

Q: How do I apply?

A: Interested artists can fill out an application online through Foundant at: <https://www.grantinterface.com/Home/Logon?urlkey=culturalcouncil>

Applicants are encouraged to do one of the following prior to submitting an application:

- Attend a pre-submission workshop at The Jessie, 40 East Adams St., Room 208
 - JULY 31, 2024 at 9:30 a.m.
 - AUGUST 21, 2024 at 3:30 p.m.
- View the recording of either workshop

Please note: workshop attendance and workshop viewing are encouraged, but not required in order to apply. If you have any questions, please email artistgrant@culturalcouncil.org

Q: What is the purpose of this grant?

A: This grant is intended to provide funding and professional development support to individual artists living and working in Duval County, to enable them to grow in their artistic practice/arts-related business.

Q: What does this program fund?

A: The Artist Grant Pilot Program provides awards to individual artists to support their artistic practice and endeavors. It's not a "project-specific" program. This grant is designed to provide support for artists who have been living and working in Duval County throughout the past year and are committed to live and work in Duval County through September 30, 2025.

Funding for the Artist Grant Pilot Program is provided by the City of Jacksonville and is administered on its behalf by the Cultural Council of Greater Jacksonville, Inc.

Q: What is the funding period for which reimbursements are allowed?

A: Allowable expenses incurred between October 1, 2023 and September 30, 2025 will be reimbursed to fund completed, tentative, and proposed artistic pursuits.

Q: What is the maximum award amount that selected artists will receive?

A: Awards will be made to 60 individual artists at \$10,000 each. Individuals can submit one (1) application before the **deadline of Friday, August 30, 2024 at 11:59 EST.**

Q: How do you define Professional Artist?

A: For the purposes of this grant, a professional artist is defined as a person who has created a recognized body of work over a sustained period and pursues this work as a means of livelihood. Artists of all disciplines are welcome to apply.

Q: What do you mean by Creative Entrepreneurs?

A: For the purposes of this grant, creative entrepreneurs are limited to those who work directly, primarily and to the benefit of individual artists such as curators, producers and presenters.

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Q: What expenses are allowable with this funding?

A: See Allowable Expenses page

Q: What are the requirements for me to receive the funds?

A: See Requirements of Grantees section

Q: What will I need to submit as proof of residency?

A: Proof of residency is required at the time of application. Acceptable documentation must include your physical address in Duval County. These documents include a current FL Driver's License, Property Tax Record, Lease Agreement, current Voter's Registration, utility bill, or IRS Income Tax Return for year 2023. Permanent Resident cards and Passports are NOT acceptable.

Note: Applicants providing copies of an IRS Income Tax Return are strongly encouraged to redact their personal financial information.

Q. Do I need to match the funds with additional funding?

A: No; matching funds are not required.

Q. What are the reporting requirements?

A: Grant recipients will be required to complete financial reports and impact reports throughout the funding period. Financial reports include monthly expense reports and a final expense report at the conclusion of the funding period. Impact reports describing Return on Investment (ROI) surveys will also be administered.

Q: What should I include in my application to showcase my work as a professional artist?

A: Work samples should provide evidence of your work as a professional artist and may include still images, short videos; audio or dynamic media files; writing samples (e.g., excerpt of poem, script or play), etc. You may submit up to 5 work samples. Your portfolio should include supporting materials that provide further confirmation of your work as a professional artist and may include documents such as catalogs, program books/playbills, postcards or flyers, news articles, letters of support, a link to your website, etc.

Q: I see that I have the option to submit support documents. What should I include?

A: You may submit up to three (3) support materials. Support documents should provide further confirmation of your work as a professional artist and may include documents such catalogues, program books/playbills, postcards or flyers, news articles, letters of support, your website (in the form of a link), etc.

Q: What type of work samples am I required to provide as part of the application?

A: Each application must include up to five (5) work samples. Samples may include images, videos, sound files, PDFs, and other mediums used in the artist's creative practice. Video and/or sound examples are limited to no more than three (3) samples with a maximum running time of 5 minutes each and 10 minutes total. Writing Samples are limited to 5 pages each.

Q: The work samples section on the application has a space for files and a space for links. Can I submit files and links?

A: Yes, you may submit a combination of files and links. However, an applicant may upload a maximum number of 5 work samples including files and links . Panelists will not review samples that exceed the maximum number allowed.

Q: What file formats are accepted for the work samples?

A: A list of direct links to online content for video and audio files is preferred. Panelists are not responsible for broken or inaccessible online content. Acceptable file types include: pdf, jpg, jpeg, mp3, mp4, m4a, wav, mov, avi, mpg, 3gp, flv, webm, wmv, ogg, aac, flac, aiff, wma, mkv, m4v.

Q: Will I be responsible for paying taxes on the grant award?

A: Grant recipients will receive a 1099 from the Cultural Council. Please consult your tax professional on your specific needs.

Q: Does the City of Jacksonville own my artwork?

The artists retain rights to their original artwork and created product.

Q: How will I receive my payments if I am selected as a grantee?

A: Grant recipients must open a separate bank account to receive their funding, and may only reimburse themselves for purchases after expenses are approved. Grant payments will be disbursed via direct deposit from our secure payment system (Gusto).

Q: What is the pay schedule for the funds?

A: An initial payment of \$1,000 will be disbursed for start-up costs in about December 2024, after grant award contracts are fully executed. Reimbursements for allowable expenses will be made by direct deposit monthly, after expenses are approved. The Cultural Council of Greater Jacksonville and grant recipients must adhere to City Ordinance Chapter 118.201(f)(7) that legislates how grant funds can be disbursed.

Q: Is childcare a reimbursable expense?

A: No

Q: Is Vehicle Insurance a reimbursable expense?

A: No

Q: Is Health Insurance a reimbursable expense?

A: No, medical insurance of any kind is not-allowable.

Q: Is General Liability Insurance a reimbursable expense?

A: Yes, as it applies to your creative practice.

Q: Are property taxes a reimbursable expense?

A: No

Q: Would this funding conflict with my Social Security?

A: We cannot answer this question and ask you to please consult a subject matter expert like your SS officer or tax professional.

Q: Who can help preview my budget and application before submitting?

A: The Grant Support staff cannot provide review of your application and budget prior to submitting. We can answer specific question with regards to program guidelines and city fund restrictions. You are welcome to consult with other peers or outside grant writing professionals at any point in time.

Q: Can I include work in my application that I created under another name or pseudonym outside of Duval County?

A: Yes. You just may want to note that in the narrative so that it is clear to panelists.

Q: If I have expenses that fall with in the grant time but are already reported to the IRS or have been covered by the sale of a work, etc. are they still reimbursable?

A: Yes

Q: Can I pay myself (hourly or salary) with these funds?

A: No. These grant funds cannot be used for the grantee to pay themselves or pay for their personal benefits - medical, retirement, etc.

Q: Will the grantee be able to make changes to the submitted budget during the course of the grant period?

A: Yes, as always within the allowed cost and in consultation with the CCGJ.

Q: Are meals an allowable expense?

A: No. Food items including restaurant meals, grocery food items or drinks are non-allowable.

Q: Will you accept receipts for payments for allowable expenses via Apps like Cashapp, Venmo, Zelle and Apply pay?

A: Yes

Q: Are the work samples we upload have to be what we are creating during the grant period?

A: No.

Q: Can you submit work that you have done under the direction of another artist?

A: Yes. Just credit appropriately and explain your specific contribution.

Q: Can the funding be used to pay for workshops, conferences, related travel and other professional development opportunities?

A: Yes.

Q: Are both Equipment (semi-permanent) and Supplies (consumable) allowable.

A: Yes but they both have to fall under the \$1,000 limit.

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Q: What should I do if my files are too large?

A: Foundant (the application software) is limited in the file size available for each application. YouTube video or Google Drive links are recommended (Make sure Google Drive permissions are public if submitting a google link). Place these links in the description box and be sure to include both the link and a brief description. Make sure only one link/sample is uploaded per question box. Video/Audio is limited to 10 minutes per sample.

Q: If an applicant works for an organization affiliated with the Cultural Council can they still apply?

A: Yes. The restrictions for this are only Cultural Council Staff, Board, Committee members and their immediate family.

Q: If an item over the limit of \$1,000 is broken into monthly payment plan, will that be eligible?

A: Payment plans will not make a \$1,000K item eligible. Monthly Subscription are as they are a unit cost of 1 month.

Q: Can I have a full time job in addition to my art making and still apply?

A: Yes.

Q: Does accepting this grant affect eligibility for future grants?

A: No.

Q: Can this grant be used to supplement costs on another project grant?

A: Yes.

Q: Does artwork shipping count as an allowable expense?

A: Yes.

Q: Are payment to performers in a production an allowable expense?

A: Yes.

Q: Can bank statement count as receipts?

A: No.

Q: Can I pay touring fees or art fair registrations?

A: Yes.

Q: Can I get reimburse for supplies I used for a work that is for sale?

A: Yes.

Q: Can we edit our application after submitting?

A: No. Be sure to save as draft until you are ready to submit.

Q: Can your work / objective change during the grant period

A: Yes as long as you are still within the parameters of the grant.

Q: Are grantees required to work with a coach?

A: Yes.

Q: Do I have to spend all \$10,000?

A: Yes.

Q: Are these funds taxable?

A: Yes.

Q: Can this grant be used pay for a storage unit for my artwork?

A: Yes.

Q: Can I use my Instagram instead of listing a website?

A: Yes.

Q: How should I select items to include in my budget?

A: Applicants can include any allowable expense in the budget. However, prioritizing expenses that are most directly associated with and clearly support their artistic endeavor may strengthen an application.