



## NPN Creation Fund Guidelines

Application Deadline: May 14, 2021 11:59pm CT

Project Period: For projects premiering between Jan 1, 2022 and Dec 31, 2024

Award Notification: June 1, 2021

Next Creation Fund Cycle: TBD

**ONLINE APPLICATION LINK:** <https://npnetwork.smartsimple.com>

Please review Application Guide on page 7 before beginning online application.

*The Creation Fund is Phase I of a three-part program that supports that advances racial and cultural justice and results in an exchange between artists and communities.*

### SECTION A: GUIDELINES

The Creation Fund supports artists creating a new work in its earliest stages, centering relationship building between artists, presenters, and communities. Creation Fund projects receive a minimum of \$12,000 of unrestricted funding that supports the *process and labor that goes into creating a new artistic work*. The fund provides a framework for relationships to develop over time among artists, organizations, and communities. Through funds invested by co-commissioners and NPN direct subsidies, each project is eligible for multi-level support. The Creation Fund:

- Advances racial and cultural justice
- Provides holistic support for the creative process
- Expands access to commissioning support, equitable distribution of funds, and geographic parity
- Honors both long-term relationship building and cultivation of new, authentic, reciprocal collaborations between artists, communities, and/or commissioners
- Builds organizations' capacities to develop work
- Leverages other opportunities, such as additional funding, new presentation sites, and national awards

### CREATION FUND STRUCTURE

Relationships are central to the Creation Fund, which supports new work in early stages.

- **Artists apply** for the Creation Fund with an NPN National Partner ([https://npnweb.org/network/?fwp\\_network\\_map\\_types=national-partner](https://npnweb.org/network/?fwp_network_map_types=national-partner)) who will serve as the lead commissioner.
- **At least one additional organization** must agree to serve as a co-commissioner. This co-commissioner is a cultural organization in a different community from the lead commissioner (at least 100 miles apart to ensure that the work engages with multiple communities). There is no restriction on the maximum number of co-commissioners each project can have.
- Each **co-commissioner contributes** a \$2,000–\$3,000 cash match (depending on budget size) and agrees to present the work once it has been created within three years. Presentation may take many different forms, such as: in-person, virtual or hybrid presentations, exhibitions, etc.

2019 Creation Fund Artist A Host of People; photo from Cleopatra Boy



- **NPN matches** these funds so that every Creation Fund artist receives a minimum of \$12,000 of project funding.
- Creation Fund Projects are eligible for additional Development Fund support (up to \$10,000) and mobility support (up to \$5,000).

## WHAT FUNDS CAN BE USED FOR

Unrestricted funds can be used for a variety of needs such as artist fees, collaborator fees, to pay basic life needs such as housing and food, research and development, materials, technical support, and/or anything else an artist may need to create a work. Funds cannot be used to present the work once it is complete, which is the responsibility of the co-commissioner.

## ADVANCING RACIAL AND CULTURAL JUSTICE

NPN recognizes there are many strategies to advancing racial and cultural justice and will support a variety of approaches that benefit artists, organizations, and communities marginalized by current and historic systems of oppression, as long as they are explicit, transparent, and authentic. Furthering this goal may look like: commissioning an artist of color, a First Nations artist, an artist with disabilities, or a trans artist; supporting a project that deals with issues of racial or cultural justice; supporting a process that builds work with communities that have been underinvested in, etc. Before applying, please carefully consider how projects fit these goals.

Not every new work project fits the goals of the NPN Creation Fund. **If the Lead Artist does not identify as a person of color, First Nations artist, an artist with a disability, or a trans artist, please consider the following before applying:**

- *How will this project advance racial and/or cultural justice?*
- *Why is racial and/or cultural justice important to you (the artist)?*
- *What is your (the artist's) history of working to advance racial and/or cultural justice and how do you currently work with your community to advance racial and/or cultural justice?*
- *Are the collaborators being paid fees by this project representative of the community you are engaging/serving?*
- *How are artistic, financial, and administrative decisions for this project made and who makes these decisions?*
- *What learning or unlearning are you doing as you work to dismantle white supremacy?*

## ROLE OF THE CO-COMMISSIONER

Each project must have a minimum of two co-commissioning organizations (one of which is an NPN Partner) in different communities (at least 100 miles apart to ensure that the work engages with multiple communities). Many projects secure more than the two required co-commissioners. Although projects need to be led by an NPN Partner, other co-commissioners can come from outside of the network. Co-commissioning organizations take many different shapes and forms, including presenting organizations, museums, galleries, producing artists, university departments, etc. Co-commissioners cannot be single individuals. If the artist applying for the Creation Fund is a staff or faculty member, or a company member of any of the co-commissioners, then a third co-commissioning organization must be identified. Any organization is eligible to participate as a co-commissioner as long as they meet the following requirements:

**a) Commissioning Fees:** Each co-commissioning organization contributes a \$2,000 to \$3,000 **cash match** to the project. Matches cannot be in-kind and must be paid to NPN **no later than June 1, 2023**. If a co-commissioner cannot pay the cash match by June 1, 2023, then the project should apply in a future cycle. Fees paid per organization:

<b>Co-commissioning organizations</b>	
With annual organizational budgets less than \$1 million	\$2,000 each
With annual organizational budgets greater than \$1 million	\$3,000 each
<b>NPN</b>	\$8,000



2019 Creation Fund Artist Will Rawls  
Photo from *Planet Eaters* by Brian Rogers (2013)

**b) Commitment to Public Engagement**

Co-commissioners commit to hosting the artist in a **paid exchange** of the co-commissioned work within a **three-year period** of the award date. This exchange can take any format, such as a public presentation, performance, exhibition, a series of workshops, and/or community residency, as long as it centers live experiential artistic exchange between the community, the artist, and the new work. Public engagement may take multiple shapes and forms, whether it be an in-person, virtual, or hybrid engagement. Artist fees for these exchanges are the full responsibility of the co-

commissioner and **should be paid to the artist in addition to co-commissioning fees**. NPN offers access to, but does not guarantee, Artist Engagement Funds to NPN Partners to support artist fees for these exchanges.

**ELIGIBILITY CRITERIA & LIMITATIONS**

- Artistic projects must be in the early stages of creation, to be presented between January 1, 2022 and December 31, 2024. We recognize timelines may shift due to the ongoing pandemic.
- Artists who have received a Creation Fund after May 1, 2018 and/or have another Creation Fund in-progress are not eligible.
- Projects that advance racial and/or cultural justice (see topic on Page 2).
- Projects must culminate in an in-person, virtual or hybrid exchange between the Creation Fund artist and each co-commissioner’s community.
- Artists/companies based in the US and its territories or Mexico are eligible to apply.
- NPN Partners may participate as lead commissioner on one project per Creation Fund cycle, however they can participate as a co-commissioner on any number of projects.
- At least two co-commissioners (one of which is an NPN Partner) in different communities must be confirmed at the time of application.
- If the artist is a company member, staff member, or resident artist of one of the co-commissioning organizations, three co-commissioners (instead of two) must be identified (in different communities) to ensure visibility for artists beyond their home base.
- Each Co-commissioner has the capacity to meet the co-commissioner requirements, including paying out a cash match of \$2,000–\$3,000 to NPN by June 1, 2023 and presenting the work, through a paid public engagement, within three years. (Artist fees for the public engagement are the full responsibility of the co-commissioner and should be paid to the artist in addition to co-commissioning fees.)
- Artists and co-commissioners must credit NPN and co-commissioners for the life of the work in all marketing and promotional materials.

- In alignment with NPN’s commitment to creating an arts sector rooted in justice, we are committed to ensuring spaces, structures, and processes free of racism, transphobia, homophobia, ableism, misogyny, classism, or other bias. Our expectation is that all artists and co-commissioners receiving NPN support will honor this ethic.

### APPLICATION TIMELINE

May 14, 2021	Application deadline
June 1, 2021	Award notifications
June 15, 2021	Earliest date for distribution of Creation Fund subsidies, per completion of grant management requirements
Jan 1, 2022	Earliest date for work to be presented/premiered
June 1, 2023	Latest date for co-commissioners to pay cash matches directly to NPN
Dec 31, 2024	Latest date for works to be premiered through public engagement. (We recognize timelines may shift due to the ongoing pandemic.)

### SELECTION PROCESS

NPN will convene a peer panel of artists and cultural workers to select awards. Please note awards will not be made based on the language, grammar, or writing of the application. Additionally, projects will not be judged on artistic merit or career successes, but rather their alignment with NPN’s program goals and quality of relationships. NPN will fund 12–18 projects in this application round, prioritizing projects using the following criteria:

- Artists and co-commissioners who represent communities that have been historically underinvested in, including but not limited to communities of color, First Nations, disabled, trans, and rural communities.
- Projects that advance racial and/or cultural justice (see page 2).
- Projects that honor authentic long-term relationship building and/or cultivate new authentic, reciprocal collaborations between artists, communities, and/or commissioners
- Projects in the creation phase of development (as opposed to near completion)



### ADDITIONAL NPN SUPPORT OPPORTUNITIES FOR CREATION FUND ARTISTS

- Phase II—Development Fund:** Twice a year, NPN invites artists who have received Creation Fund support to apply for additional development support. Development Funds are artist-driven: artists may apply for up to \$10,000 for team-based projects with a co-commissioner of their choosing, or artists may apply for artist support only, up to \$5,000. Development Funds can offset a variety of needs when developing a work for public engagement. Guidelines are flexible in design in order to meet the unique needs of each project. Development Fund deadlines occur in September and March of every year and artists can apply once during the three years following their Creation Fund award. Please keep this in mind when applying to the Creation Fund.
- Phase III—Public Engagement:** Once a work is developed, co-commissioners support artists through a public engagement of the new work, focused on an in-person, virtual, or hybrid exchange between artists and communities. NPN offers access to, but does not guarantee, Artist Engagement Funds for NPN

Partners to support artist fees for Phase III. NPN remains flexible with the definition of public engagement. NPN Partners should consult Artist Engagement Fund guidelines for more details.

- c) **Annual Conference Support:** NPN supports attendance for a limited number of Creation Fund artists at its Annual Conference, which is a forum to experience creative work, explore alternative models in arts presenting, learn about local communities, and address the most critical issues in our field.
- d) **Other Types of Support:** On occasion, NPN has discretionary funds set aside for NPN-supported artists through specific initiatives.

## APPLICATION TIPS

- NPN understands that projects, timelines, and work may shift. Please use your best judgement when completing the application. If awarded, NPN will commit to the project, regardless of whether the project has to shift due to the pandemic and re-openings.
- 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. Applicants can submit applications via written, video, or audio narrative.
- Be sure to give yourself enough time to secure the commitment of co-commissioners, collect information, and build the project timeline and budget.
- When completing the application, make sure to focus the request—narrative, timeline, and budget—on the *Creation Phase* of the project.
- Review **SECTION B: APPLICATION GUIDE** prior to completing the online application.
- Applicants can upload a project budget and timeline of their own, or use the template provided.
- **IMPORTANT!** Once you submit your application you will receive an email receipt of acceptance. If you do not receive this email, your application has not been submitted.

## HONORARIA

NPN provides a \$200 honorarium to artists who are not selected for their time spent on the application.

## 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](mailto:stanlyn@npnweb.org), (504) 595.8008 x704 to set up a call to brainstorm possible ideas and discuss which application cycle might best fit your project, or anything else!

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

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

**Nick Hüster (he/him), National Programs Associate**  
*application tech, agreement processing, and payments*  
[nick@npnweb.org](mailto: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 Creation Fund is generously supported by the Andrew W. Mellon Foundation, the Doris Duke Foundation, the National Endowment for the Arts, and the generosity of co-commissioners.***

*The Creation Fund was the first such award to Ananya Dance Theatre. The process of enlisting co-commissioners raised our visibility with those venues, and the Creation Fund award cemented in place a working relationship that led to subsequent residencies and performances in the commissioning communities. All of it—the NPN imprimatur, the funding, the opportunity to do it right, and the relationships—enhanced our standing in our home community and raised our visibility with national and international gatekeepers. –Ananya Dance Theatre*

## SECTION B: APPLICATION GUIDE

ONLINE APPLICATION LINK: <https://npnetwork.smartsimple.com>

Application deadline is Friday May 14, 2021 at 11:59pm Central.



*QUICK TIP: The Creation Fund application requires all parties (Artists and Commissioners) to participate in the application process, so please do not wait until the last minute to start working on your application.*

Topics Covered in this Guide:

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### **PART 6: SUBMITTING YOUR APPLICATION**

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## **PART 1: FIRST THINGS FIRST**

- **First Things First**

The NPN Partner who is serving as the Lead Commissioner must begin the application. Once the draft application has been created, the Lead Commissioner will invite the Artist and other Co-commissioners to participate in the application. As such, the instructions for each role (Lead Commissioner, Artist, and Co-commissioner(s)) are divided into three parts, beginning with the Lead Commissioner.

Lead Commissioner: Please share this Application Guide with the Artist and Co-commissioner(s).

- **Quick Tips**



**QUICK TIP:** Always “Save Draft” before beginning your application. Some features may not be available until the draft application is saved.

 **Please click on Save Draft before beginning.**



**QUICK TIP:** At any time, you can click on the “Application Summary” button to view or download a summary of your application.



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



**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. **WARNING!** This will delete all of your draft information and you will no longer have access to it!



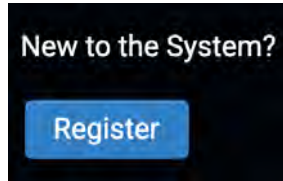


## **PART 2: LEAD COMMISSIONER INSTRUCTIONS**

- **2.1 LEAD COMMISSIONER: Setting up an Account**

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

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.



Select the NPN Partner option:

### **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

You will be asked to fill out and submit information regarding your organization. Then, check your email account to login using the link provided. You will be prompted to create a password.

- **2.2 LEAD COMMISSIONER: Starting a Creation Fund Application**

Once you have set up your account you will be brought to the dashboard or "Grantee Home." This is your home base for NPN grant applications. Feel free to explore and fill out your Profile information.



To start a Creation Fund application select the "Funding Opportunities" button.



Under Creation Fund, select "Apply Now." You can also download the guidelines and the timeline & budget form here.

## The Creation Fund

Apply Now

Program Guidelines

Sample Timeline & Budget



**QUICK TIP:** Always “Save Draft” before beginning your application. Some features may not be available until the draft application is saved.



Please click on Save Draft before beginning.

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

- **2.3 LEAD COMMISSIONER: Invite the Artist**

After you have saved your draft, click on the blue “Invite Artist” button.

 Invite Artist

Add the Artist’s name, email and role by selecting the blue “plus” button. *Note: You might have to scroll down a bit to view the “Invite” button.*

Prefix	First Name	Last Name	Email	Role	Status
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Artist	Draft
					
					
<p>Save Invite</p>					

It may take up to 5 minutes for the artist to receive an invitation email. If for some reason the artist doesn’t receive the invitation, they may want to check their email spam folder. Once the artist has accepted the invitation to participate, they will be granted access to fill out the application and create an account in the system.

Once the Artist has accepted the invitation, created an account, and filled out the requested profile information, their information will populate the "Artist/Company Information" fields as below:

**Preferred Full Name:**  
**Title:**  
**Organization/Group Name:**  
**Artist Website:**  
**Phone:**  
**Email:**  
**Artist/Company Mailing Address:**

Then, both the Lead Commissioner and Artist will be able to begin filling out the remaining fields in the application.

- **2.4 LEAD COMMISSIONER: Co-Commissioner Information Tab**

Once you have filled out your "Organization Profile" in the Grantee Home section, your information will populate as below:

▼ **Lead Commissioner**

---

**Organization Name:** NATIONAL PERFORMANCE NETWORK  
**Primary Contact:** Alec De Leon  
**Title:** Prog Spec  
**Phone:** 504-595-8008  
**Email:** alec@npnweb.org  
**Mailing Address:** 8121 Fig Street New Orleans LA 70118

Then click on the blue plus button to fill out your "Co-Commissioner Details" form.



- **2.5 LEAD COMMISSIONER: Invite the Co-Commissioner(s)**

Use the "Invite Co-Commissioner(s)" button to send an email invitation to the co-commissioner(s).



Add the Co-Commissioner's name, email, and role by selecting the blue "plus" button. Repeat this for each additional Co-Commissioner. *Note: You might have to scroll down a bit to view the "Invite" button.*

Prefix	First Name	Last Name	Email	Role	Status	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Co-Commissioner (-)	Draft	<input type="button" value="x"/>
<input type="button" value="+"/>						
<input type="button" value="Save"/> <input type="button" value="Invite"/>						

It may take up to 5 minutes for the Co-Commissioner to receive an invitation email. Once the Co-Commissioner has accepted the invitation to participate, they will create an account in the system and fill out and submit a "Co-Commissioner Details" form.

**PART 3: ARTIST INSTRUCTIONS**

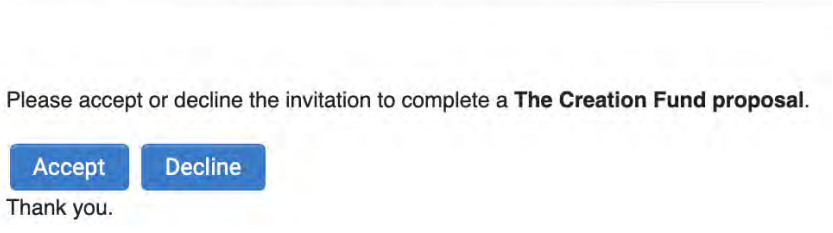
• **3.1 ARTIST: Getting Started**

The NPN Partner who is serving as the Lead Commissioner must begin the Creation Fund application. Once the draft application has been created, the Lead Commissioner will invite the Artist and other Commissioner(s) to participate in the application. The Lead Commissioner and Artist are both be able to complete and submit the application.

• **3.2 ARTIST: Setting up an Account**

Once the Lead Commissioner invites you to participate in the application, check your email and click on the link to accept the invitation.

## NPN - The Creation Fund Invitation



If you do not already have an account in our system, you will be prompted to create an account.


• **3.3 ARTIST: Collaborating on the Creation Fund Application**

After you set up your account, you can access the draft application from the dashboard, or "Grantee Home." Look under "My Applications" and click on the "Draft Application" button.



Click on the blue "Open" button to continue.

#	Application ID	Application Type	Project Name	Organization	Primary Contact	Modified Date	Amount Requested	
1	2020-	The Creation Fund						Open

 **QUICK TIP:** 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 4 CO-COMMISSIONER INSTRUCTIONS**

- **4.1 CO-COMMISSIONER: Getting Started**

The NPN Partner who is serving as the Lead Commissioner will begin the Creation Fund application. Once the draft application has been created, the Lead Commissioner will invite the Artist and other Commissioner(s) to participate in the application. As a participant in this Creation Fund project, you will 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 Creation Fund Invitation**

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

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: Requires Attention**

Once you create your account, you can collaborate on the Creation Fund application via the "Grantee Home" dashboard. Scroll down to the "Requires Attention" section and click on the "Pending" button.

## **Requires Attention**

Click on below to view any pending or submitted Co-Commissioner forms.

**1**

Pending

- **4.3 CO-COMMISSIONER: Co-Commissioner Details Form**

Once you click on the blue "Open" button, you will fill out the "Co-Commissioner Details" form.

### **Pending**

#	Activity Type	Application ID	Organization Name	Primary Contact for this fund	Last Modified	Status	
1	Co-Commissioner	2020-1250			2020-09-18 02:06	Draft	<input type="button" value="Open"/>

The "Co-Commissioner Details" form requests demographic information about your organization and details pertinent to your participation in the Creation Fund. Select the "Submit" button to submit your information or the "Save Draft" button to save your work to return to the application at a later time.



## **PART 5: APPLICATION QUESTIONS**

### **APPLICANT INFORMATION TAB**

\*Indicates response required

#### **Applicant Information (Lead Co-commissioner) \***

- 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.

### **ARTIST / COMPANY INFORMATION TAB**

If you click the blue "Invite Artist" button



But you get this error message,



It just means you need to click the blue "Save Draft" button before you proceed.



**Artist/Company Information\*** – This information will auto-populate when the Artist accepts the invitation to collaborate on the application.

- Preferred Full Name
- Title
- Organization/Group Name
- Artist Website
- Phone
- Email
- Artist/Company Mailing Address

### Collaborating Artists

In the case of collaborations with more than one lead 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.

Text box entry

### Number of years practicing as Artist/Company\*

- Please select
- 9 years or less
- 10 –25 years
- 26 years or more

### Has the Artist/Company previously received a Creation Fund award?\*

**Note: Artists are ineligible if they have received a Creation Fund Award after May 1, 2018**

- yes
- no

Is the Artist a company member, staff member, or resident artist of any co-commissioning organizations of this project? \*

If yes, then at least THREE co-commissioners must be identified

- yes
- no

### 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. 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
- Middle Eastern 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:
- Female
- Male
- Trans
- Gender non-conforming/non-binary
- Prefer not to say
- Prefer to self-describe

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

Text box entry

#### Sexual Orientation\*

- Do you identify as LGBTQ+(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:**

Text box entry

**Do you have specific mobility or access requirements, or require assistance such as a signer, aide, or personal caregiver?**

Text box entry

### **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

#### **Race and Ethnicity**

- BIPOC (Black, Indigenous, and/or Peoples 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 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:**

Text box entry

#### **Gender Identity and Sexual Orientation**

- Female
- Male

- 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:**

Text box entry

### **Sexual Orientation**

- LGBTQ+(Lesbian, Gay, Bisexual, Queer, plus)
- Heterosexual
- Prefer not to say
- Disability and Access

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

Text box entry

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

Text box entry

**Do any artist/company member/collaborators have specific mobility or access requirements, or require assistance such as a signer, aide, or personal caregiver?**

Text box entry

### **Geographic Demographics**

How many artist/company member/collaborators live in an area that is

- Urban
- Suburban
- Rural
- Tribal
- Geographically Isolated

## **PROJECT INFORMATION TAB**

### **Project Information**

- **Project Name\***
- **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\**
- **Anticipated Date Work Will Premiere:** *We recognize this date may change\**
- **Project Discipline\***

Please select all that apply to this project.

- Ceramics
- Mural
- Puppetry

- Dance
- Digital/Computer
- Drawing
- Film/Video
- Installation
- Music
- Painting
- Performance Art
- Photography
- Printmaking
- Sculpture
- Site-Specific
- Spoken Word
- Theater
- Other, explain:

**Brief Project Summary\***

Tell us very briefly about the 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.

Text box entry, 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, jpeg, tif, 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.*

Text box entry

**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).

Text box entry

**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.).

### **Describe the Creation Fund Project**

Please include responses to the following: What are the goals of the work? What is your relationship with the artistic collaborators and how will they contribute to the work? Who is the work being created for? What is your history with this community/audience and how will you engage them? What is the current stage of the work? What is the process of developing this work?

Text box entry, 800-word limit

### **Describe how the project advances racial and/or cultural justice**

If the Lead Artist does not identify as a person of color, First Nations artist, an artist with a disability, or a trans artist, please be sure to address the following questions in your response: Why is racial and/or cultural justice important to you? What is your history of working to advance racial and/or cultural justice and how do you currently work with your community to advance racial and/or cultural justice? Are the collaborators being paid fees for this project representative of the community you are engaging/serving? How are artistic, financial and administrative decisions made and who makes these decisions? What learning or unlearning are you doing as you work to dismantle white supremacy?

Text box entry, 800-word limit

### **Describe your relationship with co-commissioners and their communities**

Why did you choose to work with these co-commissioners? How will the project build long-term relationships and/or cultivate new collaborations with these co-commissioners and their communities? What does this look like?

Text box entry, 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.

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

**Total Project Budget:** For creation costs only, please do not include entire project budget for and presentation costs\*

**Total Requested Amount:** NPN Contribution + Co-commissioners Matches = minimum of \$12,000\*

## **CO-COMMISSIONER INFORMATION TAB**

### **Lead Commissioner Instructions:**

1. Once you have filled out your "Organization Profile" in the Grantee Home section, your information will populate below.

2. Then, click on the "blue plus" button to answer questions regarding the demographics of your organization and your commissioning details.

**Co-commissioner Details\***

- Co-Commissioner Name
- Primary Contact
- Title
- Phone
- Email
- Full Mailing Address
- Website
- Federal ID

**Staff demographics: Please indicate if more than 50% of your staff identify as only one of the following: \***

- African descent
- Asian descent
- European descent
- Indigenous/First Nations
- Latin American descent
- Middle Eastern descent
- Multiracial
- None of these categories describes more than 50% of our staff

**Please indicate if more than 50% of your board identify as only one of the following: \***

- African descent
- Asian descent
- European descent
- Indigenous/First Nations
- Latin American descent
- Middle Eastern descent
- Multiracial
- None of these categories describes more than 50% of our board

**Please indicate if more than 50% of the artists you work with identify as only one of the following: \***

- African descent
- Asian descent
- European descent
- Indigenous/First Nations
- Latin American descent
- Middle Eastern descent
- Multiracial
- None of these categories describes more than 50% of the artists we present

Please indicate if more than 50% of your audience, to your knowledge, identify as only one of the following:

- African descent
- Asian descent
- European descent
- Indigenous/First Nations
- Latin American descent
- Middle Eastern descent
- Multiracial
- None of these categories describes more than 50% of our audience
- Not sure, we don't have this data

**Co-commissioning fee to Artist:** \*

- \$2,000 for organizations with annual budgets less than \$1 Million
- \$3,000 for organizations with annual budgets more than \$1 Million
- Other

**Date co-commissioning fee will be available?** \*

*Match must be paid to NPN by June 30, 2022*

**Anticipated presentation date:** \*

*This exchange can take any format, such as a public presentation, virtual engagement, performance, exhibition, or community residency, as long as it centers live experiential artistic exchange between the community, the artist, and the new work. Please estimate if you do not have an exact date. We recognize that projects may shift. Work should be presented between January 1, 2022 and December 31, 2024.*

## **OTHER INFORMATION TAB**

**Is there anything else you would like us to know?**

## **PART 6: SUBMITTING YOUR APPLICATION**

Once all parties have submitted their information, 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!