Rubys Artist Grants
2021 Grant Guidelines

Online application portal opens: Tuesday June 15, 2021
Deadline to apply: Sunday, August 15, 2021 at midnight
Apply at: https://thedeutschfoundation.submittable.com/

INTRODUCTION

The Rubys Artist Grants were established by the Deutsch Foundation in 2013 to provide project-based funding for individual artists. The goal of the program is to provide meaningful support directly to artists for the creation of new work. The Rubys is open to artists at any stage of their career and favors projects that have significant creative work left to accomplish. Grants will enable individual artists to create or complete a project that will include a public component occurring at some point during the grant period.

ABOUT THE ROBERT W. DEUTSCH FOUNDATION

The Robert W. Deutsch Foundation invests in innovative people, projects, and ideas that improve the quality of life in Baltimore and beyond. The Foundation believes that arts and culture can activate, amplify, and extend the power and reach of marginalized voices, and so the Foundation consciously shifted to invest in Baltimore arts as an approach to equitable community development. With a focus on hyperlocal grantmaking, advocacy, and catalyzing initiatives, our investments in arts and culture - at every level - touch the full breadth of our work.

RUBY ARTIST GRANTS VALUES

The Rubys is founded on the notion of risk-taking, whether in practice, content, process, and/or outcome, and equally values:

- Artistic integrity (*I am a creator of original art*)
- Strong ideas (*My artistic mission and creative process is clear, connected, and relevant*)
- Feasibility (*I know how to get the job done*)
- Connection to audience (*I understand how I want an audience/visitor to experience my work*)

GRANT OVERVIEW

Artists who reside in Baltimore City or Baltimore County may apply for grants of up to $15,000 to be applied to an original project of their own work over a 12-month period. Artists may submit only one application during each funding round. Grants may be used to support projects that are already in progress, a project not yet begun, or a distinct phase of a longer-term project. Eligible budget expenses within the grant can also include personal overhead needs. (Please read the budget instructions for more details.) Preference is given to applications that demonstrate there is significant creative work left to be done.

For 2021: In previous years, the Rubys Artist Grants required that project proposals included a public component to occur at some point during the grant period. For 2021, the public component requirement is optional, due to the uncertainty of public gathering limits. If you find that you can and want to create a public event (safely) for your project, then you may include ideas in your application proposal; though this is not required.

2021 GRANT PROCESS TIMELINE

June 15, 2021		Application open for submissions
August 15, 2021		Application deadline
August-September 2021		Jury review
By October 31, 2021		Applicants notified of status
November 2021		Announcement of selected artists

ARTISTIC CATEGORIES

ALL ARTISTIC CATEGORIES are represented in the grant cycle. There is only one grant cycle per year.

Literary Arts includes but is not limited to: nonfiction; fiction; poetry; graphic novels; cross-disciplinary; experimental/emerging fields.

Media Arts includes but is not limited to: film; audio and video projects; animation; computer graphics; sound art; digital arts; screenplay; teleplay; cross-disciplinary; experimental/emerging fields.

Performing Arts includes but is not limited to: dance; music; theater; musical theater; opera; puppetry; performance art; playwriting; spoken word; storytelling; traditional/folk art; cross-disciplinary; experimental/emerging fields.*

Visual Arts includes but is not limited to: painting; photography; sculpture; works on paper; craft; installation; traditional/folk art; cross-disciplinary; experimental/emerging fields.

*Theatre directors are eligible to apply in the category of Performing Arts if they can articulate, as part of their application, how their approach can be considered original work. For example, this may include describing their work in new or hybrid theater forms, in radical interpretation of classic works, or in directing devised performance. Interpretive direction of classic or contemporary plays will not generally meet the grant's definition of original work.

APPLICANT ELIGIBILITY

To be eligible for a grant, an artist must:

- Be a resident of Baltimore City or Baltimore County at the time of application and when the grant is awarded.
- Have a valid U.S. tax number (such as: Social Security Number "SSN", Employer Identification Number "EIN", or Individual Taxpayer Identification Number “ITIN”)
- Be at least 21 years old
- Be a practicing artist: Those who have actively and continually pursued their profession in this discipline for more than three years (as evidenced on your resume with application)
- Past Rubys grantees are eligible to apply again two years after completion of their original grant cycle. Completion includes satisfactory submission of a final report and presentation of a public component.
- Artist duos or groups may apply together. For submission purposes, one artist must be the lead name on the online application, however, in the application narrative, you may describe the project from the viewpoint of the duo/group.

The following are not eligible for a Rubys grant:

- Organizations
- Full-time or part-time students in a degree-earning program
- A current board member, committee member, staff, contractor, fellow, or consultant for the Robert W. Deutsch Foundation, or their immediate family members.

PROJECT ELIGIBILITY

The Rubys provide grants to support the creation of your own original artwork/creative project**.**

Examples of eligible projects*

- Creation of a new body of paintings, photography, sculpture, pottery, prints, etc…
- Supporting a phase of your film (pre-production, production, post-production)
- Completing the writing of the first draft of a novel
- Finishing the writing of a play
- Drafting a manuscript of new poems
- Developing the art and materials for a multimedia installation
- Composing a suite of new songs
- Choreographing a series of dance happenings

**This is not an exhaustive list of potential projects; this list is provided simply as examples of projects that demonstrate the criteria of (a) being original work by the applicant and (b) having significant creative process left to be done.*

Examples of ineligible projects

- Curating an exhibit featuring other artists' works
- Supporting the publication costs of a completed novel
- Producing a music festival
- Supporting a workshop that teaches art to others
- Editing an anthology of other writers' works
- Requesting marketing and promotional funding for a completed project

SELECTION CRITERIA

- **Creativity** of the project, in that it is an innovative step for the artist, or a significant deepening of their current artistic practice, or will be a meaningful contribution to the chosen discipline.
- **Feasibility** of the project, including likelihood that the project can be realized, based on the budget, timeline, and proposed logistics and details.
- **Artistic merit** and **skill** of the work represented in the work samples.
- **Understanding** of how you would like your work to be received by the **public and/or your intended audience**.
- The **timing is right** for this project to be realized.

SELECTION PROCESS

A review panel of artists and arts professionals, both from the region and nationally, will convene for each artistic category to select the grant recipients. In the first phase of review, all applications are read and scored. Approximately the top scoring 20% of applications will move on for discussion in the subsequent phases of review.

HOW TO APPLY

The grant application must be submitted online at:
https://thedeutschfoundation.submittable.com/

Applicants may log in and log out of the application platform as needed during the application period. However, all materials must be finalized and submitted by the deadline.

REQUIRED APPLICATION MATERIALS

The application includes the following elements:

1. Project Description
2. Project Budget
3. Project Timeline
4. Resume/CV
5. Work Sample Inventory
6. Work Samples

1. Project Description: 2 page maximum

The document should have no less than one-inch margins and use a legible, standard font that is not less than 11 point. Do not exceed two pages for your project description! Include your name and project title at the top of the project description, so that it appears as such:

Mary Smith
Project: The Story of My Life

Organize your narrative using the following points as your guide:

- Introduce yourself as an artist: Briefly describe your creative mission, the current state of your practice, and your perceived place in the local arts community. (10%)
- Describe the proposed project. Provide as much information as is currently known describing the creative and logistical elements of the project. (80%)
    - What is the inspiration or storyline of your project?
    - Describe the artistic process for this project.
    - What is the final goal, outcome, or milestone at the end of the grant period?
    - How will the audience/viewer experience your art?
- Explain why this is the right time in your career for this project to come to fruition. (10%)
- ***OPTIONAL:*** *Propose an idea of how your work/work-in-progress could be shared with the public.*
    - Due to the health crisis and uncertainty of public gathering limits, the public component requirement is ***not*** required this year (2021).
    - However, we understand that some artists may have projects that can be presented safely in a public manner (virtually or otherwise) and for whom sharing in this manner is an inherent and important part of the project. If this is the case for you, then you are welcome to share your ideas.

2. Project Budget: 1 page maximum

Please prepare a complete budget that includes all costs and income for your project. You are not required to provide matching funds for the Rubys grant if the grant can fully cover your project expenses.

Allowable expense categories include:

- **Artist Stipend/Honorarium:** Your fee as an artist to produce your creative work
- **Overhead expenses:** You may include a line item to cover routine life expenses such as housing, office, studio rental, childcare, healthcare, etc.
- **Partner Fees:** Fees to collaborators including other artists, collaborators, and vendors
- Project-related **travel and materials**
- **Specific equipment** for the project
- **Promotion and marketing**

Consider using the above category titles when preparing your budget. See the budget template at the end of this document for guidance.

Additional project income can include:

- Grants from government agencies, foundations, businesses, individuals
- Anticipated ticket sales from the planned public component
- In-kind materials, services

3. Project Timeline: 1 page maximum

Please prepare a timeline and identify key dates for your project that will take place during the grant period (approximately October 2021 to September 2022). If the overall project timeline is longer than the 12-month grant period, identify the phase for which the Rubys grant will fund.

The 2020 payment timeline is:

October 2021	Selected artists notified, grant agreement sent, signed, and returned. First payment made (60% of project budget)
April 2022	Midterm report due, and second grant payment made (30% of project budget)
September 2022	Final report due, and final grant payment made (10% of project budget)

4. Resume/CV: 3 page maximum

Your resume should include information of past presentations of your artwork (exhibitions, screenings, performances, readings, etc…), including any awards, recognition, or publication mentions you have received as an artist.

If you are applying as a duo or group, then you are allowed an additional 3 pages per person to accommodate resumes from all participating artists. If the group-applicant consists of more than three people, then please include only resumes for the project leads (2 or 3 artists).

5. Work Sample Inventory List: 1 page maximum

Prepare an inventory list of the work samples that you will upload to accompany your application. Ensure that the title on the inventory list matches the titles of the uploaded work samples.

The Project Description, Budget, Timeline, Resume/CV, and Work Sample Inventory List must be bundled together into one document and uploaded as such. The complete application packet must be ***no longer than 8 pages***. Word or PDF format.

6. Work Samples: 10 files maximum allowed

Applications should have a minimum of one, and are allowed a maximum of ten, work samples to accompany their project proposal. One work sample should directly relate to the proposed project. The sample can be a draft (for example: Script/book synopsis, storyboard, installation layout, draft drawings, thematic outline). Other work samples may be of past work that demonstrates the applicant's skill set and creativity.

Applicants are allowed to mix-and-match their work samples among the following file formats:

- Document (PDF or Word): 25 pages maximum across all document files
- Video (MP4 or MOV): 3 minutes maximum per video file
- Audio (MP3 or WAV): 3 minutes maximum per file
- Image (JPG)

For audio and video files, please edit the file to the clip you would like the jury to hear/view. The jury panel is only required to view those samples uploaded to your application.

While you may include links on your resume or inventory list, the jury is not required to go to those sites. Do not simply list a web address or link as a work sample.

QUESTIONS

Contact the Foundation if you have questions:

- about application requirements and general submission policies, including what category to apply in, deadlines, or other administration issues
- about the grant review process, status, or results
- or need to edit an application you already submitted

Contact: Sarah Edelsburg, Program Manager
Sonja Cendak, Program Officer
rubys@rwdfoundation.org

Contact Submittable if you have questions:

- about technical issues with the online submission process
- about formatting your files, or encounter errors while uploading

Contact: Submittable Customer Support
support@submittable.com

APPENDIX 1: Budget Example

Project Name / Artist Name		
EXPENSES		
Category	**Amount**	**Notes**
Artist's fee	$3,000	
Overhead	$2,000	Coverage for select life expenses during the grant period
Materials	$200	10 gallons of paint x $20
Materials	$400	5 stretched canvases @ $80 each
Materials	$200	5 lbs of clay
Rental	$600	Pottery studio, access to wheel, $100/day x 6 days
Vendor	$1,250	Artwork framing @ $250 per canvas
Vendor	$500	Photography of artwork
Promotion/outreach	$500	Expansion of website to include new project
Project Expenses Total:	**$8,650**	
INCOME		<< Optional section, in case you have additional support for your project.
Source	**Amount**	
Rubys Artists Grant	$7,450.00	
Arts Council Grant	$1,000.00	*applied, pending results*
Kickstarter campaign	$200.00	
Income Total:	$8,650.00	
Total Rubys Artist Grant Request:	$7,450.00	

APPENDIX 2: Timeline Example

TIMELINE TEMPLATE
Artist Name / Project Name

Date	Action/Notes
October 2021 – April 2022	Complete first draft of manuscript
April-May 2022	Retain editor to review draft
May-July 2022	Revise manuscript based on editor feedback Share draft with writing group
Summer 2022	Update personal website with new project information Develop an interactive book club reading guide
August 2022	Begin outreach and promotion
September 2022	Excerpt release via website Excerpt submitted to journals for publication

APPENDIX 3: Work Sample Inventory List Example

INVENTORY LIST TEMPLATE
Artist Name / Project Name

1. *Artwork title* (year made)
   Note about work sample
   File name, especially important if file name is not clearly connected to title given on inventory list

2. *We Speak for Ourselves* (Draft - 2021)
   This is the work sample that directly relates to my Rubys grant proposal
   We_Speak_For_Ourselves_Writing_Sample_2021.pdf

3. *Between the World and Me, 2015*
   Example of past work, winner of Baltimore's Best New Writers Award, 2011
   Between_The_World_And_Me_2015.doc

4. *Sunset over Baltimore 1*, 2020
   Digital print
   Sample from my photography series
   Baltimore_Sunset1.jpg

5. *Sunset over Baltimore 2*, 2020
   Digital print
   Sample from my photography series
   Baltimore_Sunset2.jpg

6. *Sunset over Baltimore 3*, 2020
   Digital print
   Sample from my photography series
   Baltimore_Sunset3.jpg