

PROGRAM GUIDELINES

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.

Eligibility

- Must be a working professional artist. For the purpose of this grant a working 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.
- Creative entrepreneurs and cultural workers who work directly, primarily and to the benefit of individual artists such as curators, producers, and presenters are welcome to apply.
- Must reside in Duval County at the time of application and throughout the grant period. (July 2024- Sept. 30, 2025)
- Proof of residency is required. One of the following documents for Proof of Duval County Residency: 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 are NOT acceptable.*
- Must be over the age of 18.
- Must provide Social Security number or arts-related business Employer Identification (EIN) number.
- Pursue the development of artistic activities and practice during the program funding period of October 1, 2023 – September 30, 2025.

Ineligible

- Students pursuing undergraduate or graduate degrees.
- Non-professionals who engage in the arts as hobby.
- Employees, committee members, panelists and advisory board members of the Cultural Council of Greater Jacksonville and their immediate families.
- Artist Collectives, duos, or collaborative associations. (Note: Artists affiliated with collectives, duos, or collaborative associations are eligible to apply; however, the artist's endeavors and work samples presented in the application must reflect those of the applicant. If the work was developed collaboratively, applicants will be asked to indicate their specific role in the work).
- Any person determined to be a sexual predator or sexual offender is prohibited from receiving funding.

Requirement of Grantees

- Grantee must agree to abide by all grant terms and conditions of the contract.
- Grantee must submit W-9 Request for Taxpayer Identification Number and certification. A 1099 will be issued to the grantee for tax reporting purposes.
- Grantee must track their expenses and submit receipts.
- Grantee must open a separate bank account for (and only for) the grant funds. No co-mingling of non-COJ funds. All expenditures must be made directly from this account. No cash withdrawals will be allowed.
- Grantee must fill out an ACH form for direct deposits.
- Grantee must participate in Professional Development offered by the Cultural Council of Greater Jacksonville.
- Grantee must provide monthly reports that include expenditure receipts and a brief narrative describing how the funds directly impacted the artistic activities.
- Grantee must provide a final financial report that includes a bank statement from September 30, 2025 as well as a transaction list of expenses (COJ FORM E).
- Grantee must provide a final narrative report (or ROI survey) of no less than 500 words that includes a summary of artistic activities over the grant period matching the budget, expenses, and professional development.

Grantee Benefits

- Two application workshops hosted by CCGJ staff and consultants will be available to the public to aid any eligible applicant in creating the best possible application.
- Grantees will be assigned a Grant Coach and small group of 10 other grantees to guide them through the grant process, professional development opportunities and their own artistic goals.
- CCGJ will offer additional professional development workshops and opportunities in support of specific interests and goals of grantees throughout the grant period.
- All Grantee Artists are automatically eligible for an opt-in Artist-in-Residency with Kids Hope Alliance (KHA). This program pairs artists and K-12 classrooms and includes a stipend. All aspects of this additional opportunity are managed and paid for by KHA.

Application Instructions

- Proof of current Duval County residency
- Artist Resume or Curriculum Vitae (CV)
- Artist Bio (up to 500 Words)
- Artist Statement (up to 200 Words)
- Description of artistic activities and practice being pursued during the grant period.
- Work samples of artistic work completed within the last five years.
- Budget showing how the \$10,000 is projected to be spent (see list of allowable expenses) *All equipment purchases must be less than \$1,000, including tax and shipping.*
- Portfolio showcasing work or projects completed within the last five years.
 - Materials may include writing samples, playbills, articles, exhibition festival or conference programs, etc.

Portfolio Guidelines

- 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 a maximum running time of **5 minutes each** and no more than **10 minutes total**.
- Writing Samples are limited to **5 pages each**
- Additionally, applicants may include up to **three support materials** (ex: playbills, articles, exhibition festival or conference programs, etc.).

Evaluation Criteria

- Evidence of artistic merit through an established and recognized body of work over a sustained period
- Consistency in the submitted body of work
- Quality and scope of the artistic activities and practice being pursued during the grant period
- Local community engagement during the grant period