Arizona Commission on the Arts

Artist Project Grants
Online Application Manual

2011-2012, Fiscal Year 2012

Grant Deadline: Thursday, September 22, 2011

Arizona Commission on the Arts
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Phoenix, Arizona 85003-1326
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To request this or any agency publication in an alternative format, contact the Arts Commission offices.

OVERVIEW

This manual will guide you through the 4 step process of applying for an Artist Project Grant.

1. **Create an ERC Member Account** Go to **http://apg.azarts.gov** to create a Member Account. If you already have a Member Account, use your username and password to login.
2. **Create an ERC artist Profile** for the 2012 Artist Project Grants application process. Give your Profile a name that is easy to remember and identify.
3. **Complete Artist Project Grants Application.** Click 'START' at the bottom of the Profile page to begin. Applicants can save updates and changes to the online application by clicking the 'SAVE' button. Applicants may return to their application to make edits and changes until application is submitted.
4. **Submit online Artist Project Grants Application** by **Thursday, September 22, 2011**. Click 'SUBMIT' at the bottom of the Artist Project Grants Application once the application is complete and ready for review. At 11:59 p.m. on the deadline the online application system will close. A confirmation receipt will be emailed approximately two (2) weeks after the deadline.

NOTE:

The Arts Commission uses the ERC Registry to provide the more accessible online application for the Artist Project Grants (APG). To apply for an APG, applicants must first create a member account and profile with the ERC Registry.

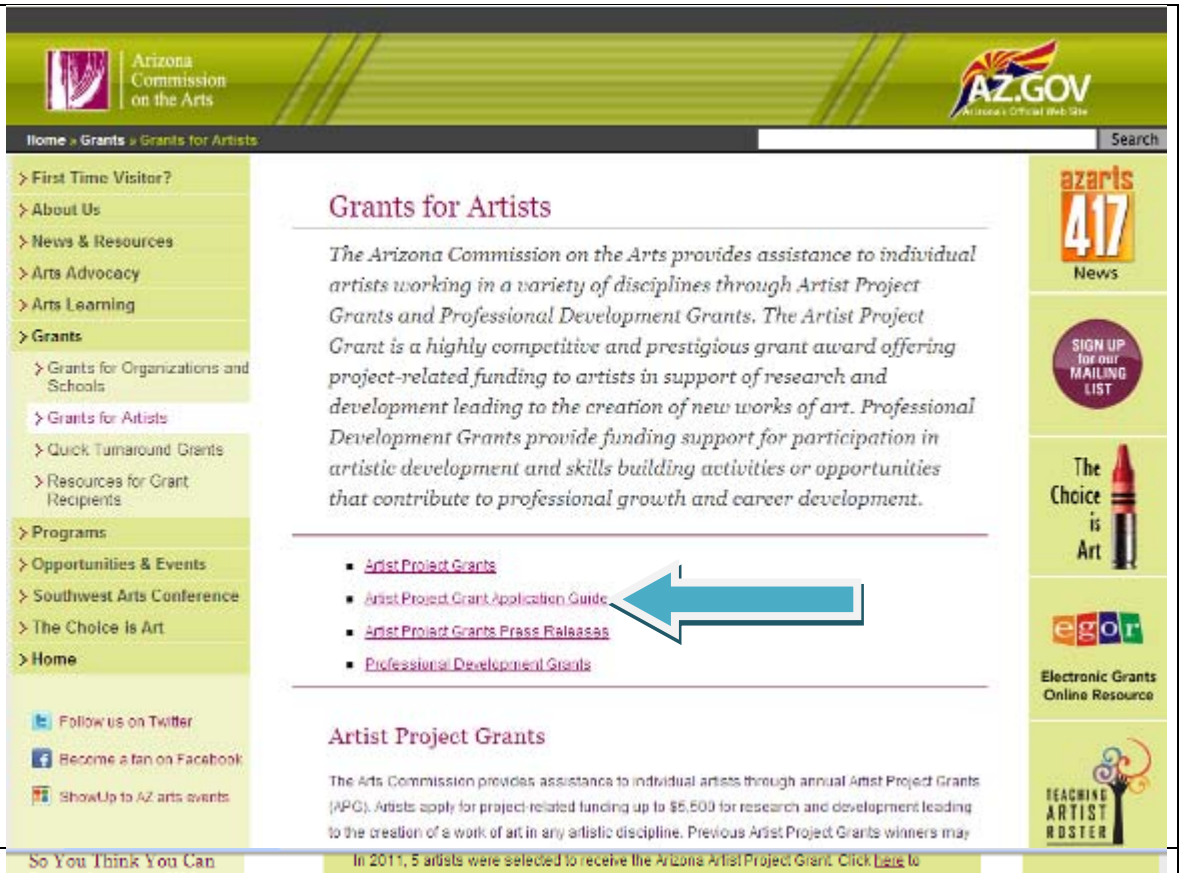
A benefit of using the ERC online system is that APG applicants have an option for their profile to appear on the ERC National Registry free of charge. Within the application, artists have the ability to select their preference for either participating or not participating in the ERC National Registry. The information asked in required fields on the ERC Member Account and Profile must be provided to be eligible for an Arts Commission Artist Project Grant.

For more information about the ERC Registry go to: www.ERCregistry.com

Artist Project Grants Online Application and Guidelines

STEP 1
READ GUIDE

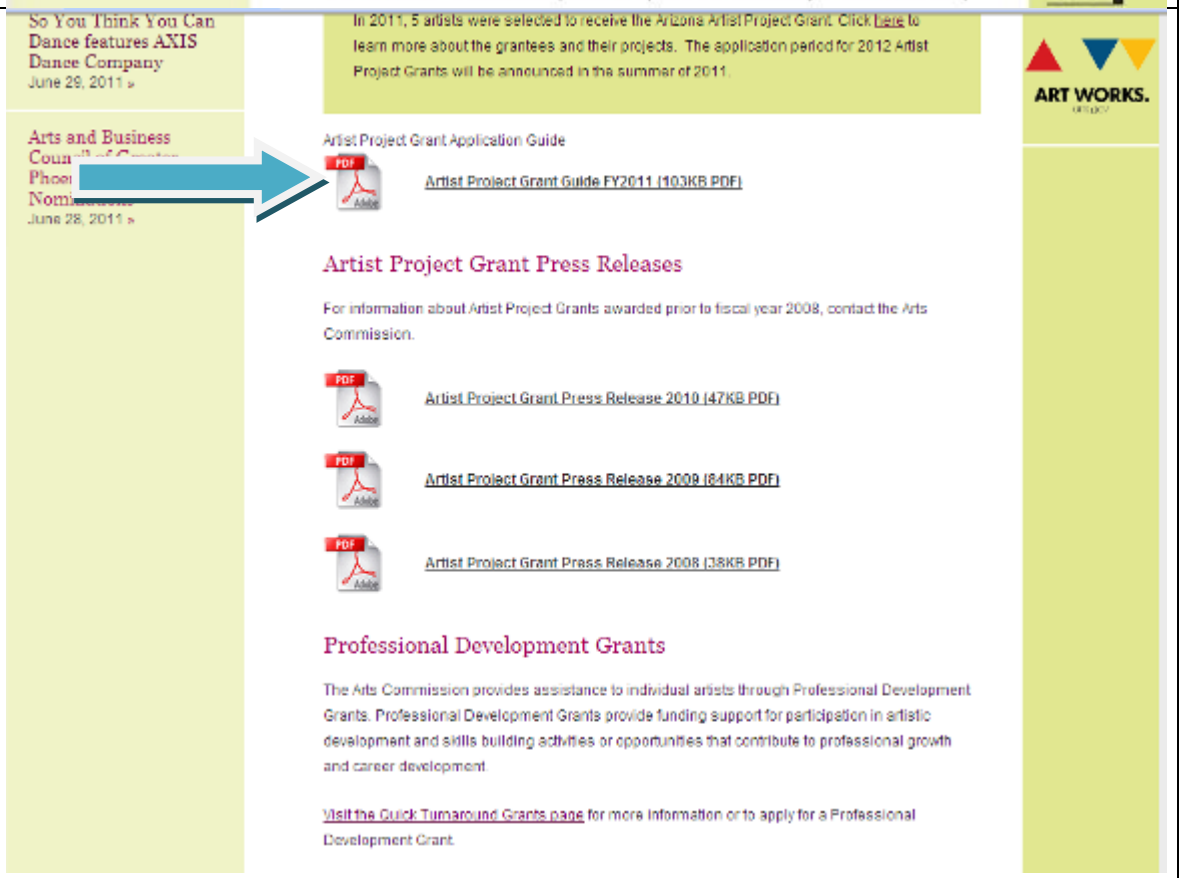
Review the Artist Project Grants Criteria and Guidelines at http://www.azarts.gov/grants/artists/.



STEP 2
READ GUIDE

Scroll down the page.

Click on the **PDF file** icon to access the [Artist Project Grants Application Guide](#).

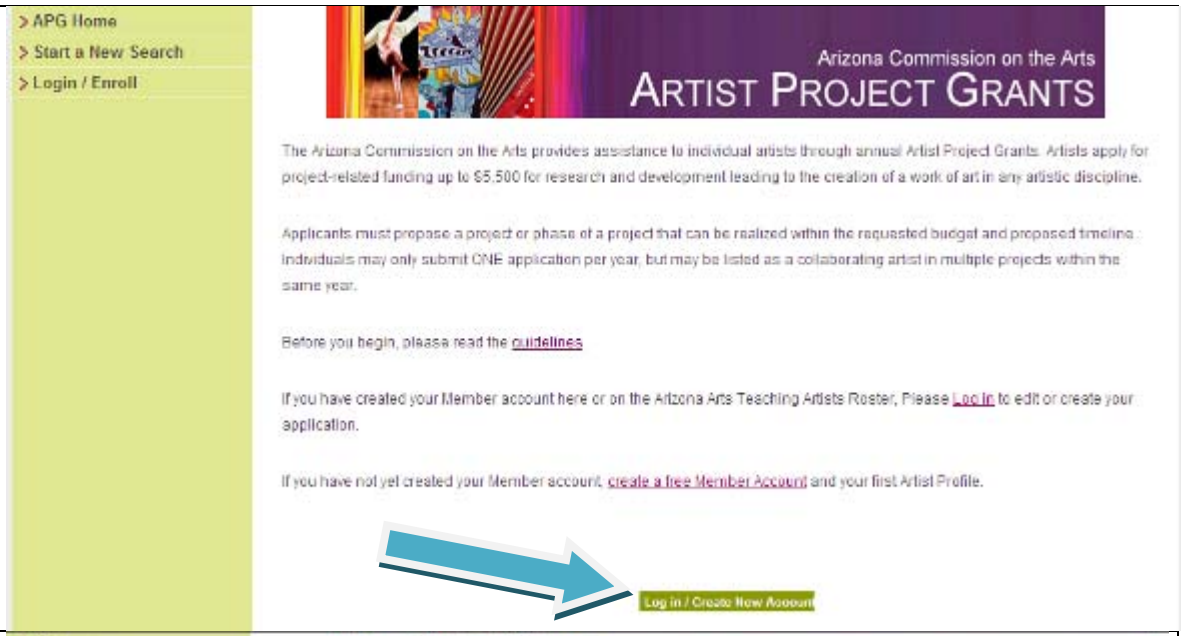


Log into the Artist Project Grants Online Application

STEP 3

Log into the Artist Project Grants Application System at http://apg.azarts.gov/

***Tip!** If you have applied for the Artist Project Grant through the online grant system, you already have an existing ERC account.*



STEP 4

EXISTING MEMBERS
Click the button **Member Login** and continue to STEP 5.

NEW MEMBERS
Click the button **Create a New Account for FREE** and skip to STEP 6.

STEP 5
EXISTING MEMBERS

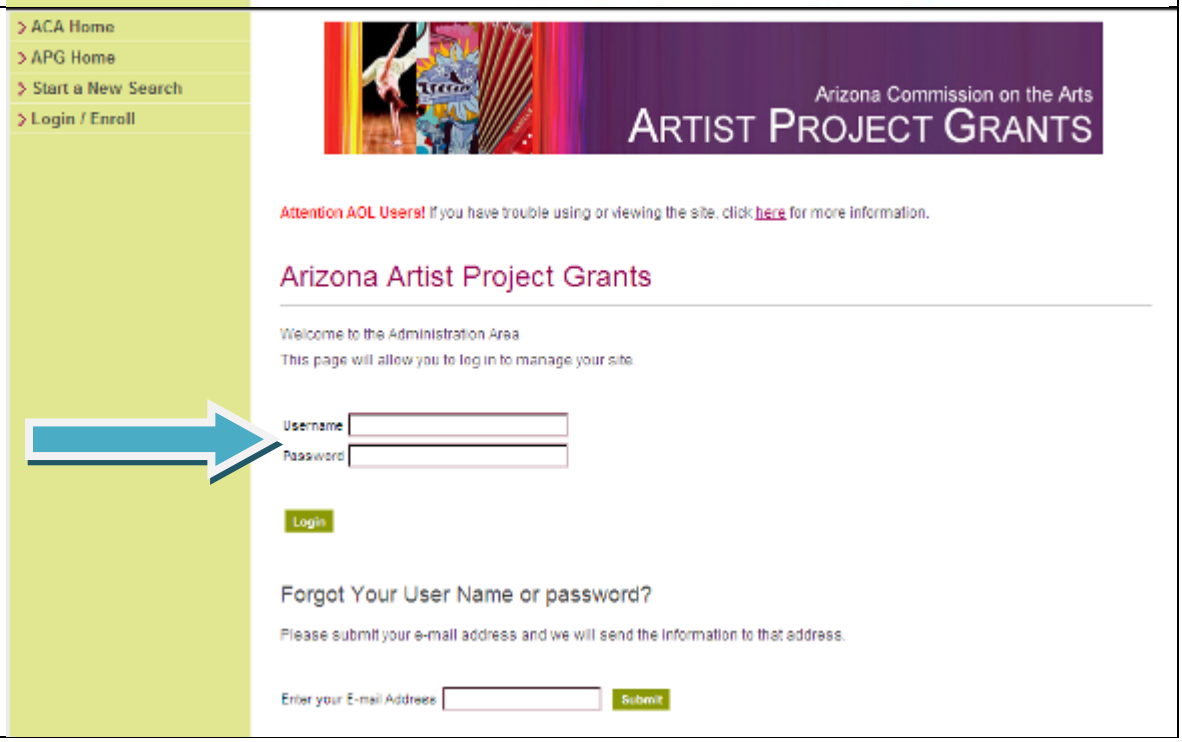
Enter your Username and Password.

Click the **Login** button.

Members may choose to either use an existing Profile or create a new one.

To use an existing Profile click on it and Skip to STEP 15

To create a new Profile, Skip to STEP 7.



CREATE A MEMBER ACCOUNT

STEP 6
NEW MEMBERS

Enter your Name, Address, and Phone.

Enter a User Name and password.

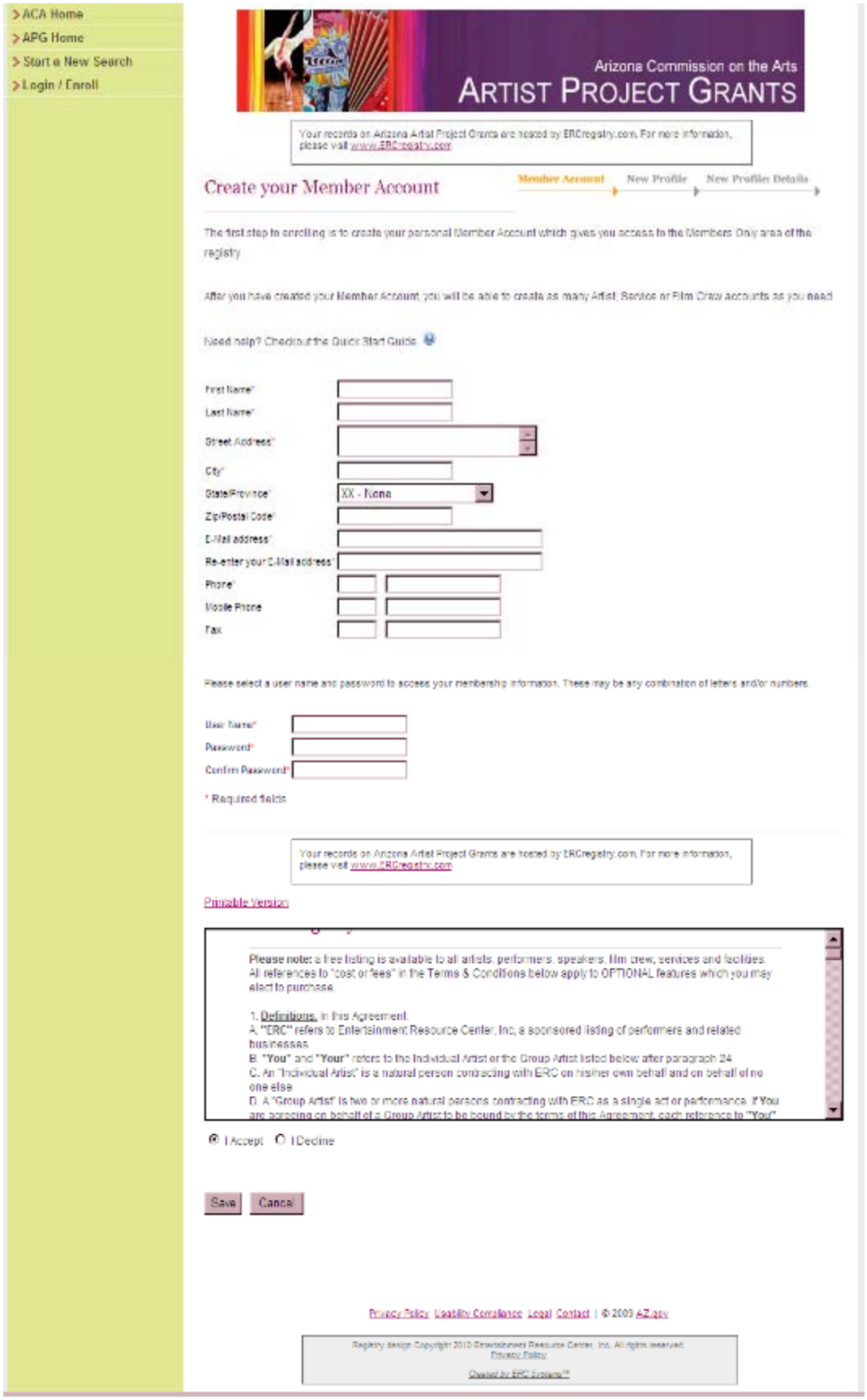
NOTE: *The contact information entered in this section will be the primary source used by the Arizona Commission on the Arts to stay in touch with the applicant. Keep this information current.*

Agree to ERC's terms of use.

Indicate whether you are over 18 years of age.

Click the **Save** button at the bottom of the page.

Continue to STEP 7.



CREATE A PROFILE

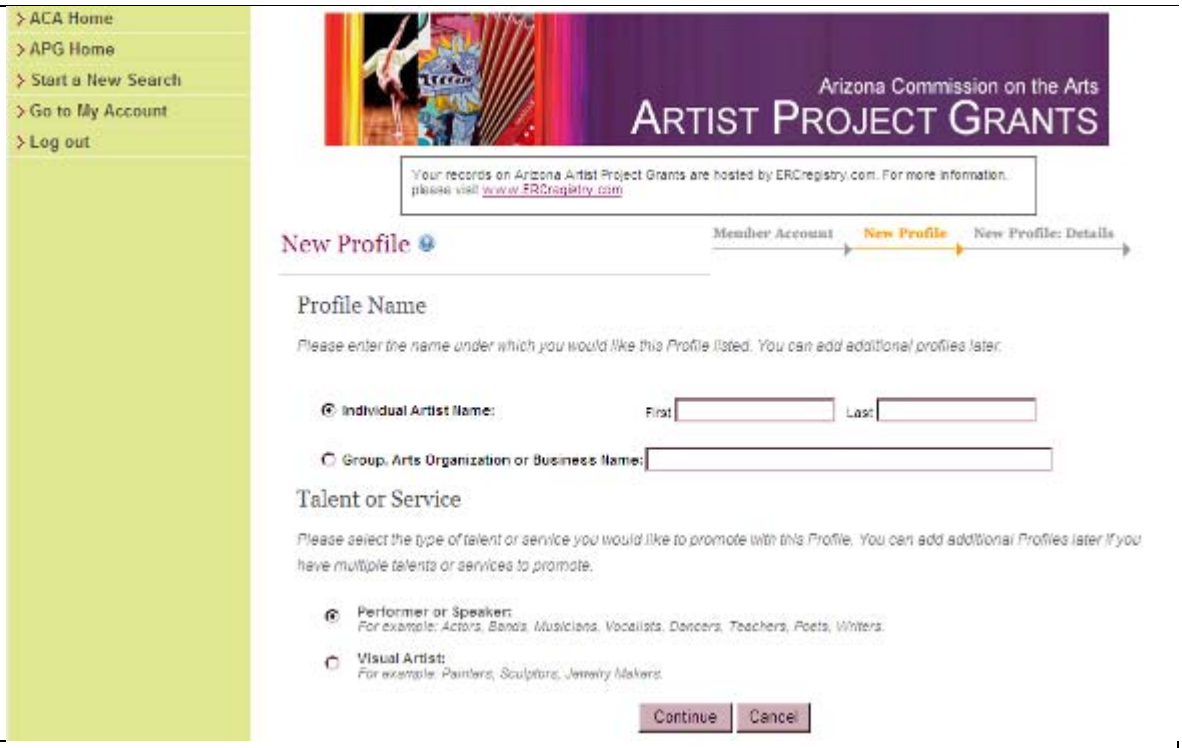
STEP 7
NEW PROFILE

Create a 'Profile Name'.

Click the option for Individual Artist Name. Enter primary applicant First and Last Name.

Select the Talent or Service that best describes your discipline.

Click the **Continue** button at the bottom of the page.



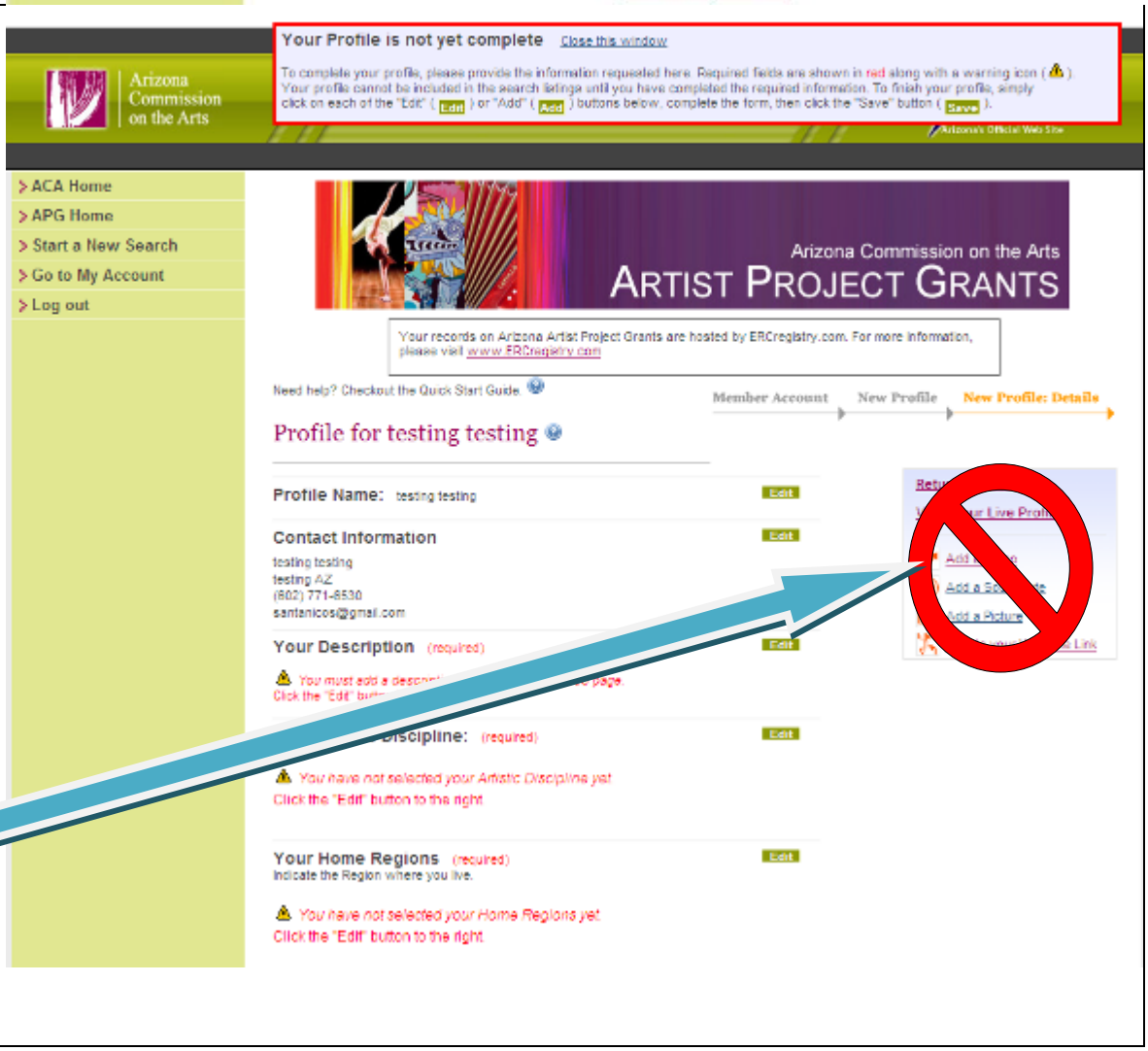
STEP 8
REQUIRED PROFILE FIELDS

Enter or update profile information by clicking the **Add** or **Edit** button.

Enter all required fields, including:
Profile Name;
Contact Information;
Description;
Artistic Discipline; and
Home Regions.

Tip! *A gray box with a red outline will appear if you have not completed all required fields*

NOTE: *Any information entered here is not part of the APG application and can not be seen by the panelists. This is solely for the ERC Registry. www.ERCregistry.com*

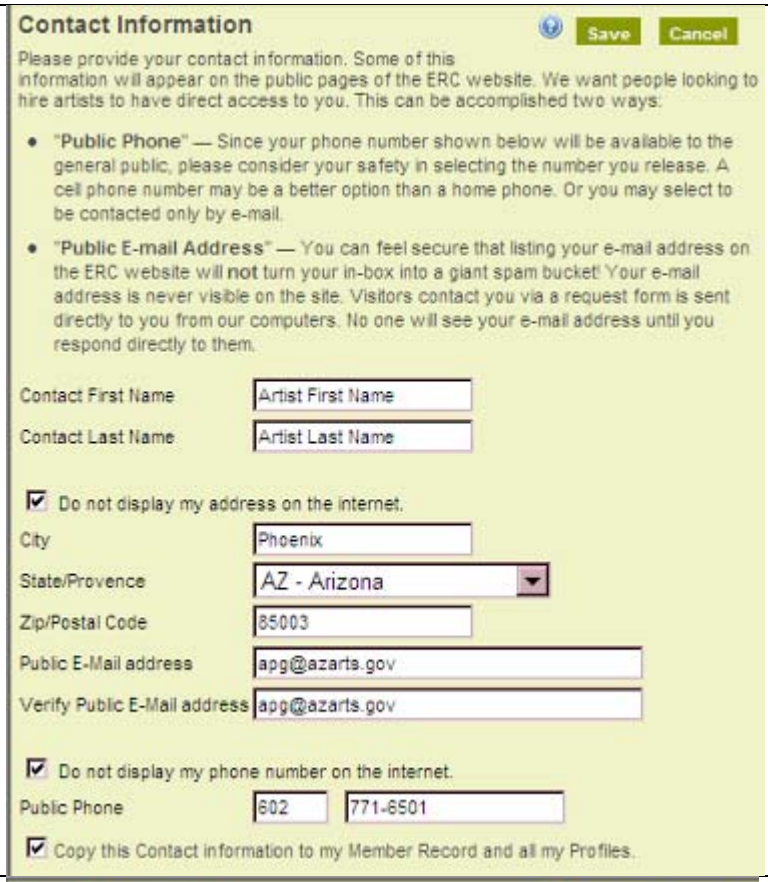


CREATE A PROFILE

STEP 9
PROFILE CONTACT INFORMATION

Enter or update contact information and click the **Save** button.

NOTE: *The contact information entered in this section must match the information in the ERC Member Account section.*



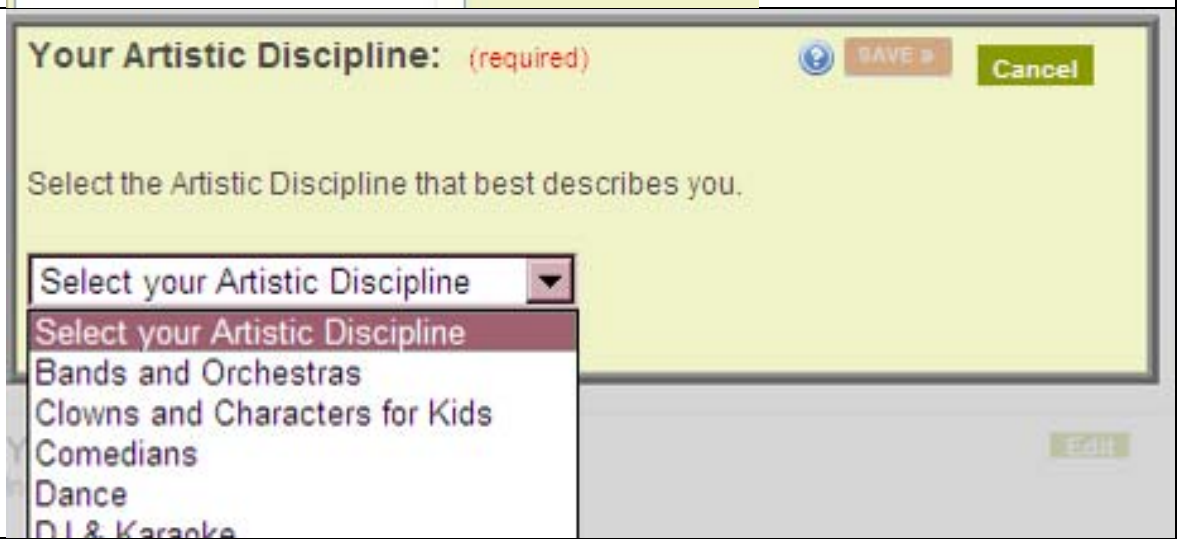
STEP 10
PROFILE DESCRIPTION

Enter information and click the **Save** button.

STEP 11
PROFILE ARTISTIC DISCIPLINE

Select your artistic discipline using the drop down menu and click the **Save** button.

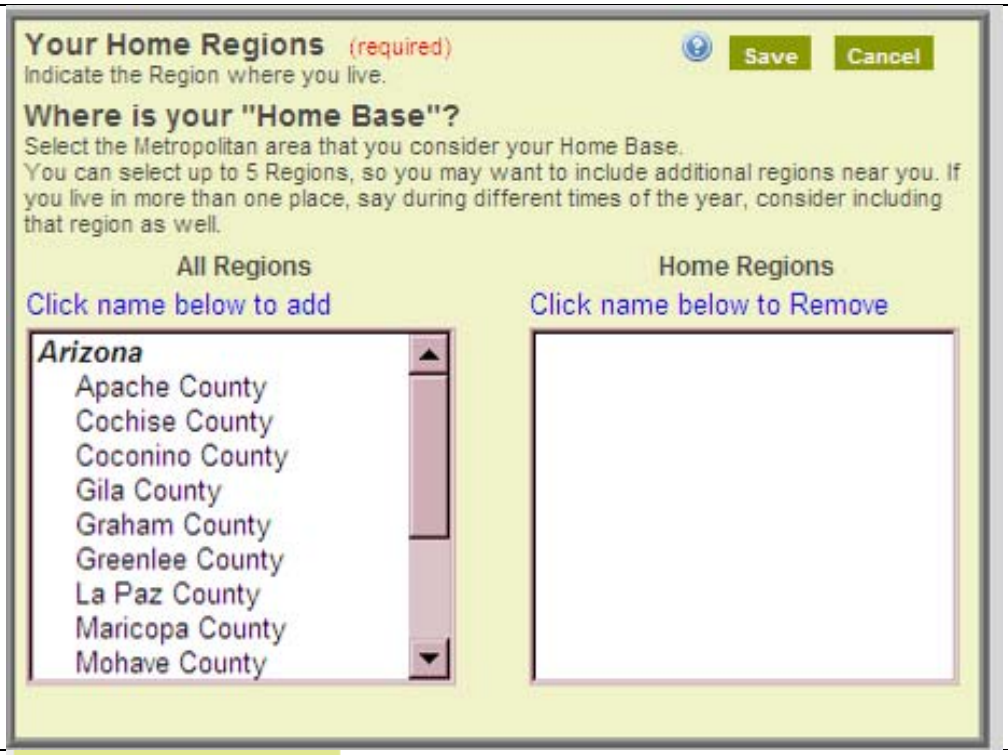
NOTE: *Artistic Discipline choices for this page are determined by ERC*



CREATE A PROFILE

STEP 12
PROFILE
ARTISTIC DISCIPLINE

Select your home region(s) using the drop down menu and click the **Save** button.

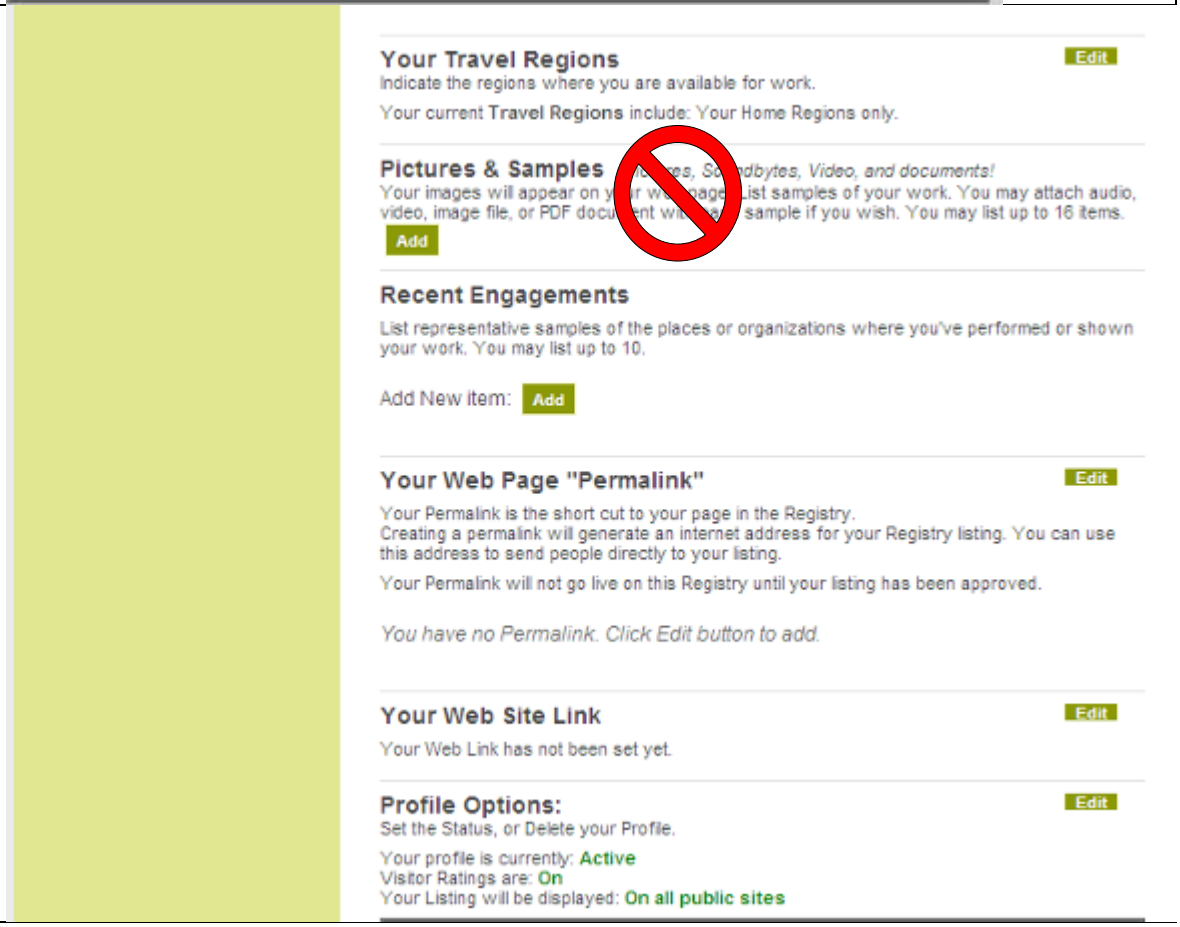


STEP 13
OPTIONAL

The following fields are **optional** and are not required for the Artist Project Grant application and <u>will not be reviewed</u>:

Your Travel Regions; **Pictures & Samples**; **Recent Engagements**; **Your Web Page Permalink**; and **Your Web Site Link**.

NOTE: *Do <u>NOT</u> upload Artist Project Grant related Pictures and Samples here. Refer to Step 24*



CREATE A PROFILE

STEP 14
ERC REGISTRY

A benefit of applying for the Artist Project Grant program using the ERC online application is that artists have the option to have their profile appear on the ERC National Registry for free.

Click the **Edit** button to select your ERC online registry preferences.

Tip! *The Profile Option defaults to a public profile. To hide your profile from the online ERC Registry, follow the directions below.*

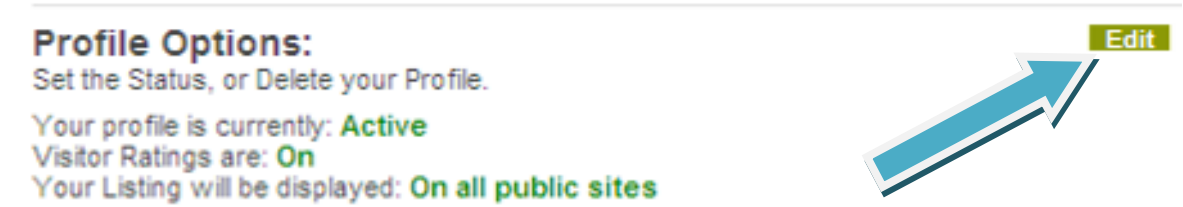
Select **Make this Profile Active**. This enables panelist review of application.

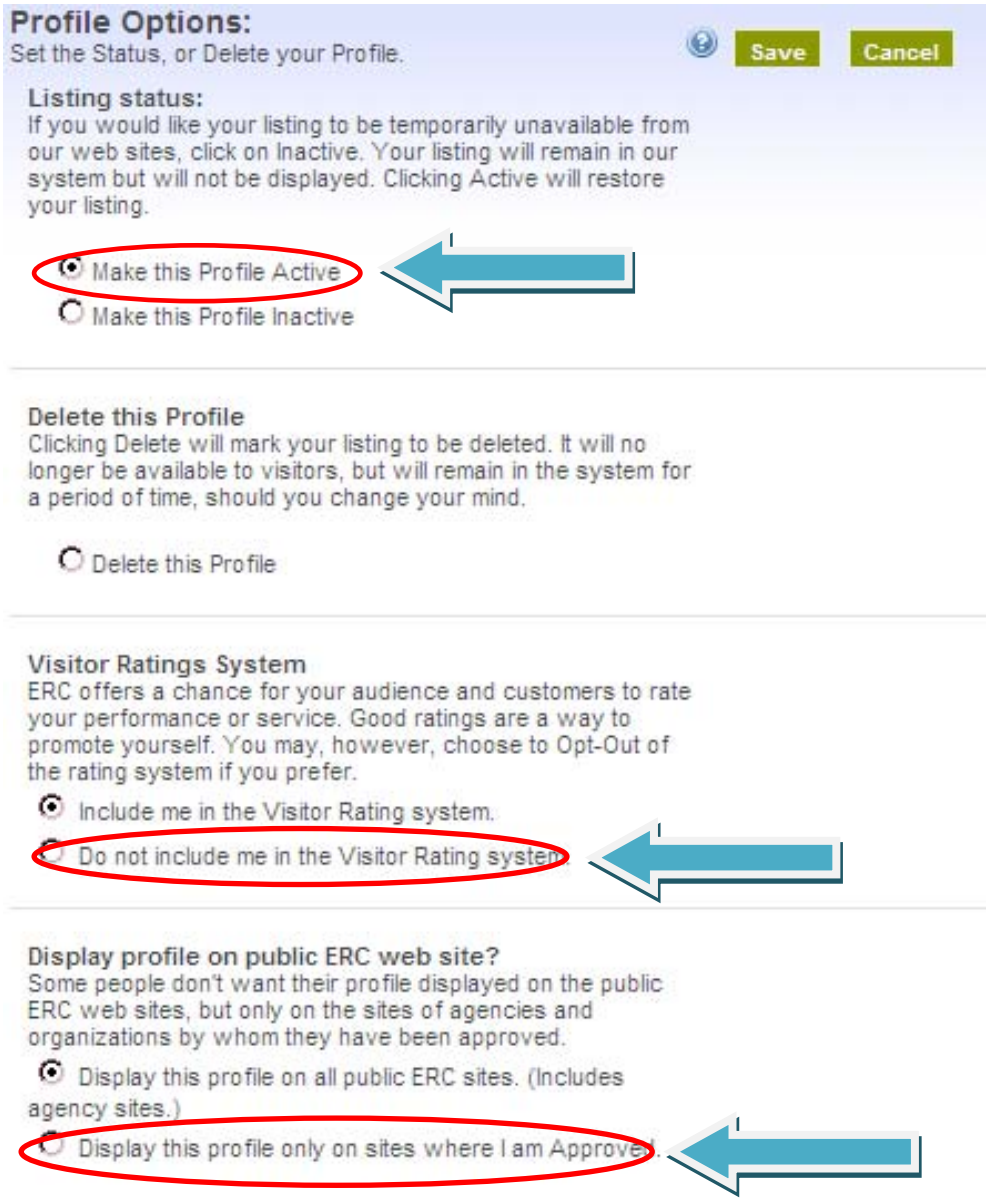
Select **Do not include me in the Visitor Rating system**.

Select **Display this profile only on sites where I am Approved**. This will ensure that your ERC Profile is closed to the public.

Click the **Save** button at the top of the page after you have selected your preferred profile options.

For more information about the ERC Registry visit: www.ERCregistry.com





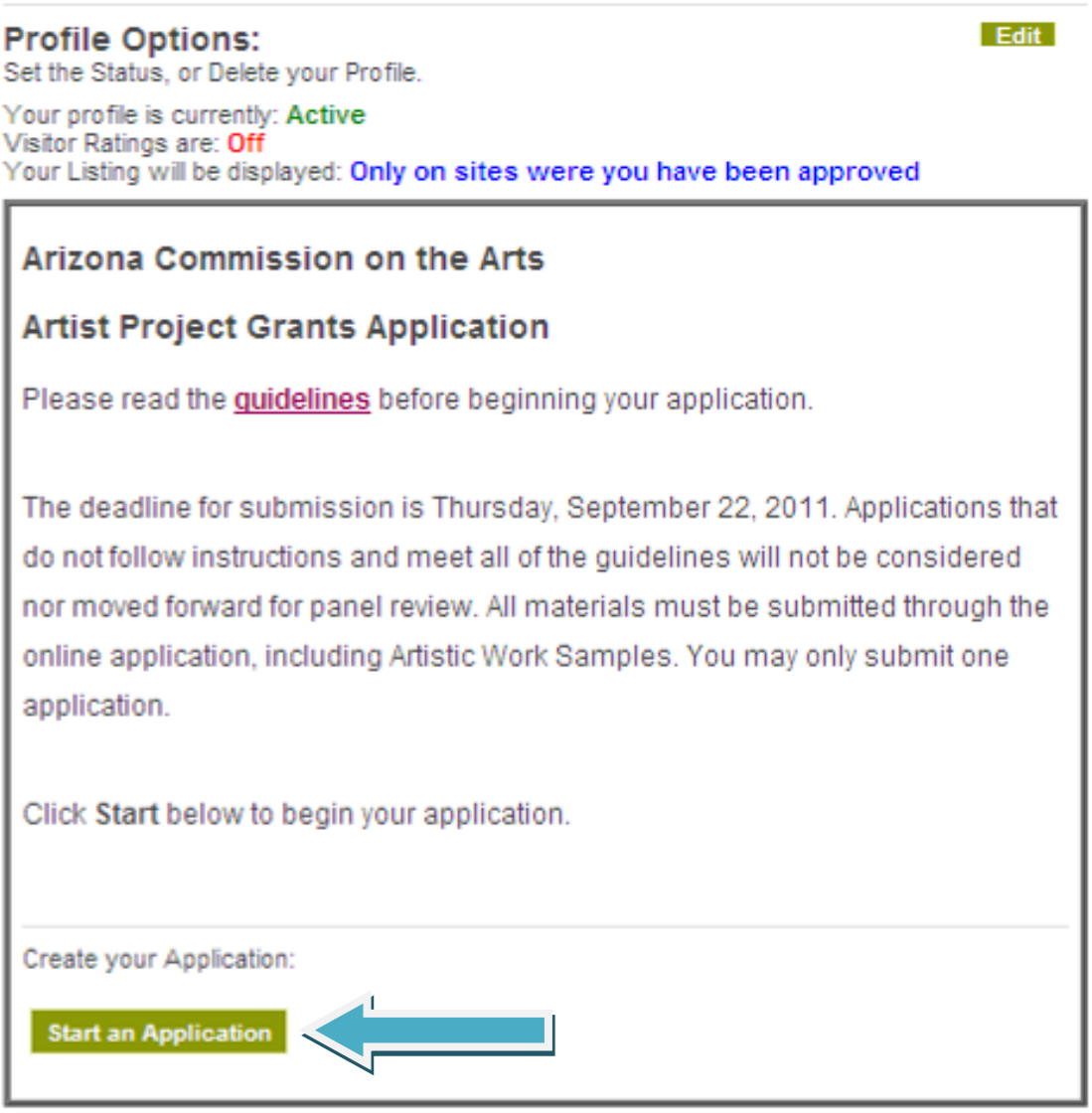
ARTIST PROJECT GRANT ONLINE APPLICATION

STEP 15
ARTIST PROJECT GRANTS APPLICATION

Scroll to the bottom of the page to reach the **Artist Project Grants Application**.

Click the **Start an Application,** or if you have already opened an application, **the Edit** button.

Tip! *Before beginning your application review the Artist Project Grants Criteria and Guidelines: www.azarts.gov/grants/artists*



ARTIST PROJECT GRANT ONLINE APPLICATION

STEP 16

Click the **Edit** button to enter information in each **required field**.

Enter Project Title.

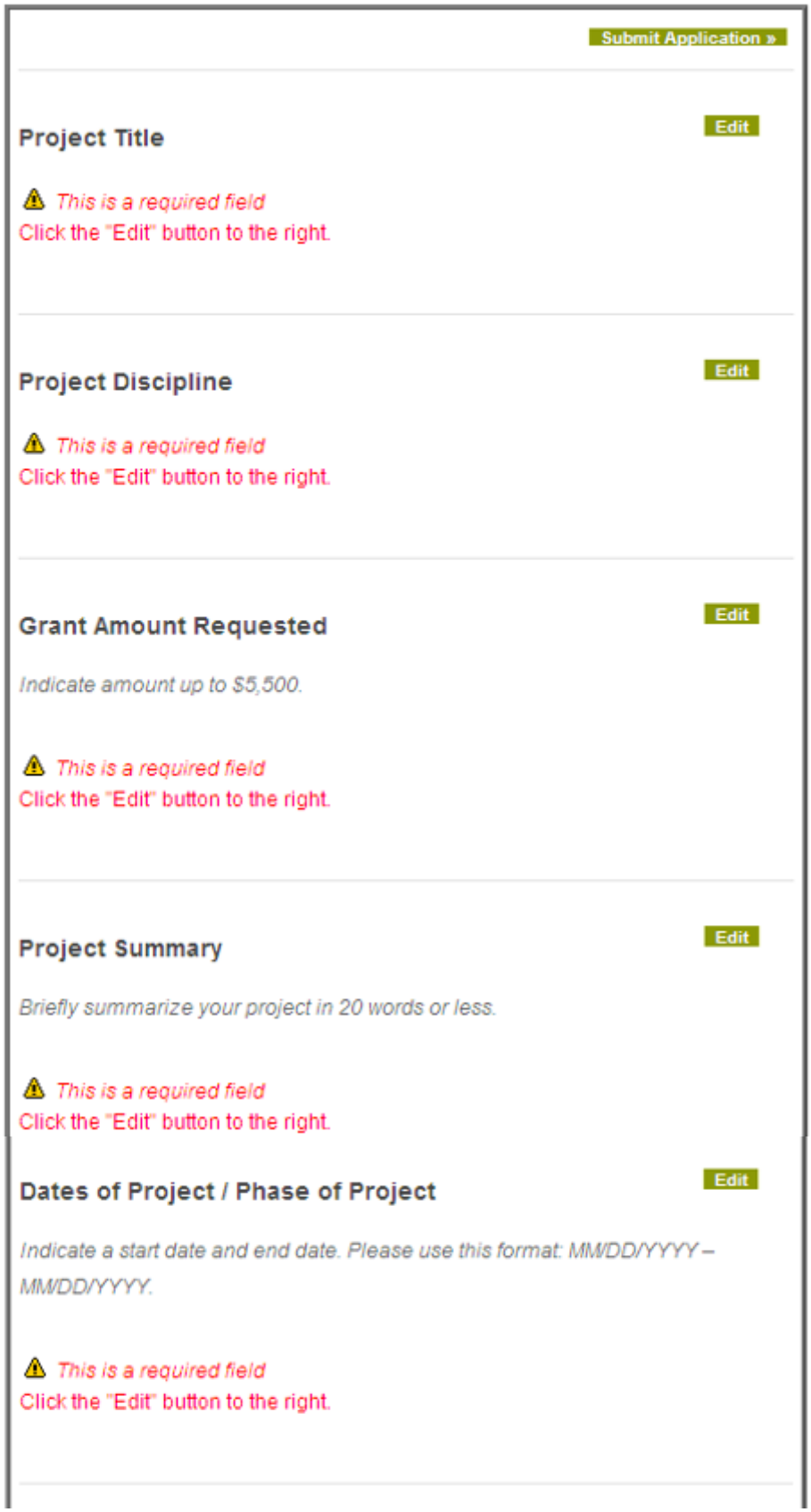
Enter Project Discipline.

Enter Grant Amount Requested.

Enter Project Summary.

Enter Dates of Project/Phase of Project.

Click the **SAVE** button to **save** updates and changes.

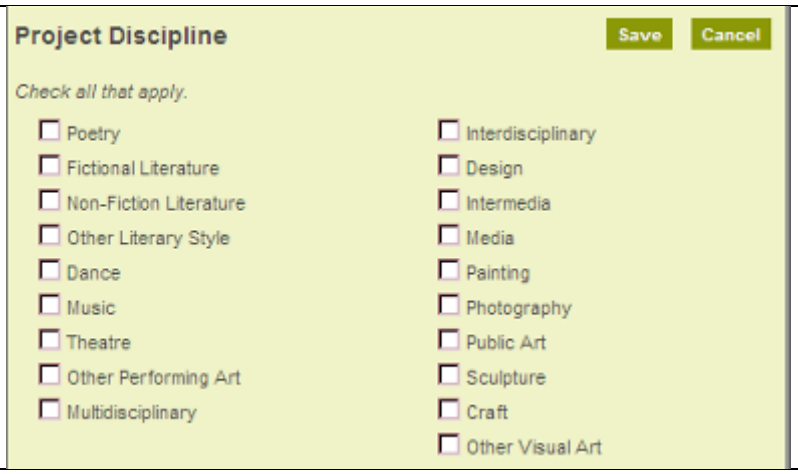


ARTIST PROJECT GRANT ONLINE APPLICATION

STEP 17
PROJECT DISCIPLINE
(required)

Check all that apply.

Click the **Save** button.



STEP 18
GRANT AMOUNT REQUESTED
(required)

Enter the grant amount request up to $5,500

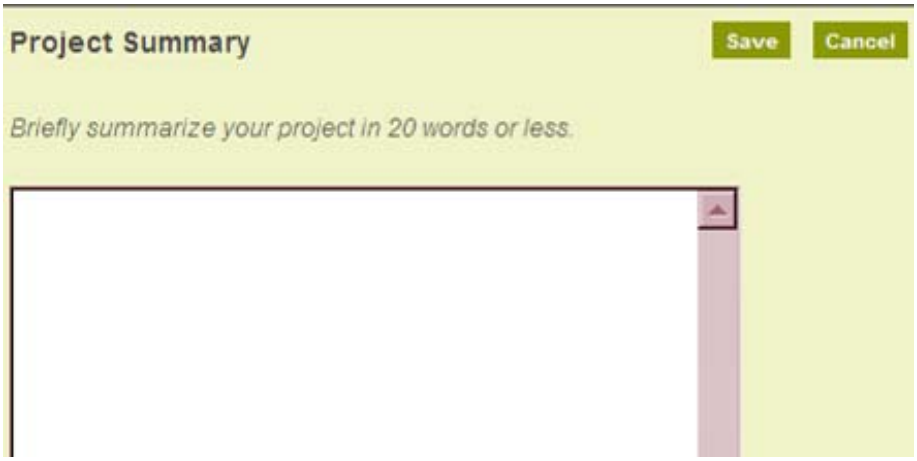
Click the **Save** button.

STEP 19
PROJECT SUMMARY
(required)

Briefly summarize your project in 20 words or less.

Click the **Save** button.

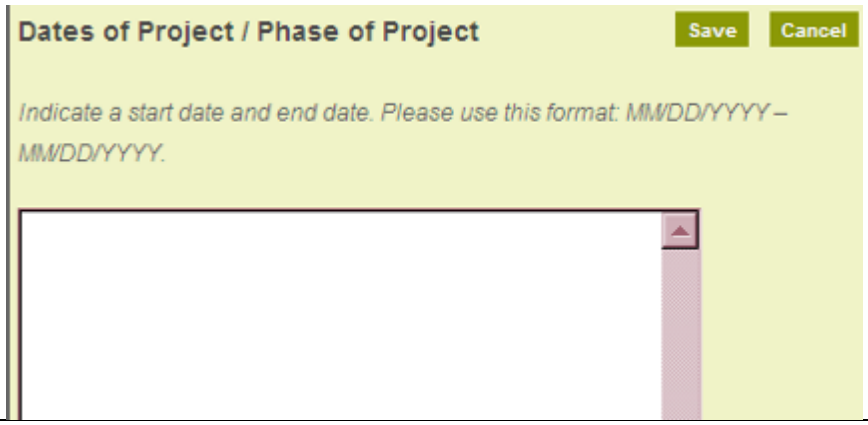
Tip! *Consider this your project's "Elevator Pitch".*



STEP 20
PROJECT or PHASE OF PROJECT DATES
(required)

Enter project start and end date.

Click the **Save** button.

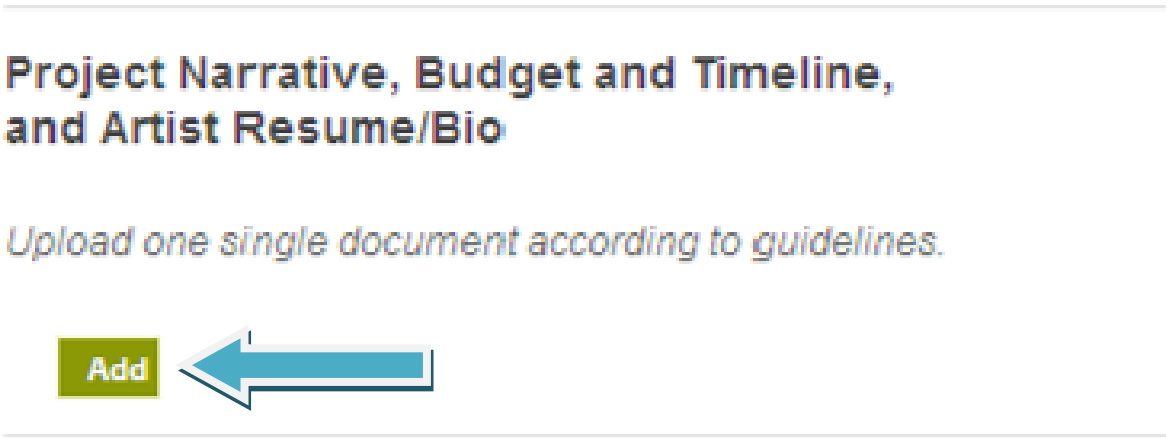


ARTIST PROJECT GRANT ONLINE APPLICATION

STEP 21
PROJECT NARRATIVE BUDGET/TIMELINE ARTIST RESUME/BIO
(required)

Click the **Add** or **Edit** button to upload a single document according to guidelines.

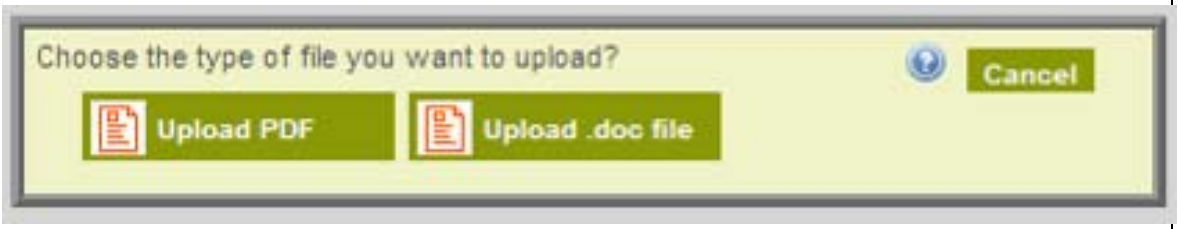
The document must be in PDF format or Microsoft DOC format.



STEP 22
UPLOAD PDF

Click the **Upload PDF** or **Upload .doc file** button.

Tip! *Refer to FAQ's in the guidelines for tips on converting your application materials into a PDF document.*

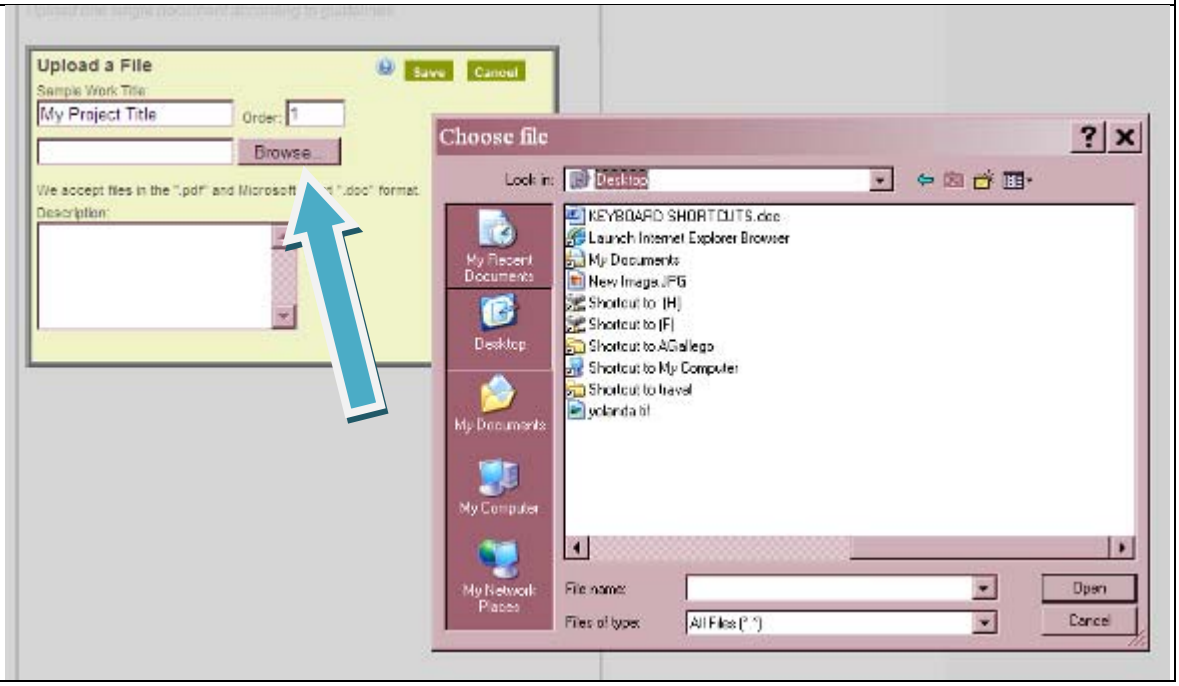


STEP 23
UPLOAD A FILE

Click the **Browse** button to select the file to upload. The file selection window will open.

Find and select the PDF or DOC file.

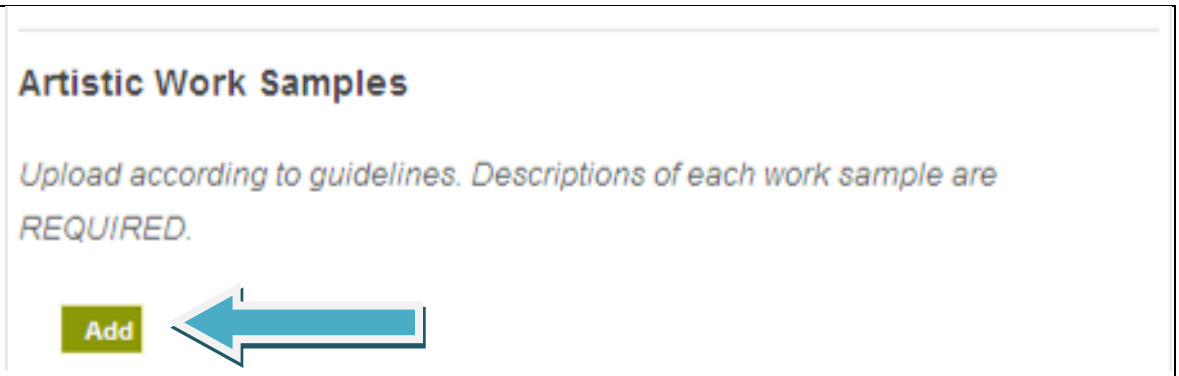
Click the **Save** button.



ARTIST PROJECT GRANT ONLINE APPLICATION

STEP 24
UPLOAD ARTISTIC WORK SAMPLES
(required)

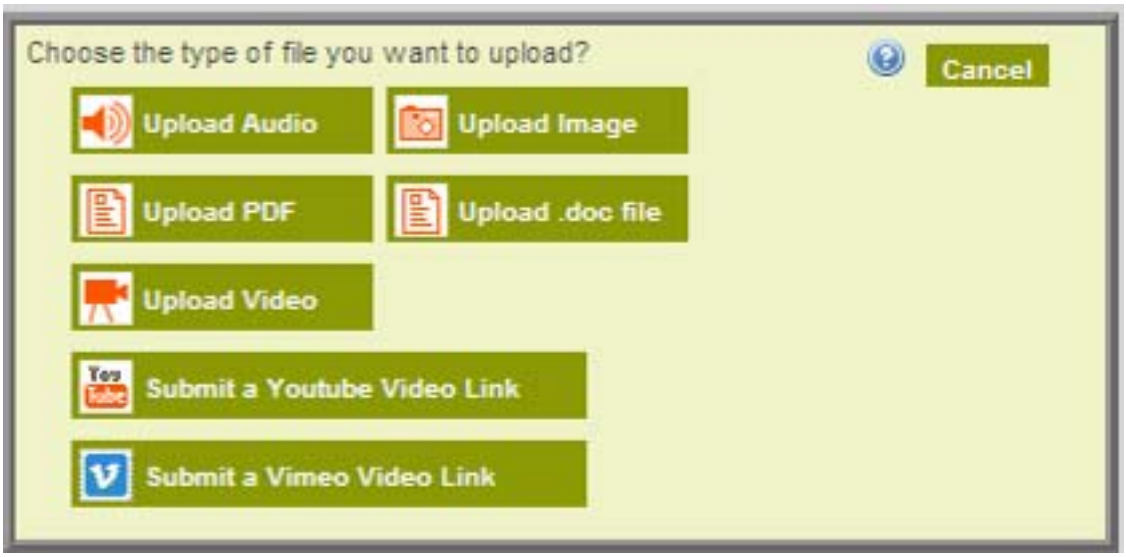
Click the **Add** or **Edit** button to upload artistic work samples according to the guidelines.



STEP 25
UPLOAD ARTISTIC WORK SAMPLES

Choose the file type that best aligns with the artistic work sample definitions outlined in the guidelines.

NOTE: *Complete descriptions for any and all work samples are REQUIRED. Failure to include descriptions will render your application ineligible. Refer to the guidelines for instructions.*



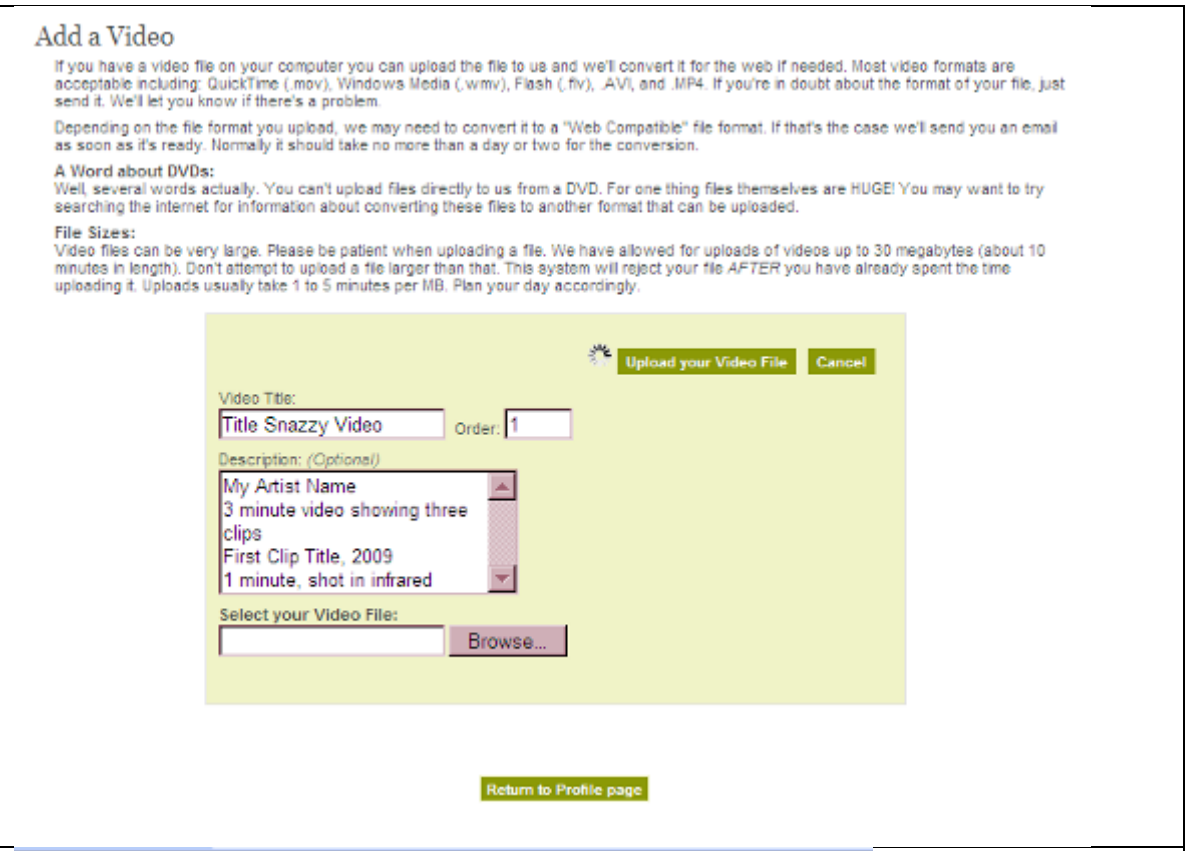
ARTIST PROJECT GRANT ONLINE APPLICATION

STEP 26 a
VIDEO ARTISTIC WORK SAMPLES

Enter artistic work sample description.

Click the **Browse** button to find the video file.

Click **Upload Video File** button.

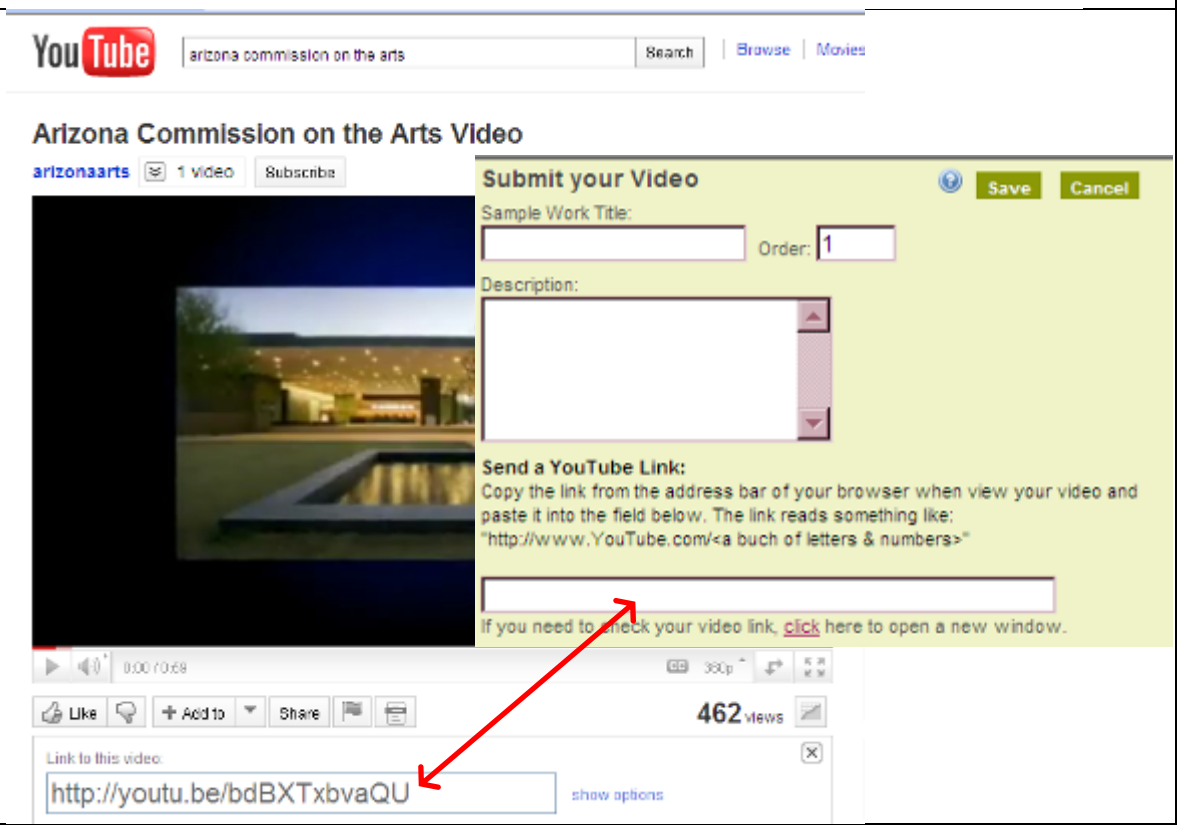


STEP 26 b
YOUTUBE VIDEO ARTISTIC WORK SAMPLES

Enter artistic work sample description.

To upload a YouTube video link, copy link from the address bar of your browser when viewing your video and paste it into the indicated field.

NOTE: *YouTube videos MUST also comply with Work Sample guidelines. Be sure to check and read the Guide carefully. Failure to comply with the guidelines will render the application ineligible.*



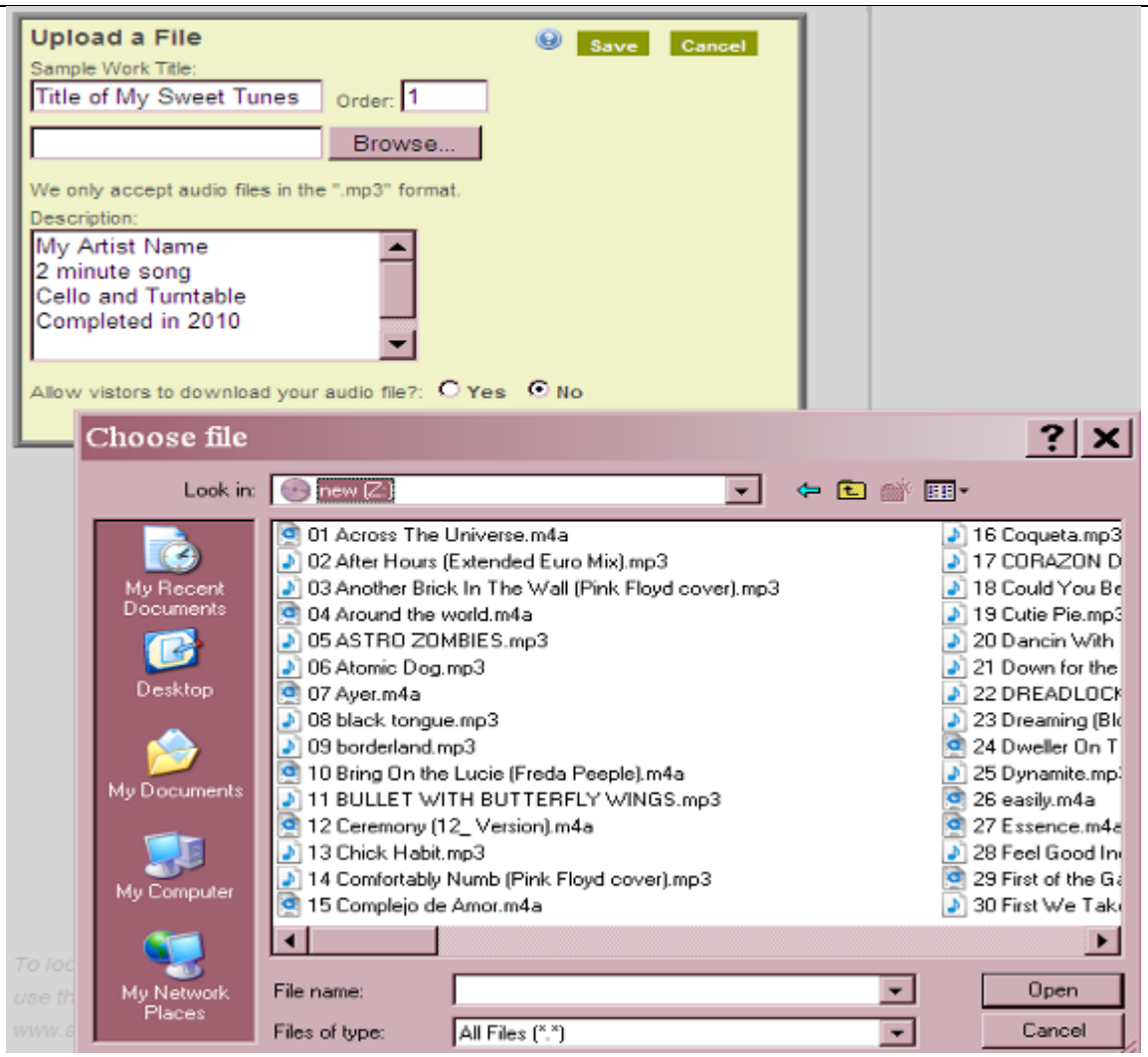
STEP 26 c
AUDIO ARTISTIC WORK SAMPLES

Enter artistic work sample description.

Click the **Browse** button to find the audio file.

Find and select the audio file.

Click the **Save** button.



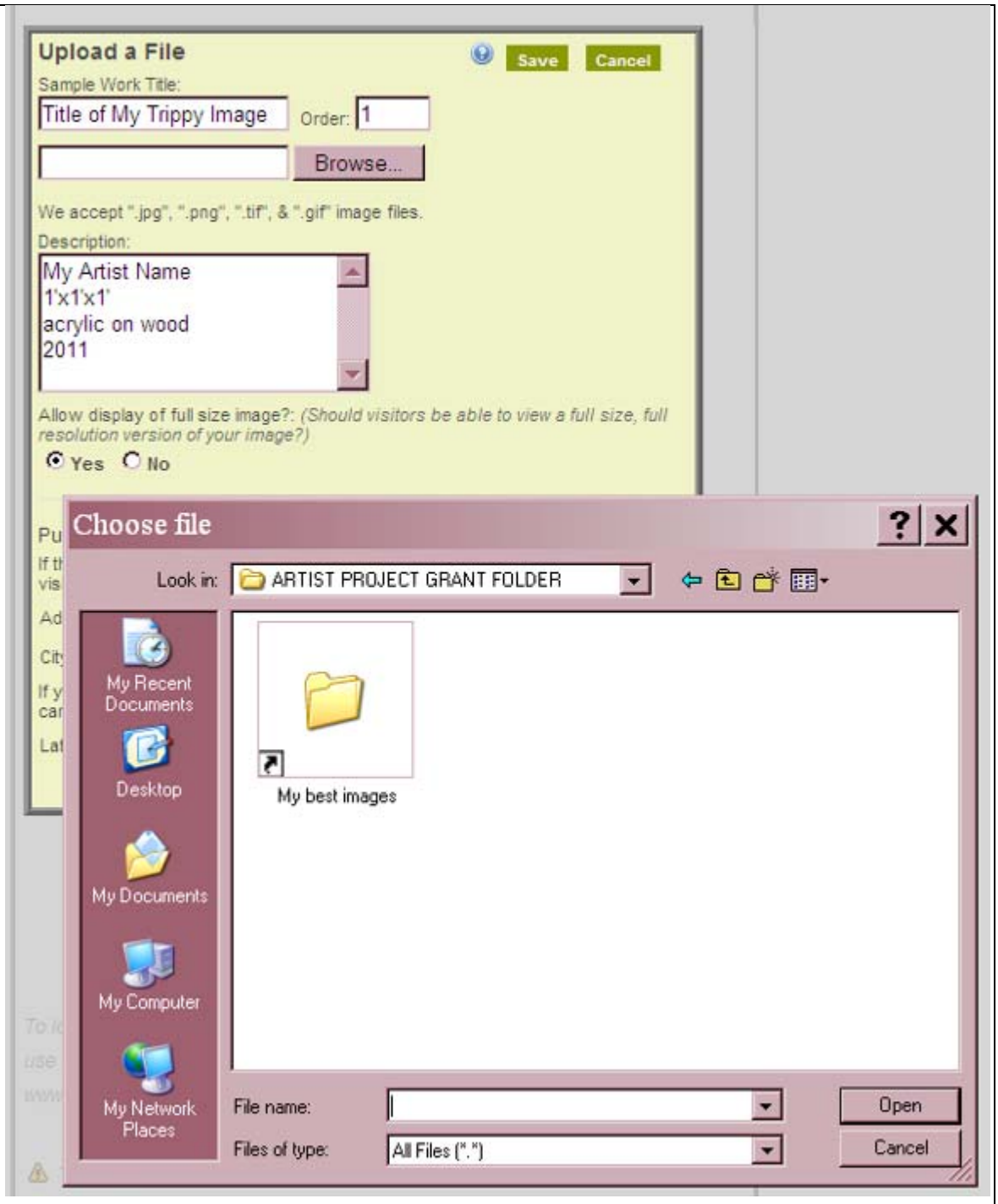
STEP 26d
DIGITAL ARTISTIC WORK SAMPLES

Enter artistic work sample description.

Click the **Browse** button to find the image file.

Find and select the image file.

Click the **Save** button.



ARTIST PROJECT GRANT ONLINE APPLICATION

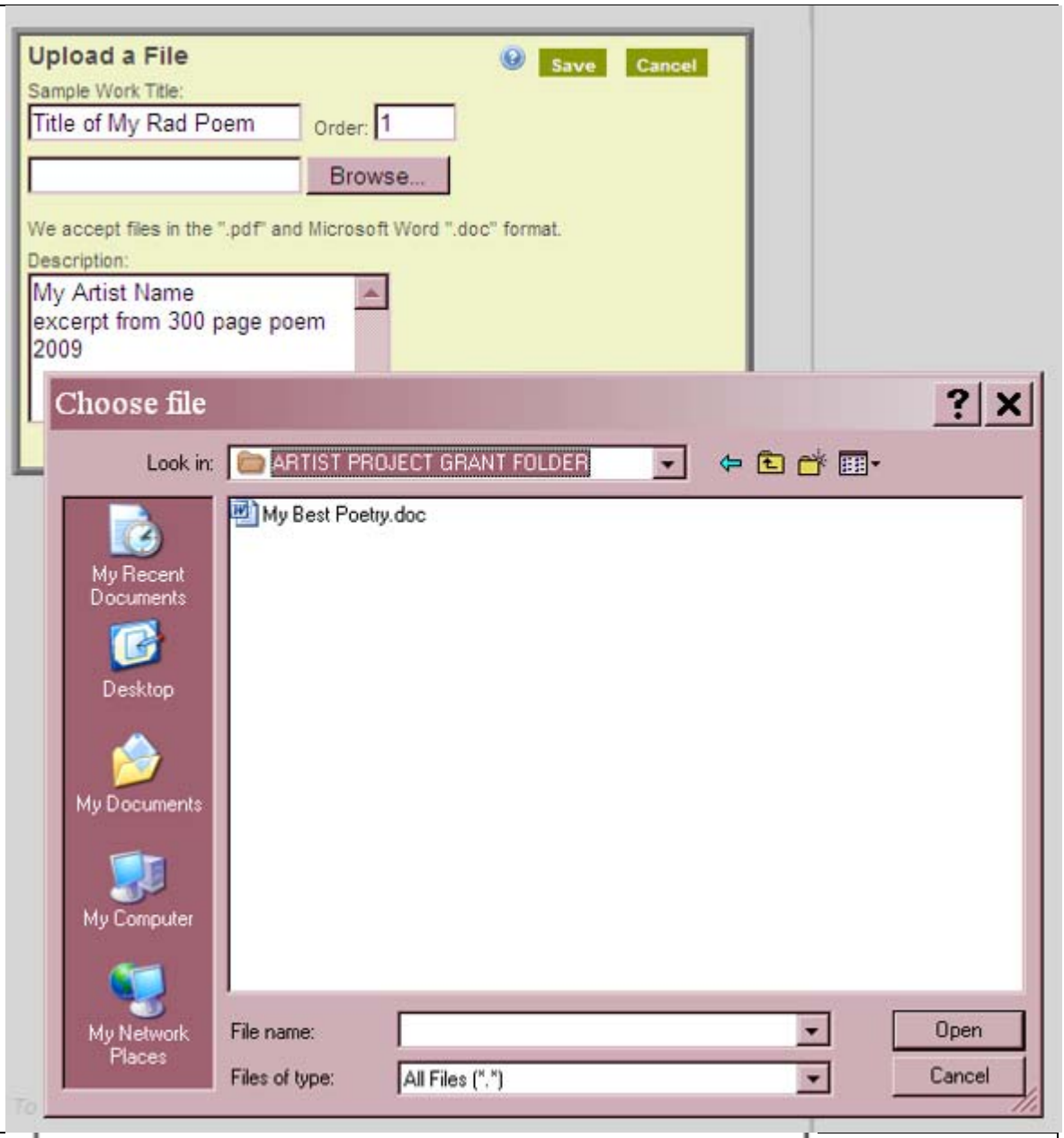
STEP 26e
WRITING ARTISTIC WORK SAMPLES

Enter artistic work sample description.

Click the **Browse** button to find the image file.

Find and select the PDF or DOC file.

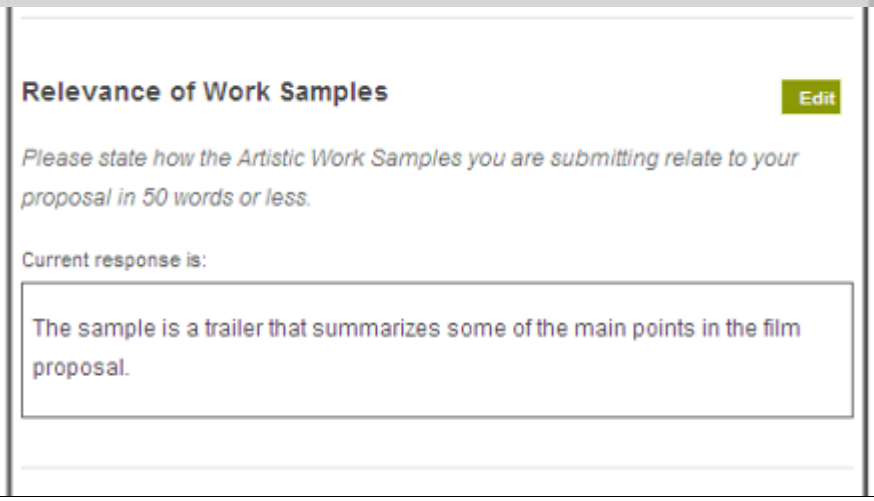
Click the **Save** button.



STEP 27
RELEVANCE OF ARTISTIC WORK SAMPLES
(required)

Click the **Edit** button to enter relevance of work samples.

Click the **Save** button.



STEP 28
PROJECT COLLABORATORS

Click the **Edit** button to list project collaborators.

Click the **Save** button.

Project Collaborators Edit

List artist(s)/individual(s) or collaborator(s) named in the project and their discipline. Briefly describe the role of the collaborator(s) in the proposed project.

STEP 29
ADDITIONAL INFORMATION
(required)

Click the **Edit** button to enter Legislative and Congressional districts.

Click the **Save** button.

Additional Information

The information requested in the next 4 questions is required for federal reporting purposes. The Information will not be considered during any panel review process and will be used only to determine trends in the field.

Arizona Legislative District Edit

Based on your street address, enter your State legislative district number. To locate your legislative districts, click here. You will need your +4 Zip Code to use this database, hosted by Arizona Citizens/Action for the Arts at www.azcitizensforthearts.org.

⚠ *This is a required field*
Click the "Edit" button to the right.

US Congressional District Edit

Based on your street address, enter your Congressional district number. To locate your legislative districts, click here. You will need your +4 Zip Code to use this database, hosted by Arizona Citizens/Action for the Arts at www.azcitizensforthearts.org.

⚠ *This is a required field*
Click the "Edit" button to the right.

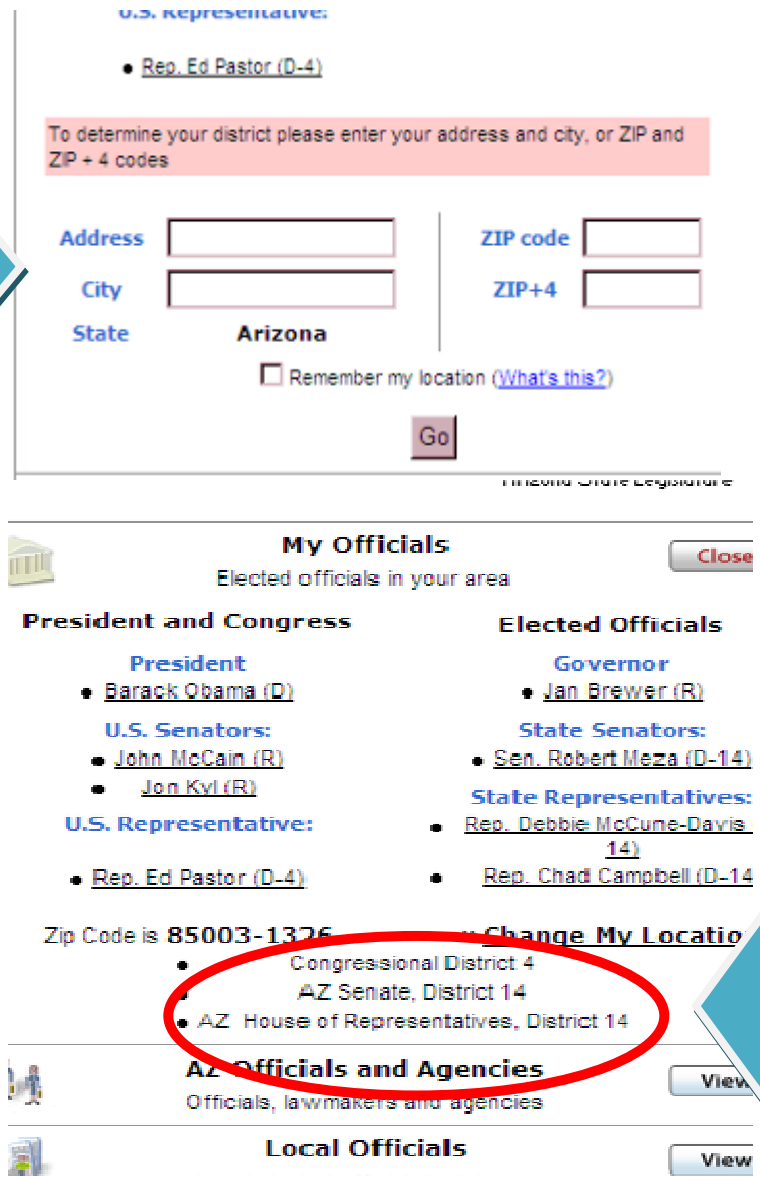
ARTIST PROJECT GRANT ONLINE APPLICATION

STEP 29a
FINDING YOUR DISTRICT

To locate your Legislative or Congressional districts follow the 'click here' http://www.azcitizensforthearts.org.

Enter your zip code.

ENTER FULL ADDRESS



ARTIST PROJECT GRANT ONLINE APPLICATION

STEP 30 **ADDITIONAL INFORMATION** *(required)* Click the **Edit** button to respond to the questions on Disability and Race/Ethnicity. Click the **Save** button.	**Disability** Edit *Are you a person with a disability?* Current response is: Yes **Race/Ethnicity** Edit *Select any combination of the following that best represents your race/ethnicity.* Current response is: Asian, Hispanic/Latino
STEP 31 **SUBMIT APPLICATION** Click the **Submit** button no later than Thursday, September 22, 2011. Good luck!	Submit online Artist Project Grants Application The online application must be submitted no later than Thursday, September 22, 2011. Click the '**SUBMIT**' button below, once the application is complete and ready for review. At 11:59 p.m. on the deadline the online application system will close. Applicants will receive confirmation of submission after the deadline date. *I certify that at the time I submit this application, I am at least 18 years of age and a resident of Arizona. I certify that all statements made in this application are true to the best of my knowledge and in accordance with the eligibility criteria for this program. By submitting this application, I am agreeing to abide by the Arts Commission's policies.* SUBMIT