



**SUPPORT FOR  
PROFESSIONAL ARTISTS**

# Individuals

**DEADLINES:**

**As of March 16, 2020,  
and until further notice,  
the Support for  
Professional Artists  
(Individuals and Groups)  
will operate as the  
COVID-19 Emergency  
Relief for Artists  
program.**

**PURPOSE**

Assist artists in making new art and marketing to a broader audience.

**THIS GRANT IS OPEN TO:**

Professional individual artists with an independent body of work.

**AWARD AMOUNT:**

Up to \$1,750.

**EVALUATION/NEXT STEPS:**

Non-competitive; applicant and request eligibility and completeness evaluated.

Committee review.

Notifications 35-45 days after deadline.

**STAFF CONTACT**

Stevi Knighton | 614-221-8569

[sknighton@gcac.org](mailto:sknighton@gcac.org)

### Individuals - Purpose

Assist artists in making new art and marketing to a broader audience.

### Description

This grant is designed to assist artists with the cost of materials, supplies and resources used to create new work and/or marketing or promotional expenses.

### Who is eligible to apply?

This grant program is for individuals across disciplines who meet the following criteria:

- Are professional, working artists (age 18 and older);
  - Definition: individuals who devote a significant portion of their time to the creation of personal artwork. The professional artist is likely paid for performances, sells their artwork, or shares their independent body of work with the public on a regular basis. Individuals working in a creative industry primarily producing commercial work are not eligible. The term “artist” applies broadly across disciplines, including performing, visual, literary, film, fashion and multi-disciplinary artists.
- Live in Franklin County OR live in a county bordering Franklin County AND primarily exhibit, perform, produce or present artistic work in the city of Columbus;
- Have had residency in Franklin County or a county bordering Franklin County for at least one year prior to the date of application;
- Are NOT enrolled as degree-seeking undergraduate students.

**NOTE:** Award recipients must remain residents of Central Ohio for the entire grant period (1 year).

### How much can I apply for?

You may request up to \$1,750.

**NOTE:** You may receive a partial award based on the recommendations of the committee, funds available, and/or documentation provided.

### How often can I apply?

Once per calendar year.

### What kind of expenses or opportunities qualify for this grant?

Funds may be requested for the cost of supplies, materials and resources to help you create new work and/or expenses that assist with the marketing or promotion of you as an artist or your artwork. You are required to use Franklin County based vendors or suppliers or demonstrate a compelling need to use non-local services.

#### Examples of eligible expenses:

- Materials or supplies that are a part of the final art pieces
- Purchase or rental of tools for the creation of art (including software)
- Location rental for creation of art
- Post-production to finalize new pieces of art
- PR consultant and/or cost to develop strategic marketing & social media plans
- Print or digital advertisement design and/or fees
- Headshots and/or promo videos
- Website or logo design
- Business cards or other print materials
- Submission fees, if related to specific opportunities that help promote your artwork

### What types of expenses do not qualify?

Not every request or financial need may qualify for the grant. The most common reason an application is not funded is because the request does not fit the grant program or is for an ineligible expense.

#### Ineligible expenses (list is not comprehensive, see note below):

- Travel or touring costs
- Computers, tablets, smart phones, televisions
- Previously purchased services, products, materials or resources (no reimbursements)
- Event, exhibition or performance expenses
- Your own artist fees
- Marketing or promotion for a business/organization other than your personal art business
- Marketing or promotion for events eligible for Project Support

**NOTE:** If you are unsure if your expenses qualify, please contact Grants & Services Coordinator, Stevi Knighton, before starting your application.

### When are applications due?

The deadlines are listed below. Depending on the number of applications, the grant programs may close mid-year and without advance notice. Future grant cycles will be added and announced as funding is available.

**ALL INDIVIDUAL AND GROUP GRANT APPLICATIONS ARE CURRENTLY ON HOLD.** As of March 16, 2020, and until further notice, the Support for Professional Artists (Individuals and Groups) will operate as the COVID-19 Emergency Relief for Artists program.

### What are draft reviews?

Upon request, Grants & Services staff will review applications and provide comments **up to two weeks** before the application deadline. To request a draft review, click “Request Draft Review” at the bottom of the application in the GoArts system. **DO NOT SUBMIT.** Allow at least one week for a response.

Draft Review	January 2, 2020
Application Due	<b>January 15, 2020</b>
Applicants Notified	February 14, 2020

Draft Review	May 1, 2020
Application Due	<b>May 15, 2020</b>
Applicants Notified	June 15, 2020

Draft Review	September 1, 2020
Application Due	<b>September 15, 2020</b>
Applicants Notified	October 15, 2020

**NOTE:** All dates and deadlines are **PENDING AVAILABLE FUNDS.**

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## What are the application questions?

Below you will find the current narrative questions to assist you in your grant preparation.

- List the items or services you are requesting as a part of this grant.
- How will the funds help you create your new work or market your art to a broader audience?
- Describe how you regularly share or plan to share your artwork with the public (performances, exhibitions, sales, publishing, events, etc).

## How do I complete the expense section of the application?

There is a section in the online application where you will add individual line items for each expense (up to eight). You may consolidate expenses, if you are purchasing many items.

**NOTE:** Each expense requested must include documentation in the Supplement Materials (upload) section that lists the item and cost.

The screenshot shows a web form titled "Request from GCAC". At the top, there is an information icon and the text "Enter expenses in the section below." Below this is a table with two columns: "Description" and "Cost (\$)". The table has a "Total:" row at the bottom. A plus sign icon is visible in the bottom left corner of the table area.

## What are the required Supplemental Materials (uploads)?

All support materials must be uploaded digitally to the GoArts system. Required supplemental materials:

- Artist resume and/or artist bio
- Artistic work samples (images, videos, or audio) OR a link to a website showing artistic work samples
- Estimated cost documentation for each item requested, such as:
  - Screenshot of expense online
  - List of item(s) with costs from catalog or vendor
  - Invoice or email with details of item(s) and cost
  - Invoice or detailed email from vendor, consultant, or designer
- If hiring a vendor/consultant, provide a website, bio, and/or work samples demonstrating expertise

## AFTER SUBMITTING – NEXT STEPS

### Review, evaluation, and selection

Individual Artist grants are reviewed and approved by the Creative Advancement Committee and accepted by the Board of Trustees. They are non-competitive and are not scored. The applications are evaluated to determine artist and expense eligibility and reviewed for accuracy and completeness.

### Notification

Grant approvals are based on reviews and available funding. Following a vote from the Creative Advancement Committee, applicants will be notified by email of the application award status (approved, approved with contingencies, or declined).

## AFTER YOU ARE AWARDED

### Grant Agreement

Following the approval of a grant, a grant agreement specifying the terms of the grant will be available in GoArts under the “Requires Attention” heading. To accept the award, review the grant agreement and digitally sign by the date indicated. No changes in the proposed expenses can occur without prior written approval from the Arts Council – send an email to [grants@gcac.org](mailto:grants@gcac.org) if you need to request of change in spending or activities.

### Publicity/Donor Acknowledgement

Once you are awarded, say “Thanks!” in a public way. The Arts Council requires that all organizations and artists receiving funding demonstrate the public value of the arts by making others aware of awards received and acknowledging public funders. Refer to [APPENDIX A](#) for details of the contractual publicity requirements.

### Payments & Spending the Funds

Awarded applicants will receive 100% of their grant following the receipt of a digitally signed Grant Agreement. Please cash the check promptly on receipt. Note that you have up to a year to spend the funds and don’t forget to **KEEP YOUR RECEIPTS**.

### Final Reports & Receipts

Final Reports, including receipts for all funds spent, are due one year following your grant approval date. To complete your Final Report, login to GoArts, scroll down to “Requires Attention” and click on the “Reports” tab. You will not be eligible to apply for a new grant until you complete the previous final report. Extensions may be requested in writing before the final report due date. Overdue reports may affect eligibility and impact grant awards for future applications.

**NOTE:**  
Checks may take up to four weeks to be processed and mailed.