

GRANT CATEGORY: Career Advancement

GRANT DESCRIPTION

The *MakeWork* Career Advancement Grant enables full-time, professional and emerging artists in all disciplines in the Chattanooga area to pursue professional development and skill building opportunities that will advance their work and careers.

GRANT AMOUNT

- Up to \$5,000; awards may be approved for full or partial funding
- Applicants are not required to match the grant award
- The number and amount of grants are awarded solely at the discretion of the jury panel with consideration given to the number of applicants
- \$50,000 has been allocated for the Career Advancement Grants

ELIGIBILITY

- Individual applicants and small, unincorporated groups of collaborating artists (e.g.: guitar duo, jazz quartet, dance group) must meet the following eligibility requirements:
 - At least 18+ years of age
 - A citizen of the United States
 - Actively working in their artistic discipline
 - A resident for the past 12 months of the greater Chattanooga area within a 50-mile radius of downtown Chattanooga or a recent resident in the greater Chattanooga area through the *ArtsMove* program
- Any full-time undergraduate student enrolled in any degree program is not eligible to apply
- Organizations are not eligible to apply
- If applying as a group, the applicant(s) must be able to demonstrate that each member of the group has been involved in the planning process
- Applicants may submit only one (1) application per grant cycle, and grantees may not receive more than \$5,000 over a 3-year period
- In a given year, an applicant cannot submit a grant as part of a group and as an individual; One or the other will be accepted for review.

APPLICATION CALENDAR

ORIENTATION MEETING: February 13th, 2:00-4:00 PM.

Project, Career Advancement and Studio Assistance grants will be discussed at the CreateHere Studio

APPLICATION DEADLINE: March 31st, 2008, 5:00 PM

JURY: April 21st

Finalist will be chosen, notified that week and asked to appear on April 28th before the panel of jurors

AWARD NOTIFICATION DATE: April 30th, 2008

GRANT CYCLE: April 30th, 2008 - April 30th, 2009

GRANT CATEGORY: Career Advancement *(continued)*

EXAMPLES OF ELIGIBLE EXPENSES:

- Conferences, workshops, retreats, institutes, residencies, master classes, short-courses, festivals, or seminars that focus on developing an artistic or business aspect of the artist's career
- Travel expenses
- Study with a mentor
- Preparation of artist portfolios, work samples, marketing materials or websites
- Participation in a performance, festival, reading or exhibition opportunity of significance
- Fees for consultations in an area of career development
- Exposure of the artist's existing work to a broader public base or attendance at events where there is a chance to expose work to presenters and/or agents
- Notification of collectors, curators, presenters and/or the public of a major show where the artist's work will be included

EXAMPLES OF ACTIVITIES NOT SUPPORTED:

- Projects or activities that are already receiving funding from *CreateHere* through other grant programs, with the exception of *ArtsMove*
- Capital improvements (construction, renovation, the purchase of permanent fixtures or real property)
- Deficits or expenses incurred prior to or after the grant period
- Programs, projects or events that are extensions of training in academic programs for which participants receive academic credit
- Scholarships, purchase of awards or cash prizes
- Benefits or projects planned primarily for fund raising
- Loans, interest on loans, fines, penalties or costs of litigation
- Refreshments, beverages, catering expenses or other costs associated with receptions
- Programs, projects or activities with a primary purpose that is religious in nature
- Creation of a new project or new phase in a project

APPLICATION REQUIREMENTS Checklist

APPLICATION:

The *MakeWork* Career Advancement Grant Application (attached) contains five (5) sections to be completed in addition to the resumé, letters of recommendation, work samples and supplemental materials:

- Application
- Essay
- Budget Forms
- Signature(s)
- W-9

Submit one (1) signed original and five (5) copies of the completed application, preferably typed, 3-hole punched, and each one clipped together (not stapled) with all other requested material.

APPLICATIONS ARE DUE BY 5:00 PM ON MARCH 31ST, 2008. LATE APPLICATIONS WILL NOT BE CONSIDERED.

The application and all attachments can be mailed to:

Studio c/o *CreateHere*,
55 East Main Street, Suite 105,
Chattanooga, TN 37408

or

email to: makework@createhere.org

GRANT CATEGORY: Career Advancement *(continued)*

RESUMÉ *(up to two (2) pages):*

- Should include information such as education, employment, most recent exhibitions, performances, publications, commissions, honors and grant awards.

LETTERS OF RECOMMENDATION:

- The application must be supported by two (2) current letters of recommendation with signatures from persons in the applicant's field of art who know the applicant's current work well.
- Letters should include the author's qualifications in the art form.

WORK SAMPLES:

- The application must include examples of the artist's work that adequately demonstrate proficiency in his/her given field. Work samples must be clearly labeled with artist's name, title of work and date of work.

Work sample specifications:

- For Performing Arts: DVD, CD or printed score where applicable
- For 2D and 3D Visual Arts: photographs, up to ten (10) slides
- For Literary Arts: up to ten (10) pages of manuscript
- For Culinary Arts: DVD demonstrating work, portfolio, menus or other supporting materials
- Include one (1) set of recent work samples from the past 1-3 years of work.

(Please attach a detailed script of the work samples submitted)

SLIDES:

- Slides should be 35mm (suitable for carousel projection) and placed in a 9" x 11" clear plastic sheet.
- Label *each* slide in the sleeve: Artist's name; Title of the work; Dimensions; Date of Production; and Medium

SUPPLEMENTAL MATERIALS:

- Supplemental materials are strongly encouraged (e.g.: copies of reviews, newspaper articles, photos). Provide five (5) sets for distribution to panel.
- Materials must be no larger than 8.5" x 11" and 3-hole punched for inclusion in jury notebooks.

EVALUATION

EVALUATION PROCESS:

Evaluation and selection of project proposals will be made by a jury panel composed of professionals in the field of arts and culture, representing a broad range of experience in the performing arts, 2D and 3D visual arts, literary arts, and culinary arts.

Evaluation Criteria: *The criteria in the selection of the MakeWork Studio Assistance grantees will be the:*

- Overall excellence of the applicant's artwork, demonstration of exceptional talent, and adequate need for assistance in this area.
- Applicant's serious professional commitment to his/her art form as displayed by the application materials
- The potential impact of the activity on the artists professional career
- Quality of planning for the proposed consultancy/activity/opportunity/event

RETURN OF MATERIALS:

Due to the large number of applications, supporting materials and work samples will not be returned. Therefore, applicants should retain all original work samples and documentation of projects, as well as a copy of the entire application.

GRANT CATEGORY: Career Advancement *(continued)*

GRANT AWARD INFORMATION

AWARD PAYMENTS WILL BE DISTRIBUTED ON A BI-MONTHLY BASIS

RECIPIENT REQUIREMENTS: *If awarded partial or full funding, recipients will be required to:*

- Provide proof of identity and residency status before receiving any funds. Acceptable forms of identification and Chattanooga residency status:
 - A valid drivers license with current local address or state-issued identification card (preferred verification source)
 - Printed check
 - Utility receipt
 - Rent receipt
 - One piece of cancelled mail to current address and one of the following: social security card, credit card, insurance card or valid driver's license with previous address
- Submit a mid-year report
- Submit a final report
- Attend at least one (1) sustainability session at *SpringBoard* during their grant cycle; Recipients will be notified of *SpringBoard* date, time, and location