

# **INDIVIDUAL ARTIST GRANT PROGRAM**

## **FY2012 Guidelines**

### **For New Works Fellowship Program**

**Houston Arts Alliance**

3201 Allen Parkway, Suite 250 • Houston, TX 77019

Phone 713.527.9330 • Fax 713.630.5210 • Website: [www.houstonartsalliance.com](http://www.houstonartsalliance.com)

**Accessibility and Special Needs**

Houston Arts Alliance works to make its grant application process, assistance and workshops open to all interested parties. Applicants with special needs should contact Houston Arts Alliance Grants staff. If you would like to attend an application workshop and need special accommodations, please contact Houston Arts Alliance Grants staff one week in advance [if possible] at 713.527.9330.

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September 2012

Re: *Individual Artist Grants FY2012*

*Dear City of Houston Artists:*

*It is with great pleasure that we present FY2012 Individual Artist Grant Program Guidelines of Houston Arts Alliance. These Guidelines outline the funding and application process for City of Houston individual artists interested in participating in the Houston Arts Alliance's Individual Artist Grants, which provide support for the creation and presentation of new work.*

*Since 1977, Houston Arts Alliance has worked in partnership with the City of Houston for the distribution of Hotel Occupancy Tax funds to support arts and cultural programs. The City of Houston's continued and significant investment of public funds in arts and culture has reached individual artists as well as organizations in all artistic disciplines. Since the inception of the Individual Artists Grant Program in 1985 [then known as the Creative Artists Program], over 615 Houston artists have received grant support from our organization. The work that Houston's artists and nonprofit arts organizations do makes our city a better place to live, work and visit—indeed, one of the most culturally-rich communities in the country!*

*In the past few years, Houston Arts Alliance has implemented a number of changes that we hope will assist artists as they apply to the Fellowship Program. Additionally, HAA's program policies are reviewed on a regular basis, responding to feedback from our grantees, panelists and other key stakeholders.*

*The FY2012 Individual Artist Grant Guidelines includes pertinent information on the application process for these highly competitive grants. As the revenue source for Individual Artist Grants is City of Houston Hotel Occupancy Tax, it is important to understand the allowed uses and accountability for those funds. To meet the requirements of the Hotel Occupancy Tax, we encourage artists to consider high visibility sites for the public presentation of the works created with grant funds. Our focus remains on supporting the wide variety of artistic and cultural programming that is the hallmark of Houston's arts sector. Please be certain to read the Guidelines carefully and thoroughly prior to accessing the online system.*

*We look forward to receiving your application and working with you to serve the citizens and visitors of Houston through the arts.*

*Sincerely,*

**Houston Arts Alliance**  
*Board & Staff*

**Important Dates**  
**GRANT YEAR: FY2012 (July 1, 2011 – JUNE 30, 2012)**

**New Works Fellowship**

<b>GRANT TERM:</b>	<b>March 1–December 31, 2012</b>
<b>Access eGrant© Application:</b>	<b>November 1, 2011</b>
<b>eGrant© Deadline:</b>	<b>December 12, 2011 by 5:00 P.M. [ONLINE DEADLINE]</b>
<b>Required Supplemental Materials Deadline:</b>	<b>December 12, 2011, 5:00 P.M. [RECEIVED IN OUR OFFICE] THIS IS NOT A POSTMARK DEADLINE.</b>

**FY2011 Individual Artist Grant Program - Calendar Guidelines**

<b>Dates</b>	<b>Program Calendar</b>
September 2011	IAG Guidelines Published onto HAA Website
November 2011	eGrant Application Open & Workshops
December 12, 2011	IAG Application Due Online
December 12, 2011	IAG Materials Due at HAA Office
February 2012	Project/Fellowship Panel Review
March 2012	Board Approval Award Notifications
March 2012	Grantee Award Orientation at HAA offices: Contract Agreement, Artist's W-9 & Venue Confirmation (signed)
April 2012	1 <sup>st</sup> Payment Released
July 2012	Midterm Check in with HAA staff.
Late January 2013	Final Report Workshop
Mid February 2013	Final Report Due (Final Payment Released)

**FY2011 Individual Artist Grant Program – Application Workshops**

(Workshop will also be available for viewing online. See HAA website in November for details)

<b>Day</b>	<b>Date</b>	<b>Time</b>	<b>Topic</b>	<b>Location</b>
<b>Thursday</b>	<b>November 10, 2011</b>	<b>12:00 pm</b>	Individual Artist Grant/ eGrant © Application Workshop	Houston Arts Alliance 3201 Allen Parkway, Suite 250 <b>HAA Gallery</b>
<b>Saturday</b>	<b>November 12, 2011</b>	<b>9:00 am</b>	Individual Artist Grant/ eGrant © Application Workshop	<b>Houston Arts Alliance</b> 3201 Allen Parkway, Suite 250 <b>HAA Gallery</b>

## Overview of the Program

Houston Arts Alliance (“HAA”) began offering grants to artists in 1985 with the establishment of the Creative Artists Program [re-named Individual Artist Grant Program in the 1990s]. Our goal then and now is to promote awareness of the contributions that Houston artists make to our community. Since 1985, over \$2 million in grants have been awarded to over 615 Houston artists through the program.

Houston Arts Alliance seeks to advance the nonprofit arts industry in Greater Houston through its public/private partnership with the City of Houston. Our mission is to support and promote artistic life in the Houston regions through programs, initiatives, and alliances. We strive to support artistic programs that make Houston an attractive and important cultural destination.

## Need Assistance?

Houston Arts Alliance staff will offer Individual Artist Grant application workshops in November 2011. Attending a workshop or viewing a workshop online is integral to the application process. Contact HAA offices or check the HAA Grants website for specific workshop dates and time.

Applicants who do not attend or view a workshop are more likely to be unsuccessful at obtaining a grant. Although attending or viewing a workshop does not guarantee an award, the workshop is helpful in preparing for the peer review process.

Please read the Guidelines and the grant application instructions to determine which program you are eligible for before beginning the application process.

## New/First Time Applicant Requirement

New and first time applicants are strongly encouraged to attend a grant workshop. ‘New’ applicant is an artist that has not applied or been reviewed through the peer panel-review process within the past three years. We strongly encourage all interested applicants to attend an application workshop as there have been recent changes to our application process.

## Purpose of the Individual Artist Grant Program

The Individual Artist Grant Program (IAG) is comprised of *two* categories of ***Emerging Artist Fellowship Grants*** and ***Established Artist Fellowship Grants***. IAG encourages the creation of new works and will give priority to applications that focus on the presentation of **new works**. Through the Individual Artist Grant Program, Houston Arts Alliance aims to:

- Recognize significant Houston artists and their contributions to the nonprofit arts sector and the community-at-large;
- Support, encourage and nourish an environment for the growth and development of Houston artists; and
- Stimulate a greater public awareness of the arts in general and of artists in particular.

Please carefully read the guidelines for detailed information on deadlines and application procedures. Artists who apply as a team may not also apply in the same year as an individual. Only one application may be submitted per deadline. If an award is received, the grantee will not be eligible to reapply for **three years**.

## General Eligibility

1. Applicants must be physical residents of the City of Houston for 24 consecutive months **prior to** the application deadline. Residency must be in the applicant’s name. Residency is based on the applicant’s physical residence [home], not on a P.O. Box, studio/workspace or other property owned by the applicant. ***Proof of residency is required; this is not an option.***
2. Applicants must be an individual artist [or part of a team of individual artists] 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 residency requirement.
3. Applicants must be U.S. citizens or have permanent or conditional resident status with the U.S. Citizenship and Immigration Services [USCIS].
4. Applicants must be at least 18 years of age. If you are an individual artist who is over 18 years of age and enrolled in an arts degree program, you are NOT eligible to apply. You must NOT be enrolled in an arts related degree program at the time of application or throughout the grant period.
5. All applicants’ proposed use of the grant funds must demonstrate a direct benefit to tourism and the convention and hotel industry in keeping with the requirements of the Hotel Occupancy Tax. (see page 7)
6. Applicants [and immediate family members] cannot serve as a member of Houston Arts Alliance board or staff.
7. Applicants cannot serve as members of an Individual Artist Grant peer review panel during their application fiscal year.
8. Applicants cannot have any outstanding final reports due to Houston Arts Alliance for prior Houston Arts Alliance [HAA] grants.
9. Applicants who have received a Houston Arts Alliance [HAA] Individual Artist Project or New Works Fellowship grant within the past **three** years [FY2011: (July 1, 2010–June 30, 2009); FY2010: (July 1, 2009–June 30, 2010); and FY2009: (July 1, 2008–June 30, 2009)] are ineligible.

## Application Review Process

Applications received by Houston Arts Alliance undergo a multi-step review process that includes staff, peer panel and board review.

### 1. Staff Review

Upon receipt of the applications, staff reviews for completeness, eligibility and residency status. When necessary, applicants are asked to revise the application or supply additional information. Incomplete applications [or those that do not meet eligibility requirements] cannot be considered and will be returned to applicants if a self-addressed stamped envelope with sufficient postage is included with the support materials. Applicants that do not submit all of the Required Support Materials by the appropriate deadlines will not be eligible for consideration.

Please note that Houston Arts Alliance grants are funded from public tax dollars and, as such, grant records may be subject to the Texas Public Information Act. Applications submitted to Houston Arts Alliance become the property of Houston Arts Alliance and are subject to review by members of the public upon request.

### 2. Peer Panel Review

Peer panels, consisting of objective and knowledgeable local and regional artists, arts professionals, arts educators and community volunteers representing diverse constituencies, evaluate each application using the published funding criteria. Panelists score each eligible application.

Applications are scored on a 100 -point system. Applicants should note that applications that receive an average score lower than 79 are rarely approved for funding. The scores are totaled and averaged for each application following the panel meetings.

Nominations for panelists are accepted throughout the year. Please visit our website [[www.houstonartsalliance.com](http://www.houstonartsalliance.com)] to download a nomination form.

As certain, IAG review panels are conducted as a blind jury, these panel meetings are not open to the public; the public [including applicants] are not permitted to address panel members.

Houston Arts Alliance has a **Conflict of Interest Policy** for panelists. Panelists must declare their conflicts of interest regarding the artists being reviewed by the time of their specific panel. Panelists may neither review nor score applicants with whom they have a fiduciary, professional, personal or adversarial relationship for two years preceding or one year following the grant deadline. Panelists who have a conflict of interest with an applicant must leave the panel meeting during the discussion of that application.

### 3. Committee and Board Approval

Once the applications have gone through the Peer Panel Review process, the panelists' recommendations are forwarded to Houston Arts Alliance's Grants & Services Committee to finalize and approve funding recommendations which are then forwarded to the Board of Directors for final approval. Notifications are sent to the applicants once the final decision by the Board of Directors is made.

## Funding Source: Hotel Occupancy Tax (HOT TAX)

Houston Arts Alliance receives funding from the City of Houston through the Hotel Occupancy Tax (HOT TAX). Each year, the city allocates 19.3% of Hotel Occupancy Tax receipts to support arts and cultural organizations, as permitted by the Texas Tax Code, through an annual contract with Houston Arts Alliance. Because the Individual Artist Grant Program is funded with Hotel Occupancy Tax funds, the funded activities must directly benefit tourism and the convention and hotel industry.

The use of Hotel Occupancy Tax is defined in the Texas Tax Code, Chapter 351. Per state law, revenue from the municipal hotel occupancy tax may be used only to promote tourism and the convention and hotel industry. Among the permitted uses are the following related to the Texas Tax Code:

- The encouragement, promotion, improvement and application of the arts, including instrumental and vocal music, dance, drama, folk art, creative writing, architecture, design and allied fields, painting, sculpture, photography, graphic and craft arts, motion pictures, radio, television, tape and sound recording, and other arts related to the presentation, performance, execution, and exhibition of these major art forms [Texas Tax Code Section 351.101 [a][4]], and
- Historical restoration and preservation projects or activities or advertising and conducting solicitations and promotional programs to encourage tourists and convention delegates to visit preserved historic sites or museums at or in the immediate vicinity of convention center facilities or visitor information centers or located elsewhere in the municipality or its vicinity that would be frequented by tourists and convention delegates [Texas Tax Code Section 351.101 [a][5]].

Artists applying for and receiving Hotel Occupancy Tax Funds are required to adhere to the state laws governing the use of such funds. Only artists residing in the City of Houston are eligible to receive Hotel Occupancy Tax funds for activities that meet the purposes described above. Remember, residency verification will be based on the address provided. The complete details of the state of Texas Hotel Occupancy Tax Code may be found at [TAX CODE CHAPTER 351. MUNICIPAL HOTEL OCCUPANCY TAXES](#). (please click on link for details)

To meet the requirements stated above, artists are encouraged to identify a high visibility, public project site (venue), for the presentation of the new works for which funding is sought from Houston Arts Alliance.

## Receiving a Grant Award

After applications are reviewed through a multi-step process, all applicants are notified by e-mail of the status of their application. Those selected to receive a grant will be advised to attend a mandatory orientation session that covers the grant agreement, grant payment schedule, record keeping, reporting procedures and other important information for monitoring the grant. Failure to attend the mandatory orientation may result in forfeiture of the award.

**Funds cannot be disbursed until Houston Arts Alliance receives an executed signed copy of the *Grant Agreement*, *approved proof of residency* and a *signed IRS W9 form*.** The Grant Agreement outlines the grantee’s legal obligations as a recipient of Houston Arts Alliance funds. The Grant Agreement also outlines the payment steps [grants are paid in four installments which includes a payment withheld until the final report is complete]. In addition, Houston Arts Alliance has the following grant requirements:

1. Upon receiving award notification, grantees are responsible for securing a venue for their project in order to receive their 1<sup>st</sup> payment allocation. This is usually confirmed at the Grantee Award Orientation in March.
2. A complete Final Report, including a description of the activity; the impact of the activity on the participants, including visitors and tourists; and a financial report showing how grant funds were spent [form to be provided by Houston Arts Alliance]. As part of the report, the grantee is asked to provide copies of invoices [and/or contracts], receipts and checks/credit statements totaling the amount of the grant award. Approval of the final report releases the final payment to the grantee.
  - a. Final reports are due within 45 days after the completion of the grant term as outlined in the Grant Agreement.
  - b. If the Final Report is not submitted within 30 days of the deadlines or extension not granted, final payment will be forfeited. Artist must submit final report and required support materials to be eligible for any future application.
3. In all publicity or printed materials related to the project, the recipient is asked to credit the City of Houston and Houston Arts Alliance as described in the Grant Agreement:

***“[Artist Name] is a recipient of an Individual Artist Grant Award.  
This grant is funded by the City of Houston through Houston Arts Alliance.*”**

4. Recipients are responsible for any tax obligation under federal, state and local laws. [Consult a tax accountant or local IRS office.] Houston Arts Alliance is required to report award amount as income on IRS 1099.
5. Grant recipients must comply with the policies regarding the use of grant funds.

## What Will Not Be Funded

Houston Arts Alliance is unable to support the following through the Individual Artist Grant Program:

1. Artists who reside outside the City of Houston including, but not limited to, the following Harris County Towns/Municipalities:

Baytown	Hilshire	Morgan's Point	Spring Valley
Bellaire	Hockley	Nassau Bay	Stafford
Brookside Village	Humble	Oak Ridge North	Stagecoach
Bunker Hill	Hunters Creek	Pasadena	Sugarland
Clear Lake Shore	Jacinto City	Pearland	Taylor Lake Village
Cypress	Jersey Village	Pinehurst	Texas City
Deer Park	Katy	Piney Point	Tomball
Dickinson	Kemah	Plum Grove	Waller
El Lago	La Porte	Roman Forest	Webster
Fresno	League City	Seabrook	West University Place
Friendswood	Meadows Place	Shenandoah	Woodbranch Village
Galena Park	Missouri City	Shoreacres	
Hedwig	Mont Belvieu	Southside Place	

2. Projects or activities that are already receiving funding from Houston Arts Alliance through its Competitive Grants for Organizations.
3. Capital improvements [construction, renovation, the purchase of permanent or non-expendable equipment, or real property, unless expressly authorized by the Hotel Occupancy Tax legislation].
4. Deficits or expenses incurred prior to or after the grant period.
5. Expenses associated with programs or projects that take place outside of the City of Houston.
6. Tuition costs or instructional programs that have primary impact on individuals or small groups.
7. Programs, projects or events that are extensions of training or academic programs for which participants receive academic credit.
8. Programs, projects or events that are funded by other City of Houston funds or through Miller Theatre Advisory Board, Houston Museum District Association or Theater District Improvement/Downtown Alliance.
9. Programs, projects or events that have already been initiated [other than planning] or have already taken place. For example, applicants looking for funds to publish a work or to record a CD of original music are not eligible to apply if the 'new work' has already been completed. New work is defined as "a creative product developed after the grant cycle has begun."
10. Programs, projects or events not open and advertised to the general public.
11. Scholarships, purchase of awards or cash prizes.
12. Benefits or projects planned primarily for fund raising.
13. Licensing fees of any kind.
14. Loans, interest on loans, fines, penalties or costs of litigation.
15. Refreshments, beverages, catering expenses and other costs associated with receptions.
16. Programs, projects or activities whose primary purpose is religious. Projects that are affiliated with religious entities may receive funding if all the following conditions are met:
  - the project's main purpose is secular;
  - the primary effect of the project does not advance or inhibit religion; and
  - the project is open to the general public.
17. Projects, productions, workshops and/or programs that include obscene material as defined in Section 43.21, Penal Code of Texas.
18. Houston Arts Alliance reserves the right to make changes in the grant program policies, schedule or guidelines. All changes will be deemed 'published' once posted on Houston Arts Alliance website at [www.houstonartsalliance.com](http://www.houstonartsalliance.com).
19. Artists who work in an artistic capacity with a nonprofit organization [such as artistic directors, executive directors, lead artists, resident artists, and conductors] are NOT eligible to apply for a project for their respective organizations, if that organization is receiving support from Houston Arts Alliance.

# Individual Artist Grant

## Application Deadline

The Online Application System known as “eGrant” will be accessible starting November 1, 2011.

- Online Application eGrant**                      **December 12, 2011 at 5:00 p.m.** [online]
- Required Supplemental Materials**        **December 12, 2011, 5:00 p.m.** [received in our office]  
**THIS IS NOT A POSTMARK DEADLINE.**

## About the Individual Artist Grants

The IAG Grants support the development of Houston’s emerging and established artists by enabling them to set aside time for artistic development or purchase materials for the creation of work. Fellowships are awarded by a peer review panel in recognition of exemplary artistic merit. Please note that due to the revenue source requirements, these fellowship awards are not unrestricted grants. **The IAG Grants must result in the creation or completion of new work to be presented in a publicly accessible location open to the general public.**

Applicants may submit only ONE application per deadline. A team of individual artists [two or more] who have a history of working together and plan to continue to work together may apply as a team.

## Artistic Disciplines

The IAG Grants program accepts applications from artists of the following creative disciplines:

<ul style="list-style-type: none"><li>• Creative Writing [poetry, fiction, non-fiction, playwriting and screenplays]</li></ul>	<ul style="list-style-type: none"><li>• Multidiscipline/ Performance Art</li></ul>
<ul style="list-style-type: none"><li>• Choreography</li></ul>	<ul style="list-style-type: none"><li>• Visual, Craft, Sculptural, and Media Arts</li></ul>
<ul style="list-style-type: none"><li>• Music Composition</li></ul>	

## Grant Categories and Award Amounts

### Individual Artist Grant: Emerging Artists

- This \$5,000 grant supports Houston Emerging Artists. Emerging Artists are defined as artists who have actively and continually pursued their profession in this discipline for **less than three years**.
- Artists that meet this qualification may only apply in this category. The artistic accomplishments documented on an artist’s resume and in examples of work are critical in making a judgment regarding his/her ability as an emerging artist.

### Individual Artist Grant: Established Artists

- This \$10,000 grant supports experienced Houston artists. The Established Fellowships are defined as experienced artists who have actively and continually pursued their profession in this discipline for more than three years. This should be evidenced in the artist resume and the artistic samples submitted. Artists that meet this qualification may only apply in this category.
- Artists with more than three years professional experience may not apply under Emerging Artist.

There is no matching funds requirement for New Works Fellowship awards; however, artists are encouraged to identify additional outside cash and/or in-kind support for the project.

## Program Stipulations

- **Artists who work in an artistic capacity with a nonprofit organization [such as artistic directors, executive directors, lead artists, resident artists, and conductors] are NOT eligible to apply for a project for their respective organizations if that organization is receiving support from Houston Arts Alliance.**
- Activities funded through Houston Arts Alliance grant program for arts organizations are not eligible for support through the Individual Artist Grant Program.
- Applications from interpretive artists are not eligible for Artist Fellowship grants. (For example: editors, conductors, actors or directors.)

## Selection Process and Criteria

A peer panel will review and score eligible proposals. Panelists include local and regional artists, arts professionals, arts educators and community volunteers representing diverse constituencies, styles and cultures. Applications are reviewed using the following criteria weighted on a 100-point rating scale.

Applicants should address these specific criteria when answering the narrative questions in the online grant application. The criteria are the panelists' guide in rating applications.

<b>1. Artistic merit, originality and innovation of the applicant's work</b>	<b>Maximum: 60 points</b>
• Clearly supports the creation of new work	51–60 = Excellent
• Artistic merit as evidenced by submitted images/samples	41–50 = Good
• Emphasizes imaginative scope and vision	31–40 = Fair
• Professional qualifications or record of artistic achievement as evidenced by résumé and professional recognition	30 or less = Poor
<b>2. Potential impact on tourism and convention/hospitality industry</b>	<b>Maximum: 25 points</b>
• Offers the highest visibility to both residents and out-of-town visitors through its location and proposed promotion/marketing	21–25 = Excellent
• Clear benefit to the general public	16–20 = Good
• Serves to promote tourism and the hotel and convention industry	10–15 = Fair
	9 or less = Poor
<b>3. Feasibility of the project and reasonableness of proposed expenses</b>	<b>Maximum: 15 points</b>
• Application is clear and concise	13–15 = Excellent
• Detailed and organized timeline and proposed expenses are reasonable	10–12 = Good
• Record of successful completion of arts projects of similar scale and scope	7–9 = Fair
• Capacity to meet proposed project's objectives	6 or less = Poor
• Budget is clear and reasonable	

The criteria, which have been developed over a period of time and with input from Houston Arts Alliance constituents, represent the qualities that are considered important for a well-designed artistic endeavor. The criteria are intended to set standards; therefore, not every applicant will meet the criteria in exactly the same way.

## Public Presentation of Work

- Artists are required to present their work in a public venue, and submit a signed venue confirmation letter to HAA (June 2012).

## Online Support Materials

1. **Online Work Samples.** You will need to post 3 work samples for panel review online on a single website. If you are submitting video please make sure that all videos (up to 3 with a 3 minute limit total) are accessible through one site. It can be your personal website or any number of free blogs including:

<http://wordpress.com>  
[www.blogger.com](http://www.blogger.com)  
<http://www.myblogsite.com>  
[www.weebly.com](http://www.weebly.com)  
[www.scribd.com](http://www.scribd.com) (literature/ sheet music)  
<http://soundcloud.com/> (soundcloud)  
<http://vimeo.com/> (video)  
<http://www.youtube.com/> (video)

3. **Artist Team.** If applying as an artist [collaborative] team, please note the following: Only the primary applicant needs to submit residency verification. Please provide résumé or curriculum vitae for the additional artist[s] involved in the project or the creation of new work. You will need to combine the artist statement and biography to reflect the aesthetics of the team rather than the individual.
  - Team members are strongly encouraged to submit samples of their previous collaborative work. Team members may submit individual samples; however, the total material submitted cannot exceed the prerequisites detailed below.

## Visual Arts

Artists working in design arts, works on paper, metals, stone, crafts, fibers, sculpture, media arts, photography, folk arts, etc.

### 1. Images

- You will need to post 3 high-resolution work samples for panel review online on a single website. It can be your personal website or any number of free blogs including: <http://wordpress.com>; [www.blogger.com](http://www.blogger.com); [www.weebly.com](http://www.weebly.com); [www.scribd.com](http://www.scribd.com); [www.youtube.com](http://www.youtube.com); <https://sites.google.com/> and <http://www.myblogsite.com>.
- NO PowerPoint presentation
- Work older than three years will not be presented.
- Double check your submission links to ensure that they are working properly.
- If you are submitting a video component with your application you may only submit a total of 3 items for panel review online. They can be any combination of images and video (3 min total), for example 1 video and 2 images.
- In your description sheet (to be uploaded at the end of the online application in eGrant) include the applicant's name, title of work, medium and date of completion. We encourage you to use this space to insert a brief description of the piece, if it is part of a series and theory behind it.

## Creative Writing

Creative Writing artists working in poetry, non-fiction, fiction, playwriting and screenplays. [As most panels are blind, place your name only at the top of the first page.]

- Submit clearly organized online work samples including, up to 10 pages for prose or poetry on a single website. We recommend uploading them onto [www.scribd.com](http://www.scribd.com) and linking all samples to a single website or blog. Work older than three years will not be presented.
- Work samples should best represent your creative ability and be legible. For the purposes of this grant, critiques of other artist's work are defined as interpretive and are not eligible for consideration.
- Handwritten samples are not acceptable.
- If you are providing work that is a sample of a large piece on your description sheet (to be uploaded at the end of the online application) provide a one page description of the larger piece. Limit your description to one page only.

## Music Composition

Artists working in sound design for original music production or sound art compositions.

- Submit up to 3 recent examples of original compositions as a 3 minute audio sample online. Work older than three years will not be presented.
- You may also submit up to 10 pages of scores or lyric sheets to compliment the audio samples submitted. We recommend uploading them onto [www.scribd.com](http://www.scribd.com) and linking all samples to a single website or blog.
- For the purposes of this grant, altering another artist's composition is defined as interpretive and is not eligible for consideration.
- In your description sheet (to be uploaded at the end of the online application in eGrant) detail the applicant's participation in each of the projects demonstrated. Include the applicant's name, title of work, and date of completion. In the case of documented, professional or group projects, applicants should indicate personal responsibilities.

## Choreography

Artists pursuing movement and dance composition.

- You will need to post up to 3 recent online video examples (3 min total) of original compositions for panel review on a single website.
- Work older than three years will not be presented.
- For the purposes of this grant, altering another artist's choreography is defined as interpretive and is not eligible for consideration.
- In your description sheet (to be uploaded at the end of the online application) detail the applicant's participation in each of the projects demonstrated. Include the applicant's name, title of work and date of completion, as well as a brief description of the piece and applicant's role in the development and execution of the project. In the case of documented, professional or group projects, applicants should indicate personal responsibilities.

## Multidisciplinary/ Performance Art

Artists combining three or more artistic disciplines.

- You will need to post 3 work samples of your recent work on a single website for panel review. If you are submitting a video component with your application you may only submit a total of 3 items totaling up to 3 minutes of viewing. They can be any combination of images and video, for example 1 video and 2 images.
- Please make sure that all three items are accessible through one site. Work older than three years will not be presented.
- Double check your submission links to ensure that they are working properly.
- In your description sheet (to be uploaded at the end of the online application) detail the applicant's participation in each of the projects demonstrated. Include the applicant's name, title of work, and date of completion. In the case of documented, professional or group projects, applicants should indicate personal responsibilities.

## Items to Upload

1. **Description Sheet** (Dependent upon discipline refer to Online Support Material Section above)
2. **W-9 Form** (link available through eGrant)
3. **Proof of Residency 2010-2011**
4. **Proof of Residency 2011-2012** (Proof of two year residency can be established with a pdf of a lease agreement, voter's registration card, utility statement, tax return and other dated documents that prove two consecutive years [most recent 24 consecutive months] of Houston residency in the applicant's name prior to deadline date)

## eGrant © Online Application Instructions

The Individual Artist Grant Guidelines may be accessed and downloaded through Houston Arts Alliance website [Please refer to the following link: [Individual Artists - Grants - Houston Arts Alliance](#)].

- We strongly encourage applicants to download and review the guidelines prior to accessing the eGrant system.
- Houston Arts Alliance Grants staff can provide applicants with assistance using the Online Application System. However, staff can neither write the application nor input data for you.

### REGISTRATION:

Eligible artists applying in the Artist Project and New Works Fellowship categories are asked to apply through the eGrant. Houston Arts Alliance no longer accepts applications on paper for this grant program. [Please refer to the following link to access website: [E-grant - Grants - Houston Arts Alliance](#)]











In order to begin the application process, each applicant will need to establish an account. If you established an account, simply enter your login and password to access the main menu. If you have never used the eGrant system, please click the “**Register**” link. If you have forgotten your login and password, contact the Grants Department.

1. Logins and passwords are *case sensitive*.
2. Each applicant will need to provide an email address. Please make sure that the email address you provide is accurate as it will be used for primary contact during the application process. Each applicant should have her/his own individual email address when applying.
3. A “Houston Arts Alliance eGrant© Registration Confirmation” email will be sent to each applicant once all of the required information has been entered. Your Login and password will be noted here. Please keep a copy for your records.
4. You should click “**Proceed**” to begin using the site.

**MAIN MENU:** To begin, select a Grant Type from the drop-down menu and click the “**Create New Application**” button. You should perform this step only once.

Create New Application

1. Once you have established a login and password, you may return to the site as needed to complete the online application. Remember, you can save the application and return to finish it later. Simply login and the main menu screen will appear. The following is a sample screen:

FY	Application	Phase	Due	Status	Actions
	Individual Artists Grant (IAG) (ID:2414)	Application 2011-2012	12/12/11 4:30 PM	Working	    
Legend					
		To email questions to staff.			
		To access the FY2012 Guidelines.			
		To edit the application/To continue the application.			
		To delete the application.			
		To view the application, Read only document. You can print your application using this key.			

## EGRANT © ONLINE APPLICATION

### 1. Contact Information

Please review carefully. Check your spelling.

- (a) Select the category for which you are applying for the IAG Fellowship: Emerging or Established.
- (b) Enter your legal name.
- (c) Enter your residential address. Remember this must be a City of Houston physical address. Applicants will be required to provide proof of residency. If you are working as a team, the address must belong to the principal applicant.
- (d) Enter a primary phone. If you have a secondary number or fax number, you have the option of entering it at this time. Additional phone numbers allow us the opportunity to contact you should any problems arise.
- (e) Enter an email address. Each applicant should have his/her own individual email address when applying. This will be the primary means for Houston Arts Alliance to communicate with the applicant.
- (f) Enter a web link to your support materials (This can be a website, blog, etc. – See page \_\_ for additional details).
- (g) Save this page.
- (h) You should click either **“Save Your Work”** to stop and continue at a later time or **“Save & Next”** to continue the process.

### 2. Demographics

Please select from the drop-down menus as appropriate. Please read carefully.

- (a) Houston City Council District and Harris County Precinct information may be found on your voter registration card or by entering your zip code on the City of Houston website (<http://www.houstontx.gov/>).
- (b) Save this page.
- (c) You should click either **“Save & Previous”** to go back a page or **“Save Your Work”** to stop and continue at a later time or **“Save & Next”** to continue the process.

### 3. Grant Information

Please complete each field as appropriate.

- (a) Enter the amount of your grant request. Fellowship applicants may either request \$5,000 [emerging] or \$10,000 [established]. [New Works Fellowship, pages 10-11].
- (b) Please select the artistic discipline that best fits your art form.
- (c) Please indicate the number of artists that will be associated with this application [including the applicant].
- (d) Please enter a start and end date for your proposal. Your Project or Fellowship should take place during term of your grant [see page 6 for details]. Houston Arts Alliance cannot fund activities that occur before or after these dates.
- (e) There are two downloadable forms within the application. You should download the forms and save them to your computer. Please do not try to complete the forms and save them to Houston Arts Alliance’s website.
  - **Application Checklist.** ALL APPLICANTS must download, complete and attach the form to the online application.
- (f) Save this page. You should click either **“Save & Previous”** to go back a page or **“Save Your Work”** to stop and continue at a later time or **“Save & Next”** to continue the process.

### 4. Narrative Questionnaire 1



## 5. Narrative Questionnaire 2

Please complete this section as applicable. Remember all applicants are required to have a public demonstration of the new work created during the grant cycle. Awarded grantees will be required to present their work in a public venue, and submit a signed venue confirmation letter to HAA by (Feb/Mar 2012).

- If you have a location that meets the requirements of the Hotel Occupancy Tax (open to the public) in mind or confirmed please indicate the venue including the address and zip code. [150 Words or Less]
- Please indicate if you are willing to take part in a Houston Arts Alliance sponsored event such as group exhibitions at Alliance Gallery (formerly space125gallery) or performances at the Bayou City Art Festival. This is not a requirement.

Save this page. You should click either **“Save & Previous”** to go back a page or **“Save Your Work”** to stop and continue at a later time or **“Save & Next”** to continue the process.

## 6. Items to Upload

You will need to upload the following items:

1. *Description Sheet*
2. *W-9 Form (available online)*
3. *Proof of Residency 2010*
4. *Proof of Residency 2011.*

## 7. Verification and Submission

In this section you will receive notification if your application is complete. Errors will be listed on this page.

- (a) Select **“View Your Application”** if you wish to review your information. If you have attached any files, you will have to go to the file’s location on your computer. Remember to PRINT a copy and retain it in your files.
- (b) Click **“Submit My Data.”** Once you click this button you will be unable to make any changes or adjustments to the form. Do not select this option until you are certain that you are ready to submit the application. No changes can be made after you submit the form.
- (c) An “Individual Artists Grant [IAG] eGRANT Submission Confirmation” will be sent to the email address provided.

Remember, Houston Arts Alliance must receive your application no later than 5:00 P.M. by the deadlines indicated on page 5 of the Guidelines and that this is a two part application process. You must submit the [eGrant Application](#) and [Required Support Materials](#) by the due date.

## Helpful Hints

1. Applicants may type or “cut-and-paste” text into the application. We strongly recommend that you “cut-and-paste” from a word-processing program. This will allow you the opportunity to check for grammatical and spelling errors as well as the word count.
  - Clear all formatting; save your data as plain text. Please do not insert any special characters or fonts. This includes: bold, underlining and italics. Once downloaded into our system, special characters and formatting may translate into alternate typefaces making the application difficult to read.
  - As you complete each page, be sure to click one of the **“Save”** buttons at the bottom of the screen BEFORE proceeding to the next section or logging out. Otherwise, **you will have to reenter the information.**

2. Please note that when answering the “Narrative Questionnaire,” applicants should refer to the criteria by which each application will be evaluated: **artistic merit**; **impact on tourism**; and **feasibility**. Please answer each question as clearly and concisely as possible.
3. Remember you can save the application and return to finish it later. All applications must be submitted by 5:00 P.M. [as determined by our system] by the published deadlines. Applications received after the 5:00 P.M. deadline will not be accepted.
4. If the application is inactive for an hour, the system will automatically time off. If you have not saved your information, it will be lost.
5. **SHOULD YOU HAVE ANY QUESTIONS ABOUT THE APPLICATION, PLEASE EMAIL HAA GRANTS STAFF AT:**
  - **Fleurette Fernando**, Director of Grants: [Fleurette@haatx.com](mailto:Fleurette@haatx.com)
  - **Crystal Benavides**, Grants Manager: [Crystal@haatx.com](mailto:Crystal@haatx.com)
  - **Palmer Mena**, Grants Assistant: [Palmer@haatx.com](mailto:Palmer@haatx.com)