NPN Spring 2023 (FY23) Development Fund Guidelines & Application Guide

Application Deadline: *March 31, 2023, 5:00pm CT*
Award Notification: *April 17, 2023*
Next Development Fund Cycle: *September 22, 2023*

ONLINE APPLICATION LINK: https://npnetwork.smartsimple.com
Please review the Application Guide on page 4 before beginning online application.

The NPN Development Fund is supported by the Doris Duke Charitable Foundation, the Mellon Foundation and the National Endowment for the Arts (NEA).

SECTION A: GUIDELINES

VISION & PURPOSE

NPN envisions a world in which artists have greater agency and resources for self-determined, meaningful, sustainable careers. Building upon the Creation Fund, the Development Fund supports the development of new Creation Fund work by providing resources such as time, space, and funding to artists and co-commissioning organizations. The Development Fund:

- provides holistic support for diverse artistic development processes
- increases the quality and life of a work
- expands the capacities for cultural organizations to develop work
- deepens relationships between artists and co-commissioners
- in the case of development processes that engage the public, the Development Fund expands relationships with communities

WHAT FUNDS CAN BE USED FOR

Funds can offset a variety of needs when developing a work for public engagement. Guidelines are flexible to meet the unique needs of each project. Funds may support activities including—but not limited to—managerial, artistic, and technical costs for the development of the work; live or virtual developmental or technical residencies; planning, building, or deepening community engagement before, during, or after the 'presentation' of the work; relationship building with community organizations, collaborators, co-commissioners, or artists; writing, reflection, or promotion that helps artists to tell their own stories; documentation and evaluation; adapting the work to be presented virtually, scaling up or down, or reimagining the work; fees for artists, technicians, and collaborators and/or staff time; etc. Funds can be accessed before or after the work's premiere.

WHO CAN ACCESS THE DEVELOPMENT FUND?

NPN guarantees Development Funds to every Creation Fund project. The Development Fund is artist-led—artists **apply directly** on behalf of each project. **Artists can access Development Funds** *during any application cycle for three years* following their Creation Fund Award. ***Artists will keep receiving Development Fund Application invitations until funds are used.*** To accommodate projects' timelines, NPN has two Development Fund Deadlines per year: September and March. Artists may apply for funds at any time during the creation and development of the work, however, they are only eligible for one Development Fund per Creation Fund project.

theatre dybbuk,
Lost Tribes.
Photo: theatre dybbuk

Award Amount: Two Approaches to Funding

NPN's approach to artistic support is built on the notion of partnership and long-term relationship building. NPN actively strives to expand the capacities and connectivity of its constituents. The Development Fund is structured to maximize these goals. When applying for Development Funds, artists may choose between two approaches of support:

a) <u>Team-based:</u> The artist may apply for co-located funds **up to $10,000** on behalf of the artist and a co-commissioner of the artist's choosing. Funds are split between the co-commissioner and the artist. Recognizing that co-commissioners often contribute much of their own organizational resources—whether these be staff time, rehearsal space, access to designers, or community work—the team-based approach compensates co-commissioners for their contributions. Projects may apply for up to $5,000 for the artist's developmental needs and up to $5,000 for the co-commissioner's developmental needs.

b) <u>Artist Only</u>: The artist or company applies for **up to $5,000** in support. This approach is for artists whose projects do not need additional developmental support from their co-commissioner(s).

It is up to the artist to determine which approach is best for the work. If applying using the team-based approach, artists should select a co-commissioner who will provide resources that best serve the development of the work as needed. See Spring 2022 Development Fund awards: https://npnweb.org/spring-2022-development-fund-awards/

CRITERIA & LIMITATIONS

- Development Fund projects are driven by the artist, not co-commissioners.
- If an artist is applying for funds using the team-based approach, the artist is encouraged to complete the application in collaboration with the co-commissioner. However, the artist should always be the lead and have full agency over the application process.
- Funds can support a variety of artist, technician, and collaborator fees for the development of the work. Funds **cannot, however, support artists fees for the *presentation of a work*—fees for the presentation of the work are a separate responsibility of the co-commissioners as stated in the Creation Fund Letter of Agreement.** Funds can be used for work-in-progress showings, rehearsals, community development, and additional artistic/technical staff as needed.
- Funds can support development activity before or after the first presentation of the work.
- Funds can support activity happening before, during, or after the Development Application Deadline(s).
- Only projects that have completed the Creation Fund Orientation Call are eligible to apply.
- Creation Fund artists can only access Development Funds once per Creation Fund project.
- Artists can access Development Funds for three years following the Creation Fund award date.
- Matches are not required
- In alignment with NPN's commitment to creating an arts sector rooted in justice, we are committed to ensuring workspaces free of racism, transphobia, homophobia, ableism, misogyny, classism, or other bias. Participants in NPN-funded activity are expected to honor this ethic.

APPLICATION TIPS

- NPN is flexible and committed to funding projects regardless of timeline shifts that may occur.
- **Keep it clear and simple! We don't judge applications on grantsmanship, so use plain language and don't feel the need to fill up all the spaces.**
- *The application should be approached like a plan instead of a competitive application.* This is a tool for you to use as you are planning the next phase of your project.
- When completing the plan, *focus the request—narrative, timeline, and budget—on the development phase of the project.* These funds are meant to *build on* Creation Funds.
- Review **SECTION B: APPLICATION GUIDE** (page 4) to plan and gather materials for the online application.
- If working with a co-commissioner using the team-based approach, be sure to **give yourself enough time** to build the project, timeline, and budget together, as well as **invite the co-commissioner to collaborate** on the application through NPN's online grantmaking system.
- Applicants may upload a project budget and timeline using the template provided or use their own. If you are applying as a team-based project and using your own project budget and timeline, please differentiate between artist's and co-commissioner's activities, costs, and contributions.

SELECTION CRITERIA

NPN staff will review applications for fit, using the criteria below. If the application does not fit the following criteria, staff will reach out to artists to reconfigure the project.

- *Appropriateness:* The project described is supporting the development phase of the work. Funding expands support provided by the Creation Fund. Funding is not covering final presentation costs. Fees paid to artists and/or community collaborators are equitable.
- *Potential Impact:* The project has the potential to deepen relationships, create pathways to new opportunities, or strengthen the overall success of the work.
- *Feasibility:* The artist (and co-commissioners in the case of team-based applications) has the existing relationships and/or a plan to cultivate new relationships, the capacity, and a clear plan (and budget) to carry out the project.

Jaamil Olawale Kosoko, *Chameleon*

TECHNICAL SUPPORT

NPN Staff are available and at your service to field any questions or eligibility concerns. Please feel free to contact Stanlyn Brevé, National Programs Director, at stanlyn@npnweb.org, (504) 595.8008 x704 to set up a call to brainstorm possible ideas, discuss which application cycle or approach might best fit your project, or anything else!

Stanlyn Brevé (she/her), Director of National Programs
general inquiries, eligibility, and brainstorming
stanlyn@npnweb.org, 504.595.8008 x704

Alec De León (he/him), National Programs Specialist
application tech, agreement processing, and payments
alec@npnweb.org, 504.595.8008 x709

Nick Hüster (he/him), National Programs Associate
application tech, agreement processing, and payments
nick@npnweb.org, 317.437.3713

National Performance Network (NPN)
P.O. Box 56698
New Orleans, LA 70156-6698
Phone: 504.595.8008 ext. 704
Time zone: Central
http://www.npnweb.org

"The Development Fund gave us time. With a project as ambitious as ALAXSXA | ALASKA—in its sprawling geography, intensive cross-cultural collaboration, rich and layered content, and interdisciplinary nature—the opportunity to develop this project with a developmental residency with (co-commissioner) Bunnell Street Arts Center was vital. We were able to communicate with our trusted colleague co-commissioners for feedback and ongoing development of the work we were developing."   –Artist Bruce Allardice of Ping Chong & Company.

SECTION B: APPLICATION GUIDE

ONLINE APPLICATION LINK: https://npnetwork.smartsimple.com
Application deadline is March 31, 2023 5:00pm Central

APPLICATION GUIDE TABLE OF CONTENTS

PART 1: FIRST THINGS FIRST
The Artist must begin the application.

If you have selected the "Team-based" project approach, the Artist will invite the Co-Commissioner to participate in the application once the draft application has been created. Instructions for Co-Commissioners are in **PART 4: CO-COMMISSIONER INSTRUCTIONS.** A Team-based application cannot be submitted without the Co-Commissioner's input, so please factor that into your submission timeframe. If you have selected the "Team-based" project approach, please share this application guide with the Co-Commissioner.

PART 2: ARTIST INSTRUCTIONS

● 2.1 Artist: Setting up an Account / Sign In
If you already have an account in our system, login here https://npnetwork.smartsimple.com/. If you were awarded a Creation Fund after 2020, you should have a Smart Simple Account set up and simply need to sign in.

If you do not already have an account in our system, go to this link in your web browser https://npnetwork.smartsimple.com/ and click on the "Register" button to set up an account.
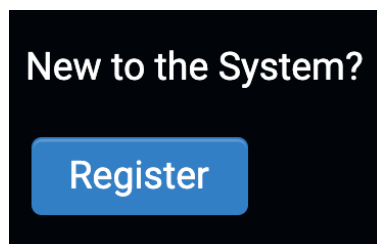
As an artist, you will be asked to apply as a "Individual Artist" or a "Collaboration of multiple artists." Click on each option to see which one is right for you. Then fill out and submit your information. Then, check your email account to login using the link provided. You will be prompted to create a password:

- **2.2 Artist: Starting a Development Fund Application**

Once you have set up your account or signed in you can click on the "Grantee Home" link to return to the dashboard. Under "My Applications" select the "Funding Opportunities" button.

You can also download the Guidelines and Sample Timeline & Budget forms here.

Opportunity Details

The Development Fund

Eligibility: For Artists who have received an NPN Creation Fund after May 1, 2019 and have not previously received Development Fund support for their Creation Fund Project. Please download and review Guidelines for full eligibility criteria.

Deadline: 2023-03-31

Apply Now

Program Guidelines   Sample Timeline & Budget

PART 3: APPLICATION

Please review the Guidelines on page 1 prior to beginning your application. When filling out the application, make sure to focus the plan—narrative, timeline, and budget—on the development phase of the project. These funds are meant to build on Creation Funds.

Keep it clear and simple! Remember, all applicants will receive an award. Approach this application like a planning tool. We don't judge applications on grantsmanship, so use plain language and don't feel the need to fill up all the spaces.

🤓 *QUICK TIP: Always "Save Draft" before beginning your application.*

> **Note:** To begin your application, click on the "Save Draft" button. Certain features and permissions will not be active until you do so.

Save Draft   **✔ Submit**   **Withdraw**

At any point, you can save your work and return to it later by finding it in the dashboard under the "Draft Applications" button.

1
Draft Applications

- ## 3.1 APPLICATION INFORMATION TAB

Applicant Information
- Enter the name of the main contact for this application.
- Enter the title of the main contact for this application.
- Enter the email address of the main contact for this application.

- ## 3.2 ARTIST/COMPANY INFORMATION TAB

Artist/Company Information – *This information will auto-populate from the Artist who began the application.*
- Preferred Full Name
- Title
- Artist Website
- Phone
- Email
- Artist/Company Mailing Address

Collaborating Artists
In the case of collaborations with more than one Primary Generative Artist, please click the button below to add their contact information.
- Organization Name
- Primary Contact
- Title/Role
- Phone
- Email
- Mailing Address

Artist/Company Name
How the Artist/Company Name will be listed/credited publicly, etc.

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. This information has no impact on decision making. 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. The categories and their definitions are based on the Foundation Center's Philanthropy Classification System, although 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, and/or Peoples 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
- Southwest Asian and North African descent
- Multiracial peoples

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

Gender Identity and Sexual Orientation

Gender Identity
Do you identify as:
- Woman
- Man
- Gender non-conforming, non-binary or two-spirit
- Prefer not to say
- Prefer to self-describe

Do you identify as transgender, nonbinary, or gender nonconforming?
- 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 LGBQ+(Lesbian, Gay, Bisexual, Queer, plus)?
- 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:

Do you have specific mobility or access requirements, or require assistance such as a signer, aide, or personal caregiver? *This information helps us to plan for more funding towards engagements where additional mobility or access requirements are needed.*

Geographic Demographics

Geographic Demographics - You live in an area that is:
- Urban
- Suburban
- Rural
- Tribal
- Geographically Isolated

ARTIST/COMPANY MEMBER/COLLABORATOR DEMOGRAPHICS

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

Number of artists / tech participating:

The number of artists and techs working on this project.

(Development Fund Activity only. Should match the demographics below)

Race and Ethnicity

How many artists/company members/collaborators identify as the following?
- BIPOC (Black, Indigenous, and/or Peoples of Color)
- Asian descent
- African descent

- European descent
- Latin American descent
- Indigenous
- Southwest Asian and North African descent
- Multiracial

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

Gender Identity and Sexual Orientation
How many artists/company members/collaborators identify as the following?
- Women
- Men
- Trans
- Gender non-conforming/non-binary
- Prefer not to say
- Prefer to self-describe

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

Sexual Orientation
How many artists/company members/collaborators identify as the following?
- LGBQ+(Lesbian, Gay, Bisexual, Queer, plus)
- Heterosexual
- Prefer not to say

Disability & Access
How many artist/company member/collaborators consider themselves a member of the disability and/or deaf community?

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

Do any artist/company member/collaborators have specific mobility or access requirements, or require assistance such as a signer, aide, or personal caregiver?
This information helps us to plan for more funding towards engagements where additional mobility or access requirements are needed.

Geographic Demographics
How many artist/company member/collaborators live in an area that is
- Urban
- Suburban
- Rural
- Tribal
- Geographically Isolated

🤓 **QUICK TIP:** *Save your work! Whenever uploading attachments or entering large amounts of text, etc., always "Save Draft" afterwards.*

> **Save Draft**   **✔ Submit**   **Withdraw**

- ### 3.3 PROJECT INFORMATION TAB

Type of Approach
Select One:
- **Team-based:** The artist may apply for co-located funds up to $10,000 on behalf of the artist and a co-commissioner of the artists choosing. Funds are split between the co-commissioner and the artist.
-OR-
- **Artist only:** The artist or company applies for up to $5,000 in support. This approach is for artists whose projects do not need additional developmental support from their co-commissioner(s).

Project Information
- **Project Name:**
- **Creation Fund Award ID:** *Please enter the Award ID# of your Creation Fund Award.*
- **Project Start Date:** *Date of first activity that development funds will be used for*
- **Project End Date:** *Date of last activity that development funds will be used for*

Brief Project Summary
Tell us very briefly about the <u>development fund project</u>. ***Please do not provide a description of the Creation Fund work***. Keep it simple and concise, no more than a couple sentences. If the project is awarded, we will use this summary in the press release and on the website to promote the project. Please make sure this is how you want the project represented.
100-word limit

Upload a recent photo that is representative of the Artist/Company
The application will not be judged on this photo. If the project is awarded we may use this photo to promote the award in the press release and on the website. (Limit one upload. Allowed file types: jpg, png, tif, or gif. Maximum file size: 2 GB.)

Photo credit for attached photo
Please include names of people in the photo, the title of the work (or activity), and photo credit to the photographer. *Example: Onye Ozuzu performing "Project Tool" at Sweet Water Foundation in Chicago (2019). Photo: Erielle Bakkum Photography.*

Image description/Alt text for attached photo
Please include an image description of the photo which will be included with the credit for people with a vision impairment or low vision.

Example: A medium-skinned man mid-movement dancing. His feet graze the ground, arched in movement,

arms thrown back over his head touching the ground, almost in a backbend. He is wearing simple pants and a crown and bracelets on both wrists made of green leaves.

Briefly describe what can be seen in the image, starting with the most prominent or important thing in it. 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 people, 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, dark skinned. When ethnicity is known, this can be included (e.g., Asian American, Black, Latine/o/a/x).

PROJECT NARRATIVE

Please note that decisions will not be based on language, grammar, or writing. There are two options for responding to project narrative. You may respond via text by completing the following questions or paste a link with your audio and/or video responses (YouTube. Soundcloud, etc).

Artist's Project Narrative

Please describe in detail how the funds will be used. What does the work need to be fully realized? How will development funds help meet these needs? How will the project deepen relationships, create pathways to new opportunities, and impact the overall success of the work? Why is this the right time in the life of the work for this project? If working with collaborators and/or community members, please describe your relationships and history with collaborators/community members.
500-word limit

Please describe your relationship with the co-commissioner *(for team-based projects only)*

Why did you choose to work with the Co-commissioner? What is your history with the co-commissioner?
200-word limit

Co-Commissioners Project Narrative *(for team-based projects only)*

Please describe in detail how the funds will be used. How will the Co-commissioner contribute to the development phase of the work? How does the Co-commissioner demonstrate the commitment and resources (capacity, relationships, finances, etc.) to support the development of the work? How will the funds increase the Co-commissioner's capacity to develop work? How will the project deepen relationships and impact the overall success of the work?
500-word limit

PROJECT TIMELINE & BUDGET

Timeline & Budget

Upload a project timeline and budget. You may use the template provided or create your own. If you are using your own project budget, make sure to include all project expenses and income, indicate if income is pending or confirmed, and include this request (including co-commissioners matches). There is no minimum income- projects will not be judged on funds raised. If applying as a "team" with a co-commissioner, the budget should reflect the co-commissioner's costs.

Please Note: Must "Save Draft" before and after uploading Timeline & Budget.

Total Project Budget: For <u>development costs only</u>, please do not include entire project budget for creation, development and presentation costs. Should match total in uploaded budget.

Total Requested Amount: Up to $10,000 for Team-based Projects, Up to $5,000 for Artist Only Projects

Budget Narrative (Optional)
If needed, use the space below to explain any discrepancies in the uploaded budget.
Text box entry, 500-word limit

- <u>3.4 CO-COMMISSIONER INFORMATION TAB</u>

🤓 *QUICK TIP: Please leave time in the process for this step! Do not wait until the day the application is due to invite the co-commissioner.*

If you have selected the "Team-based" project approach you will see a tab called "Co-Commissioner Information." A Team-based application cannot be submitted without the Co-Commissioner's input, so please factor that into your submission timeframe. The co-commissioner will be required to create a profile in the system, if they have not done so already.

<div align="center">

👥 **Invite Co-Commissioner**

</div>

Press the blue "plus" button to add the Co-Commissioner. When you enter the Co-Commissioner's name, email address and role ("Co-Commissioner DevFund"), you may need to scroll down slightly to see the "Save" and "Invite" buttons. "Invite" the Co-Commissioner and they will get an email to participate in the application. It usually takes a few minutes for the system to send the invitation, so don't worry if they don't get the invitation immediately.

Invite Co-Commissioner   ✕

Prefix	First Name	Last Name	Email	Role	Status	
	Alec	De Leon	alec@npnweb.org	Co-Commissior ⌄	Draft	✕

➕

<div align="center">Save   Invite</div>

The Co-Commissioner's information below will populate below if the Co-Commissioner accepts the invitation and creates a profile in the system.
- **Organization**
- **Preferred Full Name**
- **Title**
- **Phone**
- **Email**
- **Mailing Address**

Please share the PART 4: CO-COMMISSIONER INSTRUCTIONS section below with your Co-Commissioner.

CO-COMMISSIONER INFORMATION
The Co-Commissioner information below will populate below if the Co-Commissioner accepts the invitation and creates a profile in the system.
● Organization:
● Primary Contact:
● Title:
● Phone:
● Email:
● Mailing Address:

● 3.5 OTHER INFORMATION TAB
Anything else you'd like us to know?

PART 4: CO-COMMISSIONER INSTRUCTIONS

● 4.1 Co-Commissioner: Invitation to Collaborate
As a participant in this Development Fund project, you receive an email invitation to collaborate on the application. The application cannot be submitted without your participation. Please check your email to accept the invitation.

NPN - The Development Fund Invitation

Please accept or decline the invitation to collaborate on a **The Development Fund grant**.

[Accept] [Decline]
Thank you.

If you do not have an account with our grants management system, you will receive an email with steps to create a password. If you already have an account with our grants management system, you can click here to login: https://npnetwork.smartsimple.com/

● 4.2 Co-Commissioner: Collaborating on the Application
Once you have created your profile in the system, go to the Dashboard or "Grantee Home." There you will click on "Draft Applications" to complete your portions of the Development Fund application.

1
Draft Applications

Open the draft application that was begun by the artist and go to the PROJECT INFORMATION TAB. There you will fill out The **Co-Commissioner's Project Narrative** and collaborate on the **Project Timeline & Budget**.

Co-Commissioner's Project Narrative

(for team-based projects only)

Please describe in detail how the funds will be used. How will the Co-commissioner contribute to the development phase of the work? How does the Co-commissioner demonstrate the commitment and resources (capacity, relationships, finances, etc.) to support the development of the work? How will the funds increase the Co-commissioner's capacity to develop work? How will the project deepen relationships and impact the overall success of the work?

500-word limit

Project Timeline & Budget

Upload a project timeline and budget. You may use the template provided or create your own. If you are using your own project budget, make sure to include all project expenses and income, indicate if income is pending or confirmed, and include this request (including co-commissioners matches). There is no minimum income- projects will not be judged on funds raised.

Once you have completed your information, press the Save Draft button. This will allow the Artist to have final review of the application and submit it when they are ready.

Save Draft   ✔ Submit   Withdraw

PART 5: SUBMITTING YOUR APPLICATION

It is up to the Artist to review and submit the application. Simply press the Submit button to submit your application. If any of the required information has not been provided, you will see a red error message that will list which information or item is missing.

❌ Submission failed due to the following:
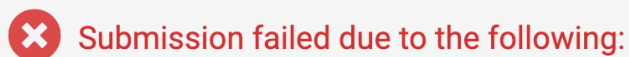
You will also see specific error messages for each item that is missing.

❌ Brief Project Summary cannot be empty. ✕
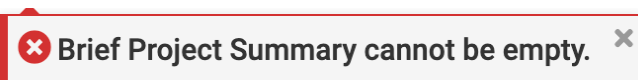
Once all information is complete press the Submit button. You will receive an email with a PDF of your submitted application. That's it! You're done!

Save Draft   ✔ Submit   Withdraw

🤓 *QUICK TIP: If you make a mistake before applying and want to start fresh, you can always select the "Withdraw" button to delete your draft application. However, this will delete all of your draft information and you will no longer have access to it!*