



**Howard County Arts Council**  
**2024 Individual Artist Merit & Creativity Award Program**  
**Request for Applications and Guidelines**

**Individual Artist Merit and Creativity Award Request for Applications**

The Howard County Arts Council is accepting applications for the 2024 Individual Artist Merit and Creativity (IAM Creativity) Award for the following disciplines:

- **Dance:** This discipline includes, but is not limited to, performing art forms consisting of sequences of movement, either improvised or choreographed. Includes dance disciplines such as modern dance, ballet, hip-hop, Latin, among others. Also Includes dance performance, choreography, and interdisciplinary or experimental work with dance as the central expressive component.
- **Visual Arts:** This discipline includes, but is not limited, to original\* artwork made through traditional and experimental techniques, processes and materials in visual art disciplines including, but not limited to, artist books, ceramics, conceptual art, crafts, drawing, graphic design and illustration, fiber, glass,

installations, mixed media, original computer-generated work, painting, printmaking, photography, sculpture, and others. Includes interdisciplinary and time-based experimental art forms with 2- or 3-dimensional visual art forms as the central expressive component.

**Award Period:** 2024 (July 1, 2024-June 30, 2025)

Artists will apply online at: [hocoarts.submittable.com](https://hocoarts.submittable.com).

### **Deadline**

Submit completed award applications by 11:59 p.m. (EST) on March 14, 2024.

If the deadline falls on a weekend or holiday, the deadline will be 11:59pm EST on the next business day.

Applicants who need assistance completing an application should contact HCAC staff well in advance of the deadline.

If you have any questions about this program or the application, please contact Michelle Grazio, IAM Creativity Grant Administrator at [iamcreativity@hocoarts.org](mailto:iamcreativity@hocoarts.org) or contact us by phone Monday – Friday from 9:30 am – 4:30 pm at 410.313.ARTS (27827).

Applicants should read through this Request for Applications and Guidelines in its entirety before applying. Submission of an application constitutes an understanding of and agreement with the conditions set forth in these guidelines.

## **Individual Artist Merit and Creativity Award Guidelines**

### **I. Individual Artist Merit and Creativity Overview**

The purpose of the Individual Artist Merit and Creativity (IAM Creativity) award program is to recognize the role of individual artists in Howard County's creative eco-system and strengthen the diversity and vitality of the Howard County arts community.

The IAM Creativity program provides unrestricted funds to support the creative work of Howard County artists and to recognize excellence in dance, film, folk and traditional arts, literary arts, music, theatre, and visual arts disciplines.

The goals for the IAM Creativity award program are to:

- Recognize and support the creative work of individual artists;
- Foster excellence, diversity, and vitality in the arts;

- Expand public understanding of the impact that individual artists have on our local communities and economy; and
- Acknowledge the many hours and personal resources artists dedicate to the pursuit of excellence and creativity in their artforms.

Over a four-year period, the IAM Creativity program will provide awards in seven different artistic disciplines, accepting applications for two disciplines each year. A maximum of four (4) awards, including one (1) \$5,000 and three (3) \$1,000 awards, will be awarded in each discipline. The awards provide recipients with unrestricted funds to support their artistic practice, develop innovative ideas, and/or complete projects already underway. At the end of the award period, recipients must submit a statement describing the impact of the award.

The IAM Creativity program is generously supported through a grant from the Maryland State Arts Council.

## II. Eligibility and Qualifications

Individual artists living in Howard County for at least one year prior to the application due date and remaining throughout the award period are eligible to apply. In addition, IAM Creativity award applicants must:

- Provide work samples of completed work that has been created within five (5) years of the application deadline, which demonstrate:
  - artistic merit;
  - a history of performing or producing original artwork; and
  - proficiency in their discipline.

*Note: Only completed work may be submitted. Work in progress and work created outside of the 5-year limit will not be reviewed.*

- Be the primary creative force behind the work. The work samples submitted must be created by the applicant, as an individual artist. If the work samples include work performed or created by an ensemble or group, the applicant must be the featured artist for at least 50% of the time.
- Submit only one application in each art discipline in the same award period.  
*Note: applicant cannot submit the same artwork and/or work samples for applications in two different disciplines in the same award period. To apply for more than one award in the same year/cycle, applicant must submit completely different artwork and/or work samples for each application; different excerpts from the same piece do not constitute separate work.*
- Provide proof of established residence in Howard County for a minimum of twelve consecutive months prior to the application due date. Accepted forms include, but are not limited to, government-issued identification (such as a Maryland driver's

license or tax returns), residential homeowner's or renter's insurance, or utility bill with applicant's name and address which establishes proof of residency for the twelve months. Post office boxes may not be used as a permanent address. *[Note: Awards will be made in two (2) payments. If selected for an award, applicant must be a current resident of Howard County at the time that award funds are awarded and must maintain Howard County residency during the entire award period, or the remaining portion of the award will be forfeited.]*

- Be at least eighteen years of age and not be enrolled in high school or an undergraduate degree, graduate degree, or certificate-granting program in an arts discipline or an arts-related subject area at the time of application. Applications will not be accepted before a degree or certification in any such program has been awarded.

### **III. Restrictions**

Prior \$5,000 IAM Creativity recipients are not eligible to apply in the same discipline category again.

Prior \$1,000 IAM Creativity recipients:

- Are eligible to apply in the same, or any other, discipline category.
- Cannot submit work samples, or excerpts from previous work samples, used as the basis for receiving a past IAM Creativity award in any future applications in any discipline category.
- Cannot apply unless all past-due impact statements for previous HCAC awards have been submitted.

Ineligible applicants:

- HCAC Board and staff, and their spouses and immediate relatives.
- Organizations, collectives, sole proprietorships, LLCs, or other entities applying with an EIN number.
- Applicants seeking project-specific funding.
- Applicants who use or require fiscal agents.

Late or incomplete applications or applications that do not follow the instructions and guidelines may be deemed ineligible for review. Submission of an application constitutes an understanding of, and agreement with, the conditions set forth in this request for applications and guidelines.

HCAC reserves the right, at its sole discretion, to revise, withdraw, and/or reissue this award opportunity at any time and for any reason, which includes, but is not limited to, the right to extend the deadline and timeline, reject any or all submission entries, revise and/or not award funds, and/or solicit additional or different award applications.

#### **IV. Review Criteria**

IAM Creativity awards are competitive. Artists are encouraged to apply when they have a cohesive body of work that they are prepared to present in a professional manner. The applicant must be the primary artistic force behind the work.

Applications are evaluated by an independent panel of artists and/or arts professionals with expertise and perspectives in the discipline being considered. The role of each panelist is to review and score each eligible application based on the materials submitted and the established criteria cited below:

##### **Concept**

The application and work samples demonstrate the applicant's creative and original theories, ideas, interpretations and/or perceptions. (Up to 30 points)

##### **Cohesion**

The application and work samples demonstrate a clear and cohesive body of work. (Up to 20 points).

##### **Demonstrated Command of Form**

The application and work samples demonstrate the applicant's exemplary technical capabilities within the chosen discipline. (Up to 20 points)

##### **Impact**

The application and work samples demonstrate applicant's creative practice has both sustained resonance, impact, or value and strengthens the diversity and vitality of Howard County's arts ecosystem. (Up to 30 points)

#### **V. Work Samples**

Work samples are critical to each application and are carefully considered during application review. Applicants should pay close attention to the content of work sample submissions and how they are labeled. The guidelines on work sample submissions depend on the discipline (see below). Applicants should adhere to these work sample instructions or risk ineligibility for consideration of an award.

Please note: This is an anonymous review process. Applicants should take reasonable steps to remove names and identifying details from their work samples.

Work samples for all disciplines:

- Work samples must have been completed within five (5) years of the application deadline. *NOTE: Work in progress and work created outside of the 5-year limit will not be reviewed.*
- If work samples include a group or ensemble, the applicant must be an equal partner and/or the featured artist for at least 50% of the time (for performance-based work, work sample must be cued to the applicant's performance) and include descriptive information on the Work Sample list so that it is clear to the panel what the applicant's role in the work is.

The 2024 IAM Creativity program disciplines being reviewed are Dance and Visual Arts.

#### Dance:

- Video Files: Submit up to 10 mov, wmv, avi, mpg, or mp4 files, or provide links to YouTube or Vimeo, of up to a TOTAL of 10 minutes of videos of work completed within the last 5 years. Total files cannot exceed 400 MB. Label each video file using this format: your First Name initial\_ your Last Name initial\_ Work Sample 1 "Title" or your First Name initial\_ your Last Name Initial\_ Work Sample 1 followed by the link, and so on. [EXAMPLE for Angela Smith the label would be "A\_S\_Work Sample 1\_ "Title"]
- Work Sample List: Submit a list of uploaded and/or linked videos with corresponding file names as a PDF file using this format: Work Sample 1 "Title" and include cue points and other performance details as year of completion, choreographer, duration of the total piece, principal dancers, total number of dancers, interactive or kinetic elements, musical score, and composer. If the applicant is a choreographer, indicate if it is a collaborative work. If any other clarification is necessary for the panel to understand what they are seeing or hearing, add a **brief description** of no more than 5 descriptive lines per work sample for context. Label the PDF: First Name initial\_Last Name initial\_Work Sample List.

NOTE: Provide precise cue instructions if the work sample is an excerpt of a longer piece. Reviewers will only review 10 minutes of video; without instructions they will view 10 minutes of work samples in order of submission.

#### Visual Arts:

- Digital Image Files: Submit up to 20 digital images of artwork, including details, completed within the last 5 years. Each image must be a separate JPEG file not to exceed 72 DPI each and sized no larger than 1200 pixels on the longest dimension of the image. Label each digital image file using this format: your First Name initial\_ your Last Name initial\_ Work Sample 1 "Title" or your First Name initial\_ your Last Name Initial\_ Work Sample 1 followed by the link, and so on. [EXAMPLE for Angela Smith the label would be "A\_S\_Work Sample 1\_ "Title"]

- If the artwork is kinetic or interactive, substitute one digital image with 30 - seconds of video file (see instructions and file formats for video work samples above).
- Work Sample List: Submit a list of uploaded digital images with corresponding file names as a PDF file using this format: Work Sample 1 “Title” and include the medium, dimensions and date completed. If any other clarification about each artwork is necessary for the panel to understand what they are seeing, add a **brief description** of no more than 5 descriptive lines per work sample for context. Label the PDF: First Name initial\_Last Name initial\_Work Sample List.

During the full panel review meeting, work samples will be reviewed in the numerical order submitted.

## VI. Review Process

Only complete applications successfully submitted online at [hocoarts.submittable.com](http://hocoarts.submittable.com) will be accepted and reviewed. Once the application deadline passes, no alterations or additions may be made to the application, unless clarification is requested in writing by HCAC staff. Applicants must meet all revision deadlines, as specified in writing, or the application will be withdrawn.

The IAM Creativity award program has a 3-step review process:

### Step 1: HCAC Staff Review

- Initial review of applications for compliance with eligibility and submission requirements is made by HCAC staff. If staff detects issues, they may call upon applicants to clarify information, to furnish proof of eligibility, etc. Should an applicant be asked to clarify and/or revise their application, the applicant must meet all revision deadlines, as specified by staff, or the application will be withdrawn.

### Step 2: Artistic Review Panel

- Each panelist reviews the applications and work samples on their own via [hocoarts.submittable.com](http://hocoarts.submittable.com) through an anonymous review process in advance of the full panel meeting.
- The full panel meets together via video conference or in a hybrid in-person-video conference configuration to discuss, score, and finalize award recipients.

Panels are strongly encouraged to score each application and recommend awards but reserve the right to decline to score and/or decline to make an award recommendation if they feel that an application, or the entire pool of applicants, does not warrant an award.

To ensure that HCAC review panels are free from conflicts of interest and the appearance of such conflicts, panelists are required to disclose any current or prospective affiliations they or their immediate family members have with an actual or potential applicant. In addition, panelists are required to disclose any past or current adversarial relationships with applicants. Panelists are not permitted to participate in discussions or scoring of any applicant with whom they have an affiliation or conflict.

Members of HCAC's Committee on Grants and staff will be present during the full panel review to observe the process and/or answer any questions from the panel about the award process; however, they do not participate in the panel discussions.

#### Step 3: HCAC Board Approval

- The final panel scores are reviewed by the HCAC Committee on Grants and presented to the HCAC Board of Directors; approval of awards rests with the HCAC Board of Directors. All award decisions of the HCAC Board of Directors are final.

### **VII. Notification and Disbursement**

HCAC notifies applicants regarding the results of their application and the award disbursement process via:

- (1) letter of intent to award and letter of agreement;
- (2) letter of ineligibility; or
- (3) letter of denial.

These notifications are sent via the applicant's email as it appears in [hocoarts.submittable.com](https://hocoarts.submittable.com).

If approved for funding, applicant must submit the signed Letter of Agreement, signed IRS W-9 Form, and any outstanding materials or past-due final reports for this, or other HCAC grants and awards programs, if applicable, before award funds are released. The address on the IRS Form W-9 must match the address in the application and the proof of residency and other award materials submitted. Post office boxes are prohibited as an address.

Award payments will be disbursed in two payments. The awardee will receive 75% of the award 2-4 weeks from the date of receipt of a fully executed Award Agreement and receipt of the W-9 and 25% upon receipt and acceptance of the Impact Statement.

### **VIII. Conditions of Funding, Reporting, and Cancellations**

The following conditions apply:



- HCAC award programs are competitive. Submission of an application, or receipt of a previous award, does not guarantee funding at any level, even if all submission criteria have been met.
- HCAC reserves the right, at its sole discretion, to revise, withdraw, and/or reissue this award opportunity at any time and for any reason, which includes, but is not limited to, the right to extend the deadline and timeline, reject all submission entries, revise and/or not award funds, and/or solicit additional or different award applications.
- The number and value of awards is contingent on available funding; HCAC reserves the right to increase or decrease either the amount or the number of awards granted in any given year.
- If an award is granted, any public acknowledgements or publicity, including brochures, news releases, public statements and other materials must give credit to the Howard County Arts Council and the Maryland State Arts Council. In printed materials, Howard County Arts Council and Maryland State Arts Council must be listed and when appropriate, logos must be used. When no printed information is used or published, oral credit must still be given.
- Awards are considered taxable to the extent that is applicable by law. HCAC is unable to provide tax advice, awardees should consult and follow the advice of a tax professional about tax liability regarding any HCAC award.
- HCAC reserves the right to use any materials submitted as part of a funded award application for educational and promotional purposes. This includes any text, images, photographs, audio, or video submitted as part of a funded award application for limited non-commercial educational or promotional use in publications or other media produced, used, or contracted by HCAC including, but not limited to, brochures, invitations, newsletters, postcards, websites, social media, etc.
- Award recipients are required to submit an Impact Statement describing the extent to which the award advanced their artistry, creative work, and/or profession throughout the award period. Impact Statements must be submitted by the published deadline; recipients will not be able to apply for another HCAC award if their final report is overdue or incomplete.
- HCAC reserves the right to rescind any award, and ask for award repayment, for non-compliance with HCAC award policies, guidelines, terms, regulations, and/or reporting and monitoring requirements at any time. Award recipients with unmet

reporting and monitoring obligations regarding any HCAC award program are ineligible to receive additional or future awards from HCAC.

## **IX. Appeal Process**

HCAC takes care during the awards review process to be thorough and fair. An applicant may request reconsideration of a decision on their application if the applicant can demonstrate that HCAC failed to follow published request for application, guidelines, and review procedures. Dissatisfaction with the results of a review does not constitute grounds for reconsideration.

If there is a legitimate reason for reconsideration and the applicant wishes to pursue an appeal, the applicant must submit a formal letter of appeal to HCAC's Executive Director, in writing, within 15 business days of HCAC's notification to the applicant of its decision. The Committee on Grants will review the submitted appeal and make a recommendation. Based on that recommendation, the Board of Directors will make a final decision. The applicant will receive written notification of the Board's decision within 45 days of the receipt of the letter of appeal.

If you have any questions or need further information, please contact Michelle Grazio, IAM Creativity Grant Administrator at [iamcreativity@hocoarts.org](mailto:iamcreativity@hocoarts.org) or contact us by phone Monday – Friday from 9:30 am – 4:30 pm at 410.313.ARTS (27827).

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