



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

Project Grants for Individuals (PGI) provides grants to artist instigated and organized arts projects with a strong public component. 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 and creation of community arts events, public performances, arts workshops and classes, public visual art, and creative collaborations.

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

Potential applicants for this grant program are strongly encouraged to contact Mollie Flanagan, Director of Individual Artists Programs, at 401-222-3881 or [mollie.flanagan@arts.ri.gov](mailto:mollie.flanagan@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**

- 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grant award is no longer a resident of the State of Rhode Island when funds are to be disbursed, the grant award may be withdrawn.
- You must be 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.

- You may apply for a fellowship and a project grant for individuals at the same deadline.

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.

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 \$3,000.** 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.

## Funding Restrictions

Council support may be used for expenses related to a specific project, such as production, presentation, marketing, paying participating artists, 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**

RISCA staff reviews each application for compliance with eligibility and submission requirements. RISCA staff may call upon applicants or grantees to furnish proof of their eligibility.

A panel consisting of five Rhode Island residents, chosen for their involvement in the arts community and in a variety of art disciplines, review each application on their computers ahead of the panel review session. The panelists score each application based on the review criteria, and take notes. The panel meets in person at RISCA offices to discuss each application and make funding recommendations. The panel's recommendations are presented to the Council for approval. Notification of grant awards will be made approximately 2 to 3 months after 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**

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

Programs and participating artists are of high artistic quality. The projects are designed to expand the public's knowledge of and appreciation for an art form. Support materials are of 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 an 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
- 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
- Creating opportunities for all Rhode Island residents to participate in the arts

### **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 for the applicant and significant program partners
- Support Materials (see below)

For any questions regarding forms or attachments, contact Mollie Flanagan, Director of Individual Artists Programs, at 401-222-3881 or [mollie.flanagan@arts.ri.gov](mailto:mollie.flanagan@arts.ri.gov).

### **Support Materials**

Support materials should directly relate to and support your application, with a focus on the three review criteria. They should be professionally formatted, easy to read, and uploaded to the online application.

Suggested support materials for your project include:

- Recent art work by the artist(s) featured in the proposed project

- Plans, sketches, or preliminary designs of the proposed project
- Brochures, postcards, catalogs and other mailings
- Select press and publicity
- Sample publications
- Letters of support from key partners

A variety of materials is encouraged in order to illustrate the strength of your project to the review panel. For artistic works, please include titles, years 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.

Since applications will be reviewed and scored by panelists on their own, outside of RISCA offices, we strongly recommend that all support materials are included in the online application. To include video or audio, we recommend including links to the work uploaded on Vimeo or YouTube. Please include the password, if necessary.

### **Grant Award Requirements**

RISCA grant recipients must acknowledge their RISCA support in a prominent manner in all materials and announcements, both audio and visual, related to the grant program. Grant recipients must also display, in a prominent manner, the RISCA logo in association with that acknowledgment. Further detail regarding acknowledgement can be found at <http://www.arts.ri.gov/grants/pr.php>.

Grant recipients are also encouraged to post to the Statewide Arts Calendar all arts events taking place in Rhode Island (grant related and otherwise) at this link: <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 grant-related activities within 30 days of the completion of the grant 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 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 artwork. 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. 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. Applicants are required to sign an Assurances section at the end of the PGI application form 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 funded grant applications 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.