

FY22 c1_PGI_Project Grants for Individuals

Rhode Island State Council on the Arts - Individuals

Guidelines and Template Forms

- Project Grants for Individual Artists Guidelines (PDF)
- Project Budget Template (Excel)
- Evaluation Rubric (PDF)

Basic Information

Project Name*

Please provide a three to seven word title for your project. Example: Community Mural Project

Character Limit: 100

Project Summary*

Please describe your project in 2-3 sentences. NOTE: This summary will be the official description of your project in public records, public announcements, and council review. Please carefully proofread, and use a third person description that clearly explains what the project is, such as: ABC Artist will hold an outdoor summer concert at XYZ park.

Character Limit: 400

Amount Requested*

Grant request can range from \$500-\$3,000.

Character Limit: 20

Applicant Eligibility

Are you a US citizen or Green Card holder and a resident of the State of Rhode Island?*

You must be a United States citizen or Green Card holder and a current, legal resident of the State of Rhode Island. You must have established legal residence in Rhode Island for a minimum of twelve consecutive months prior to the date of application and you must be a current legal resident of the State of Rhode Island at the time that grant funds are disbursed. Rhode Island State Law (§44-30-5) defines a "resident" as someone "who is domiciled in this state" or "who is not domiciled in this state but maintains a permanent place of abode in this state and is in this state for an aggregate of more than one hundred eighty-three (183) days of the taxable year. If

an individual selected for a grant award is no longer a resident of the State of Rhode Island when funds are to be disbursed, the grant award may be withdrawn.

Choices

Yes
No

Are you over 18 years of age?*

Choices

Yes
No

Are you a student in an arts related degree program?*

If you are in a degree program and have a question about whether it is arts related, please contact Mollie Flanagan at mollie.flanagan@arts.ri.gov.

Choices

Yes
No

Project Eligibility

Is this proposal for a project instigated by an individual artist or group of artists?*

This grant is to support artists or groups of artists working outside the support and structure of either non-profit or for profit organizations.

- Individuals who are on the staff or board of a non-profit organization cannot apply for funding for projects that are part of that organization's programming.
- Individuals who are paid staff or proprietors of a business or corporation cannot apply for funding for projects that are a product or service of that organization.
- Individuals and organizations cannot apply for funding for the same project at the same deadline.
- This project can not be part of a nonprofit's programming, it must be instigated and produced by an individual artist or group of artists.

Choices

This proposal does not seek funds for a program or project of an organization or business.

Expenses that RISCA does not fund*

Council support may NOT be used for:

- Capital expenses such as building improvements or the purchase of permanent equipment
- Eliminating or reducing existing debt
- Fundraising efforts, such as social events or benefits
- Hospitality expenses, such as food and beverages
- Expenses incurred prior to or after the grant cycle in which a grant has been awarded (7/1-6/30 for April 1 deadline; 1/1-6/30 for October 1 deadline)

- Applications where the purpose is to “regrant” or award funds using some or all of the RISCA grant funds; Prizes and awards
- Activities that are part of a graduate or undergraduate degree program, or for which academic credit is received
- Projects that proselytize or promote religious activities, or which take place as part of a religious service
- Performances and exhibitions not available to the general public, or that are inaccessible to people with disabilities. This includes activities that take place on a closed school campus during the school day.

Choices

I understand that I cannot use RISCA funds for the items and activities listed above

About Your Project

Project Start Date*

Date on which grant funded activity will begin (no sooner than July 1, 2020).

Character Limit: 10

Project End Date*

Date on which grant funded activity will end (no later than June 30, 2021).

Character Limit: 10

Project Description*

Provide a detailed description of your proposed project, taking into consideration the review criteria.

Character Limit: 2500

Project Modifications*

Describe some of the ways you will modify your program if public health guidelines don't allow your project to proceed as described above.

Character Limit: 2000

Project Location*

List all locations for various activities of this project, including rehearsal spaces, fabrication studios, performance or exhibition venues, etc.

Character Limit: 1500

Will all public activities take place in physically accessible sites or venues?*

All RISCA funded projects and programs must comply with ADA Accessibility Guidelines:

<https://www.arts.gov/accessibility/accessibility-resources/publications-checklists/accessibility-planning-and-resource>

Choices

Yes, all public activities will take place in accessible sites or venues.

Not sure, sites are not confirmed

No, some public activities will take place at sites that do not comply with ADA guidelines

Project Timeline*

When will your project happen? Provide a detailed timeline of your project in list form, from planning through completion. This should include events like rehearsals, planning meetings, and marketing deadlines. Please note that all RISCA funded activities must take place within the appropriate grant period (April grant period is July 1 - June 30; October grant period is January 1 - June 30).

Character Limit: 1500

Project Partners*

List any people, groups, or entities that are involved in your project, with a brief explanation of what they are providing or the services they are offering. Example: Theater Space XYZ, rehearsal space; Artist ZYX, scenic design; Printer ABC, postcard design and printing; Artist CBA, co-collaborator.

Character Limit: 1500

Applicant Experience*

Provide a brief description of any past experience you have had which may contribute to the success of the project.

Character Limit: 2500

Public Impact*

How will your project benefit residents of our state? How will you measure that impact?

Character Limit: 2000

Project Budget

Project Budget*

All applications must include their Project Budget using the official "RISCA Project Grant for Individuals (PGI) Budget form". Download the PGI Excel budget form using the link located at the top of this application under ***Guidelines and Template Forms.***)

<https://risca.online/wp-content/uploads/2020/01/PGIBudget.xlsx>

Once the form is completed, save in either **Excel or PDF** format and then click below to upload and attach the Project Budget to your application.

Note: You **MUST** use the provided budget form. If you have any questions or need assistance completing the form, please contact Mollie Flanagan at mollie.flanagan@arts.ri.gov or 222-3881.

File Size Limit: 2 MB

Support Materials

Support materials should directly relate to and support your application, with a focus on the three review criteria.

Suggested support materials for your project include:

- Recent art work by the artist(s) featured in the proposed project
- Plans, sketches, or preliminary designs of the proposed project
- Brochures, postcards, catalogs and other mailings
- Select press and publicity
- Sample publications
- Letters of support from key partners, members of the community, or past participants

You are not required to upload or include information in all 10 boxes, but a variety of materials is encouraged in order to illustrate the strength of your project to the review panel. For artistic works, please include titles, years of completion, duration, medium, dimensions, etc. where applicable. Please limit audio and video clips to no more than 2 minutes. (If a sample is longer than two minutes, please indicate start and end times for the clip you would like the panel to review.)

PLEASE NOTE: The online system can accommodate images, text documents, video, and audio in most formats, however there is a 2 MB per file limit. We recommend that video be uploaded to a site such as Vimeo or Youtube and links provided in the support materials section of the application. Links to participating artist websites can also be submitted in the support materials section.

Since applications will be reviewed and scored by panelists on their own, outside of RISCA offices, all support materials must be included in the online application. To include video or audio, we recommend including links to the work uploaded on Vimeo or YouTube. Please include the password, if necessary.

Support Material 1

File Size Limit: 2 MB

Support Material 2

File Size Limit: 2 MB

Support Material 3

File Size Limit: 2 MB

Support Material 4

File Size Limit: 2 MB

Support Material 5

File Size Limit: 2 MB

Support Material 6

File Size Limit: 2 MB

Support Material 7

File Size Limit: 2 MB

Support Material 8

File Size Limit: 2 MB

Support Material 9

File Size Limit: 2 MB

Support Material 10

File Size Limit: 2 MB

Website or Link to Online Files

Character Limit: 2000

Website or Link to Online Files

Character Limit: 2000

Website or Link to Online Files

Character Limit: 2000

Website or Link to Online Files

Character Limit: 2000

Support Materials List*

Please attach a numbered list of all support materials that you are submitting with your application. Please include all letters of support, images, discs or media files, resumes of participating artists, website links, etc.

File Size Limit: 2 MB

Congressional Districts

STATE REP: Rhode Island House District*

The Rhode Island House of Representatives district in which your **home** address is located.

This is a number from 1 through 75 and can be found by entering your address information at <http://www.sos.ri.gov/vic>

Character Limit: 3

STATE SENATE: Rhode Island Senate District*

District of the Rhode Island Senate in which your **home** address is located.

This is a number from 1 through 38 and can be found by entering your address information at <http://www.sos.ri.gov/vic>

Character Limit: 3

CONGRESSIONAL: US Congressional District*

District of the United States House of Representative in which your home address is located (this must be a street address and NOT a post office box). In Rhode Island it is either District 001 or District 002 (please use leading zeros). To find your Congressional district, go to <http://www.sos.ri.gov/vic>

Character Limit: 3

Assurances

The applicant agrees to abide by all the General Terms and Conditions and Assurances, and has reviewed this information prior to submitting this application. By submitting your application you are agreeing to abide by all of these federal and state terms and conditions if you receive support from RISCA. The applicant understands that all grant applications are considered on a competitive basis. No applicant is guaranteed funding at any level, even if all basic criteria have been met. Prior funding does not guarantee support in current or future years. The applicant understands that all RISCA grant award programs are contingent upon the availability of funds from the General Assembly of the State of Rhode Island and the National Endowment for the Arts, a federal agency.

The applicant will assure that it and any organization assisted by it will comply with Titles I - IV of the Americans with Disabilities Act of 1990 (PL 101-336), as amended, Title VI and VII of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq., PL 88-352) as amended, Sections 503 & 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), Equal Employment Opportunity Act of 1972 (PL 92-261), Rhode Island Executive Order #19, 1977, and where applicable, Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.), to the end that no person in the

United States shall, on the grounds of race, color, religion, sex, age, national origin, handicap, or sexual orientation, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity for which the applicant received financial assistance from the Council.

It is understood by the applicant and the Rhode Island State Council on the Arts (RISCA) that RISCA reserves the right to use any text, photographs, audio, or video submitted as part of this application for limited non-commercial educational or promotional use in publications or other media produced, used or contracted by RISCA including, but not limited to: brochures, invitations, newsletters, postcards, websites, etc.

The applicant will certify that the information contained in this application, including all attachments and supporting materials, is true and correct to the best of their knowledge, and that the applicant is an eligible individual as specified in the guidelines.

By checking this box I agree to all of the above*

Choices

I agree to the above Assurances