

**NEW WORKS AWARDS PROGRAM
GUIDELINES AND APPLICATION
1988**

COMMISSIONERS:

**Maggie Upton, Chair
Bonnie Bell
Wendy Scribner
Charles Smithers
Kenneth Wang
Carson Wiley
Tom Witt**

NEW WORKS AWARDS PROGRAM
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INTRODUCTION

In the Arts Plan, which was completed in Spring, 1986, the community specifically recommended the revival and expansion of the New Works Awards Program. This program was initiated as a pilot in 1985-86. The current program is funded through a generous grant from the State/Local Partnership Program of the California Arts Council, The Test Program of Support for Local Arts Agencies of the National Endowment for the Arts, and ...

The purpose of the New Works Awards Program is to increase resources and opportunities for individual literary, performance, and visual artists in the local community by making small grants available for artists to compose, choreograph, write, or develop an original work. The grants are provided for specific projects. It is essential that the selected works be produced, thus the applicant artist must apply with an appropriate sponsor. Sponsor eligibility is detailed below.

The grants are awarded in a competitive process. This involves a formal written application which is reviewed by a panel made up of arts professionals and Commissioners. Panel recommendations are reviewed by Committee and their recommendations are made to the full Commission. Final approval rests with the full Commission.

GENERAL FUNDING POLICIES

Grant monies will be awarded at a minimum of \$1,000.00 to a maximum of \$2,500.00. The maximum amount awarded for a project will be \$2,500.00. These amounts will be disbursed to each selected proposal according to the proposal's competitive ranking, amount requested, and the appropriateness of the amount to carry out the project.

While the grants are primarily designed to support an individual's project, small groups of two to three artists may apply in a collaborative effort to produce a single project. In such cases, fair, equitable division of funds must be delineated in the application. All artists collaborating on the project must meet eligibility requirements.

This program is designed to encourage local artists to create new, original works of art. The intent of this program is not to support recycled, revised, or previously completed material. Preliminary concepts, sketches, or research may have been accomplished before application, but the completion and production of the work must fall within the grant cycle.

In preparing your proposal, remember that the request must be to support an artist to carry out a specific project. Only one proposal per individual or collaborative group of two to three artists may be submitted. Sponsors, however, are not limited in the number of projects they may support.

Requests should be made with the understanding that this program's resources are finite and that the review panel may approve an amount less than requested.

Applicants are encouraged to realistically assess and thoroughly document the amount of money needed to complete the project identified in the proposal so that sponsors are clear about their responsibility. For example, written estimates of typesetting, printing, site rental, or other costs should be available to document the budget.

All rights to the New Works are reserved by the artist(s). Artists are encouraged to protect their New Work with appropriate copyright.

GRANT FUNDING

All projects funded by this program must take place between February 10, 1988 and June 30, 1988. Project expenses must be incurred within the project begin and end dates.

ELIGIBILITY REQUIREMENTS

INDIVIDUAL:

1. The artist must be a resident of Sacramento County and work with a sponsor within Sacramento County.
2. The artist must be able to demonstrate no less than a five year history of work within their discipline, and three years in a creative capacity within the area of specialization as designated in the application. For instance, five years performing as a dancer and three years experience as a choreographer.
3. The artist must be able to demonstrate general proficiency in their discipline. This includes submission of three short examples of work. Artists are requested to submit samples in media most appropriate to their art form. For example, applicants in dance might submit a videotape (VHS format), musicians an audiocassette, poets a manuscript. Visual artists are requested to submit ten slides.
4. Artists must apply in collaboration with a sponsor.
5. Artists may apply in collaboration with more than one sponsor if needed, but the responsibilities of each must be clearly delineated.

SPONSOR:

The responsibility of the sponsor (in cooperation with the artist) is to produce, house, publish, exhibit, or otherwise facilitate all or part of the work as specified in the application. This may include providing materials or supplies.

1. The sponsor must be located within Sacramento County.

2. The sponsor must have an artistic or administrative staff person available for coordination of the project. This person must be available by telephone and must be directly involved in the project and in regular contact with the artist.
3. The performance or exhibition of the New Work must be made available to the public in Sacramento County.
4. The sponsors may include, but are not limited to: arts organizations; schools; churches; libraries; ethnic, social service, neighborhood or community organizations or institutions; government agencies; businesses or corporations; and in some cases individuals.

NOTE: A sponsor may be a non-profit or for profit entity. There is no restriction as long as the sponsor can carry out the responsibility of producing the New Work. Artists are encouraged to be innovative in seeking sponsors. SMAC welcomes the involvement of non-traditional sponsors such as corporations or private businesses as sponsors of New Work projects. These new collaborations can broaden involvement in the arts in our community.

5. Visual artists must exhibit their New Work for a period of no less than four weeks. At least one week must be within the grant cycle.
6. Programs or activities funded through the New Works Awards Program must be accessible to the physically disabled.
7. The sponsor must describe the publicity campaign which will be undertaken to promote the New Work.

REVIEW CRITERIA

All eligible applications are reviewed by a body of independent peer panelists. They are selected on the basis of their thorough knowledge and understanding of this area's arts community, and exceptional proficiency within their disciplines. Review criteria include:

1. Artistic quality and originality of the proposed new work (weighted by a factor of 4).

2. Demonstrated ability of the artist (weighted by a factor of 2).
3. Feasibility of the project as determined by (weighted by factor of 2):
 - a. Demonstrated commitment of the sponsor to produce/exhibit the work.
 - b. Logical timeline.
 - c. Appropriateness of project budget and ability to carry out proposal with amount of funds projected.
4. Accessibility to the public, ability to reach new audiences and efforts at minority involvement and geographical outreach.

MATCHING REQUIREMENTS

The New Works Awards Program is not meant to cover 100% of a project's cost. The award is to cover the artist's fee for creative development of the project. This money is not intended to defray production cost. It is meant to reimburse the working artist(s) for the time and creative effort in writing or developing the work. We require that the sponsor help finance the cost of producing the work either through cash or in-kind donations.

WHAT WE DO NOT FUND

1. We do not fund arts organizations. The grant is for individual artists.
2. We do not fund activities not open to the general public.
3. We do not fund projects not presented in Sacramento County.
4. We do not fund out of County travel.

WHAT TO SUBMIT

1. Application.
2. Project budget.
3. Artist's resume, maximum two pages.
4. Samples of artist's work. If you are a literary or performing artist, please submit no more than three short examples. Please use media most appropriate to your art form. For visual artists, please submit ten slides.
5. Reviews or flyers about the artist's work, maximum of three.

APPLICATION ASSISTANCE

All applicants are strongly urged to attend an orientation workshop, presented by the Arts Commission, on program guidelines and the application process. The workshop will be held on December

If you require additional information, please call Mary Lynn Perry at the Sacramento Metropolitan Arts Commission, 449-5558. Appointments can be made on an individual basis to review the guidelines and application process.

SELECTION PROCESS

The application is received by the Sacramento Metropolitan Arts Commission and screened by staff to ensure completeness and that the applicant meets eligibility requirements. If additional information is needed, the applicant will be contacted. Applications that are eligible and complete will be evaluated by a review panel.

The panel will make artistic evaluations and its recommendations will be presented to Committee. The Committee will review the panel's findings and make recommendations to the full Commission. Applicants wishing to respond to the panel's recommendations regarding their proposals must do so in writing

to Chair, Sacramento Metropolitan Arts Commission, 800 Tenth Street, Suite 2, Sacramento, California 95814. Please respond no later than January , 1988.

Applicants are welcome to attend the Commission's monthly meeting scheduled for February 10, 1988, when the full Commission will determine New Works Awards.

SELECTION AND QUALIFICATIONS
OF REVIEW PANELISTS

The New Works Awards Review panel will be made up of five non-Commissioners. Commissioners will be assigned as ex-officio, non-voting members to serve as advisors. All panelists must meet the following qualifications:

- o Respected in his/her professional field.
- o Thorough knowledge of Sacramento's arts community.
- o Capable of engaging effectively in panel process.
- o Open minded and responsible.

Panelists may not submit an application for a New Works Award as either an artist or a sponsor or benefit directly in any way from a grant.

DEADLINE

Applications must be postmarked or delivered in person to the Sacramento Metropolitan Arts Commission by 5:00 p.m., January 1988. Late applications will not be accepted.

NOTIFICATION

Applicants will be notified by mail of the panel decisions.

CREDIT

In any event or exhibition sponsored through the New Works Awards Program, the following credit shall appear in all publicity, printed programs, publications, and announced verbally at the event:

"Funded in part by the New Works Awards Program of the Sacramento Metropolitan Arts Commission with support from the California Arts Council and the National Endowment for the Arts."

INSTRUCTIONS

How to fill out an application for the New Works Awards Program: Complete all items on application. Limit your response to the space provided. Instructions are keyed to numbers on the application form.

1. Applicant Name: Enter artist's legal name, mailing address, day and evening telephone numbers.
2. Complete Social Security Number.
3. Enter the dates the project will begin and end. Projects may not begin before February 10, 1988, and must end no later than June 30, 1988.
4. Check artist's discipline.
5. Complete, in the space provided, a description of your project. A project is defined as (1) an activity with a specific beginning and end date; and (2) is a new original work in the literary, performance, or visual arts.
6. Sponsor Name: Include legal name of sponsor along with address, telephone number (day and evening numbers) of sponsor contact who will be in regular contact with the artist.
7. Check block for sponsor type.
8. Description of sponsor and responsibility assumed by sponsor in production of the New Work.

9. Requested amount: The figure listed should represent the artist's fee for creative development of the project. This money is not intended to defray producing costs. It is meant to reimburse the working artist(s) for the time and creative effort in writing or developing the work.
10. Certification and Signatures: Signatures by the artist(s) and authorized agent of the sponsor.
11. Project Budget: Please provide information only as it relates to this project. See attached form, page 14.
12. How to Submit: Please submit your proposal in the following order:
 - A. Application Form, pages 10-13;
 - B. Project Budget, page 14;
 - C. Artist's resume, maximum two pages;
 - D. Samples of artist's work, maximum of three short examples or ten slides if visual artist;
 - E. Reviews and flyers about the artist's work, maximum of three.

APPLICATION FORM
NEW WORKS AWARDS PROGRAM
1988
Sacramento Metropolitan Arts Commission

1. a. Applicant Name: _____
Address: _____
Telephone: (Day) _____ (Evening) _____

b. Applicant Name: _____
Address: _____
Telephone: (Day) _____ (Evening) _____

c. Applicant Name: _____
Address: _____
Telephone: (Day) _____ (Evening) _____

2. Social Security Number: a. _____
b. _____
c. _____

3. Project start date: _____ End date: _____

4. Artist's Discipline:

Literary/Performing Art

- _____ Dance
- _____ Literature
- _____ Music
- _____ Theatre
- _____ Interdisciplinary
- _____ Performance Art
- _____ Video/Film

Visual Art

- _____ Printmaking
- _____ Sculpture
- _____ Painting
- _____ Ceramics
- _____ Photography
- _____ Multi-media

5. Project Description:

A. Summary:

B. Concept of New Work:

C. Process:

D. Collaboration with Sponsor:

E. Target Audience:

F. Timeline:

6. a. Sponsor Name: _____
 Address: _____
 Contact Person/Title: _____
 Telephone: (Day) _____ (Evening) _____
- b. Sponsor Name: _____
 Address: _____
 Contact Person/Title: _____
 Telephone: (Day) _____ (Evening) _____

7. Sponsor Type:

- _____ Arts Organization
- _____ School
- _____ Library
- _____ Government Agency
- _____ Social Service Institution
- _____ Church/Community Association
- _____ Ethnic/Neighborhood Association
- _____ Business or Corporation
- _____ Gallery
- _____ Other

8. Role of Sponsor:

A. Description of Sponsor:

B. Responsibilities of Sponsor:

C. Publicity and Promotion Campaign:

9. Requested Amount: \$ _____.

10. Certification: I certify to the best of my knowledge and belief that the data in this application are true and correct.

Signature: _____ Date: _____
Artist

Signature: _____ Date: _____
Artist

Signature: _____ Date: _____
Artist

Signature: _____ Date: _____
Sponsor

Signature: _____ Date: _____
Sponsor

11. Project Budget: SEE ATTACHED FORM

APPLICATION
PROJECT BUDGET

11.	Column A+	Column B+	Column C	=Column D
PROJECT BUDGET	New Works Request Cost	*Sponsor Cash Match	Non-Cash Match	Total Project
A. Salaries:				
Artistic Fee	\$ _____	\$ _____	\$ _____	\$ _____
Admin. Fee		\$ _____	\$ _____	\$ _____
Sub-Total Salaries:		\$ _____	\$ _____	\$ _____
B. Operating Expenses:				
Supplies		\$ _____	\$ _____	\$ _____
Printing/ Publicity		\$ _____	\$ _____	\$ _____
Postage		\$ _____	\$ _____	\$ _____
Telephone		\$ _____	\$ _____	\$ _____
Rental/ Equipment		\$ _____	\$ _____	\$ _____
Space Cost		\$ _____	\$ _____	\$ _____
Consultants, Professional Services (List) _____		\$ _____	\$ _____	\$ _____

Other _____		\$ _____	\$ _____	\$ _____
Sub-Total Expenses		\$ _____	\$ _____	\$ _____
GRAND TOTALS:	\$ _____	+ \$ _____	+ \$ _____	= \$ _____

*There is no specific matching requirement. Grant and sponsor totals do have to be equal.

PROPOSED TIMELINE

November __, 1987	Announcement of availability of funds.
December __, 1987	Guidelines Workshop. Applications available.
December __ through January __, 1988	Commission staff respond to requests for information.
January __, 1988 (5:00 p.m.)	Deadline for applications.
January __, 1988	Applications reviewed by Commission staff for accuracy and completeness. If items are missing, applicants will be advised.
January __, 1988	Panel will review applications.
January __, 1988	Committee meets to review panel recommendations.
January __, 1988	Applicants notified of panel recommendations.
January __, 1988	Comments from applicants concerning panel recommendations received by Arts Commission staff.
February __, 1988	Committee reviews applicant comments.
February __, 1988	Committee makes its recommendations to the Arts Commission. Arts Commission acts on Committee's recommendations.
February __, 1988	Grantees notified. Arts Commission prepares contracts. <u>Note</u> : A change in funding level from original request will require revisions to proposed project narrative and budget by applicant.
February - June 1988	Grantees request payment in accordance with their contracts. Commission staff reviews requests for payment. Eligible claims are submitted to the Auditor/Controller for payment. Payments received by United States mail.
June 30, 1988	All projects must be completed.



**Sacramento Metropolitan
Arts Commission**

800 Tenth Street, Suite 2
Sacramento, California 95814
(916) 449-5558

Commissioners

Dennis Wilkerson, Chair
Carol Borden
Judy Gordon
John Horrell
Brigitte Rehorn
Wendy Scribner

Charles Smithers
Maggie Upton
Glenda Van de Mark
Carson Wiley
Tom Witt

A Public Agency

Director
Wendy A. Ceccherelli

FRIENDS FUNDING REQUEST

New Works **(\$36,362)**

California Arts Council	\$18,181
Corporate	\$ 2,700
Friends	\$ 5,481
National Endowment for the Arts	<u>\$10,000</u>
	\$36,362

New and Emerging Organizations **(\$13,500)**

Corporate	\$ 1,700
Friends	\$ 4,300
National Endowment for the Arts	<u>\$ 7,500</u>
	\$13,500

Total amount requested from Friends for FY 87-88.....\$ 9,781

ART IN PUBLIC PLACES SLATE OF NEW COMMITTEE MEMBERS

APPROVED SEPTEMBER 29, 1987

AL BYRD - ARTIST/SCULPTOR; ART INSTRUCTOR SACRAMENTO CITY COLLEGE; EXHIBITED NATIONALLY; RECIPIENT OF FELLOWSHIP FROM THE NATIONAL ENDOWMENT OF THE HUMANITIES AND A GRANT FROM THE AMERICAN FORUM FOR INTERNATIONAL EDUCATION.

PATRICIA CANTERBURY - ART COLLECTOR; JUDGE, 1987 CAMMY AWARDS; ADMINISTRATOR, DEPARTMENT OF MOTOR VEHICLES; ACTIVE WITH SACRAMENTO CABLE FOUNDATION AND INDEPENDENT VIDEO PRODUCER; BOARD MEMBER EXPERIMENTAL MODERN THEATRE ENSEMBLE.

JOHN COLLENTINE - SCULPTOR & ART CONSULTANT; HAS PRACTICED LAW AND BEEN AN INSURANCE EXECUTIVE IN SACRAMENTO AREA. CURRENTLY A MEMBER OF THE CROCKER MUSEUM AND THE INTERNATIONAL SCULPTURE CENTER. CONDUCTED ART IN PUBLIC PLACES TOURS FOR THE S.M.A.C. SUMMER CITY LIFE PROGRAM.

MARU HOEBER - ARTIST/SCULPTOR; INSTRUCTOR, SIERRA COLLEGE; VISUAL ARTS CONSULTANT S.M.A.C. CITY LIFE PROGRAM; MANY SELECTED AWARDS FOR SCULPTURE; CO-FOUNDER OF MATRIX, A WORKSHOP OF WOMEN ARTISTS.

SARAH REINHOLD - EXECUTIVE ASSISTANT TO ASSEMBLYWOMAN MAXINE WATERS; WORKED AS GALLERY MANAGER, PENCE GALLERY, CITY OF DAVIS; BACKGROUND IN BUSINESS ADMINISTRATION AND FRENCH; HAS WORKED WITH CALIFORNIA ARTS COUNCIL LEGISLATION.

JACK NIELSEN - ARTIST/SCULPTOR; EXHIBITED EXTENSIVELY IN NORTHERN CALIFORNIA; A PAST RECIPIENT OF S.M.A.C. ART IN PUBLIC PLACES COMMISSION; OTHER COMMISSIONS INCLUDE THE CHRISTOPHER BUILDING AND IN THE COLLECTION OF THE OAKLAND MUSEUM.

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Chair Report
October 2, 1987

Annual Retreat: Saturday, October 31, and Sunday, November 1

October is the perfect time for our Annual Retreat; a time to evaluate our performance for the past year, make plans for the coming one, and start the budget process that will take us into fiscal year 88-89. We have met many challenges recently which have resulted in some very healthy changes, and I see the Retreat as an opportunity for us to invest some time in planning activities for the future. We will be looking at some very basic issues of purpose and function of the Commission, as well as developing tools and guidelines that will help us to serve the community we represent. I am looking forward to the opportunity for working with all of you as we create strategies for the coming year that will help us to be effective representatives of a growing constituency.

The Retreat will be in three main sections: goals and responsibilities (9-12 Saturday), a discussion of functional operation focusing on the Handbook (1:30-5 Saturday), and a presentation by the staff and development of a workplan for the Commissioners (11-5 on Sunday, when the staff will join us).

The second major section of the Retreat will include an update of our Handbook. This hasn't been done for some time, and the existing version doesn't reflect the needs and realities of the present Commission. I feel we owe it to ourselves and the community we serve to operate from a coherent and timely set of guidelines. At the Joe Mixer Workshop on September 20 we did some of the preliminary work by evaluating the committee structure, and were able to identify some needed changes (see minutes for that meeting). A proposed revised version of the complete Handbook will be distributed to you before the Retreat, using material from the Mixer workshop, some research on the By-laws and ordinances compiled by Chuck Smithers, and a general updating of information. Please read it, question, amend, and bring to the Retreat ready for discussion!

As well as reading the preparatory material for the Retreat, I would also like you to be thinking about how you see your role as a Commissioner: what exactly is it you do? who do you do it for? why? what is the Commission's role in the community? what should we be doing now? in 5 years? This kind of information would be very helpful as we revise the Handbook, develop priorities and a workplan.

On your agenda as an action item is approval/disapproval of the Panelist Pool. This is a list of names (compiled from applications on file, indications of interest from the community, and lists submitted by commissioners and staff) of people who could possibly be panelists for granting programs. This list would be kept in the office as a resource when a panel needs to be convened, so that staff can select potential panel members from a pre-approved list, then submit the proposed panel to the Commission for approval, thus eliminating one time-consuming step for panel selection. Another advantage of having a pool is that it can be managed on a computer file (instead of bulging manilla folders) for easy update and access.

The County Cultural Guidelines are on the agenda (as of this writing) for the County Board of Supervisors on Tuesday, October 6, at 10 am. We have met with the Supervisor's aides, and some Commissioners have met individually with Board members, and we are looking forward to approval of the guidelines. Update follows on the 14th.

It was approved!

Project 2000, the County Parks long-range plan, which began in 1986, presented the results of phase one, the community planning stage, to the Board of Supervisors, on August 22, and was enthusiastically received by them. Phase two, which deals with the financial aspects of the plan, will be presented on November 10. The arts and culture sections of the plan, which are all new considerations for the County Parks, represent a visionary move for our regional parks system, and a whole range of new possibilities for our arts community.

Maggie