Creation Fund Guidelines

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Part 1: Key Information

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

- **Application Deadline:**
  Monday, May 19, 2025 11:59 CT

- **Eligibility:**
  For projects premiering between Jan 1, 2026 and Dec 31, 2028

- **Award Notification:**
  June 16, 2025

- **Online Application Link:**
  https://npnetwork.smartsimple.com

  Please review Part 3: Application Guide in this document before beginning the online application.

Creation Fund Timeline

Date & Time	Detail
March 13, 2025, 1–2 pm CT	NPN Creation Fund 101 Register here: https://forms.gle/LWdLutUZpwFXYBaZ6
May 19, 2025, 11:59 pm CT	Application deadline
June 16, 2025	Award notifications
July 14, 2025	Earliest date for distribution of Creation Fund subsidies, per completion of grant management requirements
January 1, 2026	Earliest date for work to be presented/premiered
June 1, 2027	Latest date for co-commissioners to pay cash matches directly to NPN
December 31, 2028	Latest date for work to be premiered through public engagement. (We recognize timelines may shift)

Vision & Purpose

The Creation Fund supports artists creating a new work in its earliest stages, fostering relationships between artists, presenters, and communities. It provides a minimum of $15,000 in unrestricted funding to support the *process and labor that goes into creating a new artistic work*. Projects are eligible to receive multi-level support through co-commissioners and direct NPN subsidies. The Creation Fund:

- Fosters Equity: Promotes racial and cultural justice within the arts.

- Supports Artist Development: Provides comprehensive support for the entire creative process.

- Expands Access: Increases access to commissioning opportunities, ensures equitable funding distribution, and addresses geographic disparities.

- Cultivates Meaningful Partnerships: Encourages long-term relationships and fosters new, authentic collaborations between artists, communities, and commissioners.

- Strengthens Organizations: Builds the capacity of organizations to develop artistic work.

- Maximizes Impact: Leverages additional funding, presentation opportunities, and national recognition to amplify the impact of supported projects.

Funder Credits

The NPN Creation Fund is supported by the Doris Duke Foundation and the Mellon Foundation.

Part 2: Guidelines

How funds can be used

Funds are unrestricted and can be used for a variety of needs, such as: artist, company member, and collaborator fees, 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. Presentation fees are the responsibility of the co-commissioners.

Who can access the Creation Fund?

NPN National Partners collaborate with an artist or artist company and at least one other commissioner to apply for a Creation Fund grant.

Artist Eligibility:

- Artists/companies may be based in the United States and its territories, or Mexico.

- Artists/companies are ineligible if they have received a Creation Fund after May 1, 2022 and/or have another Creation Fund project in progress.

Commissioner Eligibility:

- NPN National Partners may only participate as the Lead Commissioner on one project per Creation Fund round, however they can participate as a Co-commissioner on any number of projects.

- Although projects need to be led by an NPN National Partner, other co-commissioners can come from outside of the Network.

- Co-commissioners can be any type of presenting or exhibiting organization, such as a theater, arts center, museum, gallery, community organization, producing artist company, university department, etc.

- Co-commissioners cannot be individuals.

- There is no limit to the number of Co-commissioners - projects may have an unlimited number of additional Co-commissioners.

- If the artist is a company member or staff member of one of the Co-commissioning organizations, a minimum of three co-commissioners (instead of two) must be identified.
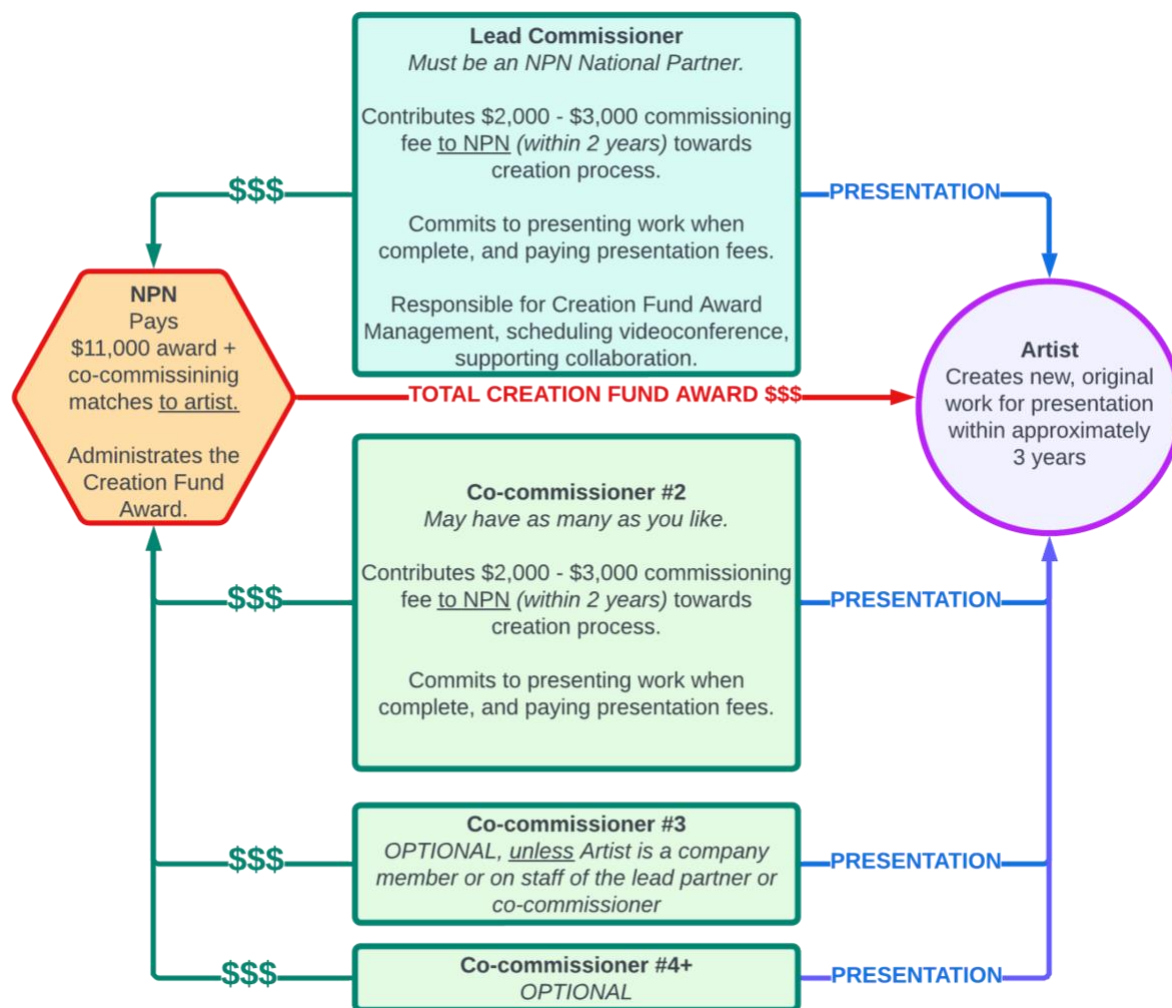
Project Requirements

- Artistic projects must be in the early stages of creation, to be presented between January 1, 2026 and December 31, 2028. We recognize timelines may shift.

- Projects must authentically advance racial and/or cultural justice.

- Projects must culminate in an in-person, virtual, or hybrid exchange between the Creation Fund artist and each co-commissioner's community.

- In alignment with fostering an arts sector rooted in justice, NPN is 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.

- Artists and co-commissioners must credit NPN and co-commissioners for the life of the work in all marketing and promotional materials.

> **New in this Application Cycle**: There is no longer a distance restriction between Co-Commissioners. Creation Fund proposals may focus on mobility, with Co-commissioners in different communities OR Creation Fund proposals may cluster Co-commissioners in one community for works that desire deep community involvement or a project that takes place in multiple stages in one community.

Commissioner Requirements

- One [NPN National Partner](#) must serve as the Lead Commissioner on each Creation Fund project.

- A minimum of two Commissioners (one Lead Commissioner + one Co-commissioner) must be confirmed at the time of application.

- Each co-commissioner must have the capacity to meet the co-commissioner requirements:

  o Pay a co-commissioning fee of $2,000–$3,000 **to NPN** by June 1, 2027

  o Present the work, through a paid public engagement, within three years. Artist fees for this presentation are the full responsibility of the Co-commissioner and should be paid to the artist in addition to co-commissioning fees.

Figure 1. Creation Fund Project with Lead Commissioner and Co-commissioners

Figure 1. Creation Fund Project with Lead Commissioner and Co-commissioners

Lead Commissioner
Must be an NPN National Partner.

Contributes $2,000 - $3,000 commissioning fee <u>to NPN</u> *(within 2 years)* towards creation process.

Commits to presenting work when complete, and paying presentation fees.

Responsible for Creation Fund Award Management, scheduling videoconference, supporting collaboration.

NPN
Pays $11,000 award + co-commissininig matches <u>to artist.</u>

Administrates the Creation Fund Award.

$$$

TOTAL CREATION FUND AWARD $$$

Artist
Creates new, original work for presentation within approximately 3 years

PRESENTATION

Co-commissioner #2
May have as many as you like.

Contributes $2,000 - $3,000 commissioning fee <u>to NPN</u> *(within 2 years)* towards creation process.

Commits to presenting work when complete, and paying presentation fees.

$$$

PRESENTATION

Co-commissioner #3
OPTIONAL, <u>unless</u> Artist is a company member or on staff of the lead partner or co-commissioner

$$$

PRESENTATION

Co-commissioner #4+
OPTIONAL

$$$

PRESENTATION

Lead Commissioner

The role of the Lead Commissioner is important, helping with the administration of the grant process. The Lead Commissioner:

- Begins the Creation Fund application and invites the artist to collaborate on the application.

- Invites the other Co-commissioners to fill out the Co-commissioner Details Form on the application.

If the project is awarded a Creation Fund, the Lead Commissioner:

- Serves as a liaison to the various parties participating in the Creation Fund (artists, co-commissioners, and NPN), as needed.

- Schedules the initial Creation Fund orientation.

- Helps to facilitate the Letter of Agreement signature process.

- Encourages the artist and Co-commissioners to check-in regularly about the development of the project.

Co-Commissioning Fee

Each Co-commissioner commits to contribute a $2,000–$3,000 cash match depending on its organizational budget:

Commissioning fees paid per organization:

Co-commissioning organizations	Amount
With annual organizational budgets of less than $1 million	$2,000 each
With annual organizational budgets greater than $1 million	$3,000 each

- Matches cannot be in-kind, and must be paid directly to NPN **no later than June 1, 2027**. If a co-commissioner cannot pay the cash match by June 1, 2027, then the project should apply in a future cycle.

- **NPN matches these funds with $11,000** so that every Creation Fund project receives a minimum of $15,000 of funding:

Minimum Award Example:

Source	Amount
NPN Award ($11K)	$11,000
Lead Commissioner ($2K-$3K)	$2,000
Co-Commissioner ($2K-$3K)*	$2,000
Minimum Total Creation Fund Award	**= $15,000**

*Additional Co-Commissioners are encouraged but not required.

Public Engagement

Co-commissioners commit to a paid public engagement of the commissioned Creation Fund project 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 a 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 commissioning fees.

- NPN offers access to, *but does not guarantee*, Artist Engagement Funds to NPN National Partners to support artist fees for these exchanges.

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 impacted by current and historic systems of oppression – if they are explicit, transparent, and authentic. Furthering this goal may look like:

- Commissioning an artist of color, an Indigenous/Native/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 are, or have been underinvested in, etc.

Before applying, please carefully consider how projects fit these goals. If applying for a work that advances cultural – as opposed to racial – justice, the applicant must articulate the involvement of, and impact on, communities of color.

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, Indigenous/Native/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?

Project Scale & Scope

All parties to the Creation Fund project (artist, lead commissioner, and co-commissioners) should articulate their understanding and agreement of the proposed project's scale, scope, and cost in the application. While it is difficult to anticipate the results of an unrealized creative project, an effort should be made to set realistic expectations within certain parameters and budgets. Honest and explicit planning is highly recommended and encouraged.

In light of NPN's recommended fee structure and its emphasis on thriving wages, special care should be taken to consider the ideal size of the project's company members, including artists, company leadership, and technical personnel. There is no universal "ideal" company size, but factors such as artist fees, travel, lodging, and per diem can have a significant impact on a touring work's viability. The same is true for the freight cost of large set pieces, and equipment necessary for the production. When possible, it might be advantageous to plan for a larger "homebase" production for exhibitions or presentations close to home, and a nimbler version for touring.

Additional NPN Support for Creation Fund Artists

Phase II—Development Fund

Additional Development Funds are earmarked for every Creation Fund Project. NPN invites artists who have received Creation Fund support to apply for development support through the Development Fund. These funds can support a variety of needs when developing a work for public engagement. Guidelines are flexible in design to meet the unique needs of each project. The Development Fund is available throughout the year on a rolling deadline. Artists can apply once during the three years following their Creation Fund award. 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

- up to $5,000 if not working with a co-commissioner.

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.
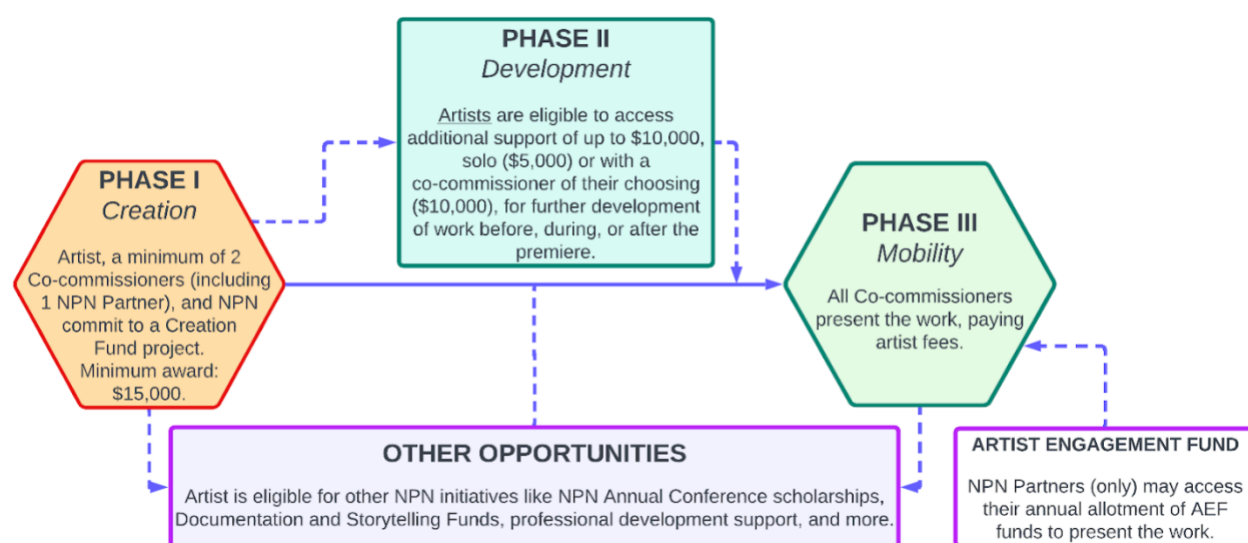
Annual Conference Support

NPN offers attendance subsidies 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.

Other Types of Support

On occasion, NPN has discretionary funds set aside for NPN-supported artists through specific initiatives, such as the Documentation & Storytelling Fund.

Figure 2. Additional NPN Support

Application Tips

- NPN understands that projects, timelines, and work may shift. Please use your best judgment when completing the application. If awarded, NPN will commit to the project, regardless of whether the project and/or timeline shifts.

- 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 with written, video, or audio narratives.

- 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 **Part 3: Application Guide** in this document 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.

Selection Process

Because NPN conducts its work through the framework of the NPN Network, we receive a limited number of applications. Most of the time we can fund all applications, as long as they fit the program criteria. If NPN receives more applications than it can fund, 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. 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 20–30 projects in this application round, prioritizing projects using the following criteria:

- Artists and co-commissioners who represent communities that are and have been historically underinvested in, including but not limited to communities of color, Indigenous/Native/First Nations, disabled, trans, and rural communities.

- Projects that advance racial and/or cultural justice.

- Projects that honor authentic long-term relationship building and/or cultivate new authentic, reciprocal collaborations between artists, communities, and/or commissioners.

- Projects that are in the early, creation phase of development, as opposed to near completion.

Honoraria

NPN tries to fund a majority of submitted applications (if they fit the criteria). In the case that NPN is unable to do so, we provide a $200 honorarium to artists who are not selected, to honor the 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, 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
Email: stanlyn@npnweb.org
Phone: 504.595.8008 x704

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

Nick Hüster (he/him), National Programs Manager
application tech, agreement processing, and payments
Email: nick@npnweb.org
Phone: 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

Part 3: Application Guide

- **Online Application Link:**
  https://npnetwork.smartsimple.com

Section 1: Lead Commissioner Instructions

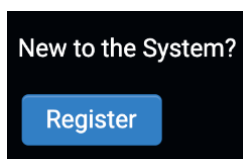The NPN Partner who is serving as the Lead Commissioner **must begin the application**.

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).

Lead Commissioner: Setting up an Account

If you already have an account in our system, go to https://npnetwork.smartsimple.com in your web browser to login.

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

As an NPN Partner, you will be asked to apply as an "NPN Partner" Click on this option and submit your information. Then, check your email account to login using the link provided. You will be prompted to create a password.

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.

National Performance Network - Creation Fund Guidelines

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Funding Opportunities

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

Apply Now | Program Guidelines | Sample Timeline & Budget

Lead Commissioner: Invite the Artist

Once the application opens, save your draft using the "Save Draft" button at the bottom of the screen. This enables full functionality of the application.

Once you have saved your draft, click on the blue "Invite Artist" button.

Add the artist's name, email and role, then click "Invite" to add the artist to the application.

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 create an account in the system and fill out the application.

Lead Commissioner: Invite the Co-Commissioner(s)

Navigate to the "Co-Commissioner Information" tab in the application.

First, click on the blue plus button to fill out a "Co-Commissioner Details" form as the Lead Partner.

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

👥 Invite Co-Commissioner(s)

Add the Co-Commissioner's name, email, and role by selecting the blue "plus" button. For Role, select "Co-Commissioner CreFund." Repeat this for each additional Co-Commissioner.

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.

Section 2: Artist Instructions

Artist: Invitation to Collaborate

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.

If you already have an account with our grants management system, you can visit https://npnetwork.smartsimple.com in your web browser to login.

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

Artists should register as either: 1. Individual Artist or 2. Artist Company/Collective, whichever applies to your situation. Artist companies that are 501(c)3s should select option 2.

Artist: Collaborating on the 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. Open the application by clicking on the blue "open" button.

Section 3: Co-Commissioner Instructions

Co-Commissioner: Invitation to Collaborate

As a participant in this Creation 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.

If you already have an account with our grants management system, you can visit https://npnetwork.smartsimple.com in your web browser to login.

If you do not have an account with our grants management system, you will receive an email with steps to create a password.

Co-commissioners should register as either 3. Non-Profit Organization or 4. NPN Partner. Only select NPN Partner if you are an official NPN National Partner.

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 Activities" button.

1

Pending Activities

Co-Commissioner: Co-Commissioner Details Form

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 later.

Section 4: Application Questions

Please review Part 2: Guidelines and **Application Tips (p.10)** prior to beginning your application.

> ♀ Quick Tip: Always "Save Draft" before beginning your application.

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.

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Draft Applications

Tab One: Applicant Information

Applicant Info

- 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/Company Information

Artist/Company Information

The Artist information will populate when the Artist accepts the invitation.

- Preferred Full Name

- Preferred Pronouns

- Professional Title

- Artist Website

- Phone

- Email

- Mailing Address

Artist/Company/Collective Name

If awarded, this is how you will be listed/credited publicly. Please share your artist or company name as you would like it to be referred to. If you are applying as an artist who goes by a stage name or as part of a company or collective, input that name.

Collaborating Artists

In the case of collaborations with more than one Primary Artist, please click the button below to add their contact information.

- Organization Name

- Primary Contact

- Title/Role

- Phone

- Email
- Mailing Address

Number of years practicing as an Artist/Company

- 9 Years or less
- 10-25 Years
- 26 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, 2022.

- Yes
- No

Is the Artist a company member or staff member of any co-commissioning organizations of this project?

- Yes
- No

Lead Artist Demographics

NPN collects demographic data about artist recipients of NPN funding to understand how our support aligns with our mission of advancing racial and cultural justice, the redistribution of wealth, and contributes to the diversity of the arts sector. Likewise, as a network and service organization, we are responsible for reporting data to our funders.

The categories and definitions below expand upon Candid's Philanthropy Classification System. As a movement builder that advocates for systems change, we have adapted Candid's Classification system to better reflect NPN's constituents and our own needs.

While we recognize that some of this data may seem personal, we ask that you respond to the best of your ability. 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. If you have any questions, recommendations, or issues please contact Programs Manager Nick Huster at nick@npnweb.org.

Race and Ethnicity

Do you identify as BIPOC (Black, Indigenous, and/or Peoples of Color)?

- Yes

- No

Please indicate how you identify:

You may select multiple options.

- Black, African-American, or African descent

- Asian-American, Pacific Islander, or Asian descent

- European descent

- Indigenous, Native, Native-American, or First Nations peoples

- Latinx/Latine, Latin-American, Central or South-American descent

- Southwest Asian or 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:

- [empty text field for additional details]

Gender Identity and Sexual Orientation

Gender Identity

Do you identify as:

- Woman

- Man

- Gender non-conforming, non-binary or two-spirit

- Intersex

- Prefer not to say

- Prefer to self-describe

Do you identify as transgender, nonbinary, or gender nonconforming?

You may select multiple options

- Yes

- No

- Prefer not to say

- Prefer to self-describe

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

- [empty text field for additional details]

Sexual Orientation

Do you identify as LGBQ+ (Lesbian, Gay, Bisexual, Queer, plus)?

- Yes

- No

- Prefer not to say

If you would like to share more details, please do:

- [empty text field for additional details]

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:

- [empty text field for additional details]

Do you have specific mobility or access requirements, or require assistance such as a signer, aide, cognitive navigator, or personal care-partner?

This information helps us to plan for more funding towards engagements where additional mobility or access requirements are needed.

● [empty text field for additional details]

Geographic Demographics

You live in an area that is:
You may select multiple options

- 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 primary contact) that identifies as the following if known. We understand projects or collectives in the early stages of development may not have this information.

Number of artists / tech participating:
The number of artists and techs working on this project.

Race and Ethnicity

How many artists/company members/collaborators identify as the following?

- BIPOC (Black, Indigenous, and/or Peoples of Color)

- Asian-American, Pacific Islander, or Asian descent

- Black, African-American, or African descent

- European descent

- Latinx/Latine, Latin-American, Central or South-American descent

- Indigenous, Native, Native-American, or First Nations peoples

- Southwest Asian or North African descent

- Multiracial peoples

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:

- [empty text field for additional details]

Gender Identity and Sexual Orientation

How many artists/company members/collaborators identify as the following?

- Women

- Men

- Trans

- Gender non-conforming/non-binary

- Intersex

- Prefer not to say

- Prefer to self-describe

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

- [empty field for description]

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 artists/company members/collaborators consider themselves a member of the disability and/or deaf community?

text for spacing

- [empty text field]

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

- [empty text field]

Do any participants have specific mobility or access requirements, or require assistance such as a signer, aide, cognitive navigator, or personal care-partner?

This information helps us to plan for more funding towards engagements where additional mobility or access requirements are needed.

Geographic Demographics

How many artists/company members/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

Tab Three: Project Information

Project Information

Project Title

- [empty text field]

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 work. Keep it simple and concise, no more than a couple sentences. If the project is awarded, we may use this summary to promote the project. Please make sure this is how you want the project represented.

- [empty text field]

Project Disciplines:

Select all that apply

Ceramics, Dance, Digital/Computer, Drawing, Film/Video, Installation, Mural, Music, Painting, Performance Art, Photography, Printmaking, Puppetry, Sculpture, Site Specific, Spoken Word, Theater, Other

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 project in a press release or on the website. (Limit one upload). Click the "Save Draft" button after uploading photo.

Photo credit for attached photo

Please include the names of people in the photo, the work's title (or activity), and photo credit to the photographer. Example:

XYZ Dance Company performing "Project 123" at Green Cloud Theater in Marathon, TX (2024). Photo: Carlos Enpienne 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. 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).

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.

100-word limit

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 touch on the following three questions:

1. What are the goals of the work, such as community impact and audience engagement?

2. Tell us about the proposed project including: your relationship with the artistic collaborators, and how they will contribute to the work, the current stage of the work, and your process for developing it.

3. Please articulate the projected scale of the project. Refer to Project Scale and Scope (p.8) in the guidelines.

● [empty text field]

800-word limit

Describe how the project advances racial and/or cultural justice

This question is OPTIONAL for Lead Artists who identify as a person of color, First Nations artist, artist with a disability, or trans artist:

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?

● [empty text field]

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?

- [empty text field]

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. Commissioner matches must be cash (not in-kind.)

Total Project Budget

For the Creation Fund portion of the project only, please do not include entire project budget and/or presentation costs. Should match the total in the uploaded budget.

Total Requested Amount:

NPN Contribution ($11,000) + Co-commissioners Matches = minimum of $15,000.

Budget Narrative (Optional)

If needed, use the space below to explain any discrepancies in the uploaded budget.

500-word limit

Tab 4: Co-Commissioner Information

💡 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-commissioners.

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

All Co-commissioners will be required to complete the following questions

Co-Commissioner Details

- Co-Commissioner Name

- Primary Contact

- Title

- Phone

- Email

- Full Mailing Address

- Website

- Federal Tax ID#

Staff demographics: Please indicate if <u>more than 50%</u> of your staff identify as <u>only one</u> of the following:

- Black, African-American, or African descent

- Asian-American, Pacific Islander, or Asian descent

- European descent

- Indigenous, Native, Native-American, or First Nations peoples

- Latinx/Latine, Latin-American, Central or South-American descent

- Southwest Asian or North African descent

- Multiracial peoples

Please indicate if <u>more than 50%</u> of your board identify as <u>only one</u> of the following:

- Black, African-American, or African descent

- Asian-American, Pacific Islander, or Asian descent

- European descent

- Indigenous, Native, Native-American, or First Nations peoples

- Latinx/Latine, Latin-American, Central or South-American descent

- Southwest Asian or North African descent

- Multiracial peoples

Please indicate if <u>more than 50%</u> of the artists you work with identify as <u>only one</u> of the following:

- Black, African-American, or African descent

- Asian-American, Pacific Islander, or Asian descent

- European descent

- Indigenous, Native, Native-American, or First Nations peoples

- Latinx/Latine, Latin-American, Central or South-American descent

- Southwest Asian or North African descent

- Multiracial peoples

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

- Black, African-American, or African descent

- Asian-American, Pacific Islander, or Asian descent

- European descent

- Indigenous, Native, Native-American, or First Nations peoples

- Latinx/Latine, Latin-American, Central or South-American descent

- Southwest Asian or North African descent

- Multiracial peoples

Is co-commissioner a first time Creation Fund co-commissioner?

- Yes

- No

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

If "Other," Other Fee to Artist

Date co-commissioning fee will be available?

Match must be paid to NPN by June 1, 2027

I understand and commit to paying my co-commissioning payment to NPN by June 1, 2027.

- Yes

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, 2026 and December 31, 2028.

Confirmation

I understand and commit to presenting this artist via a paid public exchange. I understand my Creation Fund match does not go towards presentation costs and is unrestricted towards the process of creation. I understand and commit to paying artists fees (separate and above my Creation Fund match) for the presentation of this artist.

Tab 5: Other Information

Website & Social Media

If available, you can share links to the website, Facebook page, Instagram and other social media handles for the artist, project, or organization. The application will not be judged on these links. These may be used to help share the news if your application is awarded.

Please input full URLs including "https://". For example:

https://www.facebook.com/ArtistFacebook

https://www.instagram.com/ArtistInstagram

- **Website**

- **Facebook**

- **Instagram**

- **Twitter**

- **Other Social Media**

Anything Else?

Would you like to share anything else with NPN?

- [empty text field]

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.

You will also see specific error messages for each item that is missing.

Once all the 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!