

**THE JAX ARTS PROJECT – Round 2**

**Sponsored by PNC**

**GRANT GUIDELINES & INSTRUCTIONS**

 **THE GRANT PROGRAM:**

The Cultural Council of Greater Jacksonville is committed to investing in artists. We are therefore pleased to present the **JAX Arts Project - Round 2** in partnership with the PNC Foundation, which is committed to enhancing quality of life through cultural enrichment.

Individual artists need time, space, and energy to create their work. The JAX Arts Project - Round 2 will address these basic conditions that must exist for creativity to flow and thrive. Grant awards of $2,500 each will enable local artists (of any discipline) to focus on the completion a work product. This could be an entirely new work, or a work that the artist previously started, but plans to complete during the grant period. Following the grant period, all grantees will then have the opportunity to share and discuss their work in a community forum hosted by the Cultural Council and PNC.

Funding is available for seven grant awards.

**ELIGIBILITY CRITERIA:**

The JAX Arts Project – Round 2 is open to individual artists. To be eligible to apply, the applicant must meet the following criteria:

* Be 18 years of age or older
* Be a resident of one of the following Northeast Florida counties: Clay, Duval, Nassau, or St. Johns
* Additionally, the applicant must meet the following requirements:
	+ Be an individual artist working in any artistic discipline
	+ Demonstrate work as a professional artist
	+ Submit a project that takes place and has grant funds expended between the six-month grant period: May 15, 2023-Nov. 15, 2023
	+ Be willing to share and discuss their work through participation in a wrap-up event open to the public

Please note: Grant award recipients from the JAX Arts Project - Round 1 may not apply for Round 2 funding.

**HOW TO APPLY:**

* The application for the JAX Arts Project will open on Friday, March 3, 2023.
* The application must be submitted online through the Cultural Council’s online grants system.
* LINK:  <https://www.grantinterface.com/Home/Logon?urlkey=culturalcouncil>
* Create a log-in to the online grants system.
* You’ll see the name of the grant program – JAX Arts Project – Round 2.  Click the “Apply” button and the application form will open so that you can begin work.
* A grant writing tip sheet is available.
* You can save a draft and log back in later.  Work may be saved by clicking the “Save” button at the bottom of the form. Click “Edit” to continue work.
* Character counts for the proposal are included in the application form.  One page in Word equates to 3,400 characters. Composing the text responses in Word and then copying and pasting them into the online system is recommended.
* Responses to questions marked with an asterisk are required.
* Click the “Submit” button when the proposal is complete.
* You will receive an automated message that your application has been received.
* Deadline to apply is Tuesday, April 18, 2023 (11:59 p.m. - online).

**REQUESTED INFORMATION AND PROPOSAL COMPONENTS:**

* BASICS:
	+ Contact information
	+ Eligibility
		- Age Requirement
		- Proof of residency in 4-county Northeast Florida area
	+ Demographic data
		- Gender, age range, race/ethnicity, zip code
* PROPOSAL:
	+ Biographical Sketch
		- Provide a biographical sketch of the applicant that includes qualifications for carrying out the project successfully (work history, education, artistic/cultural experience, other relevant experience, etc.)
		- Character count allowed:  3,400
* Project Description
	+ Include the following information:
		- Description of anticipated work product resulting from grant award
		- If project includes a way for the public to participate (i.e. performance, exhibit, publication, etc.), please include those details
		- Current status of project
		- Timeline for project completion
			* Grant project must take place and grant funds must be spent between the six-month grant period of May 15, 2023 and Nov. 15, 2023
		- Expected outcome(s) of project
			* How would completion of the work help you grow as an artist?
	+ Character count allowed:  10,000
* BUDGET:
	+ How would the grant award be used to help complete a work of art?
	+ Character count allowed:  3,400
* BUDGET DETAIL:
	+ Provide an itemized grant budget of $2,500
		- A specific work of art (any discipline) will be completed as a result of the grant award
		- Budget expenses must contribute to the completion of the work product
		- The funding will provide the time, space, equipment, materials -- whatever is reasonably needed to do it
		- Artists may work on the project with other artists, but there must be a lead applicant responsible for the project
	+ Expenditures must take place during the grant period (May 15, 2023- Nov. 15, 2023)
* Character count allowed:  3,400
* SUPPORT MATERIALS:
	+ Upload and provide a description for any photographs, audio/video material, press clips, reviews, promotional materials, prior work, etc. that will help illustrate the background/experience of the applicant.
	+ Upload and provide a description for any photographs, audio/video material, script, prior work, etc. that will help illustrate the proposed project.
	+ 12 MB total allowed for each support material
* CERTIFICATION
	+ Please sign and date the application.

**PROJECT EVALUATION:**

Grant awards will be determined by a panel of evaluators, who will evaluate eligible applications according to the five following statements:

1.       The applicant is capable of carrying out the project successfully.

2.       The project has artistic merit.

3.       The project description is thorough and thoughtful.

4.       The project will result in a work product.

5.       The project budget aligns with the project description.

**THE GRANT AWARD:**

* Grant awards of $2,500 will be awarded to up to seven applicants who meet the eligibility criteria and demonstrate project merit.
* Grant awards will be publicly announced.
* The grant award will be divided into two payments:  $2,250 will be advanced at the start of the project and the remaining $250 will be paid following submission and approval of the final report.
* To receive the grant award, individuals must:
	+ Sign an award agreement
	+ Sign a photo/publicity permission form
	+ Provide a signed IRS Form W9
* Upon completion of the grant period, grantees will:
	+ Submit a final report in the Cultural Council’s online grants system by Thursday, Nov. 30, 2023.
	+ Grantees should prepare for the following:
		- Budget receipts for the $2,500 grant award
		- Examples of expenditure proof include:  cancelled checks, credit card receipts, etc.)
		- Brief written report that details the project outcome(s)
		- Photo or Video documentation of the project
		- Support material that documents any publicity about the project and provides funding acknowledgement of PNC and the Cultural Council
		- Participation in a JAX Arts Project art showcase and forum
			* After the grant period ends, grantees will come together to celebrate and share about the grant projects during an event open to the public.

**TIMELINE: JAX Arts Project - Round 2**

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| Friday, March 3, 2023 | Grant application opens |
| Tuesday, April 18, 2023 (11:59 p.m.-online) | Grant application DEADLINE |
| Friday, May 12, 2023 | All applicants notified of award status; award documents distributed to grantees |
| By Friday, May 19, 2023 | Grantee award documents due |
| By Wednesday, May 24, 2023 | $2,250 partial award payments disbursed |
| Tuesday, May 30, 2023 | Grant awards announced publicly |
| May 15, 2023-Nov. 15, 2023 (six months) | Grant period –project must take place and grant funds must be spent between these dates |
| Thursday, Nov. 30, 2023 (11:59 p.m. – online) | Grant report DEADLINE; final $250 payment disbursed upon approval of report |
| 6-8 p.m., Tuesday, Dec. 12, 2023 @ The Jessie | Grantee presentation and celebration event with PNC and the Cultural Council |

**QUESTIONS:**

Please contact:

* Amy Palmer (apalmer@culturalcouncil.org)
* John Poage (john@culturalcouncil.org)