

## NPN Take Notice Fund Guidelines & Application Instructions

### Important Dates:

Application opens in the grant portal on April 3, 2023

Application is due on June 1, 2023 at 5:00 pm (CST)



Apply here: <https://npnetwork.smartsimple.com>

## NATIONAL PERFORMANCE NETWORK / TAKE NOTICE FUND

Please review the guidelines carefully before beginning the online application. We strongly encourage you to complete your proposal documents and gather materials before starting the online application. Applications will only be accepted via [Smart Simple](#).

### VISION + PURPOSE



The National Performance Network envisions a world in which artists of color living and working in the South have the power, resources, and opportunities to thrive. NPN is committed to building visibility and resources for artists living and working outside large art centers whose bodies of work contribute to this country's discourse about racial equity and cultural preservation.

The Take Notice Fund (TNF) celebrates generative artists and culture bearers of color living and working in Louisiana whose work demonstrates artistic excellence and dedication to their practices. NPN awards 30 grants, \$5,000 annually, through a competitive process. The grant funds are unrestricted and intended to support artistic projects or activities that advance the artist's creative practice, career, and well-being.

To learn about the previous Take Notice Fund grantees, [click here](#).



FORD  
FOUNDATION

The Ford Foundation's [Creativity and Free Expression](#) program supports the National Performance Network's Take Notice Fund program.

### WHO CAN APPLY

Take Notice Fund is open to generative artists and culture bearers who identify as Black, Indigenous, and people of color (BIPOC) living and working in Louisiana.

### ELIGIBILITY

- Applicants must meet NPN's definition of generative artist or culture-bearer, defined as **those currently active in conceiving and creating new original work**. We cannot support artists whose work focuses on the interpretation, performance, development, or production of the creative work of others.
- Artists must identify as Black, Indigenous, or People of Color (BIPOC)
- Applicants must be Louisiana residents for at least five consecutive years at the time of the application and throughout the grant period. Artists at any career stage may apply but must be at least 18 years old at the time of application.

- Individual artists, as well as ensembles/collectives/collaboratives, may apply. For groups to apply, a majority of artists within the collective must meet all eligibility criteria independently. The group must have a demonstrated history of creating new work collectively and submit a single application, with funds shared equally. Artists may apply as individuals or as ensemble/collective/collaborative members. Members of a group may not apply for the same project individually.

**Eligible disciplines include:**

- Dance: Choreographers creating new original work in any dance genre (ballet, modern, hip hop, experimental, etc.)
- Music: Composers and sound artists creating original work in any musical genre (chamber, experimental, jazz, etc.)
- Theater/performance art/spoken word: Primary creators of devised work, performance or spoken word artists creating new original work, and playwrights
- Film/media: Filmmakers and video, digital production, and new media artists creating new original work (web-based, computational, virtual, interactive, data and/or technology-driven, etc.)
- Literature: Fiction writers, creative nonfiction writers, poets, and playwrights creating new original work
- Visual arts: Visual artists in any discipline (including public art, social practice art, and graffiti/street art)
- Black Masking Indians: Culture bearers who create beaded, sequined, and feathered suits to honor the masking tradition, currently hold positions in a New Orleans based masking tribe, and celebrate on St. Joseph's Day, Super Sunday, and Mardi Gras.
- Other folk/traditional artists and culture bearers: A member of a community who practices their community's artistic or creative expressions by creating new original work. Knowledge of these arts or skills is most often passed from person to person within the cultural group, and the art expresses the community's values or aesthetics.

**WHO IS INELIGIBLE AT THIS TIME**

- Nonprofit organizations
- Recipients of NPN's Creation Fund in the previous three years (2020, 2021, or 2022)
- Recipients of NPN's Southern Artist for Social Change in the previous three years (2020, 2021, or 2022)
- Recipients of NPN's Take Notice Fund in the previous years (2021 or 2022)
- Artists under 18 years of age at the time of the application.
- Artists who are high school students or college or graduate students currently enrolled in a degree-granting program, at the time of application or during the grant period.
- Artists whose work focuses on the interpretation, performance, development, or production of the creative work of others.
- Current NPN staff and partners, Board members or panelists
- Curators and researchers
- Foodways, culinary, or botanical practitioners

## HOW TO APPLY

Take Notice Fund applications are only accepted via Smart Simple, an online platform. When using the platform, please let us know if you encounter any glitches or if something does not work how it should. You must create an account and begin your application in advance of the deadline so that we can help troubleshoot any problems you might have. Due to the volume of applications, staff may be unable to respond to questions or assist you on the day of the deadline.

**You will find instructions to create an account in the APPLICATION GUIDE below.**

[Click here](#) to watch a pre-recorded **information session**. This webinar provides details to applicants about the Take Notice Fund grant and goes over the Letter of Intent.

### Helpful Hints and Tips

- Review the **APPLICATION GUIDE** (see below) to prepare for the online application.
- Keep it clear and concise! We don't judge applications on grantsmanship, so use plain language and don't feel the need to fill up all the spaces.
- If working with collaborators, you should give yourself enough time to write together and invite them to collaborate on the application through NPN's online grantmaking system.
- Want to respond to the application in video form? No problem! Just record your responses and paste a link with your audio and video responses (YouTube, Soundcloud, etc.) into the appropriate fields. Make sure to state and answer each question in your video.
- Use a word processing tool to type and edit your responses first and then copy/paste your answers into the online application in the grant portal.

## SELECTION PROCESS

The NPN staff will review all applications for eligibility. All applications determined to meet the eligibility requirements will be reviewed by a panel of community members and colleagues in the arts and cultural sector.

Applications will be evaluated on the following criteria:

- **Statement of Artistic Excellence and Innovation:** The applicant makes a clear and compelling case of generative and innovative work that consistently pushes boundaries within their discipline.
- **Potential Impact:** The value of this funding opportunity to support and expand the applicant's work and practice is transparent and compelling.
- **Artist Résumé:** The résumé shows consistent advancement of the applicant's creative practice and dedication to the exploration of new artwork.
- **Quality of Work based on Work Samples:** The work samples submitted show strong artistic merit and quality of work within the applicant's field of practice.

## NEED ASSISTANCE

NPN Staff is available and at your service to field any questions or eligibility concerns.

**Stephanie Atkins** (she/her), Director of Southern Programs

*General inquiries and application assistance*

[stephanie@npnweb.org](mailto:stephanie@npnweb.org)

504.595.8008 x702

**Brittany Dudley** (she/her), Data & Information Associate

*Technical difficulties, agreement processing, and payments*

[brittany@npnweb.org](mailto:brittany@npnweb.org)

504.595.8008

### **National Performance Network (NPN)**

P.O. Box 56698 | New Orleans, LA 70156-6698

Phone: 504.595.8008

<http://www.npnweb.org>



## APPLICATION GUIDE

Online Application Link: [here](#)

**Application Deadline:**

**Spring cycle: Thursday, June 1, 2023 (5:00 pm CST)**

We use the Smart Simple platform to accept online applications and have created this guide to help you navigate the new system. If you experience technical difficulties, please contact our Data & Information Associate, Brittany Dudley, at [brittany@npnweb.org](mailto:brittany@npnweb.org) or 504.595.8008 for assistance.

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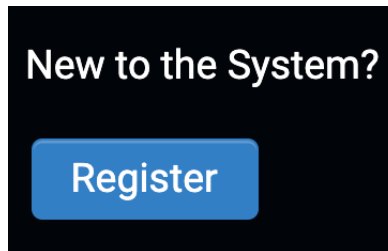
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## STEP 1: ARTIST ACCOUNT INSTRUCTIONS

- **1.1 Artist: Setting up an Account**

If you already have an account in our system, log in here: <https://npnetwork.smartsimple.com/>.

If you do not already have an account and need to create one in our system, go to this link in your web browser <https://npnetwork.smartsimple.com/> and click the “Register” button to set up an account.



Select the option to apply as an “Individual Artist” or a “Collaboration of multiple artists.”



### Registration

I am applying as:

**Individual Artist**  
All individuals who are applying without an organization

**NPN Partner**  
All applicants applying as a National Performance Network partner

**Collaboration of multiple artists**  
All Individuals applying as a collaboration


Fill out and submit your information. Check your email account to log in using the link provided. You will be prompted to create a password:

### Account Activation

New Password:

Confirm Password:

Policy: Password must have at least 6 characters

I'm not a robot   
reCAPTCHA  
Privacy - Terms

- **1.2 Artist: Starting the Take Notice Fund Application**

Once you have set up your account, you can click on the “Grantee Home” link to return to the dashboard. Under “My Applications,” select the “Funding Opportunities” button.

# 1

## Funding Opportunities

### Opportunity Details

You should select the Take Notice Fund opportunity. If other opportunities are open, please review the eligibility before starting applications.

#### ***The Take Notice Fund***

Eligibility: For artists and culture bearers who identify as Black, Indigenous, and people of color (BIPOC) living and working in Louisiana. For artists who have not previously received Creation Fund (2020, 2021, or 2022), Southern Artist for Social Change (2020, 2021, or 2022), and Take Notice (2021 or 2022). Please download and review the guidelines for full eligibility criteria.

**Deadline: 2023-06-1**

# 1

## Draft Applications

*QUICK TIP: Always “Save Draft” before beginning your application. At any point, you can save your work and return to it later by finding it in the dashboard under the “Draft Applications” button.*

### **PART 2: APPLICATION**

*\* indicates a required field. This application will not be accepted with empty fields.*

#### **TAB ONE: APPLICANT INFORMATION**

##### **\*Applicant Information**

- Enter the name of the primary contact for this application.
- Enter the title of the primary contact for this application.
- Enter the email address of the primary contact for this application.

#### **TAB TWO: ARTIST / COLLECTIVE INFORMATION**

##### **\*Artist/Collective Information**

- Primary Contact
- Title / Stage Name / Professional Name
- Artist Website (optional)

- Phone
- Email
- Artist/Collective Mailing Address

**Collaborating Artists / Collectives / Ensembles**

Are you applying with collaborators, an ensemble, or a collective?

- Yes
- No

In the case of collaborations, click the blue button below to add your collaborators' contact information.



Using the "Other Personnel" pop-up, enter the following information for each collaborator. To enter additional collaborators, click the "+" button.

- Organization/Collaborative Name
- Primary Contact
- Title/Role
- Phone
- Email
- Mailing Address

**Other Personnel**

*i* Please name other personnel or collaborators worth noting.

Organization Name	Primary Contact	Title/Role	Phone	Email	Mailing Address
+					

Save Close

**Artist/Company/Collective Name**

If awarded, this is how the Artist/Collective's Name will be listed/credited publicly.

**DEMOGRAPHICS**

NPN is required to collect certain demographic data about artist recipients of grant funds to understand how our support aligns with the diversity of the arts sector. NPN has adapted some of our demographic categories to align with its funders. As a movement builder, it is important that there is consistent data collection field wide. These categories and definitions were taken from the Foundation Center's Philanthropy Classification System. However, we have adapted and supplemented their system in ways that make sense to our constituents and our needs. While we recognize that some of this data may seem personal, we ask that you respond to the best of your ability per the request of our funders. We also acknowledge that the terminology we use is imperfect and constantly evolving. We actively strive to update our demographic terminology as new information becomes available.

## **LEAD ARTIST DEMOGRAPHICS**

### **Race and Ethnicity**

**Do you identify as BIPOC (Black, Indigenous, or a Person of Color)?**

- Yes
- No

**\*Please indicate if you identify as any of the following:**

- African descent
- Asian descent
- European descent
- First Nations/Indigenous peoples
- Latin American descent
- Middle Eastern descent
- Multiracial peoples

**If you'd like to share more details about a specific race, ethnic, national groups, and tribal/band affiliations with which you identify (e.g., African American, Lakota/Dakota, Iranian and Azeri/Persian, Quechua, Mexican, Singaporean, Honduran, Garifuna, etc.), please do:**

### **Gender Identity**

**\*Gender Identity**

- Woman
- Man
- Gender nonconforming, nonbinary, or two-spirit
- Prefer not to say
- Prefer to self-describe

**Do you identify as transgender, nonbinary, or gender- confirming?**

- Yes
- No
- Prefer not to say
- Prefer to self-describe

**If you would like to self-describe your gender identity, please do:**

### **\*Sexual Orientation**

**Do you identify as lesbian, gay, bisexual, queer, or plus (LGBQ+)?**

- Yes
- No
- Prefer not to say

### **\*Disability and Access**

**Do you consider yourself a member of the disability and/or deaf community?**

- Yes
- No
- Prefer not to say

**If you'd like to share more details, please do:**

### **\*Geographic Demographics**

**You live in an area that is:**

- Urban
- Suburban
- Rural
- Tribal



- Geographically Isolated

### **Collaborating Artists/Ensembles and Collective Members Demographics**

Please input the number of each artist/company member/collaborator (including the lead artist) that identifies as the following.

#### **Race and Ethnicity**

**How does each member of your group identify?**

- BIPOC (Black, Indigenous, or a Person of Color)
- Middle Eastern descent
- Asian descent
- African descent
- European descent
- Latin American descent
- Indigenous
- Multiracial

**If you'd like to share more details about a specific race, ethnic, national groups, and tribal/band affiliations (e.g., African American, Lakota/Dakota, Iranian and Azeri/Persian, Quechua, Mexican, Singaporean, Honduran, Garifuna, etc.), please do:**

#### **Gender Identity**

**How does each member of your group identify?**

- Woman
- Man
- Trans
- Gender non-conforming, non-binary, or two-spirit
- Prefer not to say
- Prefer to self-describe

**If they prefer to self-describe their gender identity, please do so here:**

#### **Sexual Orientation**

**How does each member of your group identify?**

- Lesbian, Gay, Bisexual, Queer, plus (LGBQ+)
- Heterosexual
- Prefer not to say

#### **Disability and Access**

**How many artists/company members/collaborators consider themselves members of the disability and/or deaf community?**

**If you'd like to share more details, please do:**

#### **Geographic Demographics**

How many artists/company members/collaborators live in an area that is

- Urban
- Suburban
- Rural
- Tribal
- Geographically Isolated

## TAB THREE: ARTISTIC INFORMATION

### ARTISTIC/CULTURAL PRACTICE NARRATIVE

Please note that decisions will not be based on language, grammar, or writing. There are two options for responding to the questions in the narrative sections: 1. You can respond by filling out the fields with written responses, or 2. You can respond by pasting a link with your audio or video responses (via YouTube, Vimeo, Soundcloud, etc.).

#### **\*Artist/Culture Bearer Biography**

Tell us briefly about your story as an artist/cultural bearer. You can provide details about yourself and your work, such as where you were born or grew up, artistic training, career development, accomplishments, or other information that NPN has not asked about elsewhere in the application. Keep it simple and concise, no more than a couple of sentences. If your application is awarded, we will include this bio in our promotional materials.

200-word limit

#### **\*What is your Career Stage?**

*If you are applying with a collaborative group, an ensemble, or a collective, the lead artist should indicate their career stage in this field. The other collaborating artists should display their career stages on their individual artist résumés/CVs.*

Emerging (10 years or less)

Mid-career (10-25 years)

Established (25 years or more)

#### **\*Project Disciplines**

Please select the discipline that best represents your artistic practice. Your selection of discipline should be apparent in your work samples.

#### **\* Project Disciplines**

Please select as many as apply to the project

- |  |  |                                      |  |  |
|--|--|--------------------------------------|--|--|
| <input type="checkbox"/> Clay/Ceramics | <input type="checkbox"/> Culture Bearer  | <input type="checkbox"/> Dance       | <input type="checkbox"/> Drawing       | <input type="checkbox"/> Installation      |
| <input type="checkbox"/> Literary Arts | <input type="checkbox"/> Media Arts      | <input type="checkbox"/> Mural       | <input type="checkbox"/> Music         | <input type="checkbox"/> Oral Storytelling |
| <input type="checkbox"/> Painting      | <input type="checkbox"/> Performance Art | <input type="checkbox"/> Photography | <input type="checkbox"/> Printmaking   | <input type="checkbox"/> Public Art        |
| <input type="checkbox"/> Puppetry      | <input type="checkbox"/> Sculpture       | <input type="checkbox"/> Spoken Word | <input type="checkbox"/> Textile/Fiber | <input type="checkbox"/> Theater           |
| <input type="checkbox"/> Visual Art    | <input type="checkbox"/> Other           |                                      |  |  |

#### **\*Discipline Statement**

Describe your artistic/cultural practice. It can be as simple as “I am a new music composer” or give a more detailed explanation of your practice.

150-word limit

#### **\*Innovation Statement**

Share how you develop your work, experiment with new ideas, take risks, and push boundaries. If your work is community-based or social practice, tell us your connection to the community in which your work is based.

400-word limit

### **\*Impact Statement**

Describe how this award will make a difference for you. What will the funding and recognition do for you, your work, and your practice? How will you use the money to expand your practice and access other opportunities? Why is this important for advancing your career at this time? Feel free to keep it simple!

200-word limit

## **TAB FOUR: UPLOADS**

### **COLLATERAL AND SUPPLEMENTAL MATERIALS**

#### **\*Upload a recent photo representing the artist/culture bearer or collective. Use the blue button.**

Please upload an image/photo of good quality. We will use this photo to promote the award if the project is awarded.



#### **\*Photo credit for the attached photo.**

Please include the artist's or the collaborative/ensemble/collective's name. You can include the names of other artists in the photo and give photo credit to the photographer. If you prefer to submit a work of art to represent you, list the work's title. Example: Onye Ozuzu performing "Project Tool" at Sweet Water Foundation in Chicago (2019). Photo: Erielle Bakkum Photography.

50-word limit

#### **\*Image description for attached photo**

Please include an image description of the photo, which will be included with the photo credit for people with a vision impairment or low vision. Briefly describe what can be seen in the image, starting with the most prominent or important thing. If there's no easy place to begin, go left to right. Include text in "quotation marks," but don't repeat any info shared in the caption. Describe prominent physical features of yourself or others, including physical disabilities. Do not assume the gender of people in the photo; only use gendered pronouns if you know them. Skin tone should be described so as not to censor visual information—we recommend using emoji terms: light-skinned, medium light skinned, medium skinned, medium dark skinned, and dark skinned.

When ethnicity is known, you can include this information (e.g., Asian American, Black, Latino/a/x).

50-word limit

*Example: A medium-skinned man mid-movement dancing. His feet graze the ground, arched in movement, arms over his head touching the ground, almost in a backbend. He is wearing simple pants, a crown, and bracelets on both wrists made of green leaves.*

#### **\*Artist Résumé/CV**

This document should provide an overview of your professional art experience, accomplishments, education and/or training, years of activity, and other information about your artistic career with at least five years of demonstrated work in Louisiana. It is much like a job résumé, except its focus is your art career. Your artist résumé must be submitted as a .pdf file (no more than eight pages). *If you apply with a collaborative group, an ensemble, or a collective, each member must submit their artist résumé/CV.*



### **\*Work Samples**

#### Examples of Artistic/Cultural Practice

This is crucial for your application. Think of this section as your opportunity to demonstrate artistic excellence and innovation by sharing samples of your work. NPN wants to see the artwork that you created. Include examples of your strongest work that best represents your artistic practice. Upload your work samples numbered in the order you'd like the panel to review them. *If you are applying with a collaborative group, the group must have a demonstrated history of creating new work collectively and submit work samples of the group's work. If you want, you can also submit each member's work samples to show their strengths.*



### **\*Work Sample Description List**

A work sample description list should include a one-two sentence description of each work, its titles, and the year of completion (PDF format).



### **\*Tips and Helpful Hints**

- Visual Artists: Submit ten (10) or more images of different works in JPG, GIF, or TIFF format and/or five video links (YouTube, Vimeo, etc.). A work sample description list should include a one-two sentence description of each work, title, and year of completion (PDF format).
- Performing artists: Submit eight (8) or more videos and/or audio links (YouTube, Vimeo, mp3, etc.) of different works. Provide cue instructions (5 minutes is the maximum). A work sample description list should include a one-two sentence description of each work, title, and year of completion (PDF format).
- Writers: Submit five (5) or more work samples of no more than ten (10) pages total (PDF format). A work sample description list should include a one-two sentence description of each work, title, and year of completion (PDF format).

### **Work Sample Guides**

Make sure your work samples are well-documented and cohesive and follow the work sample guidelines.

#### **Videos**

- Eight (8) to ten (10) video links
- Maximum of 5 minutes total
- Trim samples to the selection you want panelists to review or include cue times to excerpt longer samples. Avoid long intros, fade-ins/outs, etc.
- Links to YouTube, Vimeo, etc. are okay.
- Acceptable file type(s): .avi, .m4v, .mov, .mpg

#### **Plays and/or Scripts**

- Manuscripts with a maximum of 10 pages, plus one synopsis page
- Multiple poems, stories, pieces, or excerpts should be combined into one file
- If the work sample consists of multiple excerpts, use the synopsis page to give information for each sample. A synopsis page can include publication dates, whether the selections are from a larger series, additional descriptions, or details about where the piece fits within a larger body of work. It can be single- or double-spaced.
- Acceptable file type: .pdf

#### **Images**

- Minimum of ten (10) images
  - Recommended 72 PPI/dpi (standard web resolution)
  - Submit one piece per file
  - Do not collage several angles or multiple pieces within one image
- Acceptable file type(s): .gif, .jpeg, .tiff

### Audio

- Maximum of ten (10) minutes total
- Trim samples to the selection you want panelists to review or include cue times to excerpt longer samples. Avoid long intros, fade-ins/outs, etc.
- Submit an individual file for each song or work
- Submit one artwork (song, performance, etc.) per file; do not collage multiple pieces within one file.
- Don't submit music scores.
- Acceptable file type(s): MP3, MP4, M4A, FLAC, WAV, WMA, and AAC

### \*Verification of Residency and Identity – JPG, GIF, or TIFF

Applicants must be primary residents of Louisiana and hold a current proof of residency. Please upload a photo of your state-issued identification (e.g., driver's license or other government-issued photo ID with a name that matches your application). Please do not upload social security cards, passports, birth certificates, or billing statements. *For collaborative groups, ensembles, and collectives, a majority of artists within the collective must meet all eligibility criteria independently. Please upload a photo of each member's state-issued identification (e.g., driver's license or other government-issued photo ID).*



### Optional Letter of recommendation

This should be written by someone familiar with your recent work and overall career. The letter should state your relationship with the writer, describe your innovative work, and why they think you should receive the award. If you choose to include one, the letter must be a . PDF file and no more than one to two pages.



## **TAB FIVE: OTHER INFORMATION**

### Is there anything else you want us to know?

100-word limit

## **SUBMISSION**

### **Section 2: Notification Emails**

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Once you have completed the application, you can submit it. You will receive an email confirmation.

Greetings @owner.fullname@,

Thank you for completing the NPN Take Notice Fund application. Attached is a copy of your application for your records. The staff will review applications for eligibility and make recommendations for the final selection process with a panel of community members and colleagues. All applicants will receive a notification once the selection process is complete. Please be patient as we review all applications.

Best regards,  
NPN Staff