



2009-2011 GUIDELINES

CITY OF CINCINNATI INDIVIDUAL ARTIST GRANT PROGRAM

ABOUT THE ARTS GRANT PROGRAM AND THE CAAC

The City of Cincinnati established a grant program for Cincinnati-based artists in 1989. The Department of Community Development (DCD) is the City's administrative agent for the arts grant program. DCD staffs the Cincinnati Arts Allocation Committee (CAAC), a standing volunteer advisory body to City Council. The CAAC advises City Council and DCD on the arts grant program and other arts matters.

GOAL OF THE ARTS GRANT PROGRAM. The goal of the arts grant program is to provide support for Cincinnati's emerging and established artists who

- demonstrate excellence and professionalism in the arts and
- develop and present innovative arts projects or programs that benefit the city of Cincinnati and its residents, increase access to arts experiences for Cincinnati residents, and respond to diverse community needs.

IMPORTANT CHANGES TO THE GRANT PROGRAM

- **NEW APPLICATION DEADLINE.** The application deadline for the 2009-2011 Individual Artist Grant Program is **March 15, 2009**.
- **DIGITAL AUDIO/VISUAL SUPPORT MATERIALS.** **Beginning in 2009**, all audio/visual support materials submitted with applications for funding will be in digital format. Slides, still photographs, audiotapes, and videotapes will no longer be accepted as audio/visual support materials.
- **REDUCTION IN THE REQUIRED LEVEL OF MATCHING SUPPORT.** Although the applicant **must** provide some matching support for the proposed project/activity, **the program guidelines no longer require the applicant to provide a specific level of match for the grant funds requested.** Matching support is one of the issues that will be considered by the CAAC in evaluating the applicant's ability to carry out the proposed project/activity.

ELIGIBILITY REQUIREMENTS AND OTHER BASIC PROGRAM REQUIREMENTS

1. **Age and residency status of applicant artists.** Applicant artists **must** be at least 18 years old and **must** be legal residents of the city of Cincinnati at the time of application **and** throughout the grant period. (NOTE: **Not all Cincinnati mailing addresses, 452 zip codes, schools in the Cincinnati Public Schools system, or properties under the control of departments of the City of Cincinnati are within the corporate limits of the city of Cincinnati. To confirm whether a proposed presentation location is in the Cincinnati city limits,** look up the address in the City Income Tax Division's *Quick Locator Street Guide* at <http://www.cincinnati-oh.gov/cityfinance/pages/-7516/> . You may also call DCD at (513) 352-4985.)
 2. **Artistic disciplines and types of artists funded.** The grant program is open to creative and interpretive artists who live in Cincinnati and work in the following artistic disciplines:
 - dance
 - literature
 - music
 - theater
 - interdisciplinary work
 - media
 - performance art
 - visual arts
- Creative artists** include choreographers, composers, playwrights, and visual artists. **Interpretive artists** include dancers, instrumental and vocal musicians, and actors.
3. **Previous grant recipients.**
 - a. **Artists who receive a grant may not apply for the next two (2) consecutive deadlines.** For example, an artist who receives funding in grant year 2008-2009 may not apply again until grant year 2011-2012. Completion of the Final Report Form for the previous grant is an eligibility requirement. Call DCD at (513) 352-4985 for more information.
 - b. **Recipients of funding in a previous grant year who have not completed the reporting requirement** are **not** eligible to apply for funding for five (5) years following the due date for the Final Report Form for the grant or until an acceptable report is submitted, whichever comes first.
 4. **Collaborative projects by artists who make work together.** An artist may submit an application for support of a project that involves the **joint creation** of a single work of art or a body of works of art by the applicant artist and **no more than one (1) other artist. Only one artist may be the applicant.** The applicant **must play a principal artistic role** in the proposed project and **is responsible for all legal and contractual issues related to the grant.** Information on the other participating artist **must** be provided in Section C3 of the application. (NOTE: A collaborative project by artists who make work together is **not** the same as a group exhibit of works created independently by individual artists or a project of an organization, group, or collective with ongoing activities such as a band. Nonprofit organizations, groups, and collectives should inquire about the City's Small Arts Organization Grant Program.)
 5. **Grant period.** The grant period for City artist awards is 18 months. **Applications must be for activities that will be accomplished within the 18-month grant period September 1, 2009 to February 28, 2011.**
 6. **Public presentation.** A minimum of one public presentation of **funded work** is required to take place at a site **within the corporate limits of the city of Cincinnati during the grant period.** All grant-related public presentations in Cincinnati **must** be open to and available to Cincinnati residents and **must** serve Cincinnati residents. All grant-related public presentations that are planned take place in the city of Cincinnati **must** be listed in Section C4 of the application. Do **not** list presentations that will take place outside the Cincinnati city limits. (NOTE: **Not all Cincinnati mailing addresses, 452 zip codes, schools in the Cincinnati Public Schools system, or properties under the control of departments of the City of Cincinnati are within the corporate limits of the city of Cincinnati. To confirm whether a proposed presentation location is in the Cincinnati city limits,** look up the address in the City Income Tax Division's *Quick Locator Street Guide* at <http://www.cincinnati-oh.gov/cityfinance/pages/-7516/> . You may also call DCD at (513) 352-4985.)

NOTE: Public presentations must be **directly related** to the work or activities funded by the grant. Schedule public presentations far enough into the grant period to allow for the creation of funded work between the

start of the grant period and the date of the public presentation. Remember, **all** grant-related expenses must be incurred **during** the grant period.)

7. **Matching support.** The City expects the applicant to contribute toward the cost of the project/activity. **No specific level of match is required, however, the applicant must provide evidence of matching support for the proposed project or activity in the budget section of the application (Section F).** Matching support may be in the form of **a) cash contributions or b) cash contributions combined with in-kind contributions.**
 - **Cash contributions** are dollars from sources other than the City arts grant that support the proposed project/activity (examples: grant funds from the Ohio Arts Council, proceeds from ticket sales or sale of work, applicant employment income, applicant savings).
 - **In-kind contributions** are goods, space, or services that are **donated to the applicant** for the proposed project/activity by **outside sources** and require no cash expenditure by the applicant. The applicant's total cash expenses for the project/activity are reduced by the value of the in-kind contributions to the project/activity. Professional, artistic, technical, or administrative services donated by a qualified volunteer who is normally paid for providing such services are valued at the donor's normal rate of pay. Examples of such services are instrumental or vocal performances, graphic design, videography, and costume design. The value of any other volunteer time is calculated at minimum wage. The value of donated goods or space is calculated at market value.
8. **Number of applications per applicant.** DCD will accept only one (1) application per artist per grant year.
9. **Number of applications per project/activity.** DCD will accept only one (1) application for each project or activity per grant year.
10. **Deadline.** Applications and support materials **must be received (not postmark dated)** in the DCD office by **5:00 p.m. on March 15, 2009.** Applications not meeting the submission deadline will **not** be considered. Applications submitted by fax or email will **not** be considered. (**NOTE: If the deadline falls on a weekend or a holiday, applications are due by 5:00 p.m. on the first work day following the deadline date.**)
11. **Small Business Enterprise Program.** The applicant shall utilize best efforts to recruit and maximize the participation of all qualified segments of the business community in subcontracting work, including the utilization of small, minority and women business enterprises. For more information, contact the City's Office of Contract Compliance at (513) 352-3144.

FUNDING RESTRICTIONS

1. **Types of applicants.** This program does **not** fund applications submitted by the following types of applicants:
 - organizations
 - organizations acting as fiscal agents for individual artists
 - artists receiving other arts support from the City of Cincinnati
 - employees of the City of Cincinnati
 - members of the Cincinnati Arts Allocation Committee
 - individuals who are not artists
2. **Types of projects/activities.** This program does **not** fund the following types of projects/activities:
 - Projects/activities taking place prior to or after the 18-month grant period September 1, 2009 to February 28, 2011. (**NOTE:** All grant-related expenses **must** be incurred during the grant period.)

- Projects/activities that are planned to take place outside the city of Cincinnati (**NOTE: Not all Cincinnati mailing addresses, 452 zip codes, schools in the Cincinnati Public Schools system, or properties under the control of departments of the City of Cincinnati are within the corporate limits of the city of Cincinnati. To confirm whether an address is in Cincinnati, look up the address in the City Income Tax Division's *Quick Locator Street Guide* available at <http://www.cincinnati-oh.gov/cityfinance/pages/-7516/> or call DCD at (513) 352-4985.**)
- Projects/activities that do not serve residents of the city of Cincinnati
- Applications from creative artists that do not involve the creation of new work by the applicant during the grant period
- Group exhibits or productions that involve presentations of works created independently by multiple artists
- Permanent public artworks
- Applications to fund work that would be used toward a degree program or for academic credit
- Projects/activities that are primarily recreational or therapeutic
- Projects/activities that are primarily promotional
- Projects/activities that are primarily research oriented
- Projects/activities that are primarily technical in nature
- Professional development
- Projects/activities that primarily promote denominational, religious, or sectarian ideas

3. **Types of expenses.** This program does **not** fund the following types of expenses:

- Applicant artist stipend requests **exceeding \$4,200 or 70% of the grant request amount** (whichever is **less**) (**NOTE: An artist stipend is a fixed amount paid for artistic services provided under the grant. If funding is awarded but at a lesser amount than requested, the amount of stipend will be reduced accordingly.**)
- Funds for organizations receiving City funding for arts-related activities on an ongoing, one-time, or periodic basis through the Major Arts and Cultural Organization Grant Program, Small Arts Organization Grant Program, or a process other than the arts organization grant programs. (**NOTE: An applicant may request to use City grant funds for space rental expenses at a facility owned or operated by an organization that receives City arts/cultural support on an ongoing basis, one-time, or periodic basis.**)
- Travel outside the Interstate 275 loop (**NOTE: Eligible travel expenses are limited to mileage expenses for grant-related travel inside the Interstate 275 loop at a mileage reimbursement rate not to exceed the current City mileage reimbursement rate.**)
- The purchase of a vehicle, auto rental, or costs associated with operating and maintaining a vehicle (examples: insurance, gasoline, parts, licenses)
- Capital purchases and purchases of non-consumable goods costing **more than \$100 per item** (examples: equipment, items that in and of themselves are non-consumable such as light fixtures, cameras, furniture, musical instruments, and computers)
- Capital improvements and the purchase of real property
- Living expenses (examples: apartment rent, mortgage, residential utility or phone costs, child care)
- Internet services or fees unrelated to the grant project/activity
- The elimination or reduction of existing deficits or debts
- Fundraising expenses
- Fees for employees of the City of Cincinnati
- Fees for members of the Cincinnati Arts Allocation Committee
- Fees for relatives of the applicant
- Food and lodging expenses
- Hospitality/entertainment expenses

EVALUATION CRITERIA

Applications will be evaluated based on:

1. Consistency with the goal, requirements, and funding restrictions of the program.
2. Evidence of the applicant's ability to carry out the project or activity including not only information provided in the application and support materials, but also performance on prior City arts grants, if any. Artistic ability, clarity of project concept, and matching support are among the factors that will be considered.

GRANT AMOUNTS

The maximum award amount is **\$6,000**. Total funds requested always exceed the amount available for granting. Because this is a competitive grant program, only the very strongest applications will be recommended for funding. Award amounts are typically less than the level of funding requested.

ALLOCATION PROCESS

1. **Assistance available from DCD.** Assistance includes:
 - **Pre-application grant writing workshop.** A workshop for prospective applicants is held in February. The workshop provides general grant writing tips, a review of the City grant program guidelines and application form, handouts, critiquing exercises on sample applications, and opportunities to ask questions. Attendance is encouraged. The workshop is **free**, but **registration is required**. For workshop information and registration, call (513) 352-6146.
 - **Telephone assistance.** Call (513) 352-4985 with programmatic and technical questions about the program guidelines, your proposal, the application form, support materials, the allocation process, potential venues for public presentations, and assistance with activities that may require a City permit or other City approval. Information and referral services on other grant-related topics are also available.
2. **Submission deadline.** The applicant submits a completed application and support materials to DCD. **DEADLINE: March 15, 2009 (5:00 p.m.)** All applications and support materials **must be received (not postmark dated)** in the DCD office by 5:00 p.m. on the deadline date. Applications not meeting the submission deadline will **not** be considered. Applications submitted by fax or email will **not** be considered. **(NOTE: If the deadline falls on a weekend or a holiday, applications are due by 5:00 p.m. on the first work day following the deadline date.)**
3. **Staff review process.** DCD staff persons review applications for completeness, accuracy, and conformance to arts program guidelines, requirements, and restrictions.
4. **CAAC review process.** Each CAAC member reviews and scores all eligible applications.
5. **Public meeting(s).** The CAAC reviews eligible applications and determines funding recommendations during one or more public meetings in the spring, which applicants are encouraged to attend. Applicants are sent information about the public meeting(s) and the eligibility status of their applications in advance of the meeting(s). Call DCD at (513) 352-4985 for more information.
6. **Approval of recommendations.** In June, the CAAC submits funding recommendations to City Council for approval.

SOME GENERAL CONDITIONS OF THE AWARD

1. **Contract.** Each grant recipient enters into a contract with the City of Cincinnati following City Council's approval of the CAAC's funding recommendations. All grant recipients **must** have a Social Security Number in order to receive funding. For information on how to obtain a Social Security Number call (800) 772-1213 or go to <http://www.ssa.gov/>.
2. **Grant payments.** Grant money is disbursed in either a) one payment on a reimbursement basis after the completion of the funded project/activity and submission of the final report and support documentation or b) two payments (an initial partial advance of up to fifty (50) percent of the award after the contract is finalized and reimbursement of the remaining expenses after the completion of the funded project/activity and the submission of the final report and support documentation).
3. **Report.** Following the completion of the funded activity, each grant recipient must submit a completed Final Report Form and support materials that document the funded activities and the use of City funds.

APPLICATION REQUIREMENTS

1. **One (1) completed current application form with original signature and application checklist.** Applications are available in paper and electronic form. (**NOTE:** Check the DCD website at www.cincinnati-oh.gov for electronic versions of the program guidelines and application. Read the forms instructions before completing the application.) Applications **must** be completed using **computer-generated type or a typewriter**. Applicants **must** restrict their answers to the space provided on the official application form, maintaining the margins provided. Answers outside the space provided will **not** be considered. The CAAC will **not** consider handwritten applications, incomplete applications, submissions on altered forms, illegible applications, applications submitted by fax or email, or applications that use typeface that is smaller than the type on the "Instructions" section of the application form. Attachments answering the questions asked on the form will be discarded.
2. **One (1) completed Artist Profile.** **NOTE:** This information will be used for statistical evaluation purposes only and has absolutely no part in the selection of grant recipients.
3. **Support materials (as specified below) that document work the applicant has completed within the last five (5) years.** Substitutions, additional materials, and materials more than five (5) years old will **not** be reviewed. Follow the submission requirements under the heading for your artistic discipline **and** the screening and audio note submission requirements.

Provide a **self-addressed, stamped mailer*** for the return of CDs and DVDs. Do **not** send cash, checks, or money orders to cover return postage. If no return mailer is provided, support materials will be held for one (1) year and then destroyed. Print materials will **not** be returned.

Special Considerations

- **Collaborative projects by artists who make work together.** If the application is for a collaborative project by two artists who make work together, the applicant is encouraged to submit (in addition to the applicant's own work samples) samples of work from the collaborating artist listed in Section C3 of the application and to include work samples that illustrate work jointly created by the collaborators. **The type and total number of support materials submitted must be consistent with the requirements below.**

- **New direction.** If the proposed project or activity is a new direction for the applicant, such as work in a new medium or an allied artistic discipline, the applicant should submit samples of work that are transitional in nature or include (in addition to samples of the applicant's work) samples of work from other key personnel listed in Section C3 of the application who have direct experience in the artistic discipline. **The type and total number of support materials submitted must be consistent with the requirements below.**

Artistic Discipline Support Materials Submission Requirements

The support materials submission requirements for each artistic discipline listed below include information on a) the types of support materials you must submit with your application and b) the required format in which to submit the materials. Make sure that you read the entire set of requirements for each relevant artistic discipline thoroughly before putting together the support materials for your application.

DANCE AND THEATER

Applicants in dance and theater have two support materials submission formats from which to choose. Using the submission requirements provided below, submit work samples in **one** of the required formats.

➤ Dance and Theater Work Samples Format Option 1: Sample Recording.

What to submit:

- One (1) 5- to 10-minute **sample recording** of a performance on DVD*
- Screening notes (one (1) copy)

Submission format:

- **Recording medium:** DVD
- **Recording length:** Minimum: 5 minutes. Maximum: 10 minutes. Do **not** submit a full-length recording.
- **Labeling information:** Label the DVD with the name of the applicant.
- **Screening notes:** Submit one (1) copy. Follow the screening and audio note submission requirements at the end of this section.

➤ Dance and Theater Work Samples Format Option 2: Digital Images, Program, and Image List.

What to submit:

- One (1) CD* containing five (5) to ten (10) **JPEG** images of a production
- Printed program for production (three (3) copies)
- Image list (one (1) copy)

Submission format:

- **File type:** JPEG. Do **not** submit progressive JPEGs or JPEG images imbedded in a PowerPoint presentation.
- **Recommended image size:** 1024 pixels wide x 768 pixels high, landscape orientation (aspect ratio: 4 units wide x 3 units high).
- **Maximum file size:** 1 MB.
- **Orientation of images:** Submit images saved in the proper orientation for viewing.
- **Number of images:** five (5) to ten (10).
- **Labeling information:** Label the CD with the name of the applicant.
- **File names:** Name each JPEG file with the last name and first name of the artist and an image number that corresponds to the image list. (Examples: SmithJane01.jpg or DoeJohn05.jpg) Number the image files consecutively with two-digit numbers as shown in the examples. Do **not** put labels or information on the digital image itself.
- **File name extension:** Use **only** the default file name extension (.jpg).
- **Screening information:** Images will be screened using a PC and Windows XP Slide Show software. The CD should be ISO 9660 mastered to insure PC compatibility.
- **Program:** The printed program must correspond to the production documented in the digital images.

- **Number of copies of program:** three (3)
- **Image list content and format:** Numbered, descriptive list of the images **typed** on 8 ½" x 11" white paper and labeled with the applicant's name. Image numbers must correspond to the file names for the digital images submitted.
- **Information for each image:** Provide the following information for each image listed: name of applicant, title of work, date performed, location, length of work in minutes, and role of applicant. Do **not** put labels or information on the digital image itself.

INTERDISCIPLINARY WORK AND PERFORMANCE ART

What to submit:

- Support materials appropriate to the combination of disciplines used.

Submission format:

- Follow the support materials submission requirements for the appropriate disciplines, the screening and audio note submission requirements at the end of this section, and call DCD at (513) 352-4985 for more information.

LITERATURE

Applicants in the literature category have two support materials submission formats from which to choose. Using the submission requirements provided below, submit work samples in **one** of the required formats. This section also provides support materials submission requirements for writers who perform their work.

➤ Literature Work Samples Format Option 1: Electronic Format.

What to submit:

One (1) CD* containing one (1) **PDF** file with the following materials:

- One-page synopsis of an original manuscript (first page of file)
- Original manuscript that corresponds to the synopsis; length of manuscript: 10 to 15 pages

Submission format:

- **File type:** PDF
- **Length of synopsis:** 1 page, typed, double-spaced, formatted for letter-size paper. Type may not be smaller than Times New Roman 11 point.
- **Manuscript length:** 10 to 15 pages, typed, double-spaced, formatted for letter-size paper. Type may not be smaller than Times New Roman 11 point. Do **not** submit a copy of a work in published format.
- **Poetry submissions:** Poetry submissions may be single spaced if double spacing will affect the format or the interpretation of the work. Do **not** submit a copy of a work in published format.
- **Work Labeling information:** Label the synopsis and manuscript with applicant name, title of work, and date written.
- **CD Labeling information:** Label the CD with the name of the applicant.
- **File name:** Name the PDF file with the last name and first name of the artist. (Examples: SmithJane.pdf or DoeJohn.pdf).
- **File name extension:** Use **only** the default file name extension (.pdf).

➤ Literature Work Samples Format Option 2: Print Format.

What to submit:

- Three (3) copies of a one-page synopsis of an original manuscript
- Three (3) copies of an original manuscript that corresponds to the synopsis; length of manuscript: 10 to 15 pages

Submission format:

- **Number of copies of synopsis:** three (3)
- **Length of synopsis:** 1 page, typed, double-spaced on 8 ½" x 11" white paper. Type may not be smaller than Times New Roman 11 point.

- **Number of copies of manuscript:** three (3)
- **Manuscript length:** 10 to 15 pages, typed, double-spaced on 8 ½” x 11” white paper. Type may not be smaller than Times New Roman 11 point. Do **not** submit a copy of a work in published format.
- **Poetry submissions:** Poetry submissions may be single spaced if double spacing will affect the format or the interpretation of the work. Do **not** submit a copy of a work in published format.
- **Labeling information:** Label the materials submitted with applicant name, title of work, and date written.

➤ **Writers Who Perform Their Work.**

What to submit:

- Manuscript and synopsis described above (required for **all** applicants in the literature category)
- One 5- to 10-minute **sample recording** of a performance on audio CD* or DVD.*
- Audio or screening notes (one (1) copy)

Submission format:

- **Manuscript and synopsis:** Follow the submission requirements above.
- **Recording medium:** audio CD or DVD
- **Recording length:** Minimum: 5 minutes. Maximum: 10 minutes. Do **not** submit a full-length recording.
- **Labeling information:** Label the recording with the name of the applicant.
- **Screening and audio notes:** Submit one (1) copy. Follow the screening and audio note submission requirements at the end of this section.

MEDIA

What to submit:

- One (1) 5- to 10-minute **sample recording** of an original work on DVD*
- Screening notes (one (1) copy)

Submission format:

- **Recording medium:** DVD
- **Recording length:** Minimum: 5 minutes. Maximum: 10 minutes. Do **not** submit a full-length recording.
- **Labeling information:** Label the DVD with the name of the applicant.
- **Screening notes:** Submit one (1) copy. Follow the screening and audio note submission requirements at the end of this section.

MUSIC

What to submit:

- One (1) 5- to 10-minute **sample recording** of an original work or performance on audio CD*
- Audio notes (one (1) copy)

Submission format:

- **Recording medium:** audio CD
- **Recording length:** Minimum: 5 minutes. Maximum: 10 minutes. Do **not** submit a full-length recording.
- **Labeling information:** Label the CD with the name of the applicant.
- **Audio notes:** Submit one (1) copy. Follow the screening and audio note submission requirements at the end of this section.

THEATER

Refer to the requirements for dance and theater, above.

VISUAL ARTS

➤ All Applicants in the Visual Arts Category

What to submit:

- One (1) CD* containing five (5) to ten (10) **JPEG** images of original works
- Image list (one (1) copy)

Submission format:

- **File type:** JPEG. Do **not** submit progressive JPEGs or JPEG images imbedded in a PowerPoint presentation.
- **Recommended image size:** 1024 pixels wide x 768 pixels high, landscape orientation (aspect ratio: 4 units wide x 3 units high).
- **Maximum file size:** 1 MB.
- **Orientation of images:** Submit images saved in the proper orientation for viewing.
- **Number of images:** Minimum: five (5). Maximum: ten (10).
- **Number of artworks illustrated:** At least five (5) different pieces of work
- **Labeling information:** Label the CD with the name of the applicant.
- **File names:** Name each JPEG file with the last name and first name of the artist and an image number that corresponds to the image list. (Examples: SmithJane01.jpg or DoeJohn10.jpg) Number the image files consecutively with two-digit numbers as shown in the examples. Do **not** put labels or information on the digital image itself.
- **File name extension:** Use **only** the default file name extension (.jpg).
- **Screening information:** Images will be screened using a PC and Windows XP Slide Show software. The CD should be ISO 9660 mastered to insure PC compatibility.
- **Image list content and format:** Submit one (1) copy of a numbered, descriptive list of the images **typed** on 8 ½" x 11" white paper and labeled with the applicant's name. Image numbers must correspond to the file names for the digital images submitted.
- **Information for each image:** Provide the following information for each image listed: name of artist, title of work, medium, dimensions, and date of work.

➤ Works of Visual Art that are Interactive or Involve Movement or Sound.

What to submit:

- Materials described above (required for **all** applicants in the visual arts category)
- One (1) 5- to 10-minute **sample** audio CD* or DVD*
- Screening or audio notes (one (1) copy)

Submission format:

- **Digital images and image list:** Follow the submission format requirements above.
- **Recording medium:** audio CD or DVD
- **Recording length:** Minimum: 5 minutes. Maximum: 10 minutes. Do **not** submit a full-length recording.
- **Labeling information:** Label the recording with the name of the applicant.
- **Screening and audio notes:** Submit one (1) copy. Follow the screening and audio note submission requirements at the end of this section.

Screening and Audio Note Submission Requirements

If you submit a video or audio recording, also provide **no more than one (1) page** of screening or audio notes **typed, double-spaced** on 8 ½" x 11" white paper (**1 copy**). Include the following information for each production, program, work or project documented:

- the applicant's name
- the role of the applicant
- the name(s) and roles of other principal collaborating organizations, performing artists, or creative artists
- the name or title of the production, program, work, or project
- a description of the production, program, work, or project

- the total length of the production, program, work, or project
- the date the work was created (if the work was created by the applicant)
- the date(s) and location(s) of presentations of the production, program, work, or project
- the purpose of the recording
- the date the recording was produced
- the length of the recording in minutes
- screening and broadcast dates(s), locations, and stations
- other recording distribution information

(**NOTE:** The CAAC reviews 5 minutes of each recording. The CAAC may elect to review segments from different portions of a recording that is longer than 5 minutes in length, if, at the committee's sole discretion, this provides the best information on the applicant's ability to carry out the proposed project or activity. Provide a **sample recording** of the length requested in the artistic discipline support materials submission requirements. Do **not** submit a recording that is more than 10 minutes long.)

***A self-addressed, stamped mailer is required for the return of audio/visual materials and photos.**

4. **Documentation of confirmed public presentation(s).** The applicant **must** submit written documentation that at least one public presentation of **funded** work listed in Section C4 of the application is **confirmed** at a location within the limits of the city of Cincinnati during the grant period. **Examples of acceptable documentation** include one (1) copy of a letter of commitment **or** one (1) copy of a contract, a receipt, or a lease for **each** venue or location. Each piece of documentation **must** clearly identify the applicant, the venue or site, the nature of the activity, and the confirmed or tentative date(s) of presentation. Each type of documentation **must** be provided by and signed by an **authorized representative of the presentation location or site** (for example: owner, director, rental agent). A letter of commitment **must** be presented on the letterhead of the presentation location or site. Other types of documentation **must** be approved by DCD **prior to the application deadline.** (**NOTE: A City permit or other City approval may be required for some activities, such as those that involve the public right-of-way, historic buildings, signage, or City-owned property. Grant recipients are required to obtain all necessary permits and approvals.** Call DCD at (513) 352-4985 for assistance with these types of activities.)
5. **Documentation of intent to collaborate.** If this is a collaborative project by two artists who make work together or the successful completion of the project/activity depends on the involvement of one or more organizations, the application must include copy of a letter from **each** collaborating organization or creative artist. Each letter **must** identify the collaborator's role and commitment to participate in the activity. Letters from collaborating organizations **must** be written on the organization's letterhead and **must** be signed by an **authorized representative of the organization.** Collaborating creative artists and organizations **must** be identified in Section C3 of the application.
6. **Documentation of Cincinnati resident status.** The applicant **must** submit documentation of his/her status as a resident of the city of Cincinnati living at the street address provided in Section A5 of the application. Examples of acceptable documentation include one (1) copy of the applicant's State of Ohio driver's license **or** State of Ohio identification card. Do **not** include a Social Security Number on the copy of the card. Other types of documentation **must** be approved in advance by DCD.

Questions? Call DCD at (513) 352-4985 with programmatic and technical questions. (Check the DCD website at www.cincinnati-oh.gov for electronic versions of the program guidelines and application.)