



## Artist Entrepreneurial Grants

Opportunities occurring between July 1, 2020- June 30, 2021

**Deadlines: August 7 and November 6, 2020, and February 5, 2021**

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.

### 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 literary agents, and master classes for artists, performers and craftspeople.
- An invitation to present your work in a significant way that will expose your work to new audiences.
- Development of promotional marketing materials, including websites, social media, digital portfolios and printed materials. Note: promotional materials must not be for sale. See [ineligible costs](#).

### Grant Amounts and Matching Requirements

Funding requests may be made for \$250 - \$1,000. Grants must be matched on a one-to-one basis. All grant categories and amounts are subject to change, depending upon availability of state and federal funds in any fiscal year. NHSCA funds cannot be matched by other awards from NHSCA or National Endowment for the Arts.

### Example:

NHSCA grant request	Applicant cash match	Total Artist Entrepreneurial Budget
\$1,000	\$1,000 or more	\$2,000 or more

### Who May Apply?

Individual [professional](#) New Hampshire artists, 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 NH 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)
- Full-time faculty at a college or university are not eligible to apply. Adjunct faculty are eligible to apply.

### Restrictions

This program does not support:

- Opportunities occurring prior to the posted application deadlines (see header)
- Creation of new work
- Equipment purchases
- Costs associated with producing a music recording (CD or DVD) or the publication of a book



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- Costs for framing artwork
- Subscriptions and memberships
- Financial aid to pursue degree-granting opportunities
- Previously incurred debts or deficits
- Travel costs that exceed current state per diems (please use [this tool](#) to calculate travel per diems)
- The presentation (e.g., exhibit) of artwork in a non-public venue
- Costs associated with international travel
- Research projects
- Retreats
- Apprenticeships
- Please refer to the full list of [ineligible expenses](#).

### Funding Criteria and Review Process

Awards are based on a competitive internal review process. Each application is reviewed on the basis of its own merits and against others in the application pool. Limited funds are available. Competitive and successful applications meet the eligibility requirements and the following award criteria:

- Artistic excellence
- Quality of proposed opportunity
- Potential to impact artist's career

Equitable geographic distribution of awards will be considered as part of the review process.

Funding recommendations will be forwarded to the State Arts Councilors 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 \$10,000 or more, the grant recommendation must be submitted to the Governor and Executive Council for approval. Errors and omissions may affect evaluation of your application, so please prepare your application carefully and follow instructions.

### 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.

### Required Documents

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

- Responses to narrative questions (see last page)
- Completed budget form (see last page for budget tips)
- Opportunity documentation (letter of acceptance, registration)
- Artist summary resume
- Artist 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)



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### Submitting the Application

NHSCA uses an online application system, [Submittable](#). The online system cannot be used to submit drafts.

Watch [instructional videos](#).

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

### 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 facsimile (FAX) or email and is not responsible for uncompleted online applications.

### 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.

### 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 \$2,500 or more or has received other NHSCA funds which bring the cumulative total received for that fiscal year (July 1 - June 30) to \$2,500 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.

### Grant Period and Reporting Requirements

A [final report](#) is due 30 days after the completion of your project, but no later than July 31, 2021. An extension of up to three months may be requested. The request for extension must be made in writing, before the deadline for filing has passed to the grant coordinator 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 about the Artist Entrepreneurial grant program?

Ginnie Lupi, Director, at [virginia.lupi@dncr.nh.gov](mailto:virginia.lupi@dncr.nh.gov), 603-271-8418

### Questions about the online application system at Submittable?

[support@submittable.com](mailto:support@submittable.com), 855-467-8264, x2, <https://submittable.help/>



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### Grant 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 art 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. Please include a brief description of how you will be matching the funding you receive.
6. 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. How will this project fit in with your overall marketing and promotion plan or professional goals?
  - d. If contracting for marketing materials, website or social media, what is the plan for the maintenance and updating?
  - e. 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.
- This program requires at least a 1:1 cash match. Depending on the cost of your opportunity, your budget may be larger than the total 1:1 amount. 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.