



PROFESSIONAL ARTIST FELLOWSHIP
FY 2017–2018 GUIDELINES

Application and Guidelines	The application can be downloaded from the Art Council’s website, available as a Microsoft Word document: http://www.artslb.org/services/grants
Mailing Deadline	Must be postmarked by Monday, July 31, 2017 See delivery address below.
Hand Delivery Deadline	5 p.m., Monday, July 31, 2017 See delivery address below.
Mailing Suggestion:	We strongly recommend that you either hand-deliver or send your application by USPS “return receipt requested” or some other mailing service. Without proof of delivery, the Arts Council will not accept applications that are delayed or lost in the mail.
Disqualifying Omissions	Any omission of a required component of the application may be grounds for disqualifying an application.
Late Submissions	No new or revised application information will be accepted after the deadline.
Delivery Address	Arts Council for Long Beach ATTN: Grants Program 350 Elm Avenue Long Beach, CA 90802
Questions	Lisa DeSmidt, Marketing & Grants Manager Email: lisa.desmidt@artslb.org Phone: (562) 435-ARTS(2787) ext. 104

ARTS COUNCIL FOR LONG BEACH

Established in 1976 as the Public Corporation for the Arts d.b.a. Arts Council for Long Beach is the official arts agency for the City of Long Beach. The ACLB is an independent 501(c)(3) nonprofit organization governed by a volunteer board of directors and managed by a professional staff. In addition to offering a range of professional services and programs, Arts Council for Long Beach distributes and manages City of Long Beach funding for the arts through its grant programs.

Over the last three years, the Arts Council Board of Directors has been focused on strategic direction. As a result, we've developed a newly revised Vision, Mission and Strategic Objective.

Vision

The vibrant arts scene makes Long Beach the premiere destination for residents, businesses, students and visitors.

Mission

The ACLB fosters creativity and culture, enlivening communities and enabling a thriving economy.

Strategic Objective

By 2020, the arts make Long Beach a number-one destination on the West Coast.

We encourage every member of the community to enjoy direct, personal experiences with artists, scholars, educators and original works of art in every discipline and practice.

PROGRAM DESCRIPTION: PROFESSIONAL ARTIST FELLOWSHIP

The Professional Artist Fellowship honors a selection of Long Beach's living artists. These awards recognize exemplary artists for their recent work. Eligible artists must be active Long Beach artists who live, work or actively create in Long Beach and demonstrate an active exhibition and/or production record of at least three (3) years. Awards are granted based on artistic merit and professional achievement. The grant award amount is dependent upon available funds and the number of qualified applicants.

Eligible artistic disciplines include:

- Visual Arts
- Performing Arts
- Audio Arts
- Literary Arts
- Media Arts
- Multidisciplinary or Interdisciplinary Arts
- Folk and Traditional Arts
 - Folk and traditional artists are tradition bearers: people who transmit what they believe, know, do and create with others who share a common heritage, language, religion, occupation or region. These expressions are deeply rooted in and reflective of a community's shared standards of beauty, values or life experiences. Folk and traditional arts are, ultimately, passed on from one generation to the next and express a collective wisdom, rather than a unique personal aesthetic.

STAFF ASSISTANCE

Staff is available on a limited basis to offer guidance and clarification in preparing your proposal. Be sure to contact staff far enough ahead of the deadline to ensure you can be accommodated.

Contact Lisa DeSmidt, Marketing & Grants Manager at 562-435-2787 ext. 104 or

lisa.desmidt@artslb.org.

WHO MAY APPLY

- Eligible applicants are required *to meet the following requirements*:
 - Must be an active Long Beach artist who lives, works or actively creates in Long Beach (requires a physical presence in Long Beach i.e., business license, home or studio proof of residence or consistent paystubs). *Please contact staff if you need further clarification*
 - Must receive payment and/or serious, critical recognition for some or all of their artistic services or products
- Ineligible applicants:
 - Full-time students – exception: post-grad student with extensive professional experience and/or serious, critical recognition
 - Recipients of an Arts Council for Long Beach Professional Artists Fellowship within the last three annual grant cycles
 - Active employees, board members or contract employees of Arts Council for Long Beach
 - Applicants may only apply for one Arts Council annual grant category, Operating Grant I, Operating Grant II, Community Project Grant or Professional Artist Fellowship

APPLICATION AND REVIEW PROCESS

HOW FUNDS ARE DETERMINED

- Arts Council for Long Beach staff reviews all applications for eligibility and completeness. If an application is late, incomplete, faxed, emailed or otherwise deemed ineligible, Arts Council staff may disqualify the application.
- Independent grant review panels are assembled each year and facilitated by Arts Council for Long Beach staff. Panels are comprised of regional arts professionals, community members and representatives from the Arts Council for Long Beach Board of Directors.
- Review panels convene to review applications, artistic documentation, support materials and to score and rank applications according to the funding criteria. Scores are merit-based and award levels are determined by scores, the amount of available funds and the number of qualified applicants.
- Funding recommendations are forwarded to the Arts Council's Allocations Committee. The Allocations Committee reviews panel scores and rankings and then brings the recommendations to the Arts Council for Long Beach Board of Directors who then ratifies the funding levels. All grants must be approved by the Arts Council for Long Beach Board of Directors.

- If any and/or all of the recommended awards require adjustments due to changes in City funding, the Arts Council for Long Beach Executive Committee will make award adjustments following adoption of the City of Long Beach budget.
- There is limited funding available for distribution. Many worthy programs, organizations and artists cannot be funded. The receipt of past funding, fiscal need or the merit of an application is not a guarantee of funding. City of Long Beach funding supporting the 2017–2018 grant Programs is not confirmed until the adoption of the City of Long Beach budget.

PANEL COMMENTS

Arts Council staff documents the comments of grant review panels for its records and to share with applicants, upon request. Comments are available to applicants following the announcement of grant awards. To receive panel comments contact: Lisa DeSmidt at lisa.desmidt@artslb.org or (562) 435-ARTS(2787) ext. 104.

CRITERIA FOR EVALUATION

Each Artist Fellowship application will be evaluated, scored and ranked based on the following criteria:

- Artistic Achievement as demonstrated by (Part: III, IV, V, VI, VII).....15 points
 - Artist’s work reflects a high level of artistry or craftsmanship
 - Artist’s statement, résumé and artistic samples relate to one another
 - Artist’s statement engages the reader. It explains the goals/motivations of the artist’s work. It is clear and well written
- Background of the Artist as demonstrated by (Part: III, IV, V, VI, VII).....15 points
 - Formal artistic training, apprenticeship or practice in the discipline
 - Several years of productivity and achievement in professional venues
 - Contribution to the local community (i.e., by workshops, exhibiting locally, etc.)
- Total points possible.....30 points

ADDITIONAL INFORMATION

CONFLICT OF INTEREST POLICY

- No active member of the Arts Council for Long Beach Board of Directors or staff shall sign a grant application.
- No staff or board member of an applicant organization shall serve on the review panel for the category in which the organization submits an application.
- Any grant panel member who has a potential conflict of interest must disclose it to Arts Council for Long Beach (and the other review panel members) prior to the panel review by completing a conflict of interest form.

PUBLIC INFORMATION

- The Arts Council for Long Beach grant review process is an open and independent process. During the grant panel review and following approval processes, the merits of the proposals and the accomplishments of the artists and organizations are thoroughly discussed. Applications will be compared to other proposals within the same category as well as appraised within the context of the applicant's arts or cultural discipline or field. Results will not be confidential.
- Fellowships and grant awards may be subject to tax regulations. Arts Council for Long Beach cannot advise recipients about tax deductibility of all or any portion of a grant. Applicants should obtain counsel from a licensed tax consultant or a local Internal Revenue Service office.

INSTRUCTIONS FOR WORK SAMPLES

1. Choosing What to Submit

- Submit samples that are of high production quality in which your work can be clearly seen and/or heard. The sample should demonstrate your skill in the art form(s), manifestation or treatment of ideas, etc.
- Use excerpts from finished works completed in the last two years whenever possible.

2. Work Sample Description

- An excerpt of the description entered on the Artist Documentation Index will be used to introduce your work sample during the panel review. Use the space provided in the Artist Documentation Index to contextualize each work sample by stating discipline-specific and pertinent information:
 - Title, date, venue, length of work, dimensions, media
 - If the item was done as a work of collaboration, indicate your role.
 - Explain the sample's relevance to your proposed project, especially if the proposed project is a departure from your traditional work, the sample is a work in progress or is a collaborative piece of work.
- Work Sample Preparation Instructions and Limit by Media Type
 - With the exception of publications, do NOT send originals or your only copy of documented work.
 - Label the work sample container with applicant's name and title of work.
 - For visual and audio samples: number the samples in the order they should be viewed/listened to. This order should be reflected on the Artist Documentation Index.
 - Always test your final work before submitting.
- Media Types
 - DVD: must be clearly labeled. If possible, should be organized in chapters or bookmarked. **Up to 5 minutes.**
 - Strongly encouraged for Dance, Multi-Disciplinary, Media, Theatre and Traditional and Folk Art
 - Audio CD: must be clearly labeled. **Up to 5 minutes.**
 - Strongly encouraged for music.
 - File names should follow this format: number indicating the order in which files should be played and title of track and file extension, for example: *"01_It Is A Sunny Day.mp3"*
 - Explain any special playback instructions in the Work Sample Sheet for each sample, such as *"Start at 4:00 and play 2 minutes."*
 - Visual Images: **up to ten (10) images only.**
 - Digital files should be submitted in JPG format.
 - File sizes should be no larger than 300 DPI and 5MB or smaller.
 - Publications: strongly encouraged for literary and visual arts.
 - Samples should be copied double-sided.
 - Attach a sample of your literary copy to the back of each application set.

APPLICATION CYCLE TIMELINE

Application & Guidelines Available	Friday, June 9, 2017
PAF Grant Workshops	<ul style="list-style-type: none"> • Saturday, June 24 from 10–11:30 a.m. Professional Artist Fellowship Technical Assistance Workshop Please RSVP to lisa.desmidt@artslb.org for location and parking.
Application Deadline	Monday, July 31, 2017
Grant Panel	August
Grant Notifications	<ul style="list-style-type: none"> • September – City Council passes 2017–2018 budget • October–December – City Manager’s Office drafts new contract, confirms Percent for Arts funding and establishes reporting deadlines. January 2018 – Contract and first payment distributed

WHAT COMES NEXT

Contract with Arts Council for Long Beach	Contracts are sent to grantees after the City of Long Beach Budget is approved. Contracts require grantees to: <ul style="list-style-type: none"> • Acknowledge Arts Council for Long Beach and the City of Long Beach by using designated logos on published materials • Meet all other requirements established in the contract, including deadline and reporting requirements.
Disbursement of payments	Professional Artist Fellowship payments are made in 1 installment and the date will be set in the contract.

GETTING STARTED

FILL OUT THE APPLICATION

- Found online at <http://www.artslb.org/services/grants>
- Attend a Grants Workshop
- Submit a total of seven collated copies of the items listed in the Application Checklist. Submit one original (with ink signature) and six copies. Collate materials in the order shown on the checklist. Keep each set separate with paper or binder clips. Do not staple application materials together. Please three-hole punch each application.
- Deliver to:
 - Arts Council for Long Beach
Attn: Grants Program
350 Elm Ave.
Long Beach, CA 90802