

## **GRANT CATEGORY: Studio Assistance**

### **GRANT DESCRIPTION**

The *MakeWork* Studio Assistance Grant supports emerging to mid-career artists in all disciplines with the cost of maintaining a working studio for one year. Individuals and collectives are eligible to apply.

### **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
- \$150,000 has been allocated for the Studio Assistance 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
- 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.
- Applicants may submit only one (1) application per grant cycle, and grantees may not receive more than \$5,000 over a 3-year period

### **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, 2008

Finalists will be chosen, notified that week and asked to appear on April 28th, 2008 before the panel of jurors

**AWARD NOTIFICATION DATE:** April 30th, 2008

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

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**EXAMPLES OF EXPENSES NOT SUPPORTED:**

- Travel expenses
- 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 or academic programs for which participants receive academic credit
- Programs, projects or events that have already taken place
- 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

**APPLICATION REQUIREMENTS Checklist**

**APPLICATION:**

The *MakeWork* Project 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 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](mailto:makework@createhere.org)

## **GRANT CATEGORY: Studio Assistance** *(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 their given field. Work samples must be clearly labeled with artist's name, title and date of work. Work samples must have been created during the past 1-3 years.

#### Work sample specifications:

- For Performing Arts: DVD, CD or printed score where applicable
- For 2D and 3D Visual Arts: photographs or 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  
*(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 comprised 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.

### **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: Studio Assistance** *(continued)*

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)
  - 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