



**NATIONAL  
PERFORMANCE  
NETWORK**



## **Guidelines**

Carefully read through the information contained in this document and use it to guide you in preparing your submission

**Funded by**



**FORD FOUNDATION**

**DEADLINE:**

**June 25, 2021  
11:59 CST**

**<https://npnetwork.smartsimple.com>**



**National Performance Network's Take Notice Fund will provide 30 unrestricted grants annually in the amount of \$5,000 to BIPOC artists and culture bearers living and working in Louisiana.**

## **About NPN**

Through its Southern regranting initiatives, NPN's mission is to contribute to a more just and equitable world by building artists' power; advancing racial and cultural justice in the arts; fostering relationships between individuals, institutions, and communities; and working toward systems change in arts and philanthropy. NPN envisions a world in which artists of color living and working in the South have the power, resources, and opportunities to thrive.

## **About the Take Notice Fund**

The Take Notice Fund (TNF) seeks to support BIPOC generative artists and culture bearers in Louisiana by providing 30 unrestricted grants of \$5,000 annually. TNF recognizes artists and cultural bearers who are creating original and innovative work within their disciplines, often working outside of traditional philanthropic institutions. This fund aims to support those innovative practitioners who have continued to produce work that shapes and informs Louisiana citizens while contributing to this state's robust arts and culture ecosystem.

This pilot grant program was developed with seed funding from the Ford Foundation's Creativity and Free Expression program and will award a \$5,000 grant to 30 generative artists per year through a competitive application process. Grant funds are flexible and may be used for artistic projects or activities that advance the artist's creative practice and/or support the artist's wellbeing. Application deadlines will occur twice a year, in the spring and the fall, with 15 awards per cycle.

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**Join an informational webinar about the  
Take Notice Fund May 11 at 2 pm CST**

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# Who is Eligible?

The Spring 2021 Take Notice Fund is open to all active BIPOC generative artists/collectives and culture bearers, at any career stage, who are primary residents of the state of Louisiana. Please see page 4 of the guidelines document for a list of eligible disciplines.

## Applicants must:

- Identify as Black, Indigenous, or a person of color
- Be 18 years of age or older by application deadline
- Be a Louisiana state resident for at least 5 years at the time of both application and payment and provide proof of Louisiana residency (proof-of-residency documents can be any two of the following: state income tax form or W-2, driver's license or state-issued identification card, lease or mortgage agreement, voter registration, automobile registration)
- Be active generative artists (defined as those who are the originators of works of art and creating new original work)
- Individual artists as well as ensembles/collectives/collaboratives may apply. In order to be eligible, a majority of artists within the collective must meet all eligibility criteria independently and have a demonstrated history of creating new work collectively for at least 2 years.

## Not eligible at this time:

- Nonprofit organizations
- 2020 Southern Artist for Social Change recipients
- 2020 NPN Creation Fund recipients
- Artists whose work focuses on the interpretation, performance, or development/production of the creative work of others.
- Artists who are high school students or college or graduate students enrolled in a degree program at the time of application or during the period of the grant
- Current NPN staff, Board members, or panelists
- Curators and researchers
- Foodways, culinary, or botanical practitioners

## What are Generative Artists?

Artists and culture bearers of any discipline and/or multidisciplinary artists who are the originators of new work. In addition to creating original work, they may also experiment with new approaches, materials, content, and concepts that push the boundaries of their scope of practice.

## What are Culture Bearers?

A member of a community who practices that community's artistic or creative expressions. Knowledge of these arts or skills are most often passed from person to person within the cultural group, and the art itself expresses the community's values or aesthetics.

## How can the funds be used?

TNF is an unrestricted grant. You can use the funds to pay for studio space/rent, professional development opportunities, materials and supplies, performance costs and also personal living expenses (e.g. rent, utilities, medical costs, etc.). This grant should be used for any expense that supports your artistic career.

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# Eligible Disciplines

If you work in multiple disciplines, you can describe yourself as a multidisciplinary artist by selecting all the disciplines that apply to your practice.

## Culture Bearers

Oral storytelling

Indigenous tradition keepers

Black Masking Indians

## Literary Arts

Fiction writers

Creative nonfiction writers

Zine makers

Playwrights

Poets

## Media Arts

Filmmakers

Podcasters

New media

Immersive/VR

Animation

## Musicians

Composers

Atmospheric sound

New music

Ensembles

Chamber

## Performance Arts

Theater

Dance

Spoken word

Puppetry

Devised work

Performance

## Visual Arts

Painting

Sculpture

Textile/fiber

Photography

Clay/ceramics

Printmaking

Muralists

Public art

Drawing

Installation

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# How to Apply

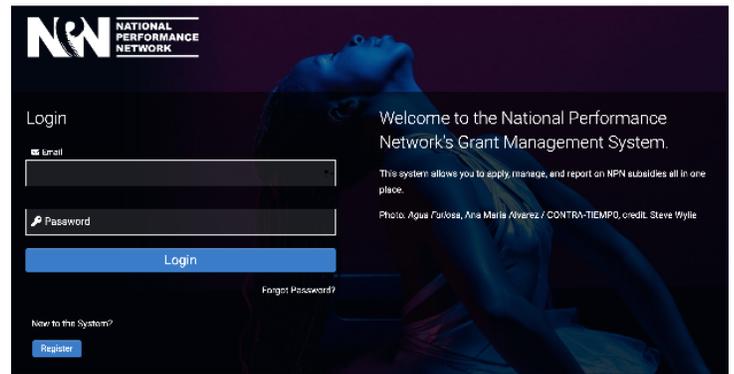
We have recently updated our grants management system to accept Take Notice Fund applications through the SmartSimple platform. When applying for the Take Notice Fund, please let us know if you encounter any glitches or error messages stating that something isn't right. We are still learning this system as well and will be happy to help troubleshoot and figure out any problems you might experience.

Contact National Programs Associate Nick Hüster at [nick@npnweb.org](mailto:nick@npnweb.org) for assistance.

## Setting up an account:

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

If you do not have an account in our system, go to <https://npnetwork.smartsimple.com/> in your web browser and click the "Register" button to set up an account.



As an artist, you will be asked to apply as an "Individual artist" or a "Collaboration of multiple artists." Click on each option to see which one is right for you and 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.

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

## \*Tips and helpful hints

Want to respond to the application in video form? No problem, just record your responses and paste a link with your audio and/or video responses (YouTube, Soundcloud, etc.) into the fields. Make sure to address each question in your video.

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# Application Questions

Please note: You are not evaluated on writing style, grammar, or complete phrasing. Brief answers are welcome—respond in the way you are comfortable. If you need technical assistance, please contact Program Coordinator Steffani Clemons at [sclemons@npnweb.org](mailto:sclemons@npnweb.org).

## Tab 1: Demographic Information

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, we consider it important to have 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.

## Tab 2: Narrative Section

Please note that decisions will not be based on language, grammar, or writing. There are two options when responding to the project narrative. You may respond in written form on this application or paste a link with your audio and/or video responses (YouTube, Soundcloud, etc.) into the fields.

### 1. Biography – 200 word limit

Tell us briefly about your story as an artist/culture bearer. You can provide details about yourself and your work, such as where you were born or grew up, your training, career development, accomplishments, or other information that may not be found elsewhere in the application. Keep your bio simple and concise, no more than a short paragraph. If a project is awarded, we will use this summary to promote the project.

### 2. Career Stage

Emerging (10 years or less)  
Mid-Career (10–25 years)  
Established (25 years or more)

### 3. Discipline – 50 word limit

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

### 5. Impact Statement - 200 word limit

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

### 4. Innovation Statement – 400 word limit

What sets your work apart from your contemporaries in your field of practice? Share how you develop your work, experiment with new ideas, take risks, and/or push the boundaries of your discipline. If your work is community-based or a social practice, tell us your connection to the community in which your work is based.

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**\*Tips and helpful hints:** Use a word processing tool to type your application and then cut and paste your answers into the SmartSimple application.

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# Tab 3: Collateral and Supplementals

## 1. Upload a recent photo that is representative of you or your collective

You will not be judged on this photo. If the project is awarded, we will use this photo to promote the award. 1 high resolution upload in GIF, JPEG, or TIFF format.

## 2. Photo credit for attached photo

Please include names of people in the photo, the title of the work (or activity), and any necessary language to credit the photographer.

## 3. Image description 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.

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. Describe prominent physical features of people, including physical disabilities. Use gendered pronouns if you know them, otherwise use "they." 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). 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.

## 4. Artist Résumé/CV – Up to 8 pages in PDF format

This document should provide an overview of your arts and professional experience, accomplishments, any grants and awards received, education and/or training, years of activity, and other information about your artistic career with at least 5 years of demonstrated work in Louisiana. It's much like a job résumé, except its focus is your art. The résumé must be submitted as a PDF file (no more than 8 pages).

## 5. Work Samples and Work Sample Description List

This is a crucial part of your application because it's your opportunity to demonstrate artistic excellence and innovation by sharing samples of your recent work. Include samples of your strongest work that best represents your artistic practice. Make sure your work samples are well-documented, cohesive, and follow the work sample guidelines listed on the companion guide on page 7. Upload your work samples numbered in the order you'd like the panel to review them.

You can submit a combination of work samples that includes visual images, video and audio links, and written works.

Visual Artists: Submit up to 10 images in JPG, GIF, or TIFF format and/or 5 video links (YouTube, Vimeo, etc.).

Performing artists: Submit up to 5 video and/or audio links (YouTube, Vimeo, mp3, etc.) Provide cue instructions for samples longer than 2 minutes.

Writers: Submit two or more work samples no more than 10 pages total (PDF format).

A work sample description list should include: a 1-2 sentence description of the work, title of work and the year the work was completed (PDF format)

## 6. Proof of Louisiana Residency

Applicants must be primary residents of Louisiana and hold a current Louisiana license or state ID. Please upload a photo of your state-issued identification as a JPG, GIF, or TIFF. Please do not upload social security cards, passports, or birth certificates.

## 7. Optional Letter of Recommendation

This should be written by someone who is familiar with your recent work and overall career. The letter should state your relationship to the writer and describe how your work is innovative and why they think you should receive the award. The letter, if you chose to include one, must be submitted as a PDF file and be no more than 1 page.

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# Work Sample Guides

## Video

- 5–10 video links
- Maximum of 5 minutes total.
- Begin and end each sample where you want the panel to begin and end.
- Feel free to include cue times using a longer sample.
- Choose a selection that will make the panel want to see/hear more (avoid long intros, fade-ins/outs, etc.)
- Youtube, Vimeo, etc.
- File type(s): .avi, .m4v, .mov, .mpg

## Manuscripts

- One manuscript with a maximum of 10 pages, plus one synopsis page.
- All manuscripts must be doublespaced with a 12-point font size or larger (except poetry, plays, or experimental works).
- Multiple poems, stories, pieces, or excerpts should be combined into one file.
- One synopsis page is allowed. Include it as the first page of your work sample (one synopsis page + maximum 10 manuscript pages). If the work sample consists of multiple excerpts, use the synopsis page to give information for each. A synopsis page can include publication dates, whether the selections are from a larger series, additional description, or details about where the piece fits within a larger body of work. It can be single- or double-spaced.
- File type: .pdf.

## Images

- Maximum of 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).
- File type(s): .gif, .jpeg, .tiff.

## Audio

- Maximum of 10 minutes total.
- Begin and end each sample where you want the panel to begin and end.
- Feel free to include cue times.
- Choose a selection that will make the panel want to see/hear more (avoid long intros, etc.).
- Submit an individual file for each song or work.
- Music and music composition: No scores please.

## Criteria for selection

### Statement of Artistic Excellence and Innovation

Do you make a clear and compelling case of generative and innovative work that consistently pushes boundaries within your discipline?

### Potential Impact

The value of this funding opportunity to support and/or expand your work and practice is transparent and compelling.

### Résumé

Your résumé shows consistent advancement of your practice and a dedication to the exploration of new work.

### Quality of Work Based On Work Samples

The work samples submitted show examples of strong artistic merit and quality of work within your field of practice.

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# Frequently Asked Questions

Q: I am a nonprofit organization based in Louisiana, can I apply for this grant?

A: This funding opportunity is only available for individual artists.

Q: Do I need a fiscal sponsor to apply for this grant?

A: You do not need to have a fiscal sponsorship in order to receive this grant.

Q: I prefer to answer the application through video response. Is that possible?

A: Yes, just record your responses and paste a link with your audio and/or video responses (YouTube, Soundcloud, etc.) into the corresponding fields. Make sure to state the question you are responding to at the beginning of your video.

Q: Do you provide technical assistance in submitting an application?

A: Yes, for assistance schedule a phone interview to respond to the application questions. To schedule, please contact Program Coordinator Steffani Clemons at [sclemons@npnweb.org](mailto:sclemons@npnweb.org) or 504-595-8008 ext. 708

Q: We would like to apply as a collective what are the terms?

A: A team of two or more artists may apply if they have a documented history of creating and presenting work as a team for at least two consecutive years. Collective members should apply with one application, and funds must be distributed equally amongst members. Members of a collective may not individually apply for the same project and members should meet the eligibility requirements individually.

Q: I am a 2020 recipient of NPN's Creation Fund or Southern Artists for Social Change. Can I apply for Take Notice?

A: No, you are not eligible for this opportunity at this time.

Q: I am a student currently enrolled in a degree program, can I apply for this grant?

A: No, artists who are high school students, or who are college or graduate students enrolled in a degree-granting program at the time of application or during the period of the grant are not eligible.

**Contact for assistance:**

Steffani Clemons  
(she/hers)  
Program Coordinator  
[sclemons@npnweb.org](mailto:sclemons@npnweb.org)

Nick Hüster  
(he/him)  
Programs Associate  
application tech  
[nick@npnweb.org](mailto:nick@npnweb.org)

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