

2012 Travel and Study Grant Program for DANCE, FILM AND VIDEO, AND LITERATURE

Application Deadline: FEBRUARY 27, 2012

General Information

The Travel and Study Grant Program awards grants to emerging artists who create new work (choreographers, film and video directors, poets, spoken word artists, fiction and creative nonfiction writers). Minnesota-based executive and program administrators working for nonprofit arts organizations in dance, film and video, and literature are eligible to apply. The program supports such activities as research leading to the creation of new work, the development of collaborations, participation in specific training programs, time for reflection and individualized study, investigating artistic work outside of Minnesota or New York City, and dialogue on aesthetic issues. Among the eligible trip purposes, the program prioritizes exploration and research leading to the creation of new work. **This is not a program that supports the production of new work or the acquisition of teaching credentials.**

Awards are made once per year. Three-person selection panels in each eligible discipline review proposals and recommend recipients to the Jerome Foundation Board, which approves all grants. Selection is based on the quality and potential of the applicant's work and the significance and appropriateness of the proposed trip. Applications may be reviewed in a two-step process incorporating a first-round screening before panelists review the remaining applications. This program receives many applications and has limited funds available. Although financial need is not a requirement, please consider whether you need these funds to undertake a travel and study trip.

Eligibility

1. Applicants must live in Minnesota or the five boroughs of New York City at the time of application and have lived in that location at least one year prior to the application deadline.
2. Applicants must be emerging creative artists. Emerging artists show significant potential; have some evidence of professional achievement but not a substantial record of accomplishment; and are recognized as emerging artists by other artists, curators, producers, critics, and arts administrators. If you need more information on eligibility, please consult www.jeromefdn.org or contact Foundation staff. Minnesota nonprofit arts administrators are eligible due to specific support for that category.
3. Applicants must **complete the Cover Sheet** and comply with all application requirements, including precise formatting requirements for sample works. Fax and email submissions are not permitted. Incomplete applications will not be accepted.
4. Applicants may apply to only one discipline area and may submit no more than one proposal. Multidisciplinary artists should submit to the discipline area most closely aligned with their work. All panels will be prepared to review proposals that cross disciplines. If a proposal is declined, the applicant may submit the same request one additional time in a subsequent year.
5. In order to be eligible for another grant, a previous grant recipient must have completed and filed a final report on his/her trip.
6. This program supports individuals not organizations. Eligible applicants working collaboratively may apply on one application form if the monies requested do not exceed \$5,000.
7. Students in K-12 educational programs are not eligible for Jerome Foundation support. In general, individuals enrolled in undergraduate and graduate degree programs are not eligible, with one exception. If an artist enrolls in an undergraduate or graduate degree program or takes classes while maintaining a current and active professional practice of creating and presenting work to the public, she/he is eligible.

Applicants who have questions about eligibility should contact Jerome Foundation staff.

Policies

1. **THE APPLICATION DEADLINE FOR THE 2012 TRAVEL AND STUDY GRANT PROGRAM IS FEBRUARY 27, 2012.** Proposals must be postmarked on or before that date to be eligible. Please be certain that your application is mailed from a location that prints a postmark date on the envelope. Applications in envelopes without a postmark date received after the deadline will **not** be accepted. Applications postmarked February 28, 2012, or later will **not** be accepted. Proposals may be hand-delivered to the Jerome Foundation office. On the deadline date of February 27, 2012, the office will be open from 8:30 a.m. to 4:30 p.m. central.
2. Applicants will receive emails acknowledging receipt of their proposals. If there are questions about a proposal, a Foundation staff person will contact the applicant. The Foundation will send letters announcing decisions on the applications during the last week of May 2012. No information on the panels' recommendations will be provided prior to this letter.
3. Travel may be national or international. The program does not prioritize one over the other. Travel must occur between June 1, 2012, and December 31, 2014. Applicants not awarded grants in 2012 may reapply in 2014 if the program is offered.
4. This grant may **not** be used for touring, performances, concerts, exhibitions, production of new work, and teaching.
5. In order to receive payment, a recipient is required to submit an itinerary for the travel and study period, with confirmed schedules and proof of travel, at least two weeks prior to departure.
6. Grants of up to \$1,500 will be awarded for short-term travel of three to six days. Grants of up to \$5,000 will be awarded for trips of one week or longer. Applicants may use grants for extended travel and study if supplementary resources are committed.
7. A recipient agrees, by contract, to file a narrative report within one month of completion of the travel and study grant trip. Recipients who do not submit final reports are ineligible for future funding.
8. Purchase of equipment is not an eligible expense, unless the item's cost is less than \$100 and necessary for the trip. Salary replacement and an honorarium for the applicant are not eligible expenses. "Other" expenses may include such items as daycare, language classes, and pro-rated housing payments and utilities.
9. Be detailed and accurate in the budget information. If a trip is funded, the grant recipient will not be permitted to reduce the duration of the trip, change the trip destinations, and make significant changes in the amounts and types of expense items.
10. The Travel and Study Grant Program rotates disciplines in alternating years. In 2013, artists working in Music, Theater, and Visual Arts will be eligible to apply.

Persons needing communication accommodations such as sign language interpretation, TTY operator-assisted inquiries, translation services, and alternative formats for print materials are encouraged to contact Foundation staff for assistance.

Questions about the guidelines and application requirements may be addressed to Jerome Foundation staff, 400 Sibley Street, Suite 125, St. Paul, Minnesota 55101-1928. Telephone: 651.224.9431 or 1.800.995.3766. Email: info@jeromefdn.org or visit the website at www.jeromefdn.org.

INFORMATIONAL RESOURCES

INFORMATION MEETINGS

There will be four information meetings in which Jerome Foundation staff will explain the program's purpose, eligibility requirements, and application process. The majority of the meeting time will be dedicated to questions from those who attend. You do not need to make a reservation, nor do you need to attend a meeting in order to apply.

January 9, 2012

6:00 p.m. - 7:30 p.m.

The Center for Fiction

17 East 47th Street

New York, New York 10017

www.centerforfiction.org

212.755.6710

January 19, 2012

5:00 p.m. - 6:30 p.m.

The Loft Literary Center

Room 308, Open Book

1011 Washington Avenue South

Minneapolis, Minnesota 55415

www.loft.org

612.215.2575

January 10, 2012

4:30 p.m. - 6:00 p.m.

New York Foundation for the Arts

20 Jay Street, Suite 740

Brooklyn, New York 11201

www.nyfa.org

212.366.6900

January 23, 2012

5:30 p.m. - 7:00 p.m.

IFP Minnesota

2446 University Ave. West, Suite 100

St. Paul, Minnesota 55114

www.ifpmn.org

651.644.1912

INDIVIDUAL APPOINTMENTS

During the period of Monday, February 13 through Friday, February 17, 2012, 9:00 a.m. to 4:00 p.m. (central) and 10:00 a.m. to 5:00 p.m. (eastern), Jerome Foundation staff will take telephone appointments (at 1/2 hour intervals) with prospective applicants who have questions at 651.224.9431 or 1.800.995.3766. There are also limited times in the evenings, from 4:00 to 8:00 p.m. (central) and 5:00 to 9:00 p.m. (eastern) on February 13 and February 15, 2012. If you would prefer a consultation via email, that is also possible. If you wish to have a staff person review a draft of your proposal and answer your questions about it, you must submit that draft on or before February 20, 2012.

Please call the Jerome Foundation office if you wish to schedule an individual telephone meeting with staff. If you have questions and did not make an appointment, please call anyway. There will be some flexible time available. You may also call for assistance prior to the scheduled individual telephone appointment period.

Cynthia Gehrig
President
gehrig@jeromefdn.org

Robert Byrd
Program Director
rbyrd@jeromefdn.org

Eleanor Savage
Program Officer
esavage@jeromefdn.org

SUGGESTIONS FOR APPLICANTS

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.

This is NOT a production grant program.

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.

Résumés should include complete information on arts training and experience with dates and locations for listed experiences. Jerome does not have a specific format requirement for résumés.

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 for the panel through a written statement. Submitting professional as opposed to student work samples is strongly recommended.

Be as specific as possible on the budget. 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 nor make significant changes in the amounts and types of expense allocations.

The discipline category of literature is, by far, the most competitive because it draws the largest number of applicants.

The optional artists statement describing aesthetic philosophy and creative process is often a valuable addition to a proposal.

If attending a seminar, workshop, or conference described in a brochure or on a web site, please include a copy of the brochure or printed information from the web site.

Proposals to attend a performance, concert, screening, or reading 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.

If your application is declined, you may request information on why your request was denied funding by contacting Jerome Foundation staff. However, given the large number of applicants to this program, feedback may be limited.

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2012 Travel and Study Grant Application for Dance, Film and Video, and Literature

This program is supported by the General Mills Foundation,
the Art and Martha Kaemmer Fund of HRK Foundation, and the Jerome Foundation.

PLEASE DO NOT STAPLE PAGES TOGETHER OR PLACE IN FOLDERS/BINDERS.

ALL ITEMS BELOW MUST BE COMPLETED

DISCIPLINE: (Check Only One)

DANCE

FILM and VIDEO

LITERATURE

Artist name

Street Address 1 (P.O. box not accepted)

Street Address 2

City

State

Zip Code

County (MN)

Borough (NY)

Telephone (Main phone number)

Fax (Main number)

Email Address

Website Address

Amount Requested

Length of Trip

Destination(s)

Dates of Travel (days, weeks or months)

Summary Statement of Trip Purpose (one sentence)

1. BUDGET: (Please be as detailed as possible)

Please fill in a brief description an amount of the funds required for your trip. Supplementary funds are not required; however, if personal monies, donations, fellowships, or other grants will be used for the travel and study project, they must be included in this budget.

Description	Jerome Request	Supplementary Funds	Total
Transportation			
Per Diem			
Lodging			
Materials			
Fees			
Other			
TOTAL			
*\$1,500 limit for travel of 3 to 6 days		*\$5,000 limit for travel of one week or longer	

If your study trip is supported, in part, by other grants or income, specify their source, and provide specific information on which expenses the contributed funds will cover, and any restrictions on those monies.

- Describe in detail the purpose of the proposed trip: what you plan to investigate and why you have selected the cities, organizations, and people you plan to visit. **Describe how the travel and study project will affect your work, being as specific as possible about your expectations.** If appropriate, indicate how the travel and study project will affect the organization at which you work. **Recommended length is one to three pages/1000 words.**

3. List the groups, organizations, productions, exhibitions, performances, festivals, institutes, and names, with titles, of individuals you intend to see. Specify their locations. Indicate whether you have contacted them and received positive responses to your proposed visit.

4. Attachment 1: Resume

Please submit your resume. Bios are not acceptable.

5. Attachment 2: Artist Statement (optional)

You may provide a 250-word/one-page description of your aesthetic philosophy and/or creative process as additional information for the panel to review. This is not required but is strongly encouraged.

6. Attachment 3: Letters of Confirmation (optional)

Confirmation and/or acceptance letters from people and organizations you intend to visit are very helpful to your request, though are not required.

7. Attachment 4: Work Samples

Submit a work sample cover sheet for each work sample. The specific format and length requirements are specified on the cover sheet. Please submit work samples representing your current professional work and potential connections to the proposed trip. You must have creative control of the samples. You are encouraged to submit materials that document more than one work. Administrators should also submit examples of their work, such as writing samples, program designs, and strategic plans.

DANCE: DVDs and VHS tapes up to 10 minutes total.

FILM/VIDEO: DVDs and VHS tapes up to 10 minutes total and/or script excerpts or storyboards up to 10 pages with at least one-inch margins and a minimum type size of 11 point.

LITERATURE: Manuscripts of up to 10 double-spaced pages with at least one-inch margins and a minimum type size of 11 point, VHS tapes, CDs, or DVDs of up to 10 minutes total. Poetry submissions do not need to be double-spaced.

MAIL ONE COPY OF ALL MATERIALS TO:

TRAVEL AND STUDY GRANT PROGRAM

Indicate arts discipline (DANCE, FILM and VIDEO, LITERATURE)

c/o Jerome Foundation

400 Sibley Street, Suite 125

St. Paul, Minnesota 55101-1928

MATERIALS SHOULD BE PRINTED ON ONE SIDE ONLY. DO NOT STAPLE OR PUT IN BINDERS.

2012 Travel and Study Grant Program Application Checklist

- Printed Application
- Attachment 1: Résumé
- Attachment 2: Artist Statement (optional)
- Attachment 3: Artist Statement (optional)
- Attachment 4: Work Samples
- DVD #_____
- Cued VHS Tape #_____
- Audio CD #_____
- Image CD #_____
- Text: Manuscripts/scripts/storyboards/other #_____

PLEASE FILL IN NUMBER (#____) OF ITEMS SUBMITTED.

DO YOU WANT WORK SAMPLES RETURNED TO YOU?

- YES NO

Have you previously applied to the Travel and Study Grant Program?

- YES NO

Optional Information

The Travel and Study Grant Program seeks to be inclusive and accessible to all individuals. For this reason, we are requesting information about the racial/cultural origin and gender of applicants and how applicants heard about the Program. You are not required to complete this section; however, this information will help us to know whether the program is achieving its objectives.

- | | | |
|---|--|--------------------------------|
| <input type="checkbox"/> African-American | <input type="checkbox"/> Asian-American/Pacific Islander | |
| <input type="checkbox"/> Caucasian/White | <input type="checkbox"/> Hispanic/Latino/Latina | |
| <input type="checkbox"/> Native American | <input type="checkbox"/> Other (please specify) | |
| <input type="checkbox"/> Multiracial | | |
| <input type="checkbox"/> Male | <input type="checkbox"/> Female | <input type="checkbox"/> Other |

How did you hear about this program?

- | | |
|--|---|
| <input type="checkbox"/> Web site | <input type="checkbox"/> Email |
| <input type="checkbox"/> Direct mail | <input type="checkbox"/> Colleague referral |
| <input type="checkbox"/> Press release | <input type="checkbox"/> Newspaper |
| <input type="checkbox"/> Newsletter | <input type="checkbox"/> Other |
- Which one?



Travel and Study Program: Work Sample Cover Sheet

Please fill out and print this work sample cover sheet for each sample provided.

Sample # (Number samples in terms of preferred viewing order):

Name of Applicant Artist/s

Main Contact Telephone:

Main Contact Email:

Title of Work Sample:

Role in creation of the work sample:

Year created:

Location of Performance (if applicable):

Notes:

(Please provide any information that will help with the context for the work sample. If there are quality issues with the audio or video recording please explain.)

Type of Sample: (Please select from drop down menu)

If submitting work samples in more than one format, reduce proportionately the number of samples submitted.

Please check computer generated cds/dvds to make certain that they play not only in the device in which they were created but also in other dvd or cd decks. VHS tapes must be cued.

You may have more than one sample on a DVD as long as you have separate chapters for each sample. If submitting samples on VHS tape, please place work samples on separate tapes.

Manuscripts, scripts, or storyboards should be double-spaced with at least one-inch margins and a minimum type size of 11 point. Poetry submissions do not need to be double-spaced.

DANCE: DVDs and VHS tapes up to 10 minutes total.

FILM/VIDEO: DVDs and VHS tapes up to 10 minutes total and/or script excerpts or storyboards up to 10 pages.

LITERATURE: Manuscripts of up to 10 pages and/or VHS tapes, CDs, or DVDs up to 10 minutes total.