

IOWA ARTIST FELLOWSHIP PROGRAM GUIDELINES



BACKGROUND

The Iowa Artist Fellowship provides support to individual artists, including visual and performing artists, filmmakers, musicians, and creative writers who demonstrate exceptional creativity in the arts and a commitment to contributing to the vitality of the arts in Iowa. The program advances the artistic careers of Iowans through funding and professional development. Fellowship recipients exemplify the following program priorities:

- **Excellence and Innovation:** Artwork achieves unique artistic vision through highly creative means in concept and form exemplifying excellence or innovation in the field.
- **Career Readiness:** Artist is at a pivotal stage in artistic career and committed to advancing artistic practice.
- **Public Value:** Artist contributes to the vitality of arts in Iowa by actively engaging Iowans through artistic practice.

Funding for the program is made possible by an annual appropriation from the Iowa Legislature to the Iowa Arts Council, which exists within the Iowa Economic Development Authority (IEDA), and by the National Endowment for the Arts, a federal agency. Applicants must adhere to the IEDA's and Iowa Arts Council's operating and granting policies and procedures set forth in [Iowa Administrative Code](#) and to federal requirements, including but not limited to [2 CFR Part 200](#).

QUESTIONS

Potential applicants, especially first-time applicants, are encouraged to review all published material and contact Jennie Knoebel, senior grants and program manager, at jennie.knoebel@iowaeda.com or 515.348.6324 with questions well in advance of application deadlines.

ACCESSIBILITY

IEDA is committed to providing reasonable accommodations to eligible applicants. For technical support submitting the online application, please contact Jennie Knoebel at jennie.knoebel@iowaeda.com or 515.348.6324 at least two weeks in advance of the application deadline.

TIMELINE

Application to the Iowa Artist Fellowship is a two-step process. All applicants must submit an intent to apply form. Applicants who are determined eligible for consideration will be invited to submit a full application.

February 15, 2024 | Fiscal Year 2025 Intent to Apply Form Deadline

The deadline to submit an Intent to Apply Form is 11:59 p.m. on February 15, 2024. Applicants will be notified if they are eligible to submit a full application by February 23, 2024.

April 1, 2024 | Fiscal Year 2025 Application Deadline

The deadline to submit the full application is 11:59 p.m. on April 1, 2024, for the funding period of July 1, 2024 – June 30, 2025.

April 2024 | Funding Decision Notification

Typically, applicants are notified of funding decisions within four weeks after the application deadline.

July 1, 2024 – June 30, 2025 | Funding Period

The fellowship year will run from July 1, 2024 – June 30, 2025.

August 1, 2025 | Final Report Deadline

Fellowship recipients are required to complete a final report, in form and content to be specified by IEDA, by 11:59 p.m. on August 1, 2025.

FUNDING

Funding Amount

Fellows are awarded a \$10,000 grant over the fellowship award period to support the development of their artistic career and to enhance their capacity for creative work. Grantees will receive 75% of the award up front and 25% upon completion of the fellowship year.

Funding Period

All project activities and incurred expenses must occur within the eligible funding period of July 1, 2024 – June 30, 2025.

PROGRAM EXPECTATIONS

The Iowa Artist Fellowship is a partnership between IEDA and selected fellows. Fellows are expected to fully engage in the professional development opportunities provided over the course of the fellowship period.

The Iowa Artist Fellowship seeks to support professional, active Iowa artists, filmmakers, musicians and creative writers at a pivotal stage who are committed to advancing their artistic practices. Applicants are expected to demonstrate why now is the appropriate time in their artistic career for the one-time award.

The Iowa Artist Fellowship is not an award to support a specific art project or an award of recognition for lifetime achievements, nor is it an award for artists just beginning their careers.

PROGRAM BENEFITS

Professional Development

Fellows convene regularly during the fellowship period to receive professional development opportunities to elevate their artistic careers, including:

- Iowa Artist Professional Development Program – Fellows are required to participate in the Iowa Artist Professional Development Program. These virtual workshops, coaching sessions and an in-person retreat will integrate business management, strategic planning, fundraising, communication, marketing and promotion training for artistic careers.
- Panelist Program – Fellows may be asked to serve as panelists on the Iowa Arts Council's review panels over the course of the fellowship year. The panelist program provides the opportunity for fellows to develop their grant writing skills by offering expert citizen advice on arts activity taking place across the state.

Promotion

The Iowa Arts Council seeks to promote Iowa Artist Fellows throughout their Fellowship period. Iowa Artist Fellows will also have opportunities to participate in events to introduce their work to new audiences.

APPLICANT REQUIREMENTS

Eligible Applicants

Eligible applicants must meet all the following requirements. Individuals who do not meet these requirements are not eligible to apply.

- Individual artist, including visual or performing artist, filmmaker, musician or creative writer
- Current, full-time Iowa resident with permanent address in Iowa
- Legal Iowa resident as defined by [Iowa Code 422.4](#) and [Iowa Administrative Code 701.38.17 \(422\)](#)
- 25 years of age or older
- Full-time Iowa resident physically located in Iowa since February 1, 2021
- Full-time Iowa resident physically located in Iowa for the duration of the funding period

Eligible Disciplines

Eligible applicants to the Iowa Artist Fellowship must be originating, non-interpretive artists working in any artistic discipline(s) including visual arts, performing arts, filmmaking, music or creative writing.

- Originating artists (e.g. visual artists, playwrights, filmmakers, composers, choreographers, creative writers) create original works of art.
- Interpretive artists (e.g. dancers, actors, performers) perform or interpret original works of art of others.

Ineligible Applicants

Ineligible applicants include the following:

- Past recipients of the Iowa Artist Fellowship
- Individuals enrolled in any type of undergraduate or graduate degree granting program on February 1, 2024
- Individuals who have been residing out of state for any of the three consecutive years immediately prior to February 1, 2024
- Artist groups, artist collaboratives and artist collectives
- IEDA grantees with a final report outstanding or who have been placed on an IEDA funding moratorium list

GRANT EXPENSE REQUIREMENTS

Eligible Grant Request Expenses

Iowa Artist Fellowship grants support one-time, direct eligible project expenses that help an artist to develop their artistic career and enhance their capacity for creative work over the course of the fellowship year. Expenses identified in the grant request should be based on competitive, current market pricing. The grant request expenses must be legitimate parts of the proposed project and must be incurred and expended within the eligible funding period.

Eligible grant request expenses include direct project costs, such as:

- Access accommodations (e.g., audio description, sign-language interpretation, closed or open captioning, large-print brochures/labeling)
- Artist's time related to their creative work (e.g. creation, preparation, performance time)
- Domestic travel (e.g. mileage, accommodation, per diem)
- Marketing (e.g. print material, ad buys, design fees)
- Materials (e.g. paint, costumes, props)
- Professional development (e.g. online or in-person conference or workshop registration fees)
- Professional services (e.g. printer, graphic designer, security)
- Rentals (e.g. stages, lighting/sound, scissor lift, portable restrooms)
- Supplies under a total of \$5,000 per unit (e.g. camera, computers/software, kiln)

Ineligible Grant Request Expenses

Expenses that fall outside of the identified eligible expenses for the project may not be included as part of the grant request. Applicants that include ineligible expenses in the grant request will be considered ineligible.

Ineligible grant request expenses include:

- Acquisition/purchase of artwork
- Budget shortfalls
- Capital expenditures, including the purchase of fixed assets or tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit cost that is equal to or greater than \$5,000
- Collection maintenance or restoration expenses
- Commercial (for-profit) enterprises or activities, including concessions, food, t-shirts, artwork or other items for resale (this includes online or virtual sales/shops)
- Costs for the creation of new organizations
- Deficit or debt reduction
- Donations or contributions
- Expenses incurred prior to or after the funding period
- Food, beverage and alcohol
- Foreign travel
- Funding cash reserve
- Fundraising or benefit activity expenses
- General miscellaneous or contingency costs
- Home studio/office costs or expenses, including utilities and mortgage payments
- Lobbying activities
- Prizes and awards
- Project costs supported by any other state or federal funding
- Property maintenance, restoration or renovation expenses
- Purchase and/or use of gift cards and gift certificates to support project costs
- Purchase of a vehicle
- Social activities such as receptions, parties, galas, community dinners, picnics and potlucks
- Tuition, fees or project activity that results in an applicant's undergraduate or graduate course credit, degree or certification
- Unallowable expenses for federal awards as defined in 2 CFR 200 Subpart E – Cost Principles

- Unrealized ticket or event revenue (providing free tickets or scholarships to attend an event)

REVIEW PROCESS

Eligibility Review

IEDA staff will review applications for completion, eligibility and adherence to published guidelines. Applications are reviewed as submitted. IEDA will contact applicants if any additional information is required. New or additional information or subsequent application clarification submitted after a program deadline is not considered unless requested by an IEDA program manager. Staff will also review an applicant's record of compliance and good standing with the Iowa Arts Council, IEDA and state and federal government including, but not limited to, the Iowa Department of Revenue and the Iowa Finance Authority. Applications or applicants determined by staff to be ineligible or incomplete will not move forward to panel review. A determination of ineligibility or incompleteness is final agency action as defined in the Iowa Administrative Procedure Act, Iowa Code Chapter 17A.

Competitive Panel Review

Eligible applications will be referred for a competitive review by a panel of professionals with expertise related to the purpose of the grant program. Applications will be scored and ranked based on the published scoring rubric. Recommendations are submitted to the IEDA Director for consideration and funding approval.

Decision Notification

Applicants are typically notified of funding decisions, including decisions to decline to approve an application for funding, within four weeks after the application deadline. IEDA encourages applicants to refrain from contacting staff for application status updates during the funding decision process.

APPLICATION SUBMISSION

Online Application Submission

Applicants must submit applications via the Iowa Arts Council's SlideRoom, an online application portal. Applications will not be accepted in any other format. Late, incomplete or ineligible applications will not be accepted. Applicants can access the current online application requirements at iowaartscouncil.slideroom.com. Applicants must create a login to view the full application requirements for the program. Applicants can visit help.liasonedu.com for assistance related to the online submission.

Intent to Apply Form Questions

Intent to apply forms must be submitted by 11:59 p.m. on February 15, 2024. Forms will be reviewed to determine eligibility and eligible applicants will be invited to submit a full application. Below are the questions included in the form:

- Applicant name and contact information
- Proof of residency
- Applicants to the Iowa Artist Fellowship must demonstrate an active artistic career in Iowa for the past three consecutive years – describe the public facing exhibits, performances, publications, film screenings, readings, etc. that the artist has participated in or created since February 1, 2021.

APPLICATION

Application Narrative Questions and Scoring Rubric

The following scoring rubric will be used to evaluate applications. Each section has criteria and corresponding point values to ensure an unbiased review process. The rubric is on a scale of 40 points. Application questions are for reference only. Applicants must review and complete application requirements in the SlideRoom portal.

Vision Statement

Enter artist vision statement. This should be the holistic vision for the applicant's artistic practice, not the vision for a specific project or artwork.

Applicant Profile

Describe how the applicant fulfills their artistic vision through their artistic practice, including:

- Type of artwork(s) created including concepts and medium(s) used
- Notable achievements in artistic career or practice

Career Overview

Upload a 1-2 page document that details the applicant's activity as an Iowa artist, such as an artist resume, curriculum vitae (CV) or list of career achievements with dates.

Applicant Profile: 5 points possible		
5	3	1
Applicant demonstrates active artistic practice with exceptional capabilities in concept and form. Applicant demonstrates a strong record of progress in their artistic practice through relevant notable achievements.	Applicant describes artistic practice, concept, and form of work. Relevant notable achievements are identified.	Career activity, concept and form of work is unclear or inadequate. Relevant notable achievements are unclear or not identified.

Work Statement

Describe the artistic vision for the work samples submitted, including:

- type of artwork(s) created including concepts and medium(s) used
- how the artwork is excellent or innovative in terms of methods or trends in your field

Work Statement: 5 points possible		
5	3	1
Work statement is of high quality and exemplifies artistic excellence. Artwork achieves a unique artistic vision through highly creative means in concept and form.	Work statement is of average quality. Artwork relates to an artistic vision through concept and form.	Work statement needs additional development. Unclear how artwork achieves an artistic vision through concept and form.

Career Readiness

Describe why now is the appropriate time in your career to receive the Iowa Artist Fellowship including:

- Why this is a pivotal stage in your artistic practice.
- How the professional development, networking and funding will act as a catalyst for your artistic career over the fellowship year.

Career Readiness: 5 points possible		
5	3	1
Applicant is at a pivotal stage in artistic career. Demonstrates how integrated program benefits will act as a catalyst for artistic career. Demonstrates dedication to advancing artistic career over the fellowship period.	Demonstrates understanding of integrated program benefits. Stated interest in advancing artistic career over the fellowship period.	Applicant is not at a pivotal stage in artistic career. Does not demonstrate understanding of integrated program benefits or dedication to advancing artistic career over the fellowship period.

Public Value

Describe how you will contribute to the vitality of the arts in Iowa over the award year, including:

- Target Iowa communities or audiences you seek to reach.
- Intended impact of artistic practice including any plans for creation or presentation of work.
- How you will engage the target audience(s).

Public Value: 5 points possible		
5	3	1
Applicant has clear, exemplary plans to impact the vitality of the arts in Iowa by engaging relevant, specified audiences over the fellowship period through their artistic practice.	Applicant satisfactorily demonstrates plans to impact the vitality of the arts in Iowa through their artistic practice over the fellowship period.	Applicant does not sufficiently demonstrate plans to impact the vitality of arts in Iowa through their artistic practice over the fellowship period.

Outcomes and Evaluation

State at least one distinct and measurable outcome that the applicant intends to achieve with the grant funding. A second outcome is optional. Effective outcomes are specific, measurable and can be reasonably achieved by the proposed activities. The outcome should be focused on how the grant funds will expand the applicant’s artistic career and enhancing their capacity for creative work over the course of the fellowship year. Describe how you will monitor and evaluate progress toward the outcome. If applicable, include plans to share learnings and outcomes.

Outcomes and Evaluation: 5 points possible		
5	3	1
Applicant has clearly identified an outcome that is specific, measurable and can be achieved by the proposed activities and will greatly expand their artistic career and/or dramatically increase their capacity for creative work.	Applicant has stated an outcome that may be measurable and could be achieved by the proposed activities, but it may not have a great impact on their artistic career and/or increase their capacity for creative work.	Outcome is unclear and/or the identified outcome does not impact their artistic career or increase their capacity for creative work.

Budget Form

Grant Request Expenses

Itemize the expenses the grant request will cover during the fellowship year including a brief description of the expense and the numeric dollar amount associated with the expense in the budget form (example below). The sum of the expenses should equal the total grant request.

Budget Form

Expense Description	Grant Request Amount (\$)
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Budget: 5 points possible		
5	3	1
Budget and intended use of requested funds are clear and appropriate.	Budget and the intended use of requested funds are identified.	Budget and the intended use of requested funds are unclear.

Work Samples

Provide 5-10 artistic work samples. Artistic work samples must represent a cohesive progression of work. Artistic work samples must represent original works of art. Artistic work samples do not include bios, testimonials, news articles or marketing material such as brochures, fliers or posters. Panelists will not be required to review more than 5 pages of a PDF document or view more than 3 minutes of a video or audio sample.

Work Samples: 5 points possible		
5	3	1
Work samples are of professional quality and represent an artistically excellent and innovative, cohesive progression of work that clearly advances artistic vision.	Work samples are of average quality and/or represent a progression of work relating to an artistic vision.	Work samples are of poor quality and/or do not represent a cohesive progression of work that advances artistic vision.

Overall Application

The following scoring criteria reference the quality of the proposal and application as a whole.

Case for Support: 5 points possible		
5	3	1
Case for support is exemplary and merits investment from the state.	Case for support is average.	Case for support is below average or does not merit state investment.

GLOSSARY OF TERMS AND DEFINITIONS

Applicants should refer to the [glossary](#) for clarification of program terms and definitions.