



Arts Council of Greater Lansing, Inc. Chris Clark Fellowship Program

Arts Council of Greater Lansing – 1208 Turner St., Lansing, MI 48906
(517) 853-7582 www.lansingarts.org

Application Guidelines - Deadline: August 1, 2017

Greater Lansing area native Chris Clark was passionate about the arts and envisioned a place where arts and culture were regarded as Lansing's true wealth. He knew the importance of bringing the arts and cultural communities and local businesses together to create a thriving and prospering city, and he worked hard every day to help make that happen. Chris also saw the important role the Arts Council of Greater Lansing played in this vision, seeing the organization as a true agent for change in the region; and he was committed to supporting its growth and financial stability through a legacy gift.

Purpose:

The goal of the program is to support creative capacity building for individuals such as visual, literary, and performing artists; arts administrators; arts educators; and art students in greater Lansing. The Fellowship provides access to professional development opportunities and business resources through a competitive cash grant reimbursement of up to \$1,500.

Eligibility:

- Applicants must be current members of the Arts Council of Greater Lansing and:
 - Be a **visual, literary, or performing artist** that lives, works or presents a significant amount of work in Clinton, Eaton or Ingham County.
 - Be an **Arts Administrator** at a nonprofit arts/cultural organization which is physically located in Clinton, Eaton or Ingham County.
 - Be a full-time **Student** enrolled in high school or college in Clinton, Eaton, or Ingham County.
 - Be a certified **Educator** that is working in a school or art center in Clinton, Eaton or Ingham County.
- Activities must take place between October 1, 2017 and September 30, 2018.
- Only one project per individual per grant cycle will be awarded.
- Applicants with unmet obligations on prior grants i.e. late/incomplete reports, may not apply.

Grant Review Process:

- Applications will be reviewed by the Arts Council staff for eligibility.
- A community review panel will be appointed by the Arts Council and is made up of qualified artistic professionals selected on the basis of their familiarity with, and expertise in, a broad spectrum of artistic practices. During the review panel meeting, applications are discussed, evaluated and scored according to the guidelines and selection criteria.
- The panel may opt to award full or partial funding to any eligible applicant.
- Decisions of the panel may not be appealed.
- The Arts Council Board of Directors reviews and makes final decisions regarding the community review panel's recommendations prior to notification and announcement of grants.

Funding Restrictions

- Requests of up to \$1,500 will be considered. Partial funding of a request is possible.
- The amount of the Fellowship will be reimbursed upon completion of the funded activity and submission of a completed Final Report.
- Funds cannot be used for tuition or tuition expenses at any college, university, or degree-granting institution if enrolled in a degree-granting program.
- Funds cannot be regranted or redistributed (e.g. as a pass-through or fiscal sponsorship) to any other person, organization, or entity.
- Funds cannot be used for debt reduction/elimination, student loans, penalties or litigation.

Selection Criteria:

Selections for awards will be based upon the following:

- A complete application with a clear, focused explanation of the request.
- Evidence that fellowship activities advance career goals or creative interests.
- Achievement and experience as evidenced through support materials.
- Community support as evidenced through support materials.

Awards: All applicants will be informed of the panel's decisions after September 1, 2017.

Application Process:

- Guidelines are available electronically at the Arts Council's website at www.lansingarts.org
- Applicants should submit Sample Materials with their application that showcase their level of professionalism in their career (For example: Artists and students could submit artwork; Arts Administrator could submit materials created for their organization such as promotional items, etc; Arts Educators could submit student artwork or teaching plans; or sample materials that provide details on conference or equipment information)
- The application is available online at lansingarts.slideroom.com. A free applicant account is required to apply
- All applications must be submitted by 11:59 p.m. **August 1, 2017.**

Grant Contract Terms:

- The project will be carried out in compliance with the project description, budget and dates.
- Access to local participation in the project will not be limited on the basis of age, sex, religion, race, color, creed, sexual orientation, national origin, or disability.
- The Arts Council of Greater Lansing retains the right to audit the books, records, documents, and accounting procedures and practices of the individual relevant to the contract.
- The Arts Council of Greater Lansing logo and the following credit line must appear on all publicity related to the project:



"This activity is made possible in part by a grant from the Arts Council of Greater Lansing."

- Each fellowship recipient will be required to submit an IRS W-9 form so that an IRS 1099 income statement can be issued by the Arts Council for the individual's tax records. All taxes and reporting of taxes will be the responsibility of the fellowship recipient.
- Fellows will be reimbursed for the funded activity upon submission of the Final Report and proof of payment.
- Fellows are strongly encouraged to participate in the Arts Council's smARTS Professional Development series including workshops, networking events and panels.
- Applicants that do not submit a final report are deemed ineligible for any future Arts Council grant funding.

APPLICATION

I. CCF – Applicant Information

II. CCF – Project Information

III. CCF – Required Attachments

- a. Narrative
- b. Sample Materials
- c. Resume
- d. Letters of Support (maximum of two)

IV. CCF – Certification and Assurances

GRANT APPLICATION MUST BE SUBMITTED BY 11:59 P.M. August 1, 2017.

The Slideroom grant system will not accept applications after this time. Incomplete applications will not be accepted by the Slideroom grant system.