Young Artist Program

D.C. Commission on the Arts & Humanities

APPLICATION GUIDELINES FOR INDIVIDUALS AND ORGANIZATIONS FY 2006

Staff Contact:
Jose Dominguez

Deadlines

Wednesday, June 15, 2005 at 7:00 PM
Wednesday, October 26, 2006 at 7:00 PM
All applications must be received at the Commission office by this time.

Required Young Artists Program Workshops

Assistance in preparing applications is available through workshops held on:

- Wednesday, May 25, 2005, 6 – 7 PM
- Tuesday, May 31, 2005, 12:00 – 1:30 PM
- Wednesday, September 29, 2004, 12:00 – 1:30 PM
- Wednesday, October 6, 2004, 6:30 – 8:00 PM

All workshops will be held at the D.C. Commission on the Arts & Humanities office, located at 410 8th Street NW, 5th floor. No reservations are required.

About the Commission

The D.C. Commission on the Arts and Humanities is the official arts agency of the District of Columbia. Commission programs support and promote stability, vitality, and diversity of artistic expression in the District. The Commission is assisted in its grants making by advisory panels of respected arts professionals and community representatives who make recommendations to the Commission on grant awards.

About the Young Artists Program

The Young Artists Program offers grants of up to $3,500 to artists between the ages of 18 and 30. The Arts Commission recognizes that there are young segments of our community who are creating art and contributing to the vitality of our city. This program is devoted to identifying and assisting these young artists. Grants will support individuals in the following areas: crafts, dance, literature, media, music, interdisciplinary/performance art, theater and visual arts. Eligible projects include support for innovative art projects and community service projects aimed primarily at providing access and positive alternatives for youth and seniors.

D.C. Commission on the Arts and Humanities
410 8th Street, NW, Fifth Floor
Washington, DC 20004
(202) 724-5613
(202) 724-4135 FAX
(202) 724-3148 TDD
http://dcarts.dc.gov

Anthony Gittens
Executive Director

Government of the District of Columbia
Anthony A. Williams, Mayor

Accessibility Services

Persons needing accessibility accommodations for Commission services and programs may contact the Commission's 504 Coordinator, Mary Liniger Hickman, at (202) 724-5613 or (202) 727-3148 TDD to request assistance. A large print or cassette version of this document is available with advance notice. Sign language interpretation is available for Commission workshops and events with two weeks notice.

Proveemos asistencia en ESPAÑOL con previo aviso.

The D.C. Commission on the Arts and Humanities is supported in part by the National Endowment for the Arts.

Funding Categories

Artists may apply in either or both categories listed below. The grant amount limits are indicated beside each category.

- **CATEGORY 1: Young Emerging Artists Grant Program** **up to $2,500**
  Artists may apply for support for innovative art projects. An innovative art project may be defined as a project that demonstrates imaginative use of artistic skills or provides a meaningful creative experience for the applicant not otherwise readily available.
- **CATEGORY 2: Young Artists Community Service Program** **up to $3,500**
  Artists may apply for support for projects that strengthen communities as well as provide positive alternatives for youth and seniors. Projects can address such issues as lack of high quality art instruction and training, assistance in building marketable skills, and developing economic self-sufficiency for all residents, and opportunities to build healthy relationships.
- If project target youth or seniors, please provide a workshop schedule and description of workshop activities.

Eligibility

Applicants must be between the ages of 18 and 30 at time of application. If the applicant is working with an organization, the project must be designed, managed and implemented by the applicant. Applicants must be residents of the District of Columbia at the time of the application and maintain DC residency during the grant period. Applicants may not use grant funds to underwrite expenses associated with a degree or certificate program at a college, university, or conservatory. Only one application may be submitted per applicant. A copy of a birth certificate, driver's license or other form of documentation verifying the applicant's age must be included with the application. Incomplete applications will not be forwarded to panel for review. **At least fifty-one percent of applicant's scheduled activities must occur within the District of Columbia.**

Grant Period/Notification

There is no matching requirement for the grant award. All applicants will be notified of grant decisions in writing after October 15, 2005. The grant period is from October 1, 2005 to September 30, 2006. A Final Report will be due by October 15, 2006. All former grantees are required to have submitted any outstanding Final Reports to be considered for funding.
All grants are contingent upon the availability of funds.

Evaluation Criteria

Applications will be evaluated primarily on artistic merit, project innovation, community impact, and feasibility of the project request. More details on specific evaluation criteria may be found on page 21 of the FY2006 Guide to Grants booklet.

Grant Management and Professional Development

Applicants awarded grants must attend a grant agreement orientation that will explain how to manage the grant. Attendance at the orientation and execution of a grant agreement are both required before any grant funds are paid to the grantee.

All grantees will meet at the Commission collectively on a monthly basis throughout the grant period in order to expand their knowledge of resources available to them as members of the District of Columbia's arts community.

Access and Equal Opportunity

Federal and District of Columbia statutes require all applicants to comply with laws and regulations governing nondiscrimination. These include: Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color, or national origin, Title IX of the Education Amendments of 1972, as amended (20 U.S.C. Sections 1681-1686), which prohibits discrimination on the basis of sex; Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. Section 794), and the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 - 12213) which prohibits discrimination on the basis of disabilities; and the D.C. Human Rights Act of 1977.

YAP

Young Artists Program

Application and Budget Form

APPLICATION DEADLINES:
Wednesday, June 15, 2005
Wednesday, October 26, 2006
7:00 p.m.

2006

SUBMIT: ONE ORIGINAL PACKET (the signed application form and its attachments) and **10 COPIES**, COLLATED, BINDER CLIPPED or STAPLED. **Please type.**

To complete the following required information, please refer to codes in the Guide to Grants (pages10-13):

Applicant Legal Status: _____ Applicant Institution Type: _____ Applicant Discipline: _____

Project Discipline: _____ Artist Type: _____ Type of Activity: _____

Category (check one): ☐ **Young Emerging Artist Program** ☐ **Young Artists Community Service Program**

Applicant's Legal Name: _____

Applicant's Professional Name: _____
(if different than legal name)

Address #1: _____ **D.O.B.:** _____ **Social Security #** _____
(P.O. Box Not Accepted)

Address #2: _____ **Phone #** _____ **Fax #:** _____

Washington, DC Zip Code: _____ **Ward #** _____

Telephone/day _____ **Telephone/eve:** _____ **Fax :** _____
Email _____ **Website** _____

PROJECT SUMMARY (up to 30 words, use the space provided, do not photo reduce)

Project is located in Ward(s) _____

Project Budget: $ _____ **Amount Requested:** $ _____

Number of artists participating _____

Number of individuals benefiting (including audience) _____

Work sample submitted (i.e., 10 slides, 1 videotape) _____

PLEASE ATTACH THE ITEMS ON THE YAP CHECKLIST TO THE APPLICATION FORM

Collate in the exact order of the checklist. Use 8 1/2" X 11" sheets. Include your completed checklist with the application.

I hereby certify that the information in this application and its attachments are true and correct to the best of my knowledge.

SIGNATURE _____ DATE_____

YAP

2006

Project Budget

EXPENSES

1. PERSONNEL

Administrative _____
Artistic _____
Technical Production _____

2. SPACE RENTAL _____

3. TRAVEL
Transportation _____
Per Diem _____

4. MARKETING/PROMOTION
Printing _____
Advertising _____

5. REMAINING OPERATING EXPENSES

Postage _____
Telephone _____
Other (itemize) _____
Equipment* _____

TOTAL CASH EXPENSES _____
(add lines 1-5) may not exceed allowable budget

INCOME

6. PROJECTED REVENUE _____

in addition to grant funds requested (if applicable)

7. Grant Amount Requested _____

TOTAL PROJECT INCOME _____
(add lines 6-7) should match total cash expenses

*Use of grant funds to purchase equipment of $500 or more per unit, with life expectancy of more than two years is not allowable.

Specific Submission Requirements by Discipline

In addition to the requirements listed on the application forms, all applicants are required to submit artistic work samples up to two years old for the evaluation of artistic merit. If applicant has conducted similar projects in the past two years, it is recommended, if applicable, to include samples of participants' works (for example, samples of artwork created by participants of a visual arts workshop).

- VISUAL ARTS AND CRAFTS: Individuals submit 10 slides of at least five different works. Organizations submit 20 slides of different works. Include 10 copies of a slide identification sheet listing the applicant and artist name, title, medium, size and date of completion of each work.

- DANCE: Up to two videotapes of performances.

- INTERDISCIPLINARY/PERFORMANCE ART: (Individuals only) Up to 10 slides with 10 copies of a slide identification sheet, or two audio/video tapes, or a combination of items, demonstrating the integration of disciplines in your work.

- LITERATURE: 10 copies of five works. If submitting excerpts, provide synopsis.

- MEDIA (FILM/VIDEO/RADIO): Up to two audio/video tapes of completed work or work-in-progress, and 10 copies of a one-page treatment of each work.

- MULTIDISCIPLINARY: Work samples demonstrating artistic excellence in at least two artistic disciplines. Work samples must conform to the requirements for each discipline.

- MUSIC: Up to two audio/video tapes. Composers and arrangers should also submit related scores or lead sheets.

- THEATER: Individuals submit samples that could include video tape of contrasting monologues, 10 slides of productions with 10 copies of slide identification sheet, audio tape of sound design, or 10 copies of a concept statement (1-3 pages) of a recently directed play. Playwrights submit 10 copies of a play and a one-page synopsis. Organizations submit 10 copies of up to four representational programs or playbills.

Information

For more information please call:
(202) 724-5613 (voice);
(202) 727-4135 (fax);
(202) 727-3148 (TDD)

Visit our home page:
http://dcarts.dc.gov

or contact us by e-mail at: dcart@dc.gov

The Commission also offers individual artist fellowships and general operating support grants to D.C. arts organizations through the Grants-in-Aid Program. For guidelines please call the number above.

YAP 2006

Application Checklist

Applicant Name: _____

BE SURE TO ATTACH A COMPLETED COPY OF THIS CHECKLIST TO EACH APPLICATION PACKET.

For detailed instructions, see page 9-15 of the Guide to Grants

All Applicants Include:

- ❑ **Checklist**
- ❑ **Optional Survey**
- ❑ **A self-addressed, stamped mailer if you want your work sample returned.**

❑ **Project description of up to one single-spaced page.** .
❑ **Artistic statement—up to one half page.**
❑ **A schedule of activities planned for the grant period.** Use up to one page.
❑ **Resumé(s) of key personnel involved in the project—up to one page each**
❑ **Complete project budget form and a budget narrative (up to one page) explaining all items**
❑ **Cost estimates (commercial invoices and/or price quotes on business letterhead)**
❑ **No more than four items of additional materials, e.g., reviews, letters of support, programs, brochures, etc.**
❑ **A brief description of the work sample submitted (treatment, synopsis, audition description, etc)**

ALSO PROVIDE ONE COPY OF THE FOLLOWING ATTACHED TO THE TOP, ORIGINAL PACKET

- ❑ **Work sample, as defined on page 6 and stamped envelope for return of work sample.**
- ❑ **A copy of Form W-9 (Request for Taxpayer Identification Number and Certificate); available on the Commission website**
- ❑ **Copy of Metropolitan Police Department Background Check (for individuals working with children and youth)**
- ❑ **Copy of Tuberculosis Screening (for staff directly working with children and youth**
- ❑ **A copy of a birth certificate, driver's license or other form of documentation verifying the applicant's age**

Grantee Information

The D.C. Commission on the Arts and Humanities is requesting the following demographic data to comply with the agency's annual reporting as requested by the National Endowment for the Arts from all state arts agencies.

The information provided will in no way impact on any decision (funding or otherwise) regarding your project, organization, or proposal.

This form is optional, and the D.C. Commission on the Arts and Humanities respects the rights of any and all individuals who elect not to provide this additional requested material.

Project Descriptors

Project Descriptors: Check off one or more of the following "descriptors" if it applies to a significant portion (50% or more) of the grant activities. Leave lines blank if none apply.

Accessibility: ____
International: ____
Presenting/Touring: ____
Technology ____
Youth at Risk: ____

Arts Education: Please indicate the extent of Arts Education activities (if any) accomplished by this project. Leave lines blank if none apply.

Less than 50% of project activities are arts education directed to		**50% or more of project activities are arts education directed to**	
A. K-12	☐	**A. K-12**	☐
B. Higher Education	☐	**B. Higher Education**	☐
C. Pre-kindergarten	☐	**C. Pre-kindergarten**	☐
D. Adult learners	☐	**D. Adult learners**	☐

Racial Characteristics

Using the chart below, check the ONE box that best represents 50% or more of the racial make-up of your organization's staff, board, general programs and audience.

	Staff	**Board**	**Audience**	**General Programs**
Asian	☐	☐	☐	☐
Black/African American	☐	☐	☐	☐
Hispanic/Latino	☐	☐	☐	☐
American Indian/Alaska Native	☐	☐	☐	☐
Native Hawaiian/Pacific Islander	☐	☐	☐	☐
White	☐	☐	☐	☐
No single group	☐	☐	☐	☐