

## 2024 Artists to Work FAQ

### Am I eligible to apply?

The 2024 Artists to Work grants are open to all Phoenix artists working in any discipline.

#### *Applicant must be:*

- City of Phoenix resident at both the time of LOI submission (August 20, 2023) and award notification (November 2023). Evidence of residency must be provided at the time of Step 1.
- 18 years or older by August 20, 2023
- A practicing artist who is currently generating original, new and/or in-process artistic work
- Proposing a project that has art as the primary medium of the proposed project (literary, film, visual, dance/other performance, music, theater, interdisciplinary, etc.).

#### *Applicant must not be:*

- An immediate family member of POAC staff or a currently serving Phoenix Arts and Culture Commission member
- Applying on behalf of an artist team/collective, company, nonprofit, organization, fiscal sponsorship, or community group
- A current Artists to Work grantee (awarded in fall 2022)

### How can I determine whether or not I am a City of Phoenix resident?

Visit the City of Phoenix – Find My Council District website to use the address search tool. If your home address is inside a City of Phoenix Council District, you are eligible to apply.

<https://www.phoenix.gov/mayorcouncil/find-my-council-district>

### If awarded, how much money will I receive?

\$7,500

### How are the grant awards distributed?

Payments are made in two installments: 1. Upon submission of the grants conditions and completion of vendor registration and 2. Completion of the public benefit event.

In order to receive a grant payment from the City of Phoenix Office of Arts and Culture, recommended artists must sign a grant agreement and become a City of Phoenix vendor. Being a vendor simply means you are able to do business with the City of Phoenix and can receive payment. To become a vendor, an individual will submit a completed W-9 and Affidavit of Lawful Presence form. If you have any questions about this, please email grants staff.

### When and where do I apply?

Applying to the 2024 Artists to Work cycle is a two-step process.

Step 1: All applicants must first submit a letter-of-intent (or video-of intent). The SurveyMonkey portal to submit will be open from August 2, 2023, through August 20, 2023, at 11:59 p.m. (Arizona Time).

SurveyMonkey account registration is not required to apply to Step 1.

Step 2: Approximately 45 applicants will be invited to submit a full narrative and work samples via MARGO, POAC’s online grant portal. Those applicants who have been selected to move forward in the application process will have from September 8, 2023, through October 1, 2023, at 11:59 p.m. (Arizona Time) to submit their application. MARGO account registration is required to apply to Step 2.

Emailed or hard copy applications for either step will not be reviewed. Applications are available in both English and Spanish.

**Is there grants staff who speaks Spanish?**

Please contact Anel E. Arriola, grants and systems manager. She is a native Spanish speaker and can help. Contact her at [anel.arriola@phoenix.gov](mailto:anel.arriola@phoenix.gov) or (602) 534-5084.

**How do I choose my proposal category?**

The proposal category you select at the time of the Step 1/LOI submission will determine which panel reviews your application. A panel per project focus category comprising conflict-free artists and arts workers will review all completed applications and ultimately select projects for funding based on the evaluation criteria. These reviewers are experienced in relation to their assigned panel. Additionally, each proposal category panel will use unique evaluation criteria to guide their scoring.

Please refer to the **following steps** when determining the appropriate category for your application.

1. Consider your own artistic practice (historic, current, and possibly future)
2. Review the expanded description for each category.
3. Consider how other artists identify themselves and their work.

*Expanded Descriptions*

<p><b>Community-integration:</b> Community is directly or indirectly involved in the development of applicant's creative work. Ethical community integration practices will be considered when evaluation is conducted.</p>	<p>A <b>community-integrated</b> artist may:</p> <ul style="list-style-type: none"> <li>- Incorporate workshops/education into the development of their work;</li> <li>- Have a standing relationship with a niche community or neighborhood;</li> <li>- Holds some responsibility for community care in relation to the development and presentation of creative work;</li> <li>- Rely on and honor the talents and skills of other contributors.</li> </ul>
<p><b>Experimental:</b> Applicant generates work that extends the boundaries of their art form in terms of materials, processes, techniques, and or themes.</p>	<p>An <b>experimental</b> artist may:</p> <ul style="list-style-type: none"> <li>- Have an in-depth understanding of the form and its history/development;</li> <li>- Identify as someone whose intention is to push boundaries within the form;</li> <li>- Incorporates less used materials, processes, techniques, and/or themes.</li> </ul>
<p><b>Commitment to artistic growth:</b> Applicant demonstrates a lifelong commitment to artistic growth and development.</p>	<p>A <b>committed to artistic growth</b> artist may likely:</p> <ul style="list-style-type: none"> <li>- Takes risks with their own work as they define it;</li> <li>- Readily seeks opportunities for continued education and formation in relationship to their arts practice.</li> </ul>

### How will my application be more competitive?

General guidance to building a competitive application at both stages (Step 1 and Step 2) includes being clear, concrete, and direct in the application narrative responses. Panelists will be looking for a thread line between the applicant's education, knowledge, and formation and their project proposal. For the 2<sup>nd</sup> step full application, panelists will look for the thread line between the full narrative portion, work samples, and the project budget.

Additionally, an applicant is more competitive if they select the appropriate proposal category.

### Can the project proposal change from Step 1 to Step 2, or even after being awarded?

Your Step 1 project proposal is a rough proposal. However, for applicants invited to complete the full application, the main idea of the draft project proposal must carry over into the full application. Upon being awarded, any significant changes to project and/or project budget must be submitted to grants staff and receive formal approval.

### Will there be a specified number of awardees recommended in each proposal category?

The number of applicants invited to Step 2 and ultimately awarded a grant award will be proportional to the number of applications received in each category.

### Is career stage an important part of the selection process?

This grant program is intended for artists who are either emerging or mid-career.

### Can my project be tangible materials like studio space and equipment?

No, your project must be original and arts-based (e.g. manuscript, visual product, performance, etc.).

### What can the grant funds be used for/not used for?

#### *Eligible Use of Grant Funds*

- Direct project expenses (including research costs and awardee/subcontractor artist fees)
- Supplies and materials
- Equipment/space rentals
- Insurance, licenses, permits
- Publicity/marketing
- Transportation
- Documentation
- Technology (non-equipment)

#### *Ineligible Use of Grant Funds*

- Organizations
- Capital equipment (a piece of equipment that outlasts the duration of the project)
- Any division of local, state or federal government.
- Religious projects or projects within a larger religious or proselytizing event/organization
- Debt reduction
- Re-granting
- Lobbying expenses
- Expenses related to the construction of facilities

- Food and beverage for receptions and hospitality functions
- Fundraising projects
- Political projects
- Academic-related projects (e.g., theses, applied projects, etc.)

### Can I apply as part of a collaboration or team?

No. However, a main applicant can have subcontractors or other contributors in support of the execution of a project.

### How will the final projects be presented to the public?

Awardees will have the option of either presenting their own work to the public within City of Phoenix boundaries and/or being part of a January 2025, showcase coordinated and promoted by the Phoenix Office of Arts and Culture.

### Can I submit more than one application?

No. An applicant is only eligible to submit one application. If an applicant submits two LOIs in error, please contact POAC staff immediately.

### Do you accept late applications?

No late submissions will be accepted. Both Step 1 and Step 2 are due on their respective dates at 11:59 p.m. Staff is not available on weekends to assist with application submissions.

### Can I edit my application after I submit?

Generally, no. If you accidentally submit Step 1 of the application significantly ahead of the deadline and send an email to have your application deleted so you can restart, please contact staff as soon as possible.

We strongly recommend that you draft your application on a Word app or Cloud-based writing application before moving to each of the portals for submission.

For Step 2 invited applicants, drafts can be saved, but you are not able to make edits once you submit the application.

### Where can I find help with my application?

We offer several support opportunities to help you with your application, including virtual office hours, workshops, and recordings. You can email [sarah.leon@phoenix.gov](mailto:sarah.leon@phoenix.gov) if you have unique questions. You can also set up a video or phone meeting with staff using the contact information below:

Sarah León (English)  
Grants and Community Engagement Director  
602-262-6164  
[sarah.leon@phoenix.gov](mailto:sarah.leon@phoenix.gov)  
**Schedule virtual meeting:**  
<https://calendly.com/sarah-e-leon/grants>

Anel E. Arriola (English and Spanish)  
Grants and Systems Manager  
602-534-5084

**Anel.Arriola@phoenix.gov**

**Schedule virtual meeting:**

<https://calendly.com/anel-arriola/grants>

**What do I do if I'm having technical difficulties with my grant application?**

If you are experiencing technical issues working in SurveyMonkey or MARGO, please reach out to [anel.arriola@phoenix.gov](mailto:anel.arriola@phoenix.gov), well ahead of the deadline is possible. If we discover a glitch in either portal or application, we will reach out to applicants asap.