



## INDIVIDUAL ARTIST GRANT PROGRAM 2024 GUIDELINES

The St. Petersburg Arts Alliance is partnering with the Mayor’s Office of Cultural Affairs and the Arts Advisory Committee to establish an Individual Artist Grant Program. Individual Artist Grants provide up to \$5,000 for artist-driven projects that benefit the public and enrich the community of St. Petersburg by advancing artistic excellence and increasing access to innovative and diverse arts experiences. These awards support the public engagement of individual artists, work or projects that further artists' careers with professional practice, helping them grow and thrive.

The program is designed to support public engagement of individual artists in genres such as Visual/Craft Arts, Music, Theater, Literature, and more. Special focus will be given to projects aligning with equity, diversity & inclusion values.

**Mark your calendars! The Individual Artist Grant Program application deadline is August 21, 2024, at 5:00 pm. Don't miss this opportunity to secure funding for your artistic project.**

Applications must be RECEIVED via the online system. <https://forms.gle/ihKbzpEMrwguydnn8>

### **GRANT PERIOD:**

- The grant period is **September 9, 2024, through December 30, 2024.**
- **You may request funding up to \$5,000.**
- All projects should be **completed by 11:59 PM Wednesday, December 30, 2024.**  
\*The date may be extended if a community engagement component of the program occurs after that date.
- Grant funds may not be requested for project expenditures before the application’s submission date.
- **Contact Charlene A Harrison, Director of Operations, at [charlene@stpeteartsalliance.org](mailto:charlene@stpeteartsalliance.org) or (727) 557-9180.**

### **ELIGIBILITY**

- To be eligible for the Individual Artist Grant Program, you must be at least 18 years of age. This ensures the program is open to artists ready to take their careers to the next level.
- Artists who have received an award within the past two years are not eligible for 2024 Grant funds.
- Applicants must live or work in the City of St. Petersburg and plan to continue their residency in the City of St. Petersburg following the grant award.
- Students pursuing ANY degree or full-time faculty in higher education are NOT

ELIGIBLE for college or university projects. Faculty may apply if it is for a separate creative business.

- "Accomplished" status may be determined by artistic resume, training, or achievement; catalogs; programs, press clips, and/or articles.
- The applicant's resume must show commitment to the art form through education, training, or professional experience and must show evidence of exhibition and public performance.
- Non-profit arts organizations are not eligible for this grant and should apply to the City of St. Petersburg's Arts Grants Program.

### **PROJECT GOALS, CRITERIA & SCORING**

A jury consisting of professional artists, SPAA Board representatives, staff members, and local cultural leaders evaluate applications. A total of **100 points** is possible, with **70 points required** for funding consideration. Funding decisions will be based on the following:

1. Creativity & Innovation: A unique approach to your art form that is distinct from others in your field and pushes boundaries. **(20 points)**
2. Impact: Your project will make a positive impact on a specific community, the public, or the world at large. **(10 points)**
3. Community Connection: Your project involves collaborating or engaging with other artists, organizations, or community members in a way that fosters connectedness and belonging - particularly in terms of equity, diversity, and inclusion. **(20 points)**
4. Personal Growth: This project will enable you to grow and advance your artistic practice and/or career goals. This could include developing new skills, exploring new ideas or techniques, or taking risks in your work. **(10 points)**
5. Feasibility: The budget and timeline for the project, as well as your relevant experience, demonstrate that you can execute it successfully. **(20 points)**
6. Completeness and clarity of the application. **(10 points)**
7. Artistic excellence as demonstrated by work samples and professional resume (including any combination of education, artistic training, and level of achievement and/or evidence of commitment to personal artistic development). **(10 points)**

### **FINE PRINT**

#### **ACCOUNTABILITY/REPORTING/PAYMENT**

In all publicity, websites, printed, or production materials related to the grant project, the recipient must credit the St. Petersburg Art Alliance and the St. Petersburg's Office of Cultural Affairs for support in the same font size or larger as any other sponsors.

Grantees are responsible for submitting a final report with examples of the grant project's results to the St. Petersburg Arts Alliance within 30 days of the project's completion.

All grant recipients are considered independent contractors and will receive a 1099. Recipients are responsible for any tax obligations under federal, state, or local laws. You are required to submit an IRS W-9 form before we can issue a check.

### **ALLOWABLE EXPENSES**

- **MATERIALS/SUPPLIES:** Purchase of materials and supplies that are necessary for the completion or production of NEW work.
- **EQUIPMENT:** Equipment purchases or rentals must be directly related to creating NEW original artwork. Specifications regarding product description, supplier, and cost must be attached.
- **PRESENTATION/ DOCUMENTATION:** Costs related to producing materials such as slides, discs, catalogs, portfolios, demo tapes, manuscripts, music charts, etc.
- **SERVICES:** Vendor or facility rentals for the presentation/production of NEW work.

### **EXCLUDED EXPENSES**

- Expenses that are not reimbursable include alcoholic beverages, vehicle rentals, personal rent, entertainment, gratuities, and meals.
- Expenditures made before August 1, 2024.

### **INDIVIDUAL ARTIST APPLICATION INSTRUCTIONS**

- Please use the online application form link: <https://forms.gle/ihKbzpEMrwguydnn8>  
The application form calls for:
  - A description of the project for which you are seeking funds. (500 words max.)
  - Description of how the project will impact the St. Petersburg community. (300 words max.)
- Please use the [downloadable budget form](#).
- Include a Memorandum of Understanding, if applicable. This is documentation of the project's community involvement, e.g., an agreement with a gallery, theater, or other venue showing your work.
- Attach a resume, list of performances, exhibitions, or published works with specifics (a Maximum of two pages).
- Include work samples (see below for details).
- Optional:
  - Submit other support materials (i.e., letters, articles, reviews, programs, and other promotional materials as evidence of your artistic and professional achievements. Label each piece with your name on each document for ease of review by the judging panel. Do not submit materials other than those detailed in this application.

- If you will be using music, video, or other media that you would like to share to support your application, please note this at the bottom of your application form as prompted. You can share MP3s or links with us via email or by dropping off a thumb drive at the SPAA office.

### **REQUIRED DISCIPLINE DOCUMENTATION**

We are not responsible for loss or damage of materials; however, every effort will be made to care for the materials appropriately submitted. Samples must be submitted in protective packaging.

Check each flash drive copy to be sure it is readable/playable on Apple or other personal computers.

#### **VISUAL, DIGITAL, CRAFT**

- Provide three copies of work samples via email or on one flash drive. Label work samples.

#### **MUSIC, THEATRE & DANCE**

- Include in email or send one flash drive of up to two examples of work. This could be excerpts recorded from a previous performance/production within the past two years or recently filmed audition pieces. Label work samples and include dates of performance.

#### **LITERARY ARTS**

- Provide three copies of work samples via email or on one flash drive. This could be writing samples or recordings of your work from previous performances. Label work samples.

### **APPLICATION CHECKLIST**

- **Completed and signed application form.**
  - **Project Description**
  - **Project Impact Description**
- **Project Budget Form**
- **Memorandum of Understanding/Community Involvement (agreement with gallery, theater, or other that will show work)**
- **Artistic Resume**
- **Optional. However, it can have a positive impact on your application: Labeled Support Materials (i.e., letters, articles, reviews, programs, and other promotional materials as evidence of your artistic accomplishments and professional achievements)**
- **Work samples as indicated above**