



# LUMINARIA ARTIST FOUNDATION

## Individual Artist Grants

The Luminaria Artist Foundation will make awards up to \$10,000 to individual, professional artists residing in Bexar County, Texas, for the creation of new, original work. The awards are given in recognition of artistic achievement and dedication to an artistic discipline. Funded projects are to be completed by the end of the grant period. Prior to receiving award funds, artists must sign a contract with the Foundation that specifies certain responsibilities. These responsibilities are intended to ensure that the award funds will be used in a manner that reflects the charitable purposes of the Foundation.

## Award Categories

The Foundation will grant awards up to \$10,000 for individual artistic projects in:

- **Literary Arts**  
Including, but not limited to, fiction, creative non-fiction, playwriting, screenwriting, poetry.
- **Visual Arts**  
Including, but not limited to, painting, sculpture, drawing, printmaking, installation, photography, collage, performance art, static digital art, public art, film & video (narrative, documentary, experimental or artistic), time-based digital art, theatrical set, costume design.
- **Performing Arts**  
Including, but not limited to, musical composition, choreography, theatrical production, musical performance, acting, singing, dancing, spoken word.

## Rules & Eligibility

Individual, professional artists may apply for an award up to \$10,000 to help underwrite the costs of creating new, original works of exceptional quality. The Foundation makes awards for a specific project to originators/creators of art and artistic production. The Foundation does not normally make awards to artists solely for performance (dancer, musician, actor, etc.) unless it is in the context of an original project. **This distinction should be carefully noted before undertaking the work entailed in applying for an award.**

Only one application per individual may be submitted during each grant cycle. Previous Foundation award recipients must wait for two grant cycles and must have submitted their final grant reports to the Foundation to be eligible.

## Eligibility Requirements

- Foundation awards are open to individual, professional artists who create original work. Individuals are considered professional artists if they:
  - earn at least part of their annual income in their artistic disciplines;
  - consider their artistic endeavors a career; and

- make a significant time investment in their artistic disciplines through practice, performance, and production.
- All artists must have a valid U.S. taxpayer identification number (SSN, EIN, ITIN).
- All applicants must be residents of Bexar County, Texas, for 6 consecutive months as of the date of application.
  - If awarded, applicant must maintain permanent residency in Bexar County during the grant period.
- Artists who are proposing projects must demonstrate one or more of the following characteristics:
  - a potential for artistic growth and experimentation;
  - a significant shift in their work;
  - challenging and innovative exploration with new materials, concepts, or creative practices and processes; and/or
  - high artistic quality.
- All applicants must be 18 years old as of the date of application.
- Applicants must have exhibited, performed, presented, and/or published artistic work in a public context in the past three years.

### Ineligible Persons

- Members of the Board of Directors (current or having served within the previous 12 months).
- Members of a judging panel during the current grant cycle.
- Substantial contributors to the Foundation.
- Employees or Consultants of the Foundation.
- Substantial independent contractors of the Foundation.
- Family members of the above five categories of Ineligible Persons.
- Previous Foundation award recipients may not reapply for two grant cycles and must have submitted their final grant reports to the Foundation to be eligible.
- Any person not residing within Bexar County, Texas, for a minimum of 6 consecutive months.
- Groups of individual artists.
- Full-time students or soon-to-be students.
- Artists whose work is primarily commercial, decorative, or craftwork in nature.
- Persons under 18 years of age.
- Artists who have not exhibited, performed, presented, and/or published artistic work in a public context in the past three years.
- Persons who do not have a valid U.S. taxpayer identification number (SSN, EIN, ITIN).

### What Is Not Funded

- Academic research or to fund study toward an academic professional degree.
- Past debts or legal fees.
- The purchase of real estate.
- Moves to other cities.
- The costs of installations, commissions, or projects fully funded by others.
- Artist's travel, unless such travel is integral to the application project.

## Application Guidelines

Please read all of the following information carefully before beginning your application.

Submissions will only be accepted through the online portal at [anyartist.org](http://anyartist.org).

No physical applications will be accepted.

No FAX, e-mail, courier, mail, or any other delivery methods.

E-mail [grants@luminaria.org](mailto:grants@luminaria.org) if electronic submission is not possible.

## Application Deadline

The artist application period runs from January 12 – February 24, 2021. The application will automatically close at 11:59pm, February 24, 2021.

## Application Instructions

Go to AnyArtist.org and create a free account if you do not already have one. If you already have an account, please make sure that all of your contact and other account information is current. We want to make sure we can reach you!

Make sure you are applying for the Luminaria Artist Foundation Grants call. You will see the Call Details, Call Description, and Call Eligibility sections. Please read carefully to make sure you are eligible and understand the requirements of the application and the artist responsibilities.

The Call Requirements section is where you will submit your resume, headshot, past work samples, demographic information, and project proposal. This section is where you will set yourself and your work apart from other applicants. Let's walk through the process together.

### **Biography (100 words)**

The biography is a way for you to introduce yourself to us. It is a glimpse into who you are, where you've been, and where you want to go. What has been your artistic trajectory? What are your long-term career goals? How might your proposed project act as a catalyst for your artistic and professional growth? In what ways is it a pivotal moment in your practice? These responses provide us with a sense of the artistic ambition and the level of engagement in the artist's professional development.

### **Resume (2 pages)**

The resume is another way to help us determine where the artist is in their career. Your resume should showcase projects completed so far, such as films, installations, sculptures, or whichever discipline the artist works in, as well as any publications or articles and awards. Be sure to include dates/years so we get a better idea of how long you have been working and when your work was produced.

Not everyone is formally trained, and you may not have a typical resume. However, the resume tells a story about how a career has unfolded so far, even if it's not traditional.

## **Artwork Submissions**

Here you will upload examples of recent work created in the last three years. Work samples are a critical part of the application and serve to introduce you and your work to the judges. They should accurately represent your work. Only materials requested in this application will be reviewed. All work samples should be clear, legible, and/or audible reproductions of your work.

Following are the guidelines for submitting work samples. Those samples that do not meet the guidelines will not be considered.

## **Literary Arts**

Including, but not limited to, fiction, creative non-fiction, playwriting, screenwriting, or poetry.

Applicants should submit up to 5 sample works of any combination of literary genres completed within the last three years. *Please do not exceed 20 pages total.*

Entries must be:

- in PDF format;
- typed;
- double-spaced and 12pt font;
- clearly labeled with the author's name and the title of the work; and
- no larger than 4MB.

If your work sample is a longer work, you may submit a short synopsis of the work as well as an excerpt.

Published work must be submitted in typed manuscript form rather than published form.

## **Performing Arts**

Including, but not limited to, musical composition, choreography, theatrical production, musical performance, acting, singing, and/or dancing.

Entries must:

- contain no more than 10 minutes of video or audio excerpts from work completed within the last three years;
- clearly state the applicant's name, title of work, and the applicant's role in creating the work;
- specify the date completed;
- indicate the technique used, if applicable;
- be in its original format (many formats are accepted);
- list the instruments featured in the work, if applicable;
- be no larger than 10MB for audio; and
- be no larger than 100MB for video.

Embedded formats, such as YouTube, Vimeo, Spotify, Soundcloud, etc., are acceptable. Please provide access instructions for private links.

## Visual Arts

Including, but not limited to, painting, sculpture, drawing, printmaking, installation, photography, collage, performance art, static digital art, public art, film & video (narrative, documentary, experimental, or artistic), time-based digital art, and/or theatrical set or costume design.

Entries must:

- contain up to 10 JPG images of work samples that have been completed within the last three years;
- be uploaded in the order you wish them to be viewed;
- not exceed 100MB if in video format;
- include titles for each image;
- specify the medium for each image;
- list the dimensions for each image; and
- and state the completion date for each image.

## Artistic Discipline

Luminaria supports artists in all disciplines. To make sure each project proposal is reviewed equitably, we ask artists to select one or two disciplines which describe the project. Please do not choose more than two categories. This selection also helps us make sure each award cycle supports a diversity of types of work.

## Budget Proposal (*PDF or XLS*)

Please provide a total itemized budget for your project proposal to give us a sense of how much it will take to make the project happen, including reasonable fees for the artists involved. Make sure to also include any additional funds received from other organizations, individuals, or contributed by the artist.

This outline is just an estimate, we understand that the budget is subject to change.

Make sure to always pay yourself and active partners!

In the Additional Resources section of the application, you will find an example budget as well as a spreadsheet you can fill in to submit.

## Headshot

Please provide a good headshot of yourself. We want to see who you are!

## Project Proposal (*PDF*)

Tell us about your proposed project in detail. The goal should be to give the curators a vivid sense of the project so they can imagine it existing and “see” it in their mind’s eye. In your PDF, please include sketches, drawings, diagrams, outlines, digital mock-ups, audio, video, or other representations of what you envision your proposed project to look like either in final form or in process. Embedded formats, such as YouTube, Vimeo, Spotify, Soundcloud, etc., are acceptable. Please provide access instructions for private links.

Artists must propose a project that demonstrates one or more of these characteristics:

- a potential for artistic growth and experimentation;
- a significant shift in their work;
- challenging and innovative exploration with new materials, concepts, or creative practices and processes; and/or
- high artistic quality.

Other questions to consider when writing your proposal:

- How will the project ultimately manifest – is it a digital work, a time-based performance, an installation, a documentary film?
- How will the audience interact with the work?
- What kind of impact – artistic, intellectual, communal, civic, social, etc. – do you hope your project will have?
- What audiences and communities do you hope to engage through this project?
- How are you hoping to reach them?

### **Projected Completion**

Please provide an estimation of the when and where your project will “premiere” or be completed.

This date is only an estimation—we understand that project timelines can change due to many factors. However, artists are required to complete their projects by March 14, 2022.

All individual artist grantees are invited to present their final projects at the Luminaria Contemporary Arts Festival scheduled for November 13, 2021,, but there is no obligation to be a featured artist at the festival.

### **Self-Certification**

Here we are simply asking you to certify that everything you are providing in this application is correct and true to the best of your knowledge.

### **Social Media & Website**

If applicable, please provide the following:

- URL to your website
- URL to your Facebook page ([facebook.com/username](https://www.facebook.com/username))
- Instagram handle
- Twitter handle

### **Demographic Information**

The last four questions ask basic demographic information. Luminaria is committed to supporting a diversity of voices and backgrounds. We ask our curators to think comprehensively about the artists we are funding to make sure that each awards cycle represents a multitude of voices.

This information is also helpful to us in finding funders and meeting funder requirements.

## Responsibilities

Grantees will be required to:

- sign a contract which provides that the grant funds will be used in the manner provided in the recipient's application;
- notify the Foundation of changes to their project that deviate from what was described in their application;
- keep track of expenses and income during the duration of the project;
- return any funds not expended for the purpose of the award as described in the Grantee's application to the Foundation;
- provide an interim report detailing their project's progress, including expenditures of funds as noted in their budget;
- submit a final report describing the project's impact on their career, methods used to make the project available to the public, the project's impact on the community, and detailing full expenditures of funds as noted in their budget.
- stage a free performance, presentation, or exhibition of or about their completed project to the public.

## Ownership

Works created with assistance of Foundation awards are the property of the artist. The Foundation will, however, keep for its archives the submitted application materials from each award recipient. The Luminaria Artist Foundation requires appropriate funder identification of any funded projects presented in the future to include verbal acknowledgement and written documentation in marketing materials. Award recipients agree to license their work to Luminaria and funders for the purpose of promotion of the grant program.

## Liability

During the application and selection process, the Foundation will not be responsible for loss or damage of support materials. However, the greatest care possible will be taken in handling the materials.

## Taxes

Award funds are taxable to the recipients under IRS guidelines. Recipients should consult their tax advisor regarding proper reporting for the award. Each artist receiving an award will be sent a Form W-9 for completion and return before receiving the award funds.

## Selection Process

Artists are selected by a panel of regional and national arts experts.

## Conflict of Interest Policy

The Foundation requires judges to disclose any potential conflicts of interests. If a personal relationship exists between a judge and an applicant that may compromise the ability of the judge to act as a neutral evaluator, the judge is required to leave the room during jury evaluations and abstain from voting for that applicant.

## Selection Criteria

Criteria	Percentage	Description
Artistic Excellence	60%	Applicants are evaluated primarily on the artistic excellence of the submitted samples. Artistic excellence refers to <ul style="list-style-type: none"><li>• the originality and vision of the artist's work;</li><li>• technical skill/mastery of the artistic discipline as evidenced by the artist's work samples; and</li><li>• the technique or process used to create the work.</li><li>• professional background of the artist and evidence of continuing commitment to their artistic process, as evidenced in their resume.</li></ul>
Project Proposal	40%	Artists must propose a project that demonstrates one or more of these characteristics: <ul style="list-style-type: none"><li>• a potential for artistic growth;</li><li>• a significant shift in their work;</li><li>• a challenging exploration of new and innovative materials, concepts, or artistic practices; and/or</li><li>• high artistic quality.</li></ul>

## Timeline

- January 12, 2021: Online-only award applications open at [www.anyartist.org](http://www.anyartist.org).
- January 20, 2021: Virtual Information Session.
- February 11, 2021: Virtual Information Session.
- February 24, 2021: Applications close at 11:59 PM.
- March 2021: Judging of applications by national arts professionals.
- March 30, 2021: Applicants notified of judging results.
- April 11, 2021: Grantees receive 50% of funds within 24 hours of signing contract.
- April 11, 2021 – March 14, 2022: Grantees produce, perform, exhibit their work.
- April 27, 2021: Announcement – Official recognition of grantees.
- September 12, 2022: Grantees submit an interim report detailing their project's progress, including expenditures of funds as noted in their budget. Artists receive 30% of funds upon approval of interim report.



- March 14, 2022: Grantees submit a final report describing the project's impact on their career, methods used to make the project available to the public, the project's impact on the community, and detailing full expenditures of funds as noted in their budget. Artists receive remaining 20% of funds upon approval of final report.

**You're done with your application. Congratulations & Good Luck!**