

# ARTIST INCUBATOR PROGRAM (AIP) FUNDING GUIDELINES

## PURPOSE

This program promotes awareness of the contributions that El Paso artists make in our community; this program creates opportunities for the development of new work by professional and emerging visual, literary and performing artists living in El Paso.

This program promises to be highly competitive.

## WHAT WILL BE FUNDED

**Project proposals by local artist applying for this program must demonstrate capacity and samples of their work in the categories of visual arts, literary arts, performing arts and multidisciplinary arts. Artists applying for these funds must demonstrate good planning and be able to complete the proposed project between September 1, 2010 and August 31, 2011.**

## PROGRAM ELIGIBILITY CRITERIA

To apply for AIP an individual artist must reside in El Paso and adhere to the Review Criteria and Selection Process.

## APPLICANTS MUST

- Be at least 18 years of age at the time of the application deadline
- Spend at least ten hours a week on and derive income from the proposed discipline
- Have exhibited, performed, presented and/or published artistic work in a public context within the last three years
- Be the primary or principal creator or the sole author of work(s) submitted
- Applicants must be an individual artist (or part of a team of individual artist) who is actively engaged in the creation of art. If applying as an artist team, the principal applicant must be able to meet the aforementioned requirements. If submitting with other artists, the principal applicant must submit letters of support from the other artists to be included.
- Applicants must show evidence that the proposal will make a significant contribution to the artist's career and professional development, with clear, realistic, attainable project goals
- Demonstrate the artist's commitment and track record within the art form, as evidenced by resume, artistic training and support materials
- Have evidence that thoughtful planning of the proposal has taken place, based on a suitable budget and appropriately realized within the timeframe of the grant period, it must also be initiated and completed within the City of El Paso
- Have an application that demonstrates completeness and clarity in its narrative. We do not accept handwritten applications.
- Submit a two-page resume. Include the highlights of your career with an exhibition, and/or performance history, education, awards, publications, artist residencies, etc. Work older than three years will not be accepted.

## CATEGORIES INCLUDE:

- **Visual Artist:** painting, sculpture, engraving, design, photography, crafts
- **Literary Arts:** poetry, script writing, short stories, novels
- **Performing Arts:** performance artist, theatre, film making, choreography

- **Multidisciplinary:** Pertaining to two (2) or more arts disciplines; does not include interdisciplinary activities or events; does include all multi-media technology, websites, training

**RESTRICTIONS**

**Applicants may NOT be**

- Enrolled as an undergraduate student in a degree program
- Enrolled as a graduate student in a program related to the specific discipline of this application

**FUNDING**

- There will be up to 10 grants to be awarded, ranging \$1,500 up to \$3,500 based on the rating of the panel and availability of funds

**EVALUATION CRITERIA**

<b>1. Artistic merit, originality and innovation of the applicant’s work</b>	<b>Maximum: 60 points</b>
<ul style="list-style-type: none"> <li>• Clearly supports the creation of new work</li> <li>• Artistic merit as evidenced by submitted images/samples</li> <li>• Emphasizes imaginative scope and vision</li> <li>• Professional qualifications or record of artistic achievement as evidenced by resume and professional recognition</li> </ul>	51-60=Excellent 41-50=Good 31-40=Fair 30 or less=Poor
<b>2. Potential impact on tourism and/or community audience</b>	<b>Maximum: 25 points</b>
<ul style="list-style-type: none"> <li>• Has a plan to present the work to the community through a public venue</li> <li>• Has a clear benefit to the general public</li> <li>• Has a plan to market and to develop an audience</li> </ul>	21-25=Excellent 16-20=Good 10-15=Fair 9 or less=Poor
<b>3. Feasibility of the project and reasonableness of proposed expenses</b>	<b>Maximum: 15 points</b>
<ul style="list-style-type: none"> <li>• Application is clear and concise</li> <li>• Detailed and organized timeline and proposed expenses are reasonable</li> <li>• Record of successful completion of arts projects of similar scale and scope</li> <li>• Capacity to meet proposed project’s objective within the time line of the grant: September 1 through August 31, 2011</li> </ul>	13-15=Excellent 10-12=Good 7-9=Fair 6 or less=Poor

**Payment**

- Once the contract is executed, invoices may be submitted on previously agreed upon dates during the time of the project. 20% will be reserved for payment with final report.

**APPLICATION PACKAGE**

All applicants must submit **one signed original application and 8 copies of the application**. All application forms must be formatted using a 12-point font size. Application forms may be downloaded from our website ([www.elpasotexas.gov/mcad](http://www.elpasotexas.gov/mcad)) by clicking on **Cultural Funding Program**. **NOTE:** The application forms and all copies **must not** be stapled or bound, and must be assembled in the following order:

1. **Signed check list form (to ensure you have every document needed)**
2. **One original application and 8 copies**
3. **Assurance and Signatures** – The proposal must be reviewed and signed by the artist before being submitted to the MCAD
4. **Narrative** – Please observe and adhere to the page limits indicated on the forms
  - Describe Project or Event
  - Provide Project Objectives and Timeline
  - Describe Project Evaluation Plan (explain how data will be collected to demonstrate the success of the project)
5. **Budget** – Indicate requested amount and the allocation of all funds related to the project
6. **Attachments** – Submit **only one (1) set** of attachments and assemble in this order:

**Attachments:**

**For Visual artist**

- Select four images that best represent your work and submit them in a CD (*images 300 dpi .jpg or tif files*). The quality of the work samples is very important. Number the images
- Type a list of works that gives the following information for each image: your name, work title, date, medium, and dimensions. You can add one sentence describing each work if you choose.

**Summary:**

- Images of work (CD) and list of works enclosed
- Two-page current resume
- Three-page application form enclosed

**For literary artist:**

- Submit up-to 15 typed pages of original material for prose or poetry.

**Summary**

- 15-page writing sample
- Two-page current resume
- Three-page application form enclosed

**Performing Arts:**

- Musicians, choreographers, theatre-related artists, performance artists, film makers  
Submit a sample of the work in a CD or DVD, a resume to include the highlights of their career, education,

**Summary**

- One 5-minute DVD or CD with a sample of their performance
- Two-page current resume
- Three-page application form enclosed

**Multi-disciplinary:**

- Pertaining to two (2) or more art disciplines; does not include interdisciplinary activities or events; does include all multi-media technology, websites, training.

**Summary**

- One five-minute DVD or CD with sample of work
- Two-page current resume of career and education
- Three-pages application form enclosed

**Do not assume that the Review Panel will already be familiar with your work.** Submit any additional materials that will help the review panel better understand the services/project proposed by the artist. Including news clippings, CD/DVD, or any printed promotional material

- For applicants submitting CD/DVD (beyond the 5-minute CD/DVD required of some disciplines), submit the best 90 seconds representation of your work, if you do not indicate which 90 seconds, panel will review the first 90 seconds.
- **No VHS, audiotapes or slides will be accepted**
- **Do not turn in a portfolio**

City of El Paso Museums and Cultural Affairs Department  
**ARTIST INCUBATOR PROGRAM (AIP) APPLICATION**  
 Fiscal Year 2010-2011

This application is due **by 5:00pm on April 19, 2010**, or must be postmarked by the deadline date. **Handwritten forms will not be accepted.** Download form at [www.elpasotexas.gov/mcad](http://www.elpasotexas.gov/mcad).

Legal Name of Applicant:			
Mailing Address:			
City:		State:	Zip Code:
Physical Address: (if different)			
City:		State:	Zip Code:
<b>Announcements and messages will be communicated via email. Please provide email for a primary contact person who regularly accesses email</b>			
<b>Primary Contact Person:</b>		<b>Telephone (include area code):</b>	
<b>Email:</b>		<b>Website:</b>	
<b>Social Security Number</b>			
Please specify the amount of funding requested: \$			
<b>Visual Artist:</b> -Images of work CD or DVD -Two page current resume	<b>Literary Artist:</b> -15 page writing sample -Two page current resume	<b>Performing Artist:</b> -One 90 sec. work sample DVD with description -Two page current resume	<b>Multidisciplinary</b> -One 90 second work sample DVD with description -Two page current resume
<b>ELECTED CITY OFFICIAL OF APPLICANT'S ADMINISTRATIVE OFFICES</b> (Available from Municipal Clerk 541-4127 or <a href="http://www.elpasotexas.gov/government">www.elpasotexas.gov/government</a> .)			
City Council Representative:			
District #:			
<b>FOR MCAD USE ONLY – PLEASE DO NOT WRITE BELOW THIS LINE</b>			
Check if received: Check list form (signed)		Qty/Each	Staff Review Completed by (print name):
<input type="checkbox"/>	Application 1 original & 8 copies		Date Stamp:
<input type="checkbox"/>	Resume (2 page)		
<input type="checkbox"/>	CD/DVD		
<input type="checkbox"/>	Sample		

Applicant Name: \_\_\_\_\_

### ASSURANCES AND SIGNATURES

If funding is awarded, the applicant hereby assures the MCAD that:

1. Any funds received as a result of this application will be used solely for the purposes described.
2. The activities and services for which financial assistance is sought will be administered by or under the same supervision of the applicant organization.
3. The applicant organization is a non-profit entity as defined by the Internal Revenue Service, or an educational institution, or a unit of government.
4. The applicant organization will comply with the following: Title VI of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972; Age Discrimination Act of 1975; Section 504 of the Rehabilitation Act of 1973; Americans with Disabilities Act of 1990 and City of El Paso Ordinance No. 9779 C.1. regarding accessibility; Drug Free Workplace Act of 1988; Texas Assumed Business or Professional Name Act; Section 5(j) of National Foundation of the Arts and Humanities Act of 1985 regarding labor standards and City of El Paso Ordinance No. 8790 regarding soliciting money or property.
5. The applicant organization officials have read, understand and will conform to the intent outlined in the current Funding Program Guidelines for the City of El Paso.
6. The undersigned have been duly authorized by the applicant organization to submit this application and support material.
7. In addition to the assurances listed above, the applicant organization hereby assures the City of El Paso that the applicant will comply with the following:
  - a. Equity Mandate regarding equitable procedures for the distribution of resources to recipients who reflect the geographical, cultural, and ethnic diversity of the state's population.
  - b. Obscenity Clause Section 10(7)(b) of the Texas Commission on the Arts Enabling Legislation, which prohibits the Texas Commission on the Arts and its grantees from knowingly fostering, encouraging, promoting, or funding any project, production, workshop, and/or program that includes obscene material as defined in Section 43.21 Penal Code of Texas.

### CERTIFICATION

I certify that all information contained in this application, including all support material, is true and correct to the best of my knowledge.

\_\_\_\_\_  
Signature of Individual Artist

\_\_\_\_\_  
Complete Legal Name (print)

\_\_\_\_\_  
Date

**Please use BLUE INK for signatures and PRINT your complete legal name.**



3. Provide the project objectives, timeline and location to deliver service to the community. **Please only use space available.(no more than 150 words)**

4. Describe the project evaluation plan. Explain how data will be collected to demonstrate the success of the project. **Please only use space available. (no more than 150 words)**

Applicant Name: \_\_\_\_\_

**AIP – BUDGET FORM**

Round off all figures to the nearest dollar. Definitions pertaining to this form are provided in Proposal Instructions and Definitions. **Figures should reflect to actuals for the project. September 1 through August 31.**

<b>Fiscal Year 2010-2011</b>	<b>From:</b>			
		xx/xx/xxxx	xx/xx/xxxx	<b>Total Project</b>
		<b>COLUMN A</b>	<b>COLUMN B</b>	<b>A+B</b>
<b>EXPENSES (for this project only): Please itemize the breakdown (supplies, technical production, marketing etc.</b>		<b>AIP Estimated Budget</b>	<b>Other Funding If available</b>	
	\$		\$	
	\$		\$	
	\$		\$	
	\$		\$	
	\$		\$	
	\$		\$	
	\$		\$	
	\$		\$	
<b>TOTAL EXPENSES</b>	\$		\$	
<b>TOTAL PROJECT EXPENSES (Add Columns A + B)</b>				\$