

FOLK ARTS FELLOWSHIP GRANT PROGRAM

FY2016 Guidelines Project Grant

Application Opens, TUESDAY, JUNE 7, 2016

Application Deadline, THURSDAY, JULY 7, 2016, no later than 5:30PM.

Submission is a Paper Application and will be posted on HAA website

Houston Arts Alliance

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Important Dates
GRANT YEAR: FY2016

Folk Arts Fellowship

Individual Artist Grant Program

GRANT TERM:	August 1, 2016–July 31, 2017
Application Open: (Paper Application)	Tuesday, June 7, 2016
Application Deadline:	Thursday, July 7, 2016 by 5:30 P.M. *APPLICATIONS MUST BE DELIVERED TO HAA
Required Supplemental Materials Deadline:	Thursday, July 7, 2016 by 5:30 P.M.

About the Folk Arts Fellowship Grant

The Folk Arts Fellowship supports master artists in their efforts to preserve an artistic tradition as a living legacy for their community by helping them to pass their knowledge and skills on to a qualified and competent apprentice/s. The Folk Arts Fellowship Grants enables master artists and (where appropriate) apprentices to set aside time for intensive teaching and learning of the tradition and/or purchase of materials for the work at hand. Folk Arts Fellowship Grants are awarded by a peer review panel process in recognition of exemplary artistic merit in a traditional art form. Please note that due to the revenue source requirements these awards are not unrestricted grants. **Folk Arts Fellowship Grants must result in the demonstration, presentation or exhibition in an accessible location open to the general public. The Project must be of substantial work completed by the Master and Apprentice over the course of the grant term.**

It is highly recommended that all applicants contact and meet with the Folklife + Traditional Arts team before applying. pat@haatx.com / 713-581-6123 and angel@haatx.com / 713-581-6131.

FY2016 Folk Arts Fellowship Grants - Calendar of Events

Dates	Program Calendar
May 13, 2016	Guidelines available on the HAA Website
June 7, 2016	Application Opens
July 7, 2016	Application Due: 5:30 P.M. [*APPLICATIONS MUST BE DELIVERED TO HAA]
July 2016, TBD	Panel Reviews
July 2016	Grants Committee Approval
August 2016	Board Approval, Award Notifications
August 2016	Grantee Award Orientation at HAA offices: Contract Agreement, Artist’s W-9 , ACH Deposit Form & Venue Confirmation (signed)
August 2016	1 st Payment Released upon receipt of Ratified Contract Agreement, Artist’s W-9, ACH Deposit Form & Venue Confirmation (confirmed & signed).
July 31, 2017	Final Report Due (Final Payment Released upon report submission, according to your project schedule. All reports must be submitted online using the grants portal no later than the June 30, 2017.)

OVERVIEW

Houston Arts Alliance (“HAA”) began offering grants to artists in 1985 with the establishment of the Creative Artists Program [re-named Individual Artist Grant Program in the 1990s]. Our goal then and now is to increase awareness of the contributions that Houston artists make to our community and empower them to join the mission of integrating the arts with tourism. Since 1985, over \$4 million in grants have been awarded to over 700 Houston artists through the program.

Houston Arts Alliance seeks to advance the nonprofit arts industry in Greater Houston through its public/private partnership with the City of Houston. The Alliance exists to enhance the quality of life and tourism in the Houston region by supporting and promoting the arts through programs, initiatives and alliances.

Purpose of the Folk Arts Fellowship Grants Program

The Folk Arts Fellowship Grants Program encourages the passing on of artistic traditions within the communities that originally fostered them, in an effort to retain them as a living and vital legacy for all Houstonians. The HAA Folk Arts Fellowship Grants Program aims to:

- Recognize significant folk and traditional artists and their contributions to the nonprofit arts sector and the community-at-large;
- Support, encourage and nourish an environment for the growth and development of Houston traditional artists; and
- Stimulate the maintenance and preservation of the folk artistic traditions within the city’s many cultural communities.

Please carefully read the guidelines for detailed information on deadlines and application procedures. If grant is awarded, the grantee will not be eligible to reapply for **three years**.

It is highly recommended that all applicants contact and meet with the Folklife + Traditional Arts team before applying. pat@haatx.com / 713-581-6123 and angel@haatx.com / 713-581-6131.

Folk Arts Fellowship Grants Program Description

Each Folk Arts Fellowship Grant that is awarded will support a period of intensive work between a master traditional artist and selected apprentice who has shown a commitment to and a talent for the specific artistic tradition that the master practices. These grantees will undertake a concentrated period of training in which the master artist passes on skills, technique and special knowledge that inform the artistic tradition to the apprentice. If selected, HAA enters into a grant with the master artist or selected designee to implement the project plan submitted in the application. The apprenticeship program period may last between six months and one year. Masters and apprentices must apply together. In special cases, where appropriate and because traditional learning occurs in different ways in different communities, more than one master or apprentice may be part of the application. HAA staff will schedule on-site visits to document the apprenticeship through video recording and photography. The resulting materials become part of HAA’s archival collections. Each apprenticeship team organizes some type of public offering (performance, workshop, lecture demonstration, etc.) in order to share the results of their intensive learning cycle. Finally, submitting written evaluations of the master and apprentices’ experiences completes the requirements of the Fellowship Program contract.

Who Is a Master Artist? Who Is An Apprentice? What Are The Folk And Traditional Arts?

A master artist is someone who is recognized as an exemplary practitioner of a traditional art form by his or her community and peers. An apprentice is someone who learns from a master artist. Prospective apprentices should demonstrate investment and developed skills in the art form they wish to enhance by working with a master. The master artist and apprentice must apply together.

Folk and traditional arts are those cultural expressions that are learned as part of the life of a group of people whose members 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. Ultimately, folk and traditional arts are passed on from person to person or from one generation to the next and express a collective aesthetic. Some folk and traditional art forms have been brought to Houston from other countries or regions and have taken root here to become interwoven with the city’s cultural landscape and identity, while others have existed in Texas for decades or cultures.

Examples of the hundreds of distinctive forms found in this culturally rich and diverse city include, but are not limited to, traditional music and various forms of ritual and social dance as well as Burmese weaving; Mexican *corridos* and mariachi music; African American quilts; Carnatic and Hindustani music from India; Western saddle and boot making; Chinese *pipa* music; Nigerian highlife music; and Native Hawaiian chant and dance. This list is by no means exhaustive and traditionally is defined not so much by genre as by authentic community-based learning of the art form.

General Eligibility

1. Applicants must be physical residents of the City of Houston for 24 consecutive months **prior to** the application deadline. Residency is based on the applicant's physical residence [home], not on a P.O. Box, studio/workspace or other property owned by the applicant. **Proof of residency is required; this is not an option.**
2. Applicants must be an individual artist who is actively engaged in the creation of art and the practice of a recognized traditional art form. Applicants must be U.S. citizens or have permanent or conditional resident status with the U.S. Citizenship and Immigration Services [USCIS].
3. Masters **MUST** be at least 18 years of age.
4. If you enrolled in an arts degree program, you are **NOT** eligible to apply in that discipline of study.
5. All applicants' proposed use of the grant funds must demonstrate a direct benefit to tourism and the convention and hotel industry in keeping with the requirements of the Hotel Occupancy Tax. (see page 8)
6. Applicants [and immediate family members] cannot serve as a member of Houston Arts Alliance board or staff.
7. Applicants cannot serve as members of an Folk Arts Fellowship Grants review panel during their application fiscal year.
8. Applicants cannot have any outstanding final reports due to Houston Arts Alliance for prior Houston Arts Alliance [HAA] grants.
9. Applicants **MUST** have a letter of commitment from the project venue location, and submit with the grant application.
10. Applicants who have received a Houston Arts Alliance [HAA] Folk Arts Fellowship Grants, Individual Artist Project or New Works Fellowship grant within the past three years (FY2013, 2014 and 2015) are not eligible to apply.
11. Applicants practicing contemporary studio crafts or antique reproduction are not eligible.
12. Applicants practicing recreations or reenactments of historic folk traditions or lifestyles from the distant past are not eligible.

Application Review Process

Applications received by Houston Arts Alliance undergo a multi-step review process that includes staff, peer panel and board review.

1. Staff Review

Upon receipt of the applications, staff reviews for completeness, eligibility and residency status. When necessary, applicants are asked to revise the application or supply additional information. Incomplete applications [or those that do not meet eligibility requirements] cannot be considered. Applicants that do not submit all of the Required Support Materials by the appropriate deadlines will not be eligible for consideration.

Please note that Houston Arts Alliance grants are funded from public tax dollars and, as such, grant records are subject to the Texas Public Information Act. Applications submitted to Houston Arts Alliance become the property of Houston Arts Alliance and are subject to review by members of the public upon request.

2. Panel Review

Peer panels, consisting of knowledgeable professional local, regional and national artists, arts professionals and arts educators representing diverse constituencies, will evaluate each application using the published funding criteria. Panelists score each eligible application.

Applications are scored on a 100 -point system. The scores are totaled and averaged for each application.

These panel meetings are not open to the public; the public [including applicants] are not permitted to address panel members.

Houston Arts Alliance has a **Conflict of Interest Policy** for panelists. Panelists must declare their conflicts of interest regarding the artists being reviewed by the time of their specific panel. Panelists may neither review nor score applicants with whom they have a fiduciary, professional, personal or adversarial relationship for two years preceding. Panelists who have a conflict of interest with an applicant must leave the panel meeting during the discussion of that application.

3. Committee and Board Approval

After the Peer Panel Review process, the panelists' recommendations are forwarded to Houston Arts Alliance's Grants Committee to finalize and approve funding recommendations. Recommendations are forwarded to the Board of Directors for final approval. Notifications are sent to the applicants after Board approval.

Receiving a Grant Award

All applicants will receive a letter of notification regarding the status of their application. Those selected to receive a grant will be advised to attend a **mandatory** meeting with the Director of Folklife + Traditional Arts. The meeting will review the grant agreement, payment schedule, reporting procedures and other important information for managing the grant. Failure to attend the scheduled appointment may result in forfeiture of the award.

Funds cannot be disbursed until Houston Arts Alliance receives an executed signed copy of the *Grant Agreement*, letter of commitment from venue location, *approved proof of residency*, *ACH banking deposit form* and a *signed IRS W-9 or I-9 form*. The Grant Agreement outlines the grantee's legal obligations as a recipient of Houston Arts Alliance funds. The Grant Agreement also outlines the payment steps (grants are paid in two installments which includes a payment withheld until the final report is complete). In addition, Houston Arts Alliance has the following grant requirements:

1. If there are any changes to your project venue location, grantees are responsible for submitting the change in order to receive the 1st payment allocation.
2. Upon project completion final report is due within 45 days as outlined in the Grant Agreement.
3. In all publicity or printed materials related to the project, the recipient is asked to credit the City of Houston and the Houston Arts Alliance as described in the Grant Agreement:

*"[Artist Name] is a recipient of a Folk Arts Fellowship Grant Award.
This grant is funded by the City of Houston through Houston Arts Alliance.*

4. Recipients are responsible for any tax obligation under federal, state and local laws. (Consult a tax accountant or local IRS office). Houston Arts Alliance is required to report award amount as income on IRS 1099.
5. Grant recipients must comply with the policies regarding the use of grants.

Funding Source: Hotel Occupancy Tax (HOT TAX)

Houston Arts Alliance receives funding from the City of Houston through the Hotel Occupancy Tax (HOT TAX). Each year, the city allocates 19.3% of Hotel Occupancy Tax receipts to support arts and cultural organizations, as permitted by the Texas Tax Code, through an annual contract with Houston Arts Alliance. Because the Individual Artist Grant Program is funded with Hotel Occupancy Tax funds, the funded activities must directly benefit tourism and the convention and hotel industry.

The use of Hotel Occupancy Tax is defined in the Texas Tax Code, Chapter 351. Per state law, revenue from the municipal hotel occupancy tax may be used only to promote tourism and the convention and hotel industry. Among the permitted uses are the following related to the Texas Tax Code:

- The encouragement, promotion, improvement and application of the arts, including instrumental and vocal music, dance, drama, folk art, creative writing, architecture, design and allied fields, painting, sculpture, photography, graphic and craft arts, motion pictures, radio, television, tape and sound recording, and other arts related to the presentation, performance, execution, and exhibition of these major art forms [Texas Tax Code Section 351.101 [a][4]], and
- Historical restoration and preservation projects or activities or advertising and conducting solicitations and promotional programs to encourage tourists and convention delegates to visit preserved historic sites or museums at or in the immediate vicinity of convention center facilities or visitor information centers or located elsewhere in the municipality or its vicinity that would be frequented by tourists and convention delegates [Texas Tax Code Section 351.101 [a][5]].

Artists applying for and receiving Hotel Occupancy Tax Funds are required to adhere to the state laws governing the use of such funds. Only artists residing in the City of Houston are eligible to receive Hotel Occupancy Tax funds for activities that meet the purposes described above. Remember, residency verification will be based on the address provided. The complete details of the state of Texas Hotel Occupancy Tax Code may be found at [TAX CODE CHAPTER 351. MUNICIPAL HOTEL OCCUPANCY TAXES](#). (please click on link for details).

To meet the requirements stated above, artists are encouraged to identify a high visibility, public project site (venue), for the presentation of the new works for which funding is sought from Houston Arts Alliance.

What Will Not Be Funded

1. Artists are **not eligible** who reside outside the City of Houston including, but not limited to, the following Harris County towns and municipalities:

Baytown	Hilshire	Morgan's Point	Spring Valley
Bellaire	Hockley	Nassau Bay	Stafford
Brookside Village	Humble	Oak Ridge North	Stagecoach
Bunker Hill	Hunters Creek	Pasadena	Sugarland
Clear Lake Shore	Jacinto City	Pearland	Taylor Lake Village
Cypress	Jersey Village	Pinehurst	Texas City
Deer Park	Katy	Piney Point	Tomball
Dickinson	Kemah	Plum Grove	Waller
El Lago	La Porte	Roman Forest	Webster
Fresno	League City	Seabrook	West University Place
Friendswood	Meadows Place	Shenandoah	Woodbranch Village
Galena Park	Missouri City	Shoreacres	
Hedwig	Mont Belvieu	Southside Place	

2. If you are affiliated with a grant organization that is currently being funded through the Houston Arts Alliance your individual artist project must be able to stand alone as a new work and not have any ties to that organization.
3. Capital improvements [construction, renovation, the purchase of permanent or non-expendable equipment, or real property, unless expressly authorized by the Hotel Occupancy Tax legislation].
4. Deficits or expenses incurred prior to or after the grant period.
5. Expenses associated with programs or projects that take place outside of the City of Houston.
6. Tuition costs or instructional programs that have primary impact on individuals or small groups.
7. Programs, projects or events that are extensions of training or academic programs for which participants receive academic credit.
8. Programs, projects or events that are funded by other City of Houston funds or through Miller Theatre Advisory Board, Houston Museum District Association or Theater District Improvement/Downtown Alliance.
9. Programs, projects or events that have already been initiated (other than planning) or have already taken place. For example, applicants looking for funds to publish a work or to record a CD of original music are not eligible to apply if the 'new work' has already been completed. New work is defined as "a creative product developed after the grant cycle has begun."
10. Programs, projects or events not open and advertised to the general public.
11. Scholarships, purchase of awards or cash prizes.
12. Benefits or projects planned primarily for fund raising.
13. Loans, interest on loans, fines, penalties or costs of litigation.
14. Refreshments, beverages, catering expenses and other costs associated with receptions.
15. Programs, projects or activities whose primary purpose is religious. Projects that are affiliated with religious entities may receive funding if all the following conditions are met:
 - the project's main purpose is secular;
 - the primary effect of the project does not advance or inhibit religion; and
 - the project is open to the general public.
16. Projects, productions, workshops and/or programs that include obscene material as defined in Section 43.21, Penal Code of Texas.
17. Houston Arts Alliance reserves the right to make changes in the grant program policies, schedule or guidelines. All changes will be deemed 'published' once posted on Houston Arts Alliance website at www.houstonartsalliance.com.
18. Artists who work in an artistic capacity with a nonprofit organization (such as artistic directors, executive directors, lead artists, resident artists, and conductors) are NOT eligible to apply for a project for their respective organizations, if that organization is receiving support from Houston Arts Alliance.

Program Stipulations

- Activities funded through Houston Arts Alliance grant program for arts organizations are not eligible for support through the Folk Arts Fellowship Grant Program.

Selection Process and Criteria

- A panel of arts professionals will review and score eligible proposals. Panelists include local and regional artists, arts professionals, arts educators and community volunteers representing diverse constituencies, styles and cultures. Applications are reviewed using the following criteria weighted on a 100-point rating scale.
- Applicants should address these specific criteria when answering the narrative questions in the online grant application. The criteria are the panelists' guide in scoring applications.

Review Process and Ranking Criteria

1. Artistic merit, traditionality and authenticity of the applicant's work	Maximum Score: 60 points
<ul style="list-style-type: none"> • Clearly the work of a master traditional artist 	51–60 = Excellent
<ul style="list-style-type: none"> • Artistic merit as evidenced by submitted images/samples 	41–50 = Good
<ul style="list-style-type: none"> • Emphasizes a strong work plan for and commitment to conducting an effective apprenticeship 	31–40 = Fair
<ul style="list-style-type: none"> • Professional qualifications or record of artistic achievement as evidenced by community-based recognition and support 	30 or less = Poor
<ul style="list-style-type: none"> • Urgency (for endangered art forms) 	
2. Potential impact on tourism and convention/hospitality industry	Maximum Score: 25 points
<ul style="list-style-type: none"> • Offers opportunities to explore the heritage and cultural richness of the city to both residents and out-of-town visitors 	21–25 = Excellent
<ul style="list-style-type: none"> • Clear benefit to the general public 	16–20 = Good
<ul style="list-style-type: none"> • Serves to promote tourism and the hotel and convention industry by demonstrating the cultural and artistic diversity of the city 	10–15 = Fair
	9 or less = Poor
3. Feasibility of the project and reasonableness of proposed expenses	Maximum Score: 15 points
<ul style="list-style-type: none"> • Application is clear and concise 	13–15 = Excellent
<ul style="list-style-type: none"> • Detailed and organized timeline and proposed expenses are reasonable 	10–12 = Good
<ul style="list-style-type: none"> • Well defined capacity to share artistic skill and knowledge 	7–9 = Fair
<ul style="list-style-type: none"> • Capacity to meet proposed project's objectives 	6 or less = Poor
<ul style="list-style-type: none"> • Budget is clear and reasonable 	

Public Presentation of Work

- Artists are required to present their work in a public venue and submit a signed venue confirmation letter with application to HAA.

Support Materials

Work Samples. You will need to upload work samples for panel review according to your discipline as per the chart below.

<ul style="list-style-type: none">• Depending of the folk arts discipline involved, applicants should choose one or more of the ways listed to demonstrate the quality of their work	10 – 15 images JPEG format
	OR
	3-5 minute video MOV or MP4 format
Movies or Clips 3-5 minute video of supplemental examples	OR
	recording of 3 works in MP3 or MP4 format MOV format , Vimeo.com

For All Work Samples

- PowerPoint presentations will not be accepted.
- Work samples older than three years will not be accepted.
- If you are submitting a video component with your application you may submit a 3-5 minute video.
- Applicants will need to complete a description sheet which includes: applicant's name, title of work, medium, size and date of completion.

Application Instructions

The Folk Arts Fellowship Guidelines and Application may be accessed and downloaded through Houston Arts Alliance website

- **We strongly encourage applicants to download and review the guidelines prior to applying for the grant opportunity.**

You may contact the Folklife & Traditional Arts Program at 713-581-6131 or Pat Jasper, Director at Pat@haatx.com or Angel Quesada, Manager at Angel@haatx.com

ALL APPLICATIONS WILL BE SUBMITTED TO:

Houston Arts Alliance

Attn: Grants Department

3201 Allen Parkway, Suite 250

Houston, TX 77019