

INDIVIDUAL ARTIST GRANT PROGRAMS AND SERVICES

Individual artists are making a difference in communities across Ohio every day. They illuminate community identity and help us understand and imagine our lives in new ways. Our lives are richer and more remarkable because of the contribution of artists to the social, physical, economic and spiritual fabric of our neighborhoods and towns. The presence of artists in a particular place is a strong indicator of cultural vitality. Businesses, new and old alike, need places where work and play come together in creative and dynamic ways. Artists living and working in a community affect the extent to which arts and culture are integrated into the schools and the number of non-profit arts organizations, theatres, art classes, galleries, and venues for live music in that community.

The Ohio Arts Council (OAC) provides voice and leadership through the arts to build vibrant, creative communities throughout Ohio and the support of individual artists is central to the fulfillment of this vision. The OAC has developed grant programs and services to provide funding and resources that help to sustain individual artists from all disciplines and ensure that the creative contribution by arts professionals remains a vital part of community life across Ohio.

The principal funding program for individual artists is through the [Individual Excellence Awards](#), which provide grants to creative artists for an exceptional body of work. Traditional master artists and apprentices are supported through the [Traditional Arts Apprenticeship](#) program. Project funding is available for artists living in counties along the Ohio River through the [Ohio River Border Initiative](#), and for artists with disabilities through the [Artists with Disabilities Access](#) program. Individual artists receive commissions through the [Percent for Art](#) program administered by the OAC. In addition to grants, the OAC provides a wide range of resources and services that help individual artists as they make important contributions to life in communities across the state including the [Ohio Artists on Tour Directory](#) and the [Arts Learning Artist Directory](#).

As Ohio continues to evolve, artists have a significant role to play. Now more than ever, creativity and innovation are pivotal to our state's ability to compete in the global marketplace. It will take skill and vision to release the potential of our people, communities, and state. Individual artists offer a doorway to the imagination and are the key to the expression of who we are and what we might become. The OAC seeks to be the catalyst to unlock our potential and support individual artists as they reflect our rich past and the promise of the future.

INDIVIDUAL EXCELLENCE AWARDS

Application Deadline

September 1

Calendar years ending in odd numbers (for example 2009, 2011, 2013): applications will be accepted in the following disciplines: choreography, criticism, fiction/non-fiction, music composition,

playwriting/screenplays and poetry.

Calendar years ending in even numbers (for example 2010, 2012, 2014): applications will be accepted in the following disciplines: crafts, design arts/illustration, interdisciplinary/performance art, media arts, photography and visual arts.

Awards Recognizing Individual Artistic Achievement

Artists provide the creative foundation for the cultural vitality of large and small communities throughout Ohio. Whether working on their own or for an organization, their spark of imagination fuels our thinking, illuminates issues and leads us to insights about the past, present and future. The OAC recognizes outstanding accomplishments by artists in a variety of disciplines through its Individual Excellence Awards program. These awards give artists the financial resources that allow them to experiment, explore and reflect as they develop their skills and advance their art form. They also provide affirmation and acknowledgment of the excellent work of artists throughout Ohio. A competitive application process focusing solely on evidence of past artistic work and an open panel review by nationally recognized professionals in each discipline ensure that the most exceptional individuals receive funding. The OAC believes that the creative landscape of Ohio depends on the presence of strong communities of artists in every corner of the state. The Individual Excellence Awards are critical to the support of the individual artists that offer their imagination and leadership to citizens every day.

What the Program Supports

The Individual Excellence Awards program provides grants to Ohio artists for the exceptional merit of a body of work. These awards recognize creativity and imagination that exemplifies the highest level of achievement in a particular discipline and advances the art form. With this support the OAC hopes to encourage the growth and development of individual artists. Awards are offered in the following areas: choreography, crafts, criticism, design arts/illustration, fiction/non-fiction, interdisciplinary/performance art, media arts, music composition, poetry, playwriting/screenplays, photography and visual arts. The awards are based solely on the quality of past work and are not project-based.

Allowable Expenses

Individual Excellence Awards may be used for a variety of expenses related to the growth and development of the artist and their work. The award may be used for any purpose designated by the receiving artist except to continue their education through a degree-granting program.

Grant Awards

Individual Excellence Awards are either \$5,000 or \$10,000. Grant amounts are recommended by the review

panel. All recommendations must be approved by the OAC Board. This is a very competitive program; less than 10 percent of applicants are funded.

Who May Apply

Creative artists who are residents of Ohio may apply to this program. Applicants must have lived in Ohio for one year prior to the September 1 deadline and remain in the state during the grant period.

Eligibility Requirements

All applicants should read [Appendix A: Legal Requirements and OAC Rules](#) before applying to this program.

Applicants to the Individual Excellence Awards program must be:

- An Ohio resident. The OAC defines an Ohio resident as someone who spends at least eight months of the year living and working in Ohio.
- Not a student enrolled in any degree- or certificate-granting program.

Collaborative applications are accepted from artists who have a history of working together to produce the body of work submitted and plan to continue working together. No more than two artists may apply collaboratively. If awarded an Individual Excellence Award the collaborative applicants split the award equally. Collaborative artists each need to make an application, but only one set of support materials and one narrative is required.

Artists may submit only one application per calendar year. However, artists may submit a second application in the criticism discipline if it is a separate body of work.

In calendar years ending in odd numbers (for example 2009, 2011, 2013), applications will be accepted in the following disciplines:

Choreography

Criticism

Fiction/non-fiction

Music Composition

Playwriting/screenplays

Poetry

In calendar years ending in even numbers (for example 2010, 2012, 2014), applications will be accepted in the following disciplines:

Crafts

Design arts/illustration

Interdisciplinary/performance art

Media arts
Photography
Visual arts

Additional Eligibility Information

Award recipients are not eligible to apply at the next calendar deadline. Work that resulted in an award may not be resubmitted at a future deadline. Resubmission of funded work will disqualify the applicant from the review process. Award recipients must remain residents of the state of Ohio throughout the grant period.

How to Apply

Please refer to the Grant Process for Artists on page 75 of the OAC Guidelines for a step-by-step guide on the entire process for applying for and managing an OAC grant for artists.

Applications

All applications to the Individual Excellence Awards program must be submitted via the OAC OnLine Grant Application system (OLGA). No paper applications are accepted.

Applicants must submit their application electronically via OLGA by 5 p.m. on the deadline date. If the application is not officially submitted electronically, the application will not be accepted. You will be notified via e-mail (sent through OLGA) when your application is received.

Support Materials

To complete an application for this program, all applicants must submit appropriate support materials for the discipline. Applications that do not include support materials will not be accepted.

Each Individual Excellence Awards discipline has different support material requirements. To learn which materials are required for this program and your specific discipline, refer to Appendix J: Support Materials List for Artists.

A signed copy of the application and support materials must be received in the OAC office by 5 p.m. seven calendar days following the application deadline date (regardless of the postmarked date). If the signed application and support materials do not reach the OAC within this timeframe, the application will not be accepted. You will be notified via e-mail (sent through OLGA) when your materials are received.

For artists applying in the disciplines of choreography, criticism, fiction/non-fiction, interdisciplinary/performance art, media arts, music composition, playwriting and poetry support materials must be received

in the OAC office by 5 p.m. seven calendar days following the application deadline date (regardless of the postmarked date).

For artists applying in the disciplines of crafts, design, interdisciplinary, media installations (within the media arts discipline), photography and visual arts, digital images must be uploaded to OLGA by 5 p.m. seven calendar days following the application deadline date.

Support materials such as scores, librettos, audiotapes, videotapes (VHS), CDs or DVDs submitted with applications will be returned if a mailer large enough to hold them is included with the support materials. The return mailer must have the appropriate amount of U.S. postage. If an addressed, stamped mailer is not included with the support materials they will be kept for one year and then discarded. Note: manuscripts submitted in the literature category will be shredded and recycled.

If you receive an Individual Excellence Award, your support materials will be kept by the Individual Artist Grant Programs and Services Office as a permanent record.

Timeline

The timeline below presents a general outline of the grant process for the Individual Excellence Awards program. Please note that if a deadline falls on a weekend or state holiday, the deadline will be extended until the next business day.

Application available in OLGA	July 1
Application deadline	September 1
Support material deadline	7 calendar days following the application deadline
Panel meetings	Early December
Grant award recommendation letters e-mailed	Early January
Council meeting to approve recommendations	February/March
Grant award announcement	March
Signed grant agreement deadline	April 30
Grant period	January 1 - June 30
Final report deadline	December 31

Evaluation and Scoring

A panel consisting of artists and arts professionals meets to evaluate and score applications in each discipline. These panel meetings are open to the public and artists are encouraged to attend so they may hear the panel's comments about the applications within that discipline.

In the panel meeting, panelists review support materials from each applicant. A series of scoring rounds

narrows the pool of applications. The following scoring system is used in the preliminary rounds:

- 1 - Work is not competitive
- 2 - Work merits further consideration
- 3 - Work is exemplary

The scoring process is a tool to focus discussion of work that merits further consideration--it is not the primary mechanism for funding. Following the scoring rounds, a more in-depth discussion takes place about the strongest applications. When the pool of applications has been fully considered and the exemplary work has been thoroughly evaluated through panel discussion, funding recommendations are made by the panelists. After the panel meeting, these funding recommendations are presented to the OAC Board for final approval.

Review Criteria

Panelists use a combination of the following criteria to make funding recommendations. Any one or combination of criteria is sufficient to justify an award recommendation:

- Creative and inventive use of the medium
- Innovative in style and/or concept
- Outstanding technical proficiency or craftsmanship
- Compares favorably to other work in the field, regionally and nationally
- Body of work is consistently high in quality
- Exemplifies the highest level of achievement in a discipline
- Advances the art form
- Artist narrative provides context for the body of work
- Audiovisual materials are relevant and of high quality

TRADITIONAL ARTS APPRENTICESHIP PROGRAM

APPLICATION DEADLINE

January 15

Preserving Cultural Heritage through Collaboration

Tradition is the bridge from the past to the present. The practices, customs, stories and skills that are passed down from one generation to the next influence the ways we live, what we value and our personal and collective identity. Master artists are recognized within their communities as exemplary practitioners of traditional art forms and an important repository for the wisdom and knowledge of our ancestors. The Traditional Arts Apprenticeship program provides awards that allow dedicated apprentices to follow a time-honored method to acquire an understanding of and proficiency in valued art forms. Apprentices should have prior experience in the art form as well as demonstrate significant promise and long-term commitment to practicing the art. The apprenticeship work plan should allow for in-depth learning that encompasses the context of the culture and the development of a mentoring relationship as well as the acquisition of techniques and artistry. Through prolonged and deep interaction over time, the Traditional Arts Apprenticeship program honors Ohio's finest folk and traditional arts practitioners, supports the recognition and continuation of these traditions and enriches the lives of people throughout the state.

What the Program Supports

The Traditional Arts Apprenticeship program strives to keep alive folk and traditional arts by supporting collaborations between craftspeople, musicians, dancers, and other traditional artists, and qualified apprentices who want to study with them. The program pairs an experienced master artist with an apprentice in a one-on-one learning experience that helps ensure the continued vitality of a traditional art form. Apprentices learn directly by observing and imitating, and by refining their artistic work based on the critique of the master artist. The apprenticeship must be conducted for a substantial part of the year, preferably 12 months, and include a minimum of 50 hours of direct instruction. The master artist is responsible for monitoring the apprentice's progress as outlined in the application work plan. During the apprenticeship period, a site visit will be made by OAC staff or a folklorist to document the teaching/learning process.

Photographs of the session may be taken and tape-recorded interviews may be conducted. In addition, the master artist and apprentice are expected to give a joint community presentation near the end of the apprenticeship period. Examples include performing at a public event, offering a master class, holding an open studio or exhibiting at a local library or gallery.

Traditional arts are part of the cultural heritage of a group of people whose members share a common ethnic heritage, language, religion, occupation or geographic region. These artistic traditions are passed down through generations and reflect the values of their shared culture. Skills are typically learned directly through observation and imitation of someone steeped in the tradition, rather than through classes, books or other means of institutional instruction. The OAC welcomes applications for apprenticeships in all forms of traditional arts—traditional music and instrument making, sacred and secular crafts, occupational traditions, folk and ethnic dance, and traditional arts associated with annual celebrations. One of the goals of the program is to help communities preserve their own cultural heritage. The strongest applications often are those that include the pairing of masters and apprentices who are members of the same ethnic, cultural, religious or occupational group.

Allowable Expenses

Funds are intended to compensate the master artist for teaching time. However, supplies, materials and travel expenses for the master and apprentice may also be included in the application. The OAC is not permitted to support stipends for apprentices and equipment purchases may not exceed \$500.

The program is designed to fund more than just lessons; it is intended to support a special, mentoring relationship between master artist and apprentice. It may not be used to support an ongoing class or school.

Funds are not available in this program for apprentices who wish to travel and study with master artists who live outside the United States. Masters and apprentices must be U.S. citizens or permanent resident aliens and must have lived in the United States for at least eight months before the application deadline date.

The master artist or apprentice may apply for only one apprenticeship each year.

Grant Awards

The maximum request amount is \$4,000 for a master and apprentice(s) to work together, regardless of the number of apprentices. Master artist fees should be at least half of the requested amount.

Who May Apply

The master artist and the apprentice must apply together. The master artist is the eligible applicant. Master artists have achieved a high level of skill in a particular traditional art form, are regarded as masters by their peers, and have learned and developed their skills within a traditional context. Master artists may be from another state, if there is no suitable master living in Ohio.

Apprentices must demonstrate interest and competency in the art form prior to the apprenticeship, strong motivation to learn the nuances of the tradition, and a commitment to carry the tradition on in the future. Apprentices must live in Ohio.

How to Apply

Please refer to the Grant Process for Artists for a step-by-step guide on the entire process of applying for and managing an OAC grant for artists.

Applications

Individuals applying for a Traditional Arts Apprenticeship grant, especially those who have never applied before, should contact the Individual Artist Grant Programs and Services office at least eight weeks prior to the deadline. A program coordinator will help applicants by discussing eligibility and addressing any questions about the application process or the OAC Guidelines. Applicants should refer to the OAC Staff Directory to find contact information.

Applicants are strongly encouraged to complete a draft application. The draft application should be submitted electronically via OLGA by 5 p.m. EST on the funding program's draft deadline date, listed on the main page of OLGA. The draft deadline usually occurs 30 days before the final deadline. Please note that if a draft deadline falls on a Saturday, Sunday or state holiday, the deadline will be extended until the next business day.

To submit a draft application, applicants should follow the directions in OLGA through the last page of the application. On the last page of the application in OLGA (the "Final Submission" page), applicants should check the box next to the statement "Check this box to submit this application for DRAFT REVIEW by the OAC staff. This does not constitute final submission." Then, applicants should click the "Submit" button on the same page in OLGA by 5 p.m. EST on the draft deadline date. No support materials are required for a draft application.

Program coordinators will provide feedback on draft applications via phone, email, fax or a scheduled appointment at the OAC office. Applicants are then permitted to revise their applications based on the program coordinator's feedback. This step helps applicants produce a well-written, thorough proposal that increases the chances of successfully competing with other applicants.

All final applications to the Traditional Arts Apprenticeship program must be submitted via the OAC OnLine

Grant Application system (OLGA). by 5 p.m. on the final deadline date. If the application is not officially submitted electronically, the application will not be accepted. You will be notified via e-mail (sent through OLGA to the primary contact) when the application is received.

Support Materials

To complete their application for this program, all applicants must submit one complete set of support materials to the OAC along with discipline-specific work samples. **Applications that do not include support materials will not be accepted.** All support materials must represent the folk or traditional art form in which the master and apprentice will be working.

Support materials should include:

- 1) Letters of Support for Master Artist. Letters of support should be from community members who are knowledgeable about the traditional art form. A maximum of three letters may be submitted.
- 2) Letters of Support for Apprentice. Letters of support should be from community members who are knowledgeable about the traditional art form. A maximum of three letters may be submitted.
- 3) Work Samples. Both the master artist and the apprentice must submit samples of their own work (DVDs, videotapes, cassettes, audio CDs, digital CDs, color slides or photographs) demonstrating artistic quality and technical ability. This enables the selection panel to evaluate both applicants. These samples may be submitted together on a single disk or tape or may be submitted separately. Panelists may review some or all of the submitted material. All audio-visual work samples must be accompanied by a Cover Sheet for Work Samples. Work samples that do not adhere to the guidelines may not be reviewed.
 - a) Folk Craft: Submit five to 10 images of the work of the master artist and the apprentice—digital images on disk are preferred. If possible, include an image that shows the place in which your work is created.
 - b) Music/Verbal Arts: Submit one copy of one sound recording (CD, DVD or videocassette) of the master artist and the apprentice. Provide a list identifying performers, instruments and the material being presented. Be sure to describe the typical audience and venue for this music/verbal art form on the Cover Sheet for Work Samples. Indicate the track number(s) or cue tape to preferred starting point.
 - c) Dance/Ethnic Theatre: Submit one copy of one video (DVD or videocassette) of the master artist and the apprentice that best demonstrates the quality of the work.

Label the video with a title and the length of work; provide a list with a description of your dance form or theatre, performers and the typical venue on the Cover Sheet for Work Samples. Indicate the track number(s) or cue tape to preferred starting point.

Support materials such as brochures, newspaper and magazine articles, exhibition catalogues and programs may also be submitted. Slides, audiotapes and videotapes submitted with applications will be returned if a mailer large enough to hold them is included with the application. The return mailer must have the appropriate amount of U.S. postage. Do not send cash, checks or Federal Express mailers for the return of materials. If an addressed, stamped mailer is not included with the application, support materials will be kept for one year and then recycled.

A signature page and support materials must be received in the OAC office no more than seven calendar days after the application deadline date by 5 p.m. (regardless of postmarked date). If the signature page and support materials do not reach the OAC within this timeframe, the application will not be accepted. Your organization will be notified via e-mail when your support materials are received.

Timeline

The timeline below presents a general outline of the grant process for Traditional Arts Apprenticeships. Please note that if a deadline falls on a weekend or state holiday, the deadline will be extended until the next business day.

Application available in OLGA	November 1
Notify OAC of intent to apply	November 15
Draft application deadline	December 15
Final application deadline	January 15
Support material deadline	7 calendar days after application deadline
Panel review meeting	March
Grant award announcement (via e-mail)	July
Signed grant agreement deadline	August 30
Grant period	July 1 - July 30
Final report Deadline	30 days after program ends

Evaluation and Scoring

TA panel consisting of folklorists, arts professionals and other community members meets to evaluate and score Traditional Arts Apprenticeship applications and support materials. This panel meeting is open to the public and artists are encouraged to attend so they may hear the panel's comments about their application.

At the panel meeting, an evaluative discussion will take place for each application. Following the discussion, a vote will be taken to determine whether the application advances to the scoring round. If an application moves forward to the scoring round, it will be given a score based on how well the project meets the review criteria. After the panel meeting, this score will be used to determine the panel's funding recommendations to the OAC Board. These recommendations are presented to the OAC Board, who will make the final funding decision.

The review process is competitive; not all applications are funded. Applicants not voted into the scoring round will not be funded. A cutoff point in the scores will be determined and applications below a certain score will not be funded.

The score from the panel meeting will be e-mailed to you within three weeks after the panel meets. A summary of the panelist comments, however, will not be available until after the OAC Board meets and approves grant recommendations. While you are not allowed to participate in the panel meeting discussions, you are encouraged to attend the panel meeting to hear the full discussion of your application and other applications within the same funding program. No formal announcement regarding a funding decision and/ or a grant amount will be sent to any applicant until after the OAC Board meeting.

An applicant that disputes a review panel's recommendation on grounds of procedural errors may request a review of that recommendation by the OAC Board. Procedural errors include miscount of votes and failure of a panelist with a known conflict of interest to leave the room for the discussion and vote on the application. Appeals may not be made on the basis of an applicant's disagreement with the panel's assessment of the artistic quality or merit of the applicant's work. To file an appeal, the applicant must submit a letter to the OAC staff for review. Appeals will be reviewed and acted on by the Executive Committee of the OAC Board after consultation with OAC staff. Such action will be ratified by the OAC Board, whose decision is final.

Review Criteria

A strong application will show that the project meets the criteria described below. Evidence should be demonstrated through the components of the grant application, including OLG responses and support materials. Applicants will be given a numerical score and can receive a maximum of 100 points across four categories: Artistic/Educational/Cultural Value; Community Participation and Accessibility; Planning, Evaluation and Documentation; and Financial Management.

Projects will be evaluated according to how well they meet these criteria:

Artistic/Educational/Cultural Value

The highest score for this category is 30 points.

- Master artist authentically represents the art form and tradition;
- Master has learned his/her skills from a particular ethnic, occupational or regional group or from community or family traditions;
- Master has achieved a high level of artistry and is recognized as a master artist by his/her community and peers;
- Apprentice demonstrates interest and competency in the art form;
- Apprentice shows commitment to learning the art form;
- Match between master artist and apprentice is well-aligned and appropriate to the art form and content to be mastered.

Community Participation & Accessibility

The highest score for this category is 25 points.

- Master shares art form with general community (teaches classes, sells works or appears at community events);
- Apprentice is committed to carrying on the tradition in the community

Planning and Evaluation

The highest score for this category is 25 points.

- Apprenticeship plan has established goals and learning benchmarks for skills to be mastered;
- Work plan is detailed and will lead to learning benchmarks and the achievement of goals;
- Plan calls for intensive individual study and practice, not simply lessons or class instruction.

Financial Management

The highest score for this category is 20 points.

- Application budget is accurate and sufficient for the implementation of apprenticeship program;
- Application budget supports narrative, with all expenditures noted.

ARTISTS WITH DISABILITIES ACCESS PROGRAM

Professional Development Support for Artists with Disabilities

Artists provide the imagination and creativity that fuels cultural vitality in small and large communities throughout Ohio. Developing an artistic career is a long-term process that requires various types of assistance at different times. The Ohio Arts Council (OAC) recognizes that artists with disabilities often face unique challenges to advancing their artistic practice. The Artists with Disabilities Access Program (ADAP) provides funding that enables artists with disabilities the resources to further their artistic development. The OAC believes that the creative expression by artists of all abilities is essential to building vibrant, dynamic communities throughout Ohio. Artists with disabilities present a unique vision that encourages individuals and communities to see themselves and others in new ways.

APPLICATION DEADLINE

Applications are due on the second Friday of each month. The grant activity may start no sooner than six weeks after the application deadline.

WHAT THE PROGRAM SUPPORTS

The Artists with Disabilities Access Program provides support to individual artists with disabilities to engage in activities that will help them advance their artistic practice, develop their career, or move to a higher level of artistic development. Funds are available for a variety of activities, materials and services.

Allowable Expenses

- Attendance or presentation at a conference, class or workshop, including costs for travel and/or the services of an assistant;
- Mentorship by another artist or arts organization;
- Rental of studio space or art equipment;
- A planning process with a consultant or agent to develop business skills;
- Purchase of art supplies or equipment (e.g., frames, cameras, CDs) up to \$500;
- Payment of fees for professional services (e.g., an assistant, marketing) especially those leading to a performance, exhibition or publication;
- Travel related to a performance, exhibition or publication or for attendance at conferences, classes or workshops;
- Auxiliary aids or services that facilitate engagement in artistic activities at a deeper or higher level.

Grant Awards

Applicants may request up to \$500. Applicants do not need to show a cash match.

WHO MAY APPLY

Creative and performing artists who have a disability and are residents of Ohio may apply to this program. The OAC uses the definition of disability contained in Sec. 12102 of the Americans with Disabilities Act of 1990 (ADA), as amended by the ADA Amendments Act of 2008 (P.L. 110-325), which became effective on January 1, 2009. This Act is available online at <http://www.ada.gov/pubs/ada.htm>.

Eligibility Requirements

Applicants to the Artists with Disabilities Access Program must:

- Be an Ohio resident. The OAC defines an Ohio resident as someone who spends at least eight months of the year living and working in Ohio.
- Not be a student enrolled in any degree- or certificate-granting program.
- Have exhibited, performed or published work within the past five years.

Grant recipients must remain an Ohio resident during the grant period.

Additional Eligibility Information

The following makes an application ineligible for ADAP funding:

- Equipment or supplies not related to the production or presentation of creative works;
- More than one grant in a fiscal year;
- More than two grants in three fiscal years.

Please refer to the [Funding Restrictions](#) section of OAC Guidelines for a list of activities the OAC cannot fund.

HOW TO APPLY

Artists interested in applying to the Artists with Disabilities Access Program are strongly encouraged to contact the OAC accessibility coordinator via telephone at 614/995-5440 or through the Ohio Relay Service at 1-800-750-0750 to initiate the application process. If necessary, accommodations in the application process will be made.

Applications

Prior to applying for funding through this program, the applicant is encouraged to discuss their proposed application with the OAC Accessibility Coordinator to determine the most appropriate activities and resources for professional development.

Applications to the Artists with Disabilities Access program may be submitted via the OAC OnLine Grant Application system (OLGA) or via paper application. If an artist prefers to handwrite the application, he/she can contact the OAC accessibility coordinator via telephone at 614/995-5440 or through the Ohio Relay Service at 1-800-750-0750 to request a paper application. Additional directions for applying are included in both the online application form and the paper application form.

Applications may be submitted throughout the year and funds are awarded on a first-come first-served basis as long as funds are available, beginning with the start of the fiscal year (July 1).

Applicants should submit their application before the second Friday of the month. If the application is submitted after the second Friday of the month, the application will not be reviewed until the following month.

Applicants should be aware that the application may take four to six weeks to process, so grant activities should start no less than six weeks after the application is submitted.

Support Materials

To complete their application for this program, all applicants must submit one complete set of support materials to the OAC along with work samples. Applications that do not include support materials will not be accepted.

The following support materials are necessary to review an application:

- 1) Artist Resume or Professional Biography. A list of exhibitions, performances or publications in the past five years must be included with the resume or biography.
- 2) At Least One Letter of Support for the Artist. A letter of support must be from someone who is knowledgeable about the artist and his or her work. This letter can be submitted by a family member, friend, employer, owner of space that has exhibited or presented the artist's work or other community member close to the artist.
- 3) Work Samples. The artist must submit samples of his or her own work (DVDs, VHS tapes, audio cassettes, audio CDs, digital CDs, color slides or photographs) demonstrating artistic quality and technical ability.
- 4) Publicity Samples. (OPTIONAL) If the artist has print pieces publicizing his or her work, such as brochures, newspaper and magazine articles, exhibition catalogues and programs,

these items may also be submitted.

- 5) Materials from proposed class, conference or workshop. (IF APPLICABLE)
- 6) Resume of proposed teacher, consultant or assistant. (IF APPLICABLE)

For online applications submitted through OLGA, a signature page and support materials must be received in the OAC office within seven calendar days of the deadline date. If the signature page and support materials do not reach the OAC within this timeframe, the application will not be reviewed.

For paper applications submitted through the mail, a signature page and support materials should be mailed with the application. If these items are not mailed with the application, the signature page and support materials must be received in the OAC office within seven calendar days after the application is received in the OAC office. If the signature page and support materials do not reach the OAC within this timeframe, the application will not be reviewed.

Timeline

The timeline below presents a general outline of the grant process for the Artists with Disabilities Access Program.

Application available in OLGA	June 1
Application deadline	Second Friday of each month as long as funds are available
Support material deadline	7 calendar days following the application deadline
Application review	Generally within four weeks of the application deadline
Grant award announcement (via letter)	Generally within six weeks of the application deadline
Signed grant agreement deadline	Within 30 days following grant award announcement
Grant period	July 1 - June 30
Final report deadline	July 30

Evaluation and Scoring

Applications will be reviewed by a panel of OAC staff members. These reviews are not open to the public; however, the OAC accessibility coordinator will report any panel comments about the application to the artist if requested. Following the review, each application will be given a funding recommendation based on how well the application meets the review criteria. This funding recommendation will be presented to the OAC executive director and deputy director for their review and approval. The review process is competitive; not all applications are funded.

Review Criteria

A competitive application will show that the project meets the criteria described below. Evidence should be demonstrated through the components of the grant application, including application question responses and support materials. Applications will be evaluated in four categories: Artistic/Educational/Cultural Value, Community Participation and Accessibility, Planning, and Financial Management.

Applications will be evaluated according to how well they meet these criteria:

Artistic/Educational/Cultural Value

The highest score for this category is 10 points.

- Applicant demonstrates competency in his or her art form.
- Applicant shows commitment to advancing his or her knowledge of the art form.

Community Participation & Accessibility

The highest score for this category is 10 points.

- Applicant shares art form with general community (teaches classes, sells works or appears at community events).
- Applicant breaks barriers to participation for artists with disabilities.

Planning

The highest score for this category is 10 points.

- Applicant has established a logical and feasible plan for artistic activity.
- Applicant's plan will serve to advance his or her artistic career.

Financial Management

The highest score for this category is 10 points.

- Application budget is complete and realistic.
- Application budget supports applicant's goals for activity.