



## Artist Entrepreneurial Grants

Opportunities occurring between July 1, 2023 – June 30, 2024

Deadlines: May 5, August 4 and November 3, 2023, and February 2, 2024

Applications must be submitted by 11:59 PM ET

Artist Entrepreneurial Grants recognize the importance of the creative workforce to New Hampshire's economy. Artist Entrepreneurial Grants support opportunities that will benefit artists' careers and small businesses, including the development of business skills, participation in programs to raise the level and quality of their art, and participation in programs that will bring their art to the widest possible markets.

### GRANT AMOUNTS AND REQUIREMENTS

Funding requests may be made for \$250 - \$1,000. **No cash match will be required for FY24** but your budget should reflect the total cost of your opportunity. All grant categories and amounts are subject to change, depending upon availability of state and federal funds in any fiscal year.

### Sample Opportunities

- Attendance at professional development trainings, workshops, conferences or non-degree-granting classes to increase business, community facilitation and/or artistic skills, such as marketing, business plan development, financial management, legal concerns, pricing visual artworks, evaluating and working with agents, and master classes for artists, performers, film/media creators and craftspeople.
- An invitation to present your work in a significant way that will expose your work to new audiences.
- Development of promotional marketing and sales materials, including websites, ecommerce, social media, digital portfolios and printed materials. Note: promotional materials must not be for sale. See [ineligible costs](#).

### WHO MAY APPLY

Individual [professional](#) New Hampshire artists, makers and creatives, 18 years of age or over, who devote a majority of their time to practicing, performing and/or teaching an arts discipline. Applicants must also have been New Hampshire residents for at least one full year and still be residents at the time grants are awarded. Exception: [Juried NHSCA Roster, Directory or Listing](#) artists who live within 10 miles of the border and can demonstrate that over 50% of their work is for New Hampshire audiences are also eligible.

### WHO MAY NOT APPLY

- Organizations or corporations
- Current undergraduate or graduate students
- Artists who have already received an Artist Entrepreneurial Grant in the current Fiscal Year (July 1 – June 30)
- Artists who have received three successive grants (must take one Fiscal Year off)

### Restrictions

Please refer to the full list of [ineligible expenses](#). This program does **NOT** support:

- Opportunities occurring prior to the posted application deadlines or after June 30, 2024 (see header)
- Creation of new work
- Equipment purchases
- Costs associated with producing a music recording (CD or DVD), film or the publication of a book
- Costs for framing artwork
- Subscriptions and memberships



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- Financial aid to pursue degree-granting opportunities
- Previously incurred debts or deficits
- Professional development opportunities for full-time college/university faculty that would be covered by the employer
- Travel costs that exceed current state per diems (please use [this tool](#) to calculate travel per diems)
- Costs associated with international travel
- Presentation (e.g., exhibit, performance, screening) of artwork in a non-public venue
- Research projects
- Retreats
- Apprenticeships

### *Covid-19 Updates*

All projects must be able to be completed while following the [New Hampshire health and safety guidelines](#) related to the COVID-19 pandemic.

### *Making the Project Accessible to All*

Recipients of public funding are required to make reasonable efforts for projects to be accessible to the public. Applicants should consider physical and programmatic accessibility as an integral part of the planning and budgeting process. Accessibility involves both the location (the facility) and the content (the activity or product). Thinking about accessibility issues in the early design and planning stages of a project (e.g., accessible websites, sign language interpreters, recordings of printed materials, audio-description describers, or large-print labeling) is key to ensuring that persons with disabilities will be able to participate. For information and resources, see [Making Your Programs and Services Accessible](#) on the NHSCA website.

### HOW TO APPLY

Applicants are strongly encouraged to attend a [grant information session](#), view the [instructional videos](#) and discuss proposals with the grant coordinator before writing and submitting applications. Applicants should also review the [legal and reporting requirements](#) for NHSCA grant funding.

Drafts of narrative questions and budgets may be reviewed if submitted by email **at least two weeks in advance of the application deadline**. First time applicants are especially encouraged to submit drafts.

### *Submitting the Application*

NHSCA uses an online application system, [Submittable](#). Please [visit the grant page](#) for instructions. **The online system cannot be used to submit drafts.** Error and omissions may affect a panel's evaluation of the application, so please follow instructions and prepare the application carefully. We recommend you **keep a copy for your files**.

- Watch [instructional videos](#).
- [Click here](#) to start the online application.
- [Click here](#) to download the Budget Form in MS Excel or PDF format.



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### *Deadlines*

Applications must be completed by 11:59 PM Eastern Time on the deadline date. Late applications will not be accepted. The Council cannot accept applications transmitted by email and is not responsible for uncompleted online applications.

### REVIEW PROCESS

Awards are based on a competitive internal review process. Each application will be reviewed on its own merits and against others in the application pool, and equitable geographic distribution of awards will be considered. Limited funds are available. Funding recommendations are forwarded to the State Arts Councilors, a volunteer 15-member advisory council appointed by the governor, for review and approval. If the individual's cumulative total of grants received from the State Arts Council for that fiscal year (July 1 - June 30) is \$5,000 or more, the grant recommendation must also be submitted to the Governor and Executive Council for approval. All awards are subject to the availability of state and federal funds. Please plan cash flow accordingly.

### RECEIVING AN AWARD

#### *Notification of Award*

No formal announcement regarding a funding decision and/or grant amount will be sent to any applicant until after the Council meeting ([meeting dates](#) are listed on the NHSCA website) after the grant panel review. At that time applicants will receive official notification of the Council's action and panelist comments. Whether or not a grant is awarded, these comments should help in the development of future applications. This notification may take up to 10 weeks after the application deadline.

Please note if you are awarded and accept this grant, the applicant and grant details will be listed in the relevant Fiscal Year [Grant Report](#) in order for us to be transparent about how public grant funds were expended. If you have any questions, please reach out to the grants coordinator.

#### *Payment*

NHSCA disburses funds appropriated from public sources, both federal and state. Checks are issued by Administrative Services of the State of NH, not the Department of Natural and Cultural Resources or NHSCA. Upon receipt of properly executed grant forms, the State of New Hampshire generally pays grants under \$10,000 to grantees within four to six weeks. If an individual is awarded \$5,000 or more or has received other NHSCA funds which bring the cumulative total received for that fiscal year (July 1 - June 30) to \$5,000 or above, grants must be approved by Governor and Executive Council; consequently, payment can take up to 10 weeks. All awards are subject to availability of state and federal funds. Please plan cash flow accordingly.

**Important:** All grant agreements must be returned within 60 days of award date. Failure to return the grant agreement by that date could result in cancellation of the grant and reallocation of funds. Payment of a grant will be withheld if final reports for previous grants are not in compliance with policy below.

#### *Project Changes and/or Amendments(s)*

You are required to carry out a project consistent with the application that was submitted and approved for funding. Changes must be submitted to the grants coordinator for review and approval, and include changes to dates, budgets, project scope or content, personnel or artists involved, or other changes that differ from



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the original application.

Changes must be approved prior to implementation. Amendments or change requests are considered on a case-by-case basis, and approval is not guaranteed. Until you receive written approval from the grants coordinator, you may only incur costs consistent with the terms and conditions of the awards in effect at the time of your request. The Arts Council has the right to request additional information,, such as an update on specific activities including a revised budget or itemized list of actual expenditures, as needed. All financial records, supporting documents, statistical records and all other non-federal entity records pertinent to your grant award must be retained for a period of four years.

### GRANT PERIOD AND REPORTING

A [final report](#) is due 30 days after the completion of your project, but no later than July 31, 2022. An extension of up to three months may be requested. The request for extension must be made in writing to the grant coordinator before the deadline for filing has passed and should briefly note why the extension is necessary and the date the report will be submitted. Failure to submit the final report by the required date will result in the individual becoming ineligible to apply for NHSCA funding for two years. Additionally, failure to submit the final report may result in a withholding of funds from any currently awarded NHSCA grant.

### QUESTIONS

*Questions about the grant program?*

Contact Cassandra Mason

[Cassandra.A.Mason@dncr.nh.gov](mailto:Cassandra.A.Mason@dncr.nh.gov) | 603-271-7926

*Questions about the online application system at Submittable?*

[support@submittable.com](mailto:support@submittable.com) | <https://submittable.help/>

### FUNDING CRITERIA

Reviewers will use these criteria to review and recommend applications for funding:

1. *Impact.* The applicant demonstrates that this activity will:
  - a. Make them more proficient in the proposed subject and that the artistic merit of workshops, instructors or contractors will positively impact the applicant's skill and/or knowledge
  - b. Increase the viability of an artist's business
  - c. Make it possible to accept a rare opportunity
2. *Planning.* The artist demonstrates that this activity is a necessary step toward achieving their artistic craft and/or business goal(s).
3. *Budget.* The budget demonstrates that the applicant anticipates the cost of the activity and is able to account for additional necessary revenue.

### REQUIRED UPLOADS

Applicants are required to upload all documents to our [online system](#). Please keep a copy for your files.

- Responses to Narrative questions (see page 6)
- Completed budget form
- Opportunity documentation (letter of acceptance, registration)



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- Summary resume
- Work samples if not linked in Narrative
- For projects that contract with an outside professional, provide resume or background of contractor, price quote for work to be accomplished, and work samples (if not linked in Narrative)
- Public Component information (if applicable)

***Grant narrative questions and budget tips are on the next page.***



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### NARRATIVE QUESTIONS

The total narrative portion of the application should not exceed *two typed pages*. Margins (not less than 1 inch), fonts (not smaller than 12 point), and spacing should provide easy reading for the reviewers. Please respond to the following questions in the order in which they appear.

1. What percentage of your income for the previous calendar year came directly from your creative practice?
2. Are you employed either part-time or full-time in a position that is **not** related to your work as an artist? How does your other work support your art practice?
3. Briefly describe the opportunity for which you are seeking funds. (You are required to upload documentation of this opportunity in the online form.)
4. Please state your career goals and how this opportunity contributes to your goals and will advance your business or artistic skills and your career.
5. If you plan to contract with an outside professional, answer the following:
  - a. What is the name and what are the credentials of the proposed contractor? Attach resume or background, price quote for work to be accomplished, and at least two of the contractor's work samples, or a link to their portfolio in your Narrative.
  - b. Why did you choose this particular professional?
  - c. If contracting for marketing materials, website, ecommerce or social media, what is the plan for the maintenance and updating?
  - d. What is the plan for making the materials [accessible](#) according to standard practices that adhere to ADA?

### Budget Tips

- Please use the budget form provided for this program and watch the video tutorial before you begin.
- **No cash match is required for FY24** but your budget should reflect the total cost of your opportunity. Depending on the cost of your opportunity, your budget may be larger than the amount you are requesting. In such a case you are responsible for the difference. Example: you have been invited to take a master class in your artistic field. The total cost of the opportunity is \$2,800. Because the maximum amount you can ask for is \$1,000, you are responsible for the remaining \$1,800.
- If your opportunity includes travel, please use [this tool](#) to calculate travel per diems for the state/city you will be traveling to.