

# INDIVIDUAL ARTIST GRANT PROGRAM

## FY2016 Guidelines Project Grant

Application will be available in December 2015

Submission is an Online Application and will be opened for one month.

Link will be posted on HAA website

**Houston Arts Alliance**

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*Carolyn Hays, Manager, Arts & Business Council of Greater  
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*Amy Gibbs, Manager, Capacity Building Initiatives*

*Deidre Thomas, Grants Coordinator*

## Important Dates for the Individual Arts Project

**GRANT TERM: April 1 2016- June 30 2017**

### Purpose of the Individual Artist Grant

The Individual Artists Grant Program (IAG) supports the development of Houston’s emerging and established artists by enabling them to set aside time for artistic development or purchase materials for the creation of work. IAG Grants are awarded by a peer review panel process in recognition of exemplary artistic merit. Please note that due to the revenue source requirements; these awards are **not** unrestricted grants.

**The IAG project or event must result in the creation or completion of a new work to be presented in a public accessible location that is open to the general public.**

### FY2016 IAG Program - Calendar of Events

Dates	Program Calendar
November 11, 2015	IAG Application Workshop.
December 4 2015	Online Application Open
December 8-9 2015 (TBA)	IAG Open House
January 4 2016	IAG Application Due Online
January 2016, TBA	Panel Reviews
February 2016	Grant Committee Approval
March 2016	Board Approval Award Notifications
March 2016 (TBA)	Grantee Award Orientation Workshop *If awarded the Grantee is required to attend the workshop.
March 2016	First payment released upon receipt of electronically contract agreement, artist’s W-9, ACH deposit form and venue confirmation (confirmed and signed) *based on available HOT funds from the City
End of Grant Term: June 30, 2017 Final Report Due: No Later than August 15, 2017	Final report due 45 days after completion of project or event. Final payment released upon receipt and approval of submission. All reports must be submitted <b>no later than the 45 days after the close of the fiscal year, August 15, 2017</b> . If the project or event and a final report have not been submitted by the final deadline, the grantee will be in jeopardy of reversion of remaining funds.

*\*The program calendar dates are subject to change. Please check back to the HAA website for all updates*

### Individual Artist Grant Program: An Overview

Houston Arts Alliance (HAA) began offering grants to artists in 1985 with the establishment of the Creative Artists Program, later renamed the Individual Artist Grant Program. The goal of the program has always remained the same: to support creation of **new works** of publicly accessible art that will enhance the cultural experience of Houston for visitors, including tourists and conventioners, and for residents.

Creating these works and presenting them to the public also helps foster the growth of Houston artists and reminds the community at large of their contributions to the city’s life. Since 1985 more than \$4.5 million in grants have been awarded to more than 770 Houston artists through the Individual Artist Grant Program.

The program comprises two kinds of grants: **Emerging Artist** and **Established Artist** Grants.

- **Emerging Artists** are defined as artists who have actively and continually pursued their profession in this discipline for **less than four years**. Emerging Artist can request up to \$5,000 each.
- **Established Artists** are defined as artists who have actively and continually pursued their profession in this discipline for **five years or more**. Established Artist can request up to \$10,000 each.

For both categories, artistic accomplishment as documented in the artist curriculum vitae and submitted work samples, are critically important in evaluating the application

Examples of Individual Artist projects and events funded by HAA include:

- Dance theatre project using different genres of dance, music, masks, spoken word and puppetry to tell folk tales from India about animals that think, talk, feel and interact with human beings.
- Multi-movement Afro-Latino work for a jazz ensemble with extended percussion, strings, vocals and other instruments not typical of big band instrumentation, to be documented on CD and performed live in a musical celebration.
- Studio exploration, development and fabrication of a new series of sculptures and drawings exploring the use of architectonic language. Also includes a site-specific installation.
- Solo exhibit using figurative imagery in a neo-fresco aesthetic in discourse with plaster sculptural elements and installation. These works examine African American culture, history, women and social issues.

Please carefully read the guidelines, which provide detailed information about eligibility criteria, deadlines and application policies. The guidelines may be downloaded at: <http://houstonartsalliance.com/grants/individuals/>

## Eligibility Requirements

1. Applicants must be physical residents of the City of Houston **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.***
2. Applicants must be individual artists or part of a team of individual artists actively engaged in the creation of art. If part of a team, the applicant serving as principal must present the project and acknowledge other participating artists. The principal is the sole representative in the application process and project as well as the recipient of the grant funding.
3. Applicants must be U.S. citizens or have permanent or conditional resident status with the U.S. Citizenship and Immigration Services [USCIS].
4. Applicants must be at least 18 years of age.
5. Applicants enrolled in an arts degree program are **not** eligible to apply in that discipline of study.
6. 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 Texas Tax Code governing the use of the Hotel Occupancy Tax (see above).
7. Artists who meet the qualification for Emerging Artist may apply only in that category. Artists who meet the qualification for Established Artist may apply only in that category.
8. Members or immediate family members of the Houston Arts Alliance staff and board are not eligible to apply.
9. Applicants cannot serve on an Individual Artist Grant peer review panel during their application fiscal year.
10. Applicants cannot have any outstanding final reports due to Houston Arts Alliance for prior Houston Arts Alliance grants.
11. Applicants **are highly encouraged to** have a letter of commitment from the project venue submitted in the application, but project venue must be solidified before signing ratified contract.
12. 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. Artists affiliated with an organization currently being funded by the HAA may apply only if their individual artist project **stands on its own as a new work and has no ties to the organization.**
13. Applications from interpretive artists (e.g. conductors, actors, editors, directors) are not eligible.
14. Applicants who have received a Houston Arts Alliance Individual Artist Project or New Works Fellowship grant within the past two years (FY 2014 and 2015) are not eligible to apply.
15. Fiscally Sponsored individual artists are not eligible.

## What May be Funded:

### Examples of What may be funded:

1. Artist fees
2. Marketing & promotion of unique one-time events including advertising and printing costs
3. Travel and lodging for visiting artists
4. Event related expenses such as rental of technical equipment or venue space.

Houston Arts Alliance receives funding from the City of Houston, through the Hotel Occupancy Tax (HOT), to support its activities and programs, including the Individual Artist Grant Program. Each year, through an annual contract with HAA, the city allocates 19.3% of Hotel Occupancy Tax receipts to support arts and cultural organizations.

The Texas Tax Code, Chapter 351, defines the allowed uses of the Hotel Occupancy Tax. The code stipulates that 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 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]].
- 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 living inside the city limits of the City of Houston are eligible to receive Hotel Occupancy Tax funds, and they may receive such funds only for activities that meet the purposes described above. Residency verification will be based on the address provided on the application.

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): <http://www.statutes.legis.state.tx.us/Docs/TX/htm/TX.351.htm>

## What May NOT Be Funded:

1. Project activities that do not meet the eligible uses of the Hotel Occupancy Tax, as outlined in the Texas Tax Code Chapter 351: <http://texansforthearts.com/wp-content/uploads/2011/05/TX-HOT-Tax-Code-351.001.pdf>
2. Existing deficits, loans, interest on loans, fines, penalties or costs of litigation.
3. Projects or events that are extensions of training ( i.e. academic programs, conferences, classes and workshops)
4. Costs related to performances or programs already funded by Hotel Occupancy Tax (through the Houston Arts Alliance, Miller Outdoor Theatre, Houston Museum District Association, or Theater District Improvement)
5. Scholarships or cash prizes
6. Benefits, galas and projects planned primarily for fundraising
7. Travel & lodging outside the city of Houston
8. Projects or performances that are regularly occurring events.
9. Projects or activities which have a primary purpose that is religious. Religious organizations or groups closely affiliated with religious organizations may receive funding if all the following conditions are met:
  - a. The funded program has a secular purpose
  - b. The primary effect of the funded program does not advance or inhibit any religion
  - c. The activity is open and advertised to the general public

- 10. Purchase of equipment (except rental costs directly affiliated with the funded project or program)
- 11. Capital building expenses
- 12. Meals, refreshments and/or catering expense

Houston Arts Alliances Individual Artist Grant program supports artists who currently live inside the city limits of the City of Houston. Artists living outside the City of Houston, including but not limited to the municipalities below, **cannot** be funded:

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	

## 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 online applications, staff reviews for completeness, eligibility and residency status. When necessary, applicants are asked to revise the application or supply additional information. Incomplete or ineligible applications cannot be considered. Applicants who do not submit all of the Required Support Materials online by the appropriate deadlines will not be considered.

### 2. Peer Panel Review

Peer panels consist of local, regional and national professional artists, arts professionals, and arts educators representing diverse constituencies. The panel will evaluate each application using the published funding criteria. Applications are scored on the 100-point system explained below. The scores are totaled and averaged for each application. As review panels are conducted as a blind jury, their meetings are not open to the public. Neither members of the public nor applicants are allowed to address the panels.

Houston Arts Alliance has a **Conflict of Interest Policy** for panelists. Prior to the meeting of their panel, panelists must declare their conflicts of interest regarding any of the applicants being considered by that panel. Panelists may neither review nor score applicants with whom they have had 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

Peer Panel recommendations are forwarded to Houston Arts Alliance’s Grants Committee for review. Committee recommendations are then forwarded to the HAA Board of Directors for final approval. Notifications are sent to applicants after Board approval and receipt of Hotel Occupancy Tax Funding to support the Individual Artist Grant program.

## Review Process and Ranking Criteria

Peer Panels evaluate each eligible application using the following **100-point** rating scale. Applicants should address these specific criteria when answering narrative questions in the online grant application.

<b>1. Artistic merit, originality and innovativeness of the applicant's work</b>	<b>Maximum Score: 60 points</b>
<ul style="list-style-type: none"> <li>Proposed use of funding clearly constitutes new work. New work is defined as "a creative product developed after the grant cycle has begun."</li> </ul>	51–60 = Excellent
<ul style="list-style-type: none"> <li>Images/work samples provided in support of application exhibit significant artistic merit</li> </ul>	41–50 = Good
<ul style="list-style-type: none"> <li>Imaginative scope and vision of proposed work and previous work</li> </ul>	31–40 = Fair
<ul style="list-style-type: none"> <li>Professional qualifications or record of artistic achievement as evidenced by résumé and professional recognition</li> </ul>	30 or less = Poor
<b>2. Potential impact on tourism and convention/hospitality industry</b>	<b>Maximum Score: 25 points</b>
<ul style="list-style-type: none"> <li>Offers high visibility to both residents and out-of-town visitors through its location and proposed promotion/marketing</li> </ul>	21–25 = Excellent
<ul style="list-style-type: none"> <li>Clear benefit to the general public</li> </ul>	16–20 = Good
<ul style="list-style-type: none"> <li>Serves to promote tourism and the hotel and convention industry</li> </ul>	10–15 = Fair
	9 or less = Poor
<b>3. Feasibility of the project and reasonableness of proposed expenses</b>	<b>Maximum Score: 15 points</b>
<ul style="list-style-type: none"> <li>Application is clear and concise</li> </ul>	13–15 = Excellent
<ul style="list-style-type: none"> <li>Includes detailed and organized timeline</li> </ul>	10–12 = Good
<ul style="list-style-type: none"> <li>Budget is clear; proposed expenses are reasonable</li> </ul>	7–9 = Fair
<ul style="list-style-type: none"> <li>Applicant has record of successfully completing arts projects of similar scale and scope</li> </ul>	6 or less = Poor
<ul style="list-style-type: none"> <li>Applicant evidences capacity to meet proposed project's objectives</li> </ul>	

## Eligible Artistic Disciplines and Required Online Submission Material

These are the creative disciplines eligible for the Individual Artist Grant Program, together with the submission requirements for each. In the application portal, complete a **description sheet** that includes applicant's name, title of work, medium, size and date of completion.

### **Choreography**

- Artist pursuing movement and dance composition
- Upload a 3-5 minute video of up to three original choreographed works for panel review. Video must not be longer than five minutes total.
- In the application portal, complete a description sheet that includes applicant's name, title of work, medium, length and date of completion.
- For the purposes of this grant, altering another artist's choreography is defined as interpretive and is not eligible for consideration.

### **Literary Arts**

Artists working in poetry, nonfiction, fiction and playwriting.

- Upload 20-25 pages of work samples in PDF format for panel review.
- Handwritten samples will not be acceptable.
- PowerPoint presentations will not be accepted.
- A 3-5 minute optional video (MOV) may be submitted as part of the application.
- In the application portal, complete a description sheet that includes applicant's name, title of work, medium and date of completion.

### **Film**

Artists working in screen writing, and film and cinematograph production for purpose of creating a complete film project.

- Upload 20-15 pages of screen writing work samples in PDF format for panel review.
- Handwritten samples will not be acceptable.
- A 3-5 minute optional video may be submitted as part of the application.
- In the application portal, complete a description sheet that includes applicant's name, title of work, medium and date of completion.



### **Multidisciplinary/ Performance Art**

Artists combining three or more artistic disciplines.

- Upload a 3-5 minute video of up to three original works for panel review. Video must not be longer than five minutes total.
- In the application portal, complete a description sheet that includes applicant's name, title of work, medium, length and date of completion.
- For the purposes of this grant, altering another artist's choreography is defined as interpretive and is not eligible for consideration.

### **Music Composition**

Artists working in sound design for original music production or sound art compositions.

- Upload scores (PDF) and recordings (MP3 or MP4) of three original works for panel review.
- Each recording or excerpt should be no longer than three minutes.
- A 3-5 minute optional video (MOV) may be submitted as part of the application.
- In the application portal, complete a description sheet that includes applicant's name, title of work, medium, music length and date of completion.
- For the purposes of this grant, altering another artist's composition is defined as interpretive or arrangement and is not eligible for consideration.

### **Visual Arts**

Artists working in design arts, works on paper, metals, stone, wood, crafts, fibers, sculpture, media arts, photography, folk arts, etc.

- Upload 10-15 high-resolution work samples in jpeg format for panel review.
  - PowerPoint presentations will not be accepted.
  - A 3-5 minute optional video may be submitted as part of the application.
- 
- ✓ Allowable formats for submitting support materials online are as follows: MP3, VIMEO, JPG, PDF, Word document, and embedded links. Applicant should provide **UP TO five (5)** work samples - video samples should not be longer than the five (5) minutes per clip.
  - ✓ Please make sure your finest work is showcased in the beginning of each clip **minus any unnecessary narration** and be sure to provide clean edited work samples

**Note:** If you wish to provide web-based support information such as artist website, blog and visual portal (e.g. drop box, etc.), insert the web-based links following a short description on a Word Document and upload in the Support Material section of the application as appropriate. Check your hyperlinks. It is your responsibility to ensure they are working properly throughout the grant application process.

## **Receiving a Grant**

All applicants will receive an email notifying them of the status of their application. Those selected to receive a grant will be advised to attend a mandatory orientation. The orientation will review the grant agreement and process, payment schedule, reporting procedures and other important information for managing the grant. Failure to attend the orientation without notice may result in forfeiture of the award.

**Funds cannot be disbursed until Houston Arts Alliance receives an executed signed copy of the Grant Agreement, commitment from venue location, approved proof of residency, ACH banking deposit form and a signed IRS W9 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 include a payment withheld until the final report. The final report is required of each grant recipient.

In addition, Houston Arts Alliance has the following grant requirements:

- If there are changes to project venue location, grant recipients must submit a change request to HAA in order to receive the first payment allocation. If the change occurs after the first payment, recipients must notify HAA's Grants Department as soon as possible.
- 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's name] is a recipient of an Individual Artist Grant Award. This grant is funded by the City of Houston through Houston Arts Alliance."**
- In addition to posting your own events on Artshound.com, provide a link to Artshound.com on your homepage to cross-promote arts and culture across the city. If you cannot easily program your homepage to display the link, do include a PNG/JPEG of both the HAA logo and Artshound logo on your homepage. Regardless if you received a grant or not, posting on Artshound is highly encouraged.
- Recipients are responsible for any tax obligation under federal, state and local laws (consult a tax accountant or local IRS office for guidance). Houston Arts Alliance is required to report award amount as income on IRS form 1099,
- Grant recipients must comply with all policies regarding the use of grant.

## Application Workshops & Open House

### **Application Workshop: November 11, 2015**

Houston Arts Alliance staff will offer Individual Artist Grant application workshops on November 11, 2015 at 12:00pm or 5:00 p.m. The Workshop is an integral part of the application process, and all applicants are strongly encouraged to attend. Currently, the location is TBA.

### **Open House: December 8-9, 2015, Alliance Gallery**

Houston Arts Alliance staff will offer an Open House for individual artists who would like to discuss project ideas and general grant writing tips with HAA staff members in anticipation of submitting an Individual Artist Grant (IAG). This session is designed to assist applicants with the specific IAG application criteria when answering narrative questions in the application. This open house in no way guarantees grant awards but rather aims to assist applicants with articulating the scope of their work/projects more effectively for purposes of the HAA grant program.

Applicants are encouraged to become familiar with the program requirements and criteria before beginning the application process. To speak with HAA grants staff or to make an appointment, please call (713) 527-9330 or email [Grants@haatx.com](mailto:Grants@haatx.com)

## Accessibility and Special Needs



### **Accessibility and Special Needs**

Houston Arts Alliance works to make its grant application process, including workshops, open to all interested parties.



Applicants with special needs, including special accommodations to attend an application workshop, should contact HAA grants staff, one week in advance if possible, at 713-527-9330.