



Rhode Island State Council on the Arts  
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## **RISCA PROJECT GRANTS FOR INDIVIDUALS GUIDELINES**

Project Grants for Individuals (PGI) are available to Rhode Island resident artists and do not require a non-profit 501(c)3 umbrella. Through PGI, RISCA supports highly creative and talented artists who seek to produce, perform, teach, or share their work with the public. Projects might include the coordination of community arts events, public performances, arts workshops, creative collaborations, and exhibitions and installations with a strong public component.

Artists seeking PGI support will apply online at <http://www.arts.ri.gov/ind-apply>.

Potential applicants for this grant program MUST contact Cristina DiChiera, Director of Individual Artists Programs, at 401-222-3881 or [cristina.dichiera@arts.ri.gov](mailto:cristina.dichiera@arts.ri.gov).

### **Deadlines**

The deadline to apply for Project Grants for Individuals is 11:59 PM on:

- April 1 (for grant activities between July 1 and June 30)
- October 1 (for grant activities between January 1 and June 30)

In the event that a deadline falls on a weekend or holiday, the revised deadline will be 11:59 PM on the next business day. Late or incomplete applications will not be reviewed.

One application per cycle will be accepted from individuals applying in this category.

### **Eligibility**

To qualify for PGI support, you must be:

- You must be A United States citizen or Green Card holder and a current, legal resident of the State of Rhode Island. You must have established legal residence in Rhode Island for a minimum of twelve consecutive months prior to the date of application and you must be a current legal resident of the State of Rhode Island at the time that grant funds are disbursed. Rhode Island State Law (§44-30-5) defines a "resident" as someone "who is domiciled in this state" or "who is not domiciled in this state but maintains a permanent place of abode in this state and is in this state for an aggregate of more than one hundred eighty-three (183) days of the taxable year. If an individual selected for a grant award is no longer a resident of the State of Rhode Island when funds are to be disbursed, the grant award may be withdrawn.

- At least eighteen (18) years of age. Students attending high school or students pursuing undergraduate or graduate degrees in an arts discipline or an arts-related subject area at the time of application may not apply

Past recipients of RISCA funding may not reapply for support unless all final reports for previous awards have been submitted according to grant contract guidelines.

PGI applicants MAY apply for a Fellowship and a Project Grant at the same deadline.

Individuals who are staff of a non-profit organization cannot apply for funding for projects that are part of that organization's programming. Individuals who are paid staff or proprietors of a for-profit organization cannot apply for funding for projects that are a product or service of that organization. Individuals and organizations cannot apply for funding for the same project at the same deadline. Members of the RISCA staff, Council, and their spouses and immediate relatives are also ineligible to apply.

### **Funding Considerations**

The following conditions for funding apply to all Project Grants for Individuals applicants:

**Applicants may request up to a maximum of \$5,000.** Be aware that grants are frequently awarded at less than the requested amount.

Individuals applying for PGI grants do not need a match, but cash and in-kind contributions are encouraged to demonstrate support for the project.

Grants awarded by the Rhode Island State Council on the Arts are provided by the Rhode Island State General Assembly and the National Endowment for the Arts, a federal agency, on behalf of the citizens of Rhode Island. For that reason grant recipients must credit the Rhode Island State Council on the Arts on all printed material where funders and supporters are listed and on all printed programs (see Grant Award Requirements below for details).

All RISCA grant awards are contingent upon the availability of funds from the Rhode Island State General Assembly and the National Endowment for the Arts.

Grant applications are considered on a competitive basis. No applicant is guaranteed funding at any level, even if all basic criteria have been met.

### **What RISCA will and will not fund**

Council support may be used for expenses related to a specific project, such as production, presentation, marketing, and reasonable administrative expenses necessary for carrying out the project. Council support may *not* be used for:

- Bricks and mortar activities and capital improvements, or for the purchase of permanent equipment
- Eliminating or reducing existing debt, or for contributions to an endowment fund
- Fundraising efforts, such as social events or benefits
- Prizes and awards

- Hospitality expenses, such as food and beverages for openings or receptions. Under no circumstances will the purchase of alcoholic beverages be supported
- Expenses incurred or activities occurring prior to July 1 or after June 30 in the fiscal year in which the grant has been awarded
- Applications where the purpose is to “regrant” or award funds using some or all of the RISCA grant funds
- Activities which are part of a graduate or undergraduate degree program, or for which academic credit is received
- Applications for projects that proselytize or promote religious activities, or which take place as part of a religious service
- Performances and exhibitions not available to the general public, or which are inaccessible to people with disabilities

## **Review Process**

The application review process follows approximately this schedule:

- Applications are due by 11:59 PM on April 1 and October 1
- Applications are checked by staff for accuracy and completeness, and then prepared for review by an advisory panel
- Applications are sent to the panelists and are read and ranked online
- The review panel meets to determine their final funding recommendations
- Funding recommendations go to the RISCA Council for their review and approval
- Notification of grant awards will be made within eight to ten weeks of the application deadline

Be aware that there is no guarantee that the process will move according to this schedule, and it may take more time to review and award grants at certain times of the year.

Once a grant has been awarded, applicants should understand that the grant processing procedure is lengthy. In some cases, grant funds may not be received prior to the start of a project. Applicants should be aware of this possibility and plan their cash flow accordingly.

## **Review Criteria**

Each project grant application is reviewed and ranked by a panel of artists and arts professionals based on the following evaluation criteria:

### *Artistic Quality/Merit (50%)*

Programs and participating artists are of high artistic quality. The projects are designed to expand the public or students’ knowledge of and appreciation for an art form. Support materials are excellent quality and present a high level of artistic product.

### *Clarity and Achievability (25%)*

The application clearly states what will be done; when and where things will take place; why the project should be supported with public funds; and how the applicant will go about organizing, managing and evaluating the project. Budgets are clear, detailed, and accurate. There is evidence that what is proposed is achievable by the applicant, on their own or in partnership with others. In the absence of past experience, information is provided that helps make a convincing case that this project will succeed.

### *Public Value (25%)*

The Arts Council seeks to foster a strong, vibrant Rhode Island arts community that is diverse in its public offerings and provides the people of this state with the greatest public benefit possible. The Council intends to support applicants that make significant contributions to one or more of the following areas:

- Employing, engaging, or presenting RI artists, or producing/presenting their works
- Producing or presenting new works of art or works that strive to make significant contributions to the advancement of the art form
- Promoting heritage and cultural diversity and diversifying cultural participation
- Implementing arts education as a core subject area, education reform inclusive of the arts, and life-long learning in and through the arts
- Encouraging access to and participation in the arts by persons in underserved areas
- Promoting accessibility to the arts for people with disabilities (all applicants must comply with the Americans with Disabilities Act and make their programs accessible to all)
- Expanding the number and breadth of partnerships that work to make the arts a vital part of community life and extend the reach of arts projects
- Making the arts a vital part of economic development and cultural tourism

### **Access for People with Disabilities**

Applicants who need assistance completing an application and/or require an interpreter should contact RISCA well in advance of the deadline. LARGE PRINT GUIDELINES ARE AVAILABLE UPON REQUEST.

Persons with disabilities have the right to access all RISCA-funded programs. Section 504 of the Rehabilitation Act states, in part, that “no otherwise qualified person with a disability ... shall solely by reason of their disability be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.”

It is the applicant’s responsibility to ensure that all public programs and facilities used meet or exceed Americans with Disabilities Act (ADA) standards, and are accessible to all. Rhode Island arts facilities, and the managers of arts projects in Rhode Island, must make their programs as accessible as possible to the widest number of people and work to remove barriers that may block accessibility. This includes addressing the structural, programmatic, communication and attitudinal barriers that keep people with disabilities from fully participating in arts programs. See <http://www.nea.gov/resources/Accessibility/Planning/BriefChecklist.pdf> for more information.

If the facilities used for your public programs do not meet any one of the standards of the ADA, you are not in compliance and may be ineligible for RISCA funding.

### **How to Apply**

Applicants must submit a completed Project Grants for Individuals application form via <http://www.arts.ri.gov/ind-apply>, including the following attachments:

- [Project Budget](#), on the form provided in the application
- A current resume or CV
- Support Materials (see below)

For any questions regarding the form or attachments, contact Cristina DiChiera, Director of Individual Artists Programs, at 401-222-3881 or [cristina.dichiera@arts.ri.gov](mailto:cristina.dichiera@arts.ri.gov).

## **Support Materials**

Samples of work completed within the past three (3) years by the artist(s) featured in the proposed project should be documented in a professional manner and uploaded to the online application.

Other suggested support materials for your project include:

- Brochures, postcards, catalogs and other mailings
- Select press and publicity
- Sample publications
- Letters of support from key partners

You are not required to upload material in all seven boxes, though a variety of materials is encouraged in order to illustrate the strengths of your project to the review panel.

In the text box provided for each item, please list the title, year of completion, duration, medium, dimensions, etc. where applicable.

PLEASE NOTE: The online system can accommodate images, text documents, video, and audio in most formats, however *there is a 29 MB limit for ALL support materials combined*. We recommend that video be uploaded to a site such as Vimeo or Youtube and links provided in the support materials section of the application. Links to participating artist websites can also be submitted in the support materials section.

If you do not have a PDF converter, this online application system has a Fax to File function (left side bar) that allows you to fax document pages to a designated fax number that will convert them into a PDF. This PDF can be saved to your computer and then must be uploaded to your application. Free PDF conversions are also available online.

If you have trouble uploading media online you may email files to [cristina.dichiera@arts.ri.gov](mailto:cristina.dichiera@arts.ri.gov) or DVDs and CDs can be sent to the RISCA offices by the deadline date.

All support materials not uploaded to the online system must arrive at the RISCA offices by the deadline date.

## **Grant Award Requirements**

Recipients must acknowledge their RISCA support in a prominent manner in all materials and announcements, both audio and visual, related to the performance, exhibition, etc. mounted as a result of their support from RISCA. Recipients must also display, in a prominent manner, the RISCA logo in association with the acknowledgment. Further detail regarding acknowledgment can be found at <http://www.arts.ri.gov/grants/pr.php>.

Grant recipients are also encouraged to post events in Rhode Island that present their work (grant related and otherwise) to the RISCA Arts Calendar at:  
<http://www.visitrhodeisland.com/what-to-see/the-arts-calendar/submit-an-event/>

## **Final Report**

All grantees are required to submit a final report detailing their activities over the previous year within 30 days of the completion of the project or by no later than July 31, whichever comes first. Final reports are found online at <http://www.arts.ri.gov/ind-apply>.

All grantees are subject to periodic audit or review by RISCA or the State of Rhode Island and must retain fiscal records for a period of seven (7) years following completion of the grant period.

## **Limits of Liability**

The Rhode Island State Council on the Arts is not responsible for damage or loss of materials submitted to its office, whether or not such damage or loss is caused by negligence of the Rhode Island State Council on the Arts, its employees, or agents.

All supporting materials submitted must be duplications of work. No original or single editions of works will be accepted.

Support Materials will be mailed back to an applicant only if a self-addressed, stamped envelope with sufficient postage is provided (with the exception of manuscripts which will not be returned). Support Materials from applications without a self-addressed stamped envelope will be held for sixty (60) days following the award decision and may be picked up during normal business hours, 8:30 am - 4:30 pm, at the Council offices. See the Assurances section at the end of the PGI application form for additional information regarding RISCA's use of support materials from funded projects.

The Rhode Island State Council on the Arts (RISCA) reserves the right to use any text, photographs, audio, or video submitted as part of this application for limited non-commercial educational or promotional use in publications or other media produced, used or contracted by RISCA including, but not limited to: brochures, invitations, newsletters, postcards, websites, etc.