program's evaluation criteria. Panelists highlight strengths and weaknesses, discussing all aspects of the application and its support materials. Following the public discussion, each panelist enters a final score for each application. Later, OAC staff use averages of these scores to determine funding award recommendations. The OAC Board is the only body authorized to make final funding decisions and must approve grant awards. The review process is competitive, and not all applications are funded.

REVIEW CRITERIA: Criteria are divided into four categories: Program Quality, Community Engagement, Defining and Measuring Success, and Resource Management. Evidence of meeting the criteria may be found in any portion of an application or associated support materials. Each criterion is worth up to five points, for a maximum of 60 points.

Program Quality (20 points)
- ☐ Activities support learning in, through, or about the arts
- ☐ Strong commitment to in-depth, hands-on art-making
- ☐ Residency involves both a core group and peripheral groups of learners as appropriate
- ☐ Residency professional development activities will positively impact the practices, attitudes, or behaviors of educators and other staff

Community Engagement (10 points)
- ☐ Host demonstrates an openness to designing an accessible and inclusive residency experience
- ☐ Residency activities involving the larger community will be meaningful and engaging

Defining and Measuring Success (15 points)
- ☐ Residency planning involves a broad range of voices
- ☐ School leaders have spelled out what success looks like for the residency
- ☐ Residency planners have ideas for documenting observable changes in arts learning

Resource Management (15 points)
- ☐ Demonstrated commitment shown to the value of collaborative learning
- ☐ Appropriate space and time will be provided for artist visits
- ☐ Budget is sufficient to provide supplies for the selected art form

TIMELINE: The following timeline outlines the Artist in Residence grant. Any deadline falling on a Saturday, Sunday, or state holiday, is extended until the next business day.

YEAR	DATE	TASK/DEADLINE
2016	November 1	Application Available in ARTIE
2017	February 1	Application Deadline
	March	Panel Meeting
	July	Grant Award Announcement
	August 30	Grant Agreement Deadline
2018	July 30	Final Report Deadline

ARTIST EXPRESS
Artist Visits for Schools and Community Organizations

The Artist Express program allows schools and community organizations to collaborate with an artist for a short one- to three-day residency. Awards allow schools new to the artist residency experience the chance to explore an arts discipline through an accessible application process, a minimal time commitment, and a modest monetary investment. The Artist Express program also lays the foundation for a more in-depth residency in the future.

GRANT AWARDS: The total professional fee for an artist in the Artist Express program is $300 per day. Artist Express awards are based on the number of days a residency lasts, and are either $250 (one-day residency), $500 (two-day residency), or $750 (three-day residency). Host organizations are responsible for the remaining $50 per day in artist fees required, as well as any needed supplies.

> **APPLICATION DEADLINE:** Rolling; applications are due at least eight weeks prior to the date of the proposed visit.
>
> **STAFF CONTACT**
> **Chiquita Mullins Lee**
> Arts Learning Coordinator
> chiquita.mullinslee@oac.ohio.gov
> 614-728-4455

ELIGIBILITY: Eligible organizations include—but are not limited to—public, private, charter, or parochial schools (pre-kindergarten through university level), and other community or social service organizations that provide arts programming. All applicants to this program should have nonprofit status or nonprofit intent.

>   **Criminal Background Checks:** The OAC does not have the statutory authority to require criminal background checks of artists participating in the Arts Learning Artist Directory. However, schools and some organizations are required by Ohio Revised Code or internal policies to conduct such checks. Arts Learning Artist Directory artists may be required to submit to a criminal background check in order to work in schools or organizations.

HOW THE PROGRAM WORKS: The Artist Express program supports artist visits for schools, arts organizations, and other community organizations. The program is best suited for schools and other organizations that have never hosted an artist in residence, or for experienced residency sponsors who want to expand into a new arts discipline. Awards are designed to broaden access to the arts and stimulate exploration of an art discipline with an experienced professional artist. Hosts must select an approved professional artist from the Arts Learning Artist Directory. OAC funds are used to support artist fees.

>   NOTE: OAC funding cannot be awarded for residency activities designed in preparation for (or in conjunction with) school competitions, nor for residencies that are part of higher education coursework or that will serve those students exclusively. Please refer to the Introduction and Overview for a list of activities the OAC cannot fund.

HOW TO APPLY: Artist Express applications must be submitted via the ARTIE system. Please refer to ARTIE: Organizational Grant Applications for a description of the process.

REVIEW CRITERIA: OAC staff members evaluate Artist Express grant applications. Comments are used to determine award recommendations, which are then reviewed by the OAC executive director and deputy director. The OAC Board is the only body authorized to make final funding decisions and must approve grant awards. In the event that overall requests exceed available funds, grants will be made on a first-come, first-served basis.

Review criteria include:
- ☐ Value is placed on the creative process and collaborative learning
- ☐ Host organization is prepared to provide space and time for the artist visit
- ☐ Staff, teachers, and administrators are supportive of the activity
- ☐ Sufficient supplies are available for the art form
- ☐ Resources and other assets are managed appropriately

TIMELINE: The following timeline outlines the typical Artist Express grant period:

At least 8 weeks prior to event	Application Deadline
4-5 weeks prior to event	Grant Award Announcement
At least 2 weeks prior to event	Grant Agreement is signed in ARTIE
30 days following event	Final Report deadline
3-6 weeks following Final Report submission	Payment issued

BIG YELLOW SCHOOL BUS
Supporting School Visits to Arts and Cultural Activities

Ohio Arts
COUNCIL

School field trips play an important role in arts education efforts, providing exposure to arts events otherwise inaccessible to many students. The Big Yellow School Bus program helps schools and other educational groups defray student transportation costs to professional arts and cultural activities. These early arts experiences create new relationships between Ohio's youth and the state's creative sector, and support in-school arts learning activities that are critical to overall academic development.

GRANT AWARDS: Applicants may request up to $500. No match is required.

ELIGIBILITY: Eligible organizations include—but are not limited to—public, private, charter, or parochial schools (pre-kindergarten through secondary) and associations of home-schooled students. Multiple applications from a single school district are permissible within a single fiscal year. When funds are limited, priority will be given to new applicants. Priority status is also given to rural and urban students from underserved areas of Ohio. All applicants must possess nonprofit status or nonprofit intent.

HOW THE PROGRAM WORKS: The Big Yellow School Bus program supports student transportation costs for educational field trips to art galleries, museums, festivals, and exhibitions, as well as music, dance, or theatre performances. Applicants are responsible for making all transportation and destination arrangements.

Funds must be used for field trip-related travel expenses, including but not limited to securing buses or vans and licensed drivers, fuel and parking costs, and accessibility expenses. Funds may not be used for other related costs or activities, such as event admission fees, or adjudicated student events or showcases. Please refer to the Introduction and Overview for a list of activities the OAC cannot fund.

HOW TO APPLY: Big Yellow School Bus applications must be submitted via the ARTIE system. Please refer to ARTIE: Organizational Grant Applications for a description of the process. New applicants are encouraged to contact the Arts Learning coordinator to learn more about the program. Applications must include a copy of a document verifying the actual transportation cost (a purchase order, written estimate, transportation company contract, vehicle rental agreement, letter from a superintendent or other authorizing official, etc.).

REVIEW CRITERIA: OAC staff members evaluate and score Big Yellow School Bus grant applications. Funding recommendations are presented to the OAC executive director for final approval.

Review criteria include:
- ☐ A clear description of trip's purpose with destination details is provided
- ☐ Trip provides an arts learning experience tied to educational standards
- ☐ Staff, teachers, and/or administrators are supportive of the activity

TIMELINE: The following timeline outlines the typical Big Yellow School Bus grant period:

At least 8 weeks prior to event	Application Deadline
4-5 weeks prior to event	Grant Award Announcement
At least 2 weeks prior to event	Grant Agreement is signed in ARTIE
30 days following event	Final Report deadline
3-6 weeks following Final Report submission	Payment issued

ARTISTS WITH DISABILITIES ACCESS PROGRAM
Professional Development Support for Artists with Disabilities

Ohio Arts COUNCIL

The Artists with Disabilities Access Program (ADAP) provides funding that gives individual artists with disabilities – and organizations that serve them – the resources they need to further their artistic development. Creative expression by artists of all abilities is essential to building dynamic and diverse communities throughout Ohio, and developing an artistic career is a long-term process. ADAP awards help artists with disabilities advance their artistic practices, making Ohio a more accessible and inclusive place to build an artistic career.

GRANT AWARDS: Grants are awarded to individual artists at both the emerging artist level ($500) and professional artist level ($1,000), with no match required. Organizational applicants may request between $1,000 and $3,000, a 1:1 cash match is required.

> NOTE: For the purposes of the ADAP program, **emerging artists** are individuals who have consistently worked in their chosen art form for more than three years, have demonstrated strong artistic potential, and want to develop their careers. **Professional artists** are individuals who devote a major portion of their time to creating, practicing, performing, or teaching any of the arts.

APPLICATION DEADLINES: June 1 annually (for activities taking place July 15—next June 30) and, if program funds are not expended, December 1 annually (for activities taking place January 15—June 30)

STAFF CONTACTS
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614-728-4427

Jim Szekacs
Organizational Investment Coordinator
for organizations in the Western Region, and Cuyahoga, Geauga, Lake, and Lorain counties
jim.szekacs@oac.ohio.gov
614-728-4449

VIEW REGIONAL MAP

ELIGIBILITY: All applying **artists** must:
- Be an Ohio resident (the OAC defines an Ohio resident as someone who spends at least eight months of the year living and working in Ohio), and, if awarded funding, remain a resident during the grant period
- Have exhibited, performed, or published work as an artist within the past five years
- Have a disability (per Americans with Disabilities Act of 1990 (ADA) guidelines)
- Not be a student enrolled in any degree- or certificate-granting program

Both creative and performing artists who have a disability and are residents of Ohio may apply to this program. The OAC uses the definition of disability contained in Sec. 12102 of the ADA, as amended by the ADA Amendments Act of 2008 (P.L. 110-325), which went into effect on January 1, 2009. This act is available online: ada.gov/pubs/ada.htm.

All applying **organizations** must be based in Ohio, serve Ohio artists, and possess nonprofit status or nonprofit intent. Applicants need not be registered with the IRS as a 501(c)(3) nonprofit. Applicants may be: 1) arts and cultural organizations in any arts discipline (literature, performing arts, visual arts, traditional arts, multidisciplinary arts, etc.); 2) other organizations that provide arts programming (government entities, social service agencies, etc.); or 3) educational organizations (public, private, charter, and parochial schools from pre-kindergarten through university level) that demonstrate a commitment to arts programming in a larger community setting.

An ADAP organizational award may not be used to fund activities described in and already being supported through another OAC grant.

HOW THE PROGRAM WORKS: The Artists with Disabilities Access Program provides support to individual artists with disabilities, as well as organizations that serve individual artists with disabilities, engage in activities that help them advance their artistic practice, or develop their career. OAC funds are available for a variety of activities, materials, and services.

Artists must dedicate funds to activities that directly advance their artistic careers, including:
- Cover in-state travel to attend or present a performance, exhibition, conference, class, or workshop
- Undertake a planning process with a consultant or agent to develop business skills
- Rent studio space or art equipment, or purchase art supplies or equipment (e.g., cameras, printers)
- Pay for professional services (e.g., production, marketing, etc.) or auxiliary aids or services that facilitate engagement in artistic activities at a deeper or higher level

Organizations must dedicate funds to activities that directly advance the artistic careers of artists with disabilities or allow artists with disabilities to spend more time creating and promoting their chosen art form, as described in the list above. Requests to purchase equipment may not exceed $1,000.

HOW TO APPLY: Interested applicants are strongly encouraged to contact their OAC regional coordinator to initiate the application process, or work through VSA Ohio (the state organization on arts and disability, which partners with the OAC to assist applying artists and organizations as they prepare a grant application). Accommodations can be made for the application process.

VSA Ohio is located at 77 S. High St. 2nd Floor, Columbus, OH 43215 and can be contacted by phone, 614-241-5325, or email info@vsao.org.

ADAP applications are submitted electronically via the OAC's ARTIE system. If an applicant needs support in applying (in-person explanation, data entry, transcription, technology, etc.) the applicant or his or her designee can contact the OAC or VSA Ohio.

SUPPORT MATERIALS: Applications for this program must include support materials, including work samples, in order to be accepted.

The following support materials are REQUIRED for **emerging artists**:
1. Artist résumé or professional biography, including a list of exhibitions, performances, or publications in the past five years.
2. Work samples of his or her own work (DVDs, CDs, digital images) demonstrating artistic quality and technical ability. Work should not be more than five years old.
3. At least one letter of support from someone who is knowledgeable about the artist and his or her work.
4. If applicable, materials from proposed class, conference, or workshop.
5. If applicable, résumé of proposed teacher, consultant, or assistant.

The following support materials are REQUIRED for **professional artists**:
1. Artist résumé AND professional biography, including list of exhibitions, performances, or publications in the past five years.
2. Work samples of his or her own work (DVDs, CDs, digital images) demonstrating artistic quality and technical ability. Work should not be more than five years old.
3. At least two letters, including one from someone who is knowledgeable about the artist's work and can attest to his or her commitment to art-making, such as an owner of space that has exhibited or presented the artist's work, a current or past arts instructor, or a fellow professional artist.

4. If applicable, materials from proposed class, conference, or workshop.
5. If applicable, résumé of proposed teacher, consultant, or assistant.

The following support materials are REQUIRED for **organizational applicants**:
1. Artist résumé(s) or professional biographies for each artist who will benefit from the grant activities, including a list of exhibitions, performances, or publications in the past five years.
2. Work samples for the artist(s) who will benefit from the grant activities. Samples must be of the artist(s) own work (DVDs, CDs, digital images) demonstrating artistic quality and technical ability. Work should not be more than five years old.
3. At least two letters of support, one for each artist(s) and one for the organization. A letter of support for the artist(s) must be from someone who is knowledgeable about the artist(s) and his or her (their) work. A letter of support for the organization should be from someone who is knowledgeable about the organization's work with artists with disabilities.
4. If applicable, materials from proposed class, conference, or workshop.
5. If applicable, résumé of proposed teacher, consultant, or assistant.

Publicity samples promoting the artist's work, such as brochures, newspaper and magazine articles, exhibition catalogues, or programs, may be submitted by either an individual artist or organizational applicant.

EVALUATION AND SCORING: A panel of arts and cultural professionals, educators, artists, and other community members evaluate and score ADAP grant applications. Panel meetings are open to the public and audio-streamed online, and applicants are encouraged to attend or listen online. Visit the calendar on the OAC's Grants page for meeting details and instructions for participating. Applicants will be notified when the panel meeting is scheduled.

At the panel meeting, panelists discuss how well each application satisfies the program's evaluation criteria. Panelists highlight strengths and weaknesses, discussing all aspects of the application and its support materials. Following the public discussion, each panelist enters a final score for each application. Later, OAC staff use averages of these scores to determine funding award recommendations. The OAC Board is the only body authorized to make final funding decisions and must approve grant awards. The review process is competitive, and not all applications are funded.

Applicants are strongly encouraged to include as much information as possible in their responses to narrative questions in order to provide panelists with a complete picture of how the grant funding will advance the artists' professional pursuits.

REVIEW CRITERIA: Criteria are divided into four categories: Program Quality, Community Engagement, Defining and Measuring Success, and Resource Management. Evidence of meeting the criteria may be found in any portion of an application or associated support materials. Each criterion is worth up to five points, for a maximum of 60 points.

Program Quality (30 points)
☐ Ability in artist's chosen art form is evident
☐ Artistic work shows high potential
☐ Commitment to advancing artist's art form is demonstrated
☐ Goals are clearly stated
☐ Goals align with intended program's outcome to develop the artistic careers of artists with disabilities
☐ *For organizational applications only:* Applicant's proposed project demonstrates artistic, educational, and/or cultural value for the artists being served

Community Engagement (10 points)

☐ Artistic work is promoted in the community (through public events, website, promotional materials, etc.)
☐ Project will increase applicant's ability to engage community members in the future

Defining and Measuring Success (10 points)
☐ Applicant has established a quality plan for using the grant funds
☐ Project will advance the artistic career(s) of artist(s)

Resource Management (10 points)
☐ Project budget is complete and realistic, and supports goals for activity
☐ *For organizational applications only:* Applicant's staff, board, and/or volunteers are qualified and demonstrate the capacity to complete the proposed project

TIMELINE: The following timeline outlines the ADAP grant lifecycle. Any deadline falling on a Saturday, Sunday, or state holiday, is extended until the next business day.

YEAR	DATE	TASK/DEADLINE
2016	November 1	Application Available in ARTIE
	December 1	Application Deadline for projects January 15, 2017—June 30, 2017
2017	January	Panel Meeting
	February	Grant Award Announcement
	June 1	Application Deadline for projects July 15, 2017—June 30, 2018
	July	Panel Meeting
	August	Grant Award Announcement

INDIVIDUAL EXCELLENCE AWARDS
Recognizing Individual Artistic Achievement

The Individual Excellence Awards program recognizes outstanding accomplishments by artists in a variety of disciplines. Awards give artists the resources to experiment and explore their art forms, develop skills and advance their careers, and receive affirmation and acknowledgment for outstanding work. Competitive applications focused on the merit of past artistic work, combined with an open panel review conducted by nationally recognized professionals, ensure that only the most exceptional individuals receive funding.

GRANT AWARDS: Individual Excellence Awards are $5,000.

ELIGIBILITY: Creative artists who are residents of Ohio may apply to this program. Applicants must have lived in Ohio for one year prior to the September 1 deadline, and must remain in the state throughout the grant period. Artists may submit only one application per calendar year, unless applying in the Criticism discipline, in which a second application for a separate body of work may be submitted.

Past Individual Excellence Award recipients are not eligible to apply at the next calendar deadline. Past work that resulted in an Individual Excellence Award may not be resubmitted at future deadlines; resubmission of funded work will result in disqualification from the review process. Applicants must be at least eighteen years of age. Students attending high school or students pursuing undergraduate or graduate degrees at the time of application may not apply.

> APPLICATION DEADLINE: September 1 (annually)
>
> In odd-numbered calendar years (e.g., 2017, 2019), applications are accepted in **choreography; criticism; fiction/non-fiction; music composition; playwriting/screenplays; and poetry**.
>
> In even-numbered calendar years (e.g., 2016, 2018), applications are accepted in **crafts; design arts/illustration; interdisciplinary, collaborative & performance art; media arts; photography; visual arts 2D; and visual arts 3D**.
>
> **STAFF CONTACT**
> **Kathy Signorino**
> Individual Artist/Percent for Art Program Coordinator and Traditional Arts Apprenticeships Program Coordinator
> kathy.signorino@oac.ohio.gov
> 614-728-6140

NOTE: Up to two artists who worked together to create a body of work, and who plan to continue working together, may apply collaboratively, with each artist retaining creative ownership of the completed artwork. If awarded an Individual Excellence Award, the collaborative applicants split the award equally. Collaborative artists must each submit an application with the same narrative on each application, and each must submit the same required support materials.

HOW THE PROGRAM WORKS: Individual Excellence Awards recognize the exceptional merit of an Ohio artist's past body of work. Awards celebrate the creativity and imagination that exemplify the highest level of achievement in a particular artistic discipline. Awards may be used for a variety of expenses related to an artist's growth and development. Awards may not be used for enrolling in or continuing a degree-granting program, and recipients must remain in the state during the grant year.

HOW TO APPLY: Individual Excellence Awards program applications must be submitted via the ARTIE system. Please refer to ARTIE: Individual Artist Grant Applications for a description of the process.

EVALUATION AND SCORING: A panel of nationally recognized artists and arts professionals meet to evaluate and score applications in each Individual Excellence Awards discipline. Panel meetings are open to the public and

applicants are encouraged to attend; deliberations are not streamed online. Visit the calendar on the OAC's Grants page for meeting details and instructions for participating.

At the panel meeting, panelists review materials from each applicant and discuss how well each application satisfies the program's evaluation criteria. Preliminary scoring rounds narrow the pool of applications, with panelists using a simple scoring system to decide whether artistic work is 1) exemplary, 2) worthy of further consideration, 3) or not competitive. In later rounds, a more in-depth discussion takes place regarding the strongest remaining applications. After all work has been reviewed, panelists make funding recommendations. The OAC Board is the only body authorized to make final funding decisions and must approve grant awards.

REVIEW CRITERIA: Panelists use the following criteria (presented in no particular order) to make funding recommendations. Any one or a combination of these criteria is sufficient to justify an award recommendation:
1. Exemplifies the highest level of achievement in a discipline
2. Outstanding technical proficiency or craftsmanship
3. Innovation in style and/or concept
4. Body of work is consistently high in quality
5. Creative and inventive use of the medium
6. Compares favorably to other work in the field, either regionally or nationally
7. Advances an art form
8. Artist narrative provides context for the body of work
9. Audiovisual materials are relevant and of high quality

TIMELINE: The following timeline outlines the Individual Excellence Awards grant lifecycle. Any deadline falling on a Saturday, Sunday, or state holiday, is extended until the next business day.

GRANT PERIOD: May 1 – November 30	
Application Available In ARTIE	June 1
Application Deadline	September 1
Panel Meetings	Late November/Early December
Grant Award Notification	Early January
Grant Award Ratification by OAC Board	March/April
Grant Award Announcement to Media	March/April
Signed Grant Agreement Deadline	April 30
Final Report Deadline	December 31

SUPPORT MATERIALS: Support materials are a critical part of each Individual Excellence Awards application. Materials are submitted electronically to the ARTIE system with your completed application by the program deadline date.

DISCIPLINE-SPECIFIC SUPPORT MATERIALS:
NOTE: Screening notes may be included with the support materials to aid the presentation of the materials for applications in choreography, music composition, interdisciplinary, collaborative & performance art, and media disciplines. Panelists will initially review 5-10 minutes of your sample during the first round; keep this in mind as you select and cue materials. Panelists have discretion in deciding which additional work to view for applicants voted into subsequent review rounds.

If submitting digital images or work samples, see the ARTIE Support Materials tab for details.

Choreography

1. Two complete work samples, completed within the last five years, in separate uploaded files
2. One 10-minute sample, consisting of selections from each of the two complete works, in a separate uploaded file

Music Composition
1. Two complete work samples, completed within the last three years, in separate uploaded files
2. One 10-minute sample consisting of selections from each of the two complete works in a separate uploaded file
3. Score or lead sheet for each composition in a separate uploaded file. Your name should not appear anywhere in the score or lead sheet. Indicate exactly where on the score the sample begins and ends, or list tracks. A computer rendering must be included for computer-generated work, uploaded to ARTIE.

Interdisciplinary, Collaborative & Performance Art applications are accepted from a single artist working in multiple disciplines on a single body of work (e.g., installation-based work including sculptural elements as well as sound, video or movement or two artists from different disciplines who have worked together to create a single work of art (e.g., a composer and choreographer, a installation artist and audio artist, etc.)
1. Two to three work samples, completed in the past three years, which may be a combination of up to 12 digital images, audio or visual work samples, manuscripts, or scenarios, in separate uploaded files. If movement is an important part of a work, include appropriate documentation.

Media Arts applications come from artists working in film, video, audio, media installations, and new technologies (computer-based work) that have primary responsibility for the finished project and are the originators of the artistic concept of the work.

Audio Art
1. Two to three complete work samples, completed within the last three years, in separate uploaded files
2. One 10-minute sample consisting of selections from each work submitted, in a separate uploaded file

Film
1. Two completed works samples, one completed within the last three years, and one within the last five years, in separate uploaded files
2. One 10-minute sample consisting of selections from each work submitted, in a separate uploaded file

Video
1. Two complete work samples, completed within the last three years, in separate uploaded files
2. One 10-minute sample consisting of selections from each work submitted, in a separate uploaded file

Media Installation
1. One or two complete works, completed within the last three years, which may be a combination of up to 12 digital images, audio or visual work samples, and diagrams that best document the work, in separate uploaded files

Crafts, Design Arts/Illustration, Photography, Visual Arts 2D, and Visual Arts 3D
Nine to 12 digital images of at least nine different works, completed within the last three years, must be uploaded (see ARTIE Support Materials tab for details).

NOTE: Design Arts/Illustration applicants may submit either work that has been produced and constructed, or drawings and proposals for future work in separate uploaded files. Illustrators may submit the publication in which the work has been included in separate uploaded files. Architects, designers, landscape architects, and urban-metropolitan planners may submit clearly identified blueprints, specs, or maquettes in separate uploaded files Clothing and costume designers may include illustrations and drawings in separate uploaded

files.

Fiction/Non-Fiction, Poetry, Playwriting/Screenplays, Criticism

Manuscript format for all literature disciplines:

1. **IMPORTANT:** Applicant name <u>must not appear</u> within the body of manuscript or on cover sheet.
2. Cover/title page of manuscript must have application number and listing contents of manuscript.
3. Documents should be formatted to print on 8.5" x 11" paper, with 1" margins on all sides, and all fonts used should be no smaller than 11 point.
4. All documents are uploaded in separate files as required by the discipline (see ARTIE Support Materials tab for details).

Fiction/Non-Fiction manuscripts should be 20-30 pages, double-spaced, of either one recent work, a selection of short stories or essays, or a selection of chapters from a larger work completed within the last three years.

Poetry manuscripts should be 10-15 pages, single- or double-spaced, no more than one poem to a page, completed within the last three years.

Playwriting/Screenplay manuscripts may be single- or double-spaced, and should consist of one complete play or two complete one-act plays, completed within the last five years. This discipline has no page limit. Musical theater plays must include one copy each of the libretto, score, book, and audio sample in separate uploaded files.

Criticism manuscripts should be 30-50 pages, single- or double-spaced, completed within the last five years. The category supports critical writing that investigates, evaluates, or analyzes modern and contemporary art activity; manuscripts whose focus is solely historical analysis are not accepted.

TRADITIONAL ARTS APPRENTICESHIP

Preserving Cultural Heritage through Collaboration

Ohio Arts
COUNCIL

The Traditional Arts Apprenticeship program provides support for master artists to work with apprentices to build understanding and proficiency in folk and traditional art forms. By pairing exemplary practitioners of traditional art forms with dedicated apprentices, this program allows for concentrated study and cultural exchange. Traditional Arts Apprenticeship awards support the teaching and sharing of important cultural traditions, and enrich the lives of people throughout the state.

GRANT AWARDS: Master artists may request up to $4,000 to work with one, and if appropriate, two, apprentices. At least 50 percent of the request must be used for master artist honoraria. No match is required.

> **APPLICATION DEADLINE:** March 15 (annually)
>
> **STAFF CONTACT**
> **Kathy Signorino**
> Individual Artist/Percent for Art Program Coordinator and Traditional Arts Apprenticeships Program Coordinator
> kathy.signorino@oac.ohio.gov
> 614-728-6140

ELIGIBILITY: Apprentices must live in Ohio; master artists may live in another state if there is no suitable artist in Ohio. Both masters and apprentices must be U.S. citizens or permanent resident aliens, and must have lived in the country for at least eight months prior to the deadline.

Applicants are eligible for only one award per year. Applications are accepted for apprenticeships in all forms of traditional arts, including traditional music and instrument making, sacred and secular crafts, occupational traditions, folk and ethnic dance, and traditional arts associated with annual celebrations.

HOW THE PROGRAM WORKS: Master artists and apprentices apply together to this program. Master artists should have achieved a high level of skill in a particular traditional art form, be regarded as masters by their peers, and have learned and developed their skills within a traditional context. Apprentices should demonstrate interest and competency in the art form prior to the apprenticeship, strong motivation to learn the nuances of the tradition, and a commitment to carry the tradition on in the future.

Traditional arts are part of the cultural heritage of a group of people whose members share a common ethnic heritage, language, religion, occupation, or geographic region. The Traditional Arts Apprenticeship program supports study and collaboration between qualified apprentices and master artists. The program pairs a master artist with a dedicated apprentice in an intensive, yearlong, learning experience. Apprentices learn directly by observing, imitating, and refining their artistic work based on the critique of the master artist. Skills are typically learned directly through observation and imitation, rather than through classes, books, or other means of instruction. The sharing of the cultural importance and history of the art form is also important to a successful apprenticeship.

An apprenticeship work plan should allow for in-depth learning that encompasses the context of the culture, the development of a mentoring relationship, and the acquisition of both techniques and artistry. The master artist is responsible for monitoring the apprentice's progress as outlined in the application work plan. The apprenticeship must include a minimum of 50 hours of direct instruction. During the apprenticeship period, a site visit will be made by OAC staff or a folklorist to document the teaching/learning process. Photographs of the session may be taken and recorded interviews may be conducted. In addition, the master artist and apprentice are expected to give a joint community presentation near the end of the apprenticeship period (e.g., performing at a public event, offering a master class, holding an open studio session, or exhibiting at a local library or gallery).

Activities that Traditional Arts Apprenticeship funds <u>cannot</u> be used for include apprentice stipends, apprentice travel (either in state or out of state), master out of state travel, and ongoing class or educational expenses. Please refer to the <u>Introduction and Overview</u> for a full list of activities the OAC cannot fund.

HOW TO APPLY: Traditional Arts Apprenticeship program applications and support materials must be submitted via the <u>ARTIE</u> system. Please refer to <u>ARTIE: Individual Artist Grant Applications</u> for a description of the process.

EVALUATION AND SCORING: A panel of folklorists, arts professionals, traditional artists, and other community members meet to evaluate and score applications. Panel meetings are open to the public and audio-streamed online. Applicants are encouraged to attend or listen online. Visit the calendar on the OAC's <u>Grants</u> page for meeting details and instructions for participating.

At the panel meeting, panelists discuss how well each application satisfies the program's evaluation criteria. Panelists highlight strengths and weaknesses, discussing all aspects of the application and its support materials. Following the public discussion, each panelist enters a final score for each application. Later, OAC staff use averages of these scores to determine funding award recommendations. The OAC Board is the only body authorized to make final funding decisions and must approve grant awards. The review process is competitive, and not all applications are funded.

SUPPORT MATERIALS: Support materials are uploaded electronically into the ARTIE system, and are a critical part of each Traditional Arts Apprenticeship application. Applications that do not include support materials will not be accepted. All support materials must represent the selected folk/traditional art form. All work must have been completed within the last five years, and should include:

1. **Master artist support**. Up to three letters of support written by community members who are knowledgeable about the traditional art form and the master's artistic contribution to the community.
2. **Apprentice support**. Up to three letters of support written by community members who are knowledgeable about the traditional art form and the apprentice's experience with the art form.
3. **Digital work samples**. For both the master artist and the apprentice, demonstrating artistic quality and technical ability.

Digital examples of brochures, newspaper or magazine articles, exhibition catalogs, and programs may also be uploaded as support materials; materials available online may also be hyperlinked from within the application narrative in ARTIE.

Discipline-Specific Support Materials:
1. **Folk craft**: applicants must submit 5-10 digital images of the work of the master artist and the apprentice.
2. **Music/verbal arts**: applicants must submit one sample of a sound recording of the master artist and the apprentice, with information describing the performers, instruments, and material being presented. Artists also should describe the typical audience and venue for this music/verbal art form where noted in ARTIE. If there are multiple work samples represented, indicate the appropriate track(s) to be reviewed.
3. **Ethnic dance**: applicants must submit one sample of a video of the master artist and the apprentice that best demonstrates the quality of their work, with information describing the performers and material being presented. Artists also should describe the dance form, or the typical venue. If there are multiple work samples represented, indicate the appropriate track(s) to be reviewed.

REVIEW CRITERIA: Criteria are divided into four categories: Artistic Quality, Community Engagement, Defining and Measuring Success, and Resource Management. Evidence of meeting the criteria may be found in any portion of an application or associated support materials. Each criterion is worth up to five points, for a maximum of 60 points.

Artistic Quality (15 points)
- ☐ Master artist has achieved a sufficiently high level of artistry in the art form to be recognized as a master artist by his/her peers
- ☐ Master artist has learned skills from a particular ethnic, occupational, or regional group, or from community or family traditions, and authentically represents the art form or tradition
- ☐ Apprentice demonstrates competency in the art form and shows commitment to further learning

Community Engagement (15 points)
- ☐ Master artist engages members of the general public in his/her art form
- ☐ Apprentice actively engages in the art form and shares with the general public
- ☐ Apprentice describes his/her plan for carrying on artistic traditions in the community

Defining and Measuring Success (20 points)
- ☐ Apprenticeship has been thoughtfully planned and includes a detailed work plan with clear benchmarks
- ☐ Skills to be successfully mastered during the apprenticeship are clearly defined
- ☐ Master artist and apprentice are well-matched for both the art form and content to be mastered
- ☐ Apprenticeship will include individual study, cultural significance, and practice of appropriate complexity

Resource Management (10 points)
- ☐ Application budget is accurate and sufficient for the implementation of apprenticeship as described
- ☐ Application budget supports the narrative with all expenditures noted

TIMELINE: The following timeline outlines the Traditional Arts Apprenticeship grant lifecycle. Any deadline falling on a Saturday, Sunday, or state holiday, is extended until the next business day.

YEAR	DATE	TASK/DEADLINE
2016	November 1	Application Available in ARTIE
2017	March 15	Application Deadline
	May	Panel Meeting
	July	Grant Award Announcement
	August 30	Grant Agreement Deadline
2018	July 30	Final Report Deadline