

# 2018 Travel and Study Grant Program

Supported by the Jerome Foundation and the Art and Martha Kaemmer Fund of the HRK Foundation

## OVERVIEW

The 2018 Travel and Study Grant Program will support artists in the early stages of their artistic development who create new work in dance; literature; and film, video and digital production. The program is open to “generative” artists (e.g. choreographers; writers in the genres of poetry, creative non-fiction, and fiction; or film, video, and digital production directors working in narrative, documentary, animation or experimental forms) who have a record of creating original work.

Additionally, with thanks to the HRK Foundation for its generous support, **the program is also open to arts administrators in Minnesota who work at organizations who support such artists.** New York City-based executives and program administrators are not eligible to apply.

Travel and Study grants support periods of domestic and/or international travel for study, exploration and growth. Eligible activities include (but are not limited) to research informing or leading to the creation of new work, the development of collaborations (whether artistic or organizational), participation in specific non-academic training programs, time for reflection and individualized study, field investigation outside of the applicant’s home state, and opportunities to engage in dialogue on aesthetic or organizational issues.

This program will not support rehearsals, performances, screenings, touring, or teaching opportunities by grantees, pursuit of academic degrees, the production of new work, or the acquisition of teaching credentials. Students enrolled in academic degree programs at any level are not eligible to apply.

## GRANT TIMELINE

<b>Application opens:</b>	<b>September 1, 2017</b>
<b>Application deadline:</b>	<b>Thursday, December 7, 2017 at 4:30 pm CST / 5:30 pm EST</b>
<b>Informational webinar:</b>	<b>Thursday, October 12, 2017 at 12 pm CST / 1 pm EST</b>
<b>Awards Announced:</b>	<b>March 31, 2018</b>
<b>Eligible Grant Period:</b>	<b>Travel for the 2018 program must occur between May 1, 2018 and December 31, 2019.</b>

Only online applications submitted through the Foundation’s website at [www.jeromefdn.org](http://www.jeromefdn.org) will be accepted. Paper submissions, email, and faxed applications are NOT accepted.

## AWARDS

Applicants may apply for either:

- \$1,500 for short-term travel of 3-6 days.
- Up to \$5,000 for trips 7 days or longer.

Eligible applicants working collaboratively may submit one application and the total funds requested may not exceed \$5,000. Applicants may use grants for extended travel and study if additional sources of income are available or committed. Please note all individuals listed as applicants must meet **all** eligibility requirements.

Purchase of equipment over \$100 is not an eligible expense, unless the item is necessary for the trip. Salary replacement and honoraria for the applicant are not an eligible expense. Eligible expenses may include such items as language classes, and pro-rated housing costs and utilities.

Travel and Study grants support travel of significant distance, requiring housing and logistic support for the grantee. Local, in-state travel, “run-outs”, and extended commutes are not supported. Travel may be national or international. The program does not prioritize one over the other.

This grant may not be used to tour, perform, give concerts, mount exhibitions, produce new work, or teach.

Before receiving payments, a recipient is required to submit an itinerary for the travel and study period, with confirmed schedules and proof of travel, at least one month preceding the desired payment/travel date(s).

Significant changes in budget must be approved in advance. Additional categories of expenses and/or additional destinations cannot be added after the application is reviewed. Reductions in the duration of the trip will result in decreases in the amount or cancellation of the grant award.

## ELIGIBILITY

Individuals apply directly for support. Applications are not accepted from organizations or fiscal sponsors. Individuals may apply to only one discipline and may not submit more than one proposal.

Eligible applicants working collaboratively may apply on one application. Every co-applicant must meet all eligibility criteria.

The Foundation welcomes the opportunity to support artistic works that embody diverse cultural perspectives.

The Foundation supports **artists, collectives or ensembles** who meet **all** the following descriptors:

- Artists, collectives or ensembles **who are committed to working in the arts**, rather than engaging in art as a hobby, pastime or occasional pursuit; and who have already completed their training, if they have decided to pursue formal training at all;
- Artists, collectives or ensembles **who at the time of application have generated, completed and publicly presented/exhibited/published work** in the discipline in which support is requested;
- Artists (e.g. writers, choreographers, visual artists, film/video/digital production directors, new media artists, theater directors who generate new works, performance artists, playwrights, spoken-word artists, composers and sound artists), collectives or ensembles **whose primary goal is to generate new works**, as opposed to remounting or re-interpreting existing works;
- Artists, collectives or ensembles **who expand the genre, form or social boundaries/audience for the discipline in which they work**;
- Artists who are in the **early stages** of their creative development
- Artists, collectives or ensembles **who have a focused direction and goals**, even while still developing their artistic “voice”;
- Artists, collectives or ensembles **who have yet to be substantially celebrated** within their field, the media, funding circles or the public at large;
- Artists, collective or ensembles **who are legal residents of the state of Minnesota or one of the five boroughs of New York City** and have been residents for a least a year prior to the submission of an application.

The Foundation does **not** support the following artists, collectives or ensembles:

- Students who are or will be at the time of application and during the grant period enrolled in degree-granting programs (including K-12, college, graduate or post graduate studies);
- Artists who are engaged in the arts as a hobby or avocational pastime;
- Artists who interpret, perform, edit, or design the work of others (e.g. singers, dancers, actors, musicians, editors, journalists, designers in sets/lights/costumes/sound, editors, arrangers) but who do not also have a significant history of generating new work in accordance with guidelines;
- Designers, builders or technicians who do not also have a significant history of generating new work in accordance with guidelines;
- Artists, collectives or ensembles who do not seek to expand the aesthetic or social boundaries/audience of the form or genre in which they work;
- Artists, collectives or ensembles who have yet to clearly define their artistic ambitions and are still in an exploratory period still searching for a focus.
- Artists who do not currently live in either the state of Minnesota or New York City, and who did not consider one or both their legal residence for the year leading up to the application.
- Given the emphasis on funding artists at a relatively early and still formative stage in hopes of providing them “footing” within their respective fields, the Jerome Foundation additionally does **not** support:
  - Artists, collectives or ensembles who already have a fully developed/mature artistic “voice” in any discipline;
  - Artists, collective or ensembles who have already been substantially celebrated within their field, the media, funding circles or the public at large in any discipline, including but not limited to the discipline for which support is requested.

## REVIEW CRITERIA

Awards are made once per year. Selection panels in each eligible discipline review proposals and recommend recipients to the Jerome Foundation Board, which approves all grants. No information on the status of an application will be available until the Board has acted on panel recommendations.

Travel and Study panels are composed of experts in the relevant field. Each panel includes representatives from the Twin Cities, Greater Minnesota, and New York City.

Panelists are asked to consider three and only three criteria:

1. The artistic merit of the applicant, as evidenced by work samples, resume, and letters of confirmation.
2. The conception and feasibility\_of the project, as indicated by specific planning efforts and confirmed letters of acceptance and/or invitation. If there are logistic or cultural reasons that such letters are either inappropriate or impossible to obtain, the applicant should explain those reasons in the application.
3. The potential impact of the project on the applicant’s longer-term goals. These goals and the connection of this travel to the goals should be explained in the Artist/Administrator statement.

No other criteria are considered. Financial need is not a consideration, although, given the limited funds available and the large number of applicants, Jerome urges applicants to be considerate of colleagues in the field and to self-access the need for these funds before applying. Panelists do not consider secondhand information or hearsay. In addition, panelists do not visit applicant websites or view materials other than the ones the applicant has provided as part of the application.

## REQUIRED APPLICATION MATERIALS

The application involves six kinds of information:

- **Résumés.** The Foundation requires full résumés of artists to assess the significance of their achievements and considers many factors in its determination of eligibility. The Foundation encourages artists and arts organizations to be specific in their applications about the factors they are using to determine eligibility as an emerging artist.
- **Work samples provided as evidence of artistic merit.** Format and length of samples varies by discipline. More directions are provided in the online application form.
- **A narrative trip proposal written by the applicant, outlining the trip, its duration and purpose, and an applicant (artist or administrator) statement describing aesthetic, long-term goals, and how the proposed trip will help the applicant come closer to achieving those goals.** A detailed trip plan including information about where you intend to go, the organizations and people with whom you plan to meet, etc.
- **A budget for the trip, including proposed timeline, expenses, and (if relevant) sources of additional funds for the proposed travel.** Applicants must be detailed and accurate in the budget information. If a trip is funded, the grant recipient will not be able to reduce the duration of the trip, change the trip destinations, and change the relative amounts and types of expense items without explicit Foundation approval. Because the panel makes grant recommendations based specifically on these factors, changes may lead to the grant being withdrawn.
- **Letters of invitation or confirmation (where applicable) for program participation or study with mentors.** Applicants unable to provide such letters for logistic reasons or because of issues of cultural appropriateness should explain these barriers.
- **For applicants proposing participation in formal programs or residencies, background information on the program as created by program organizers (e.g. brochures, online descriptions, etc.).**

## APPLICATION PROCESS

The application process begins with an eligibility quiz on Jerome Foundation's website:

[www.jeromefdn.org/apply/travel-study/eligibility-quiz](http://www.jeromefdn.org/apply/travel-study/eligibility-quiz). Once you have taken the quiz, go to [www.jeromefdn.org/login](http://www.jeromefdn.org/login) to either login with an existing account or create a new one. After you login, you will see a link to start your application.

The online system will contain explicit instructions on creating and submitting applications. You can save your in-progress application and return to it any time by logging in at [www.jeromefdn.org/login](http://www.jeromefdn.org/login) and going to your dashboard. Once submitted, you will receive an email confirmation that the application was received.

Applicants are urged to prepare all materials carefully. Panelists must be able to clearly discern levels of achievement and recognition based on work samples, rather than infer them. Applications that do not clearly establish a case for eligibility or that are incomplete will be rejected. Applicants may find it a helpful exercise to ask an acquaintance or friend to review materials and provide objective feedback in advance of submitting.

Jerome staff prescreen applications for completeness, geographic eligibility, and clear conformity with guidelines for emerging artists. Only those applications that are complete, within geographic requirements, and meet the description of emerging artists are advanced to the panel for consideration.

Please email [techsupport@jeromefdn.org](mailto:techsupport@jeromefdn.org) or call 651.224.9431 if you need technical assistance completing the online application.

## **ADDITIONAL INFORMATION**

### **Webinar: Travel and Study Grant Program**

The 2018 Travel and Study Webinar will be held on Thursday October 12, 2017 at 12 noon Central Time/ 1 pm Eastern Time. Most the meeting time will be dedicated to questions from those who attend. You do not need to attend a webinar to apply.

You can register for the webinar in advance at

<https://zoom.us/webinar/register/8f6b9b6ab3883e64dc2040ba88984b7b>.

A recording of the webinar will be available following this date. Follow-up questions can be addressed by emailing [techsupport@jeromefdn.org](mailto:techsupport@jeromefdn.org) or by calling 651.224.9431.

### **Grants as Taxable Income**

Grants are considered taxable income, and grantees will receive 1099 forms in any year(s) in which grant funds are received. In addition, grantee names and city of residence are listed in the Jerome Foundation's annual tax return, which is a public document and is posted on the Foundation's website.

## **FREQUENTLY ASKED QUESTIONS:**

### **May I apply to this program to tour/perform/teach/exhibit my work?**

No. This is NOT a production grant program, nor a program that supports teaching, touring or performing. This is a grant program that emphasizes individual exploration, study, and growth. In describing the purpose of your proposed trip, use a strong, personal voice that underscores your commitment to this venture. Proposals to attend a performance, concert, or exhibition of your work are not competitive if that is the only purpose for the trip. If this purpose is one small part of a larger trip focused on study/experiential education/research, it stands a better chance of being seriously considered.

### **Do I have to have detailed information about my trip?**

Yes. Specific information is important, including exactly where you will travel and with whom you will meet or study. Confirmation and/or acceptance letters from people and organizations you intend to visit are very helpful to your request; however, they are not required. Detailed budget information is also important. Don't guesstimate!

### **Is there a format that is preferred for the requested résumé?**

No. While there is not a required format, there is required information. Résumés should include complete information on arts training (if relevant) and experience with dates and locations for listed experiences. For each project, it is important to identify exactly what your role has been on the project. It is important to list work you have generated separate from work in which you participated but were not the leading, generative artist. For example, list works you have choreographed, written or directed, and separate them from works for which you have been a dancer, editor or performer.

### **How critical is the work sample?**

Work samples are a critical part of the application. Submit your best work, as selection is based on quality of work, eligibility, and the strength of the travel proposal. Requirements for formatting are strictly applied. Not following them will make your application ineligible. If you are applying for a learning experience not directly connected to your work samples, it is important that you make a connection between the sample and your project for the panel through a written statement. Student work samples are not eligible.

**How detailed does the budget need to be?**

Be as specific as possible about expenses. If necessary, attach a separate explanation sheet and summarize on the cover sheet. If awarded a grant, you will not be allowed to reduce the duration of your trip or to change the amounts and types of expense allocations.

**How competitive is this grant?**

Of the three disciplines offered this year, literature has historically been the most competitive. The competitive level of other disciplines will be contingent on the number of applications received. In 2016, 193 applications were received in the three disciplines of dance, literature and film/video/digital production and 28 grants awarded.

**How important is the applicant (artist or administrator) statement?**

Very important. Providing an artist statement is critical to the panel in understanding your work and your goals, which are part of the review criteria.

**Are others allowed to accompany me on a Travel Study trip?**

Yes. Résumés and work samples must be provided for all applicants. Each person applying for this grant (including collaborators) must meet all eligibility requirements. If the cost of the trip exceeds funds provided through the Travel and Study Grant Program, collaborators must prove that they have sufficient funds to take the trip. Family members cannot be included in the budget unless you are applying with them as a collaborator.

**What kind of information do I need to provide for travel involving a seminar, workshop, or conference?**

You should attach a PDF or copy of the conference or workshop brochure and schedule as part of your application.

**May I request feedback on my application?**

We acknowledge, with appreciation, the time and effort you spent in preparing an application. Jerome staff provides information on the panel process, factors used in deliberations, and the full extent of any feedback available in the letters following the review process. Given the large number of applicants to this program, direct feedback is limited. We ask applicants not to contact panelists or Jerome Foundation or HRK Foundation staffs for further information.

**GRANTEE REQUIREMENTS**

Travel and Study Grant Program grantees request funds by submitting proof of transportation arrangements and an itinerary for the travel and study period, including a detailed schedule. The Jerome Foundation will issue payment prior to departure if this information is received at least one month preceding the desired payment/travel date(s).

Grant recipients are required to provide a final narrative report, within one month of the completion of the travel and study period, describing the experience, what was learned, and the impact this opportunity had on artistic development. Recipients who do not submit final reports are ineligible for future funding from the Jerome Foundation.