



PROFESSIONAL ARTIST
FELLOWSHIP FY 2024-2025
GUIDELINES

Application and Guidelines: The application is available on the Arts Council's website, at:
[Professional Artist Fellowship | Arts Council for Long Beach](https://www.artslb.org/professional-artist-fellowship)
[\(artslb.org\)](https://www.artslb.org)

Deadline: **Must be submitted by June 14th, 2024 at 5:00 p.m.**

Submission Instructions: **All applications must be submitted online:**

[Professional Artist Fellowship | Arts Council for Long Beach](https://www.artslb.org/professional-artist-fellowship)
[\(artslb.org\)](https://www.artslb.org)

- All submitted files must be named in the following file format: **Last Name_First Name_Filename**. (Examples: Doe_John_Application, Doe_John_Artistic Documentation, Doe_John_Artist Statement, etc.)
- **All artistic documentation must be submitted as one PDF** file with embedded links to videos and audio files. If you need assistance with this please contact the Arts Council for technical assistance at least two weeks before the application deadline. Other file formats will not be accepted.

Disqualifying Omissions: Any omission of a required component of the application may be grounds for disqualifying an application.

Late Submissions No new or revised application information will be accepted after the deadline.

Questions Email: grants@artslb.org
Phone: 562-204-6104

ARTS COUNCIL FOR LONG BEACH

ARTSLB was founded by the City of Long Beach in 1976 as the Public Corporation for the Arts, becoming a 501(c)(3) organization in 1982. ARTSLB is a dynamic organization that receives and distributes public funds, and also raises funds through private donations, foundations, corporations and contracts for services.

Vision

The Arts Council for Long Beach envisions a thriving Long Beach that benefits from universal participation in the arts.

Mission

The Arts Council for Long Beach cultivates the physical, social, and economic characteristics of Long Beach neighborhoods by nurturing and enlivening the arts. We serve individuals, groups, and organizations through advocacy, arts education, public art, and grant making within the city of Long Beach.

We practice profound inclusion as a collaborator and convener for the benefit of all communities.

Values

Equitable, Collaborative, Belonging, Inclusive, Diverse, Educational.

PROGRAM DESCRIPTION: PROFESSIONAL ARTIST FELLOWSHIP

The Professional Artist Fellowship honors a selection of Long Beach's living artists. These awards recognize exemplary artists for their recent work. Eligible artists must be active Long Beach artists who live, work or actively create in Long Beach and demonstrate an active exhibition and/or production record of at least three (3) years with profound impact to Long Beach communities. Awards are granted based on artistic merit and professional achievement. The grant award amount is dependent upon available funds and the number of qualified applicants.

Eligible artistic disciplines include:

- Visual Arts
- Costume Design
- Performing Arts
- Audio Arts
- Literary Arts
- Media Arts
- Multidisciplinary or Interdisciplinary Arts
- Culinary Arts
- Folk and Traditional Arts
 - Folk and traditional artists are tradition bearers: people who transmit what they believe, know, do and create with others who share a common heritage, language, religion, occupation or region. These expressions are deeply rooted in and reflective of a community's shared standards of beauty, values or life experiences. Folk and traditional arts are, ultimately, passed on from one generation to the next and express a collective wisdom, rather than a unique personal aesthetic.

WHO MAY APPLY

- Eligible applicants are required to meet the following requirements:
 - Must be an active Long Beach artist who lives, works or actively creates in Long Beach (requires a physical presence in Long Beach i.e., business license, home or studio proof of residence or consistent paystubs). *Please contact staff if you need further clarification*
 - Must receive payment and/or serious, critical recognition for some or all of their artistic services or products
- Ineligible applicants:
 - Full-time students - exception: post-grad student with extensive professional experience and/or serious, critical recognition
 - Recipients of an Arts Council for Long Beach Professional Artists Fellowship within the last three annual grant cycles
 - Active employees, board members or contract employees of Arts Council for Long Beach
 - Applicants may only apply for one Arts Council annual grant category, Operating Grant I, Operating Grant II, Community Project Grant or Professional Artist Fellowship

APPLICATION AND REVIEW PROCESS

HOW FUNDS ARE DETERMINED

- Arts Council for Long Beach staff reviews all applications for eligibility and completeness. If an application is late, incomplete, faxed, emailed or otherwise deemed ineligible, Arts Council staff may disqualify the application.
- Independent grant review panels are assembled each year and facilitated by Arts Council for Long Beach staff. Panels are comprised of regional arts professionals, community members and representatives from the Arts Council for Long Beach Board of Directors.
- Review panels convene to review applications, artistic documentation, support materials and to score and rank applications according to the funding criteria. Scores are merit-based and award levels are determined by scores, the amount of available funds and the number of qualified applicants.
- Funding recommendations are forwarded to the Arts Council's Allocations Committee. The Allocations Committee reviews panel scores and rankings and then brings the recommendations to the Arts Council for Long Beach Board of Directors who then ratifies the funding levels. All grants must be approved by the Arts Council for Long Beach Board of Directors.
- If any and/or all of the recommended awards require adjustments due to changes in City funding, the Arts Council for Long Beach Executive Committee will make award adjustments following adoption of the City of Long Beach budget
- There is limited funding available for distribution. Many worthy programs, organizations and artists cannot be funded. The receipt of past funding, fiscal need or the merit of an application is not a guarantee of funding. City of Long Beach funding supporting the 2024-2025 Grant Programs is not confirmed until the adoption of the City of Long Beach budget.

PANEL COMMENTS

Arts Council staff documents the comments of grant review panels for its records and to share with applicants, upon request. Comments are available to applicants following the announcement of grant awards. To receive panel comments contact: grants@artslb.org or (562) 204-6104.

CRITERIA FOR EVALUATION

Each Artist Fellowship application will be evaluated, scored and ranked based on the following criteria:

- Artistic Achievement as demonstrated by (Part: III, IV, V, VI) 15 points
 - Artist's work reflects a high level of artistry or craftsmanship
 - Artist's statement, resume and artistic samples relate to one another
 - Artist's statement engages the reader. It explains the goals/motivations of the artist's work. It is clear and well written
- Background of the Artist as demonstrated by (Part: II - VI) 15 points
 - Formal artistic training, apprenticeship or practice in the discipline
 - Several years of productivity and achievement in professional venues
 - Contribution to the local community (i.e., by workshops, exhibiting locally, etc.)
- Total points possible 30 points

ADDITIONAL INFORMATION

CONFLICT OF INTEREST POLICY

- No active member of the Arts Council for Long Beach Board of Directors or staff shall sign a grant application.
- No staff or board member of an applicant organization shall serve on the review panel for the category in which the organization submits an application.
- Any grant panel member who has a potential conflict of interest must disclose it to Arts Council for Long Beach (and the other review panel members) prior to the panel review by completing a conflict of interest form.

PUBLIC INFORMATION

- The Arts Council for Long Beach grant review process is an open and independent process. During the grant panel review and following approval processes, the merits of the proposals and the accomplishments of the artists and organizations are thoroughly discussed. Applications will be compared to other proposals within the same category as well as appraised within the context of the applicant's arts or cultural discipline or field. Results will not be confidential.
- Fellowships and grant awards may be subject to tax regulations. Arts Council for Long Beach cannot advise recipients about tax deductibility of all or any portion of a grant. Applicants should obtain counsel from a licensed tax consultant or a local Internal Revenue Service office.

INSTRUCTIONS FOR WORK SAMPLES

- **Choosing What to Submit**

- Submit samples that are of high production quality in which your work can be clearly seen and/or heard. The sample should demonstrate your skill in the art form(s), manifestation or treatment of ideas, etc.
- Use excerpts from finished works completed in the last three years whenever possible.

- **Work Sample Description**

- An excerpt of the description entered on the Artist Documentation Index will be used to introduce your work sample during the panel review. Use the space provided in the Artist Documentation Index to contextualize each work sample by stating discipline-specific and pertinent information:
 - Title, date, venue, length of work, dimensions, media
 - If the item was done as a work of collaboration, indicate your role.
 - Explain the sample's relevance to your proposed project, especially if the proposed project is a departure from your traditional work, the sample is a work in progress or is a collaborative piece of work.

- Work Sample Preparation Instructions

- **All artistic documentation must be named in the following file format: Last Name_First Name_Artistic Documentation. (Examples: Doe_John_Artistic Documentation)**
- **All artistic documentation must be submitted as one PDF file with embedded hyperlinks to videos and audio files. If you need assistance with this please contact the Arts Council for technical assistance at least two weeks before the application deadline.**
- DO NOT send originals or your only copy of documented work.
- For visual and audio samples: number the samples in the order they should be viewed/listened to. This order should be reflected on the Artist Documentation Index.
- Always test your final work and hyperlinks before submitting. Passwords should not be required to access files or links.

- Media Types

- Video: provide an embedded hyperlink to any video sample. **Up to 5 minutes of the submission will be reviewed. Please indicate if there is a section that you would like specifically reviewed.**
 - Strongly encouraged for Dance, Multi-Disciplinary, Media, Theatre and Traditional and Folk Art
 - List samples in this format: number indicating the order in which files should be played and title of video and embedded hyperlink.
 - Explain any special playback instructions in the Work Sample Sheet for each sample, such as "*Start at 4:00 and play 2 minutes.*"
- Audio: provide an embedded hyperlink to any audio sample. Must be clearly labeled. **Up to 5 minutes of the submission will be reviewed. Please indicate if there is a section that you would like specifically reviewed.**

- Strongly encouraged for music.
- List samples in this format: number indicating the order in which files should be played and title of track and embedded hyperlink.
- Explain any special playback instructions in the Work Sample Sheet for each sample, such as *"Start at 4:00 and play 2 minutes."*
- Visual Images: **up to ten (10) images only.**
 - Submit files in a slideshow presentation format with one image per slide. Include the following on each slide:
 - Title
 - Artist
 - Date work created
 - Each photo should have a resolution of 72 DPI and be 5MB or smaller
 - Save the PowerPoint Presentation as a PDF.
 - File sizes should be no larger than 300 DPI and 5MB or smaller.
- Publications: strongly encouraged for literary and visual arts.
 - Samples should be saved as one PDF which contains all artistic documentation.
 - Submit a sample of your literary copy in a PDF.

APPLICATION CYCLE TIMELINE

Guidelines Available	Friday, April 15, 2024
PAF Grant Workshops	Wednesday, May 8, 2024, 4PM – 6PM
Application Deadline	Friday, June 14, 2024 at 5:00PM
Grant Panel	July/August 2024
Grant Notifications	<ul style="list-style-type: none"> ● September - City Council passes 2024-2025 budget ● October - December - City Manager's Office drafts new contract confirms Percent for Arts funding and establishes reporting deadlines. ● January/February - Contract and first payment distributed

WHAT COMES NEXT

Contract with Arts Council for Long Beach	<p>Contracts are sent to grantees after the Arts Council receives its contract from the City of Long Beach. Contracts require grantees to:</p> <ul style="list-style-type: none"> ● Acknowledge Arts Council for Long Beach and the City of Long Beach by using designated logos on published materials ● Participate in the Professional Artist Fellowship
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	<p>Exhibition in 2024</p> <ul style="list-style-type: none"> • Meet all other requirements established in the contract, including deadline and reporting requirements.
Disbursement of payments	Professional Artist Fellowship payments are made in 2 installments and the date will be set in the contract.

GETTING STARTED

COMPLETE THE APPLICATION

- Found online at <http://artslb.org/programs/grants/professional-artist-fellowship/>
- Attend a Grants Workshop
- Submit all application documents to the grant application.
 - Remember to name all submitted application files in the following file format: **Last Name_First Name_Filename**.
 - All artistic documentation must be submitted as one PDF file with embedded links to video and audio files. Other file formats will not be accepted.

STAFF ASSISTANCE

Staff is available on a limited basis to offer guidance and clarification in preparing your proposal. Be sure to contact staff far enough ahead of the deadline to ensure you can be accommodated at (562) 204-6104 or grants@artslb.org.