



Rhode Island State Council on the Arts
<http://www.arts.ri.gov>
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RISCA PROJECT GRANTS FOR INDIVIDUALS APPLICATION QUESTIONS

NOTE: This is an application guide only. To apply to the Project Grants for Individuals (PGI) program, you must submit an application online via <http://www.arts.ri.gov/ind-apply>.

Applicant Eligibility

Project Grant applicants must discuss their proposal with Cristina DiChiera before the deadline date. Email her at Cristina.Dichiera@arts.ri.gov or call 401-222-3881

Past Fellowship or Grant recipients may not reapply for RISCA support unless all final reports for previous awards have been submitted according to grant contract guidelines. Project Grant applicants MAY apply for a Fellowship and a Project Grant at the same deadline.

Are you a US citizen or Green Card holder and a resident of the State of Rhode Island?*

You must be a citizen or a permanent legal resident of the United States and a current, legal resident of the State of Rhode Island in order to apply for support from the Rhode Island State Council on the Arts. You must have established legal residence in Rhode Island for a minimum of twelve consecutive months prior to the date of application. 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."

Yes

No

Are you over 18 years of age?*

Applicants must be at least eighteen years of age.

Yes

No

Are you a student in an arts degree program?*

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.

Yes

No

Project Eligibility

Is this proposal for an individual program or project?*

- *Individuals who are on the staff or board 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 business or corporation 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*

This proposal does not seek funds for a program or project of an organization or business.

Expenses that RISCA does not fund*

Council support may NOT be used for:

- *Capital expenses such as building improvements or the purchase of permanent equipment*
- *Eliminating or reducing existing debt*
- *Fundraising efforts, such as social events or benefits*
- *Hospitality expenses, such as food and beverages*
- *Expenses incurred prior to or after the grant cycle in which a grant has been awarded (7/1-6/30 for April 1 deadline; 1/1-6/30 for October 1 deadline)*
- *Applications where the purpose is to "regrant" or award funds using some or all of the RISCA grant funds; Prizes and awards*
- *Activities that are part of a graduate or undergraduate degree program, or for which academic credit is received*
- *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 that are inaccessible to people with disabilities*

I understand that I cannot use RISCA funds for the items and activities listed above

Project Information

Project Start Date*

What date would RISCA funded activities begin? (For the April 1 deadline this is no earlier than July 1; for October 1 deadline this is no earlier than January 1 of next year)

Project End Date*

What date would RISCA funded activities end? (This date can be no later than June 30 of next year).

Project Name*

Please provide a three to seven word title for your project. Example: Community Mural Project

Project Summary*

Please describe your project in 2-3 sentences. NOTE: This summary will be the description of your project on all public records. Please use a third person description, such as: ABC Artist plans to hold an outdoor summer concert at XYZ Park.
[400 characters]

Amount Requested*

Project Grant requests may range from \$500 - \$10,000

Applicant Discipline*

Select the primary numeric code that best describes your main art form. Use of supplemental letters (e.g. 01A or 01B) is encouraged, but optional.

For definitions of these fields, see [this guide](#) to the National Standard data fields.

Project Discipline*

Choose the primary arts discipline of this project. Use of subdisciplines (01A for Ballet instead of 01 for Dance) is encouraged.

For definitions of these fields, see [this guide](#) to the National Standard data fields.

Grantee Race*

Our federal funders require that we ask for information on the race/ethnicity of our grantees. This question is optional for applicants, but will be required if you receive a grant. If you provide us with this information now, you may select any combination of the below that apply.

- A Asian
- B Black/African American
- H Hispanic/Latino
- N American Indian/Alaska Native
- P Native Hawaiian/Pacific Islander
- W White

Project Race*

If the majority of the grant activities are intended to involve or act as a clear expression or representation of the cultural traditions of one particular group, or deliver services to a designated population listed below, choose that group's code from the list. If the grant or activity is not designated to represent or reach any one particular group, choose code 99.

- A Asian
- B Black/African American
- H Hispanic/Latino
- N American Indian/Alaska Native

- P Native Hawaiian/Pacific Islander
- W White
- 99 No single race

Arts Education*

Use this field to describe the arts education component of your project, according to the following definition: An organized and systematic educational effort with the primary goal of increasing an identified learner’s knowledge of and/or skills in the arts with measurable outcomes.

NOTE: This field pertains to percentage of students participating in organized educational programming, not simply the number of youth participating in the project.

Congressional District of Applicant*

District of the United States House of Representative in which your home address is located (this must be a street address and NOT a post office box). In Rhode Island it is either District 001 or District 002. Please enter leading 00.

To find your Congressional district go to <http://www.sos.ri.gov/vic>

Rhode Island House District of Applicant*

The Rhode Island House of Representatives district in which your home address is located (this must be a street address and NOT a post office box).

This is a number from 1 through 75 and can be found by entering your address information at <http://www.sos.ri.gov/vic>

Rhode Island Senate District of Applicant*

District of the Rhode Island Senate in which your home address is located (this must be a street address and NOT a post office box).

This is a number from 1 through 33 and can be found by entering your address information at <http://www.sos.ri.gov/vic>

Activity Type*

Select the code that best describes the activities of the project. Please be aware that not all of the activities listed below are funded by RISCA.

Individuals Benefiting*

Enter the TOTAL anticipated number of individuals who will be directly involved in the project as artists, non-artist project participants, or audience members between the grant period start and end dates.

Artists Participating*

Enter the total number of artists directly involved in providing art or artistic services specifically identified with the project. Include living artists whose work is represented, regardless of whether the work was provided by the artist or an institution.

Children/Youth Benefiting*

The total number of children and youth (anyone under 18 years old including students, participants, or audience members) benefiting directly from the funded project. This figure should reflect a portion of the total number reported in the Individuals Benefiting field.

Project Description*

Describe your arts project, including the steps you and any project partners will take to accomplish it. Please also describe desired outcomes.

[3500 characters]

Project Location*

Where will the project take place? List all venues including rehearsal spaces, fabrication studios, performance and exhibition venues, workshop sites, etc.

[2500 characters]

Will all public activities take place in physically accessible sites or venues?*

All RISCA funded projects and programs must comply with ADA Accessibility Guidelines.

www.nea.gov/resources/Accessibility/Planning/BriefChecklist.pdf

Yes, all public activities will take place in accessible sites or venues.

Project Timeline*

Please provide a detailed timeline of your project, from planning through completion. Please note that all RISCA funded activities must take place within the appropriate grant period (April 1 grant period is July 1 - June 30 of next year; October 1 grant period is January 1 - June 30 of next year).

[2500 characters]

Project Partners*

Describe any people, groups, or entities that are involved in your project. Please explain how they are involved, including talents, resources and expertise they will bring to the project. (You may include venues that are offering their site and providing a site manager for free, partnering artists, organizations that will be providing assistance, etc.)

[3000 characters]

Applicant Background*

Provide a brief description of any past experience you have had which may contribute to the success of the project.

[2500 characters]

Project Audience*

Who is your intended audience and how will you attract that audience or group of participants to your project? (For example, do you plan to reach out to specific media outlets; will you print

flyers, posters, build a weblog, send emails; do you or your partners have media or audience contact lists that you will send emails or mailings to? Etc.)
[2500 characters]

Public Impact of the Project*

How will your project benefit citizens of our state and how will you measure that impact? How will you know that your project achieved your desired outcomes?
[2500 characters]

Additional Information

Use this space to provide any information that was not requested in the application questions, but is important for the Grant Review Panel's understanding of the project. (Not required)
[2500 characters]

Project Budget

Below, you will be asked to provide information on specific budget expenses and sources of income. You will also be asked to upload a total project budget as an attachment, using this [budget template](#). If you have questions about providing accurate budget information, please contact Cristina DiChiera at 401-222-3881.

Total Project Expenses*

Please enter the total amount of your project expenses. This figure should match the Total Expenses on your attached budget

Total Project Income*

Please enter the total for all sources of income, including your RISCA grant request. This figure should match the Total Income on your attached budget.

Total In-Kind Donations:*

Please enter a cash value for the total of all in-kind contributions to your project during the grant period. These may include free labor, free or discounted rental fees, donated materials, etc. (If none is expected, enter 0.)

Project Budget*

[Click here](#) for the Project Grants to Individuals Budget form. Once the form is completed, save in either Excel or PDF format and then click below to upload and attach the Project Budget to your application.

The numbers in your attached budget must include the numbers you entered above. Your income **MUST EQUAL** your expenses.

You may use the space provided to give any additional information about your budget that you would like the review panel to consider (not required).

[2 MB(s) allowed]

[1000 characters]

Project Support Materials

Work samples and support materials are an extremely important part of the Project Grant Panel review process.

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 this application or sent to the RISCA offices by the deadline.

Other suggested support materials for your project include:

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

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 limit audio and video clips to no more than 2 minutes. (If a sample is longer than two minutes, please indicate start and end times for the clip you would like the panel to review.)

PLEASE NOTE: The online system can accommodate images, text documents, video, and audio in most formats, however *there is a 25 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 an uploaded Word or PDF document. Links to artist websites can also be submitted in the text box in the online application.

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 or DVDs and CDs can be sent to the RISCA offices by the deadline date to: Cristina DiChiera, Rhode Island State Council on the Arts, One Capitol Hill, 3rd Floor, Providence, RI 02908

Support Materials 1-5

[1000 characters]

[2 MB(s) allowed]

Support Materials 6 and 7

[1000 characters left of 1000]

[5 MB(s) allowed]

Links to websites

Please list each website on a separate line. If a passcode is required to access a site, please provide that information below the link.

[1000 characters]

Support Materials List

Support Materials List*

Please attach a numbered list of all support materials that you are submitting with your application. Please include all letters of support, images, discs or media files, resumes of participating artists, website links, etc.

[2 MB(s) allowed]

Assurances

The applicant agrees to abide by all the General Terms and Conditions and Assurances as outlined at <http://www.arts.ri.gov/legal>, and has reviewed this information prior to submitting this application. By submitting your application you are agreeing to abide by all of these federal and state terms and conditions if you receive support from RISCA. The applicant understands that all grant applications are considered on a competitive basis. No applicant is guaranteed funding at any level, even if all basic criteria have been met. Prior funding does not guarantee support in current or future years. The applicant understands that all RISCA grant award programs are contingent upon the availability of funds from the General Assembly of the State of Rhode Island and the National Endowment for the Arts, a federal agency.

The applicant will assure that it and any organization assisted by it will comply with Titles I - IV of the Americans with Disabilities Act of 1990 (PL 101-336), as amended, Title VI and VII of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq., PL 88-352) as amended, Sections 503 & 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), Equal Employment Opportunity Act of 1972 (PL 92-261), Rhode Island Executive Order #19, 1977, and where applicable, Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.), to the end that no person in the United States shall, on the grounds of race, color, religion, sex, age, national origin, handicap, or sexual orientation, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity for which the applicant received financial assistance from the Council.

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 use in publications or other media produced, used by, or contracted by RISCA, including but not limited to: brochures, invitations, newsletters, postcards, websites, etc. for limited non-commercial educational and promotional use.

The applicant will certify that the information contained in this application, including all attachments and supporting materials, is true and correct to the best of their knowledge, and that the applicant is an eligible individual as specified in the guidelines.

By checking this box I agree to all of the above:*

I agree to the above Assurances