



## NPN Creation Fund Guidelines

Application Deadline: May 20, 2024 11:59pm CT

Project Period: For projects premiering between Jan 1, 2025 and Dec 31, 2027

Award Notification: June 15, 2024

Next Creation Fund Cycle: TBD (May 2025)

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

Please review Application Guide on page 8 before beginning online application.

*The Creation Fund is Phase I of a three-part program 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 \$15,000 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 relationships, and national awards



### WHAT FUNDS CAN BE USED FOR

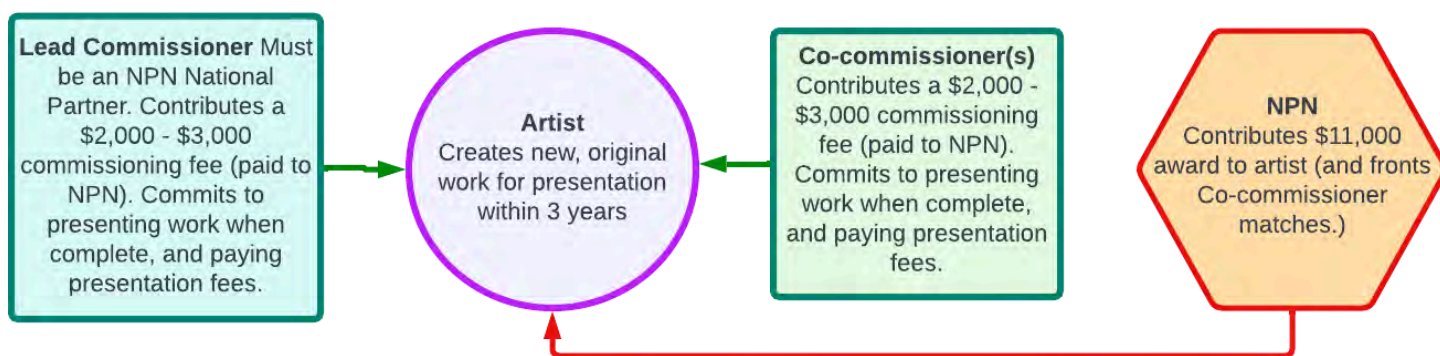
Funds are unrestricted and can be used for a variety of needs such as artist fees, collaborator fees, basic life needs such as housing and food, research and development, materials, technical support, and/or anything else an artist may need to create a work. *Funds cannot be used to present the work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

### ELIGIBILITY CRITERIA & LIMITATIONS

- Artistic projects must be in the early stages of creation, to be presented between January 1, 2025 and December 31, 2027. We recognize timelines may shift.
- Artists who have received a Creation Fund after May 1, 2021 and/or have another Creation Fund project in-progress are not eligible.
- Projects that advance racial and/or cultural justice (see 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 only 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 (at least 100 miles apart) must be confirmed at the time of application.
- If the artist is a company member or staff member 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 must have the capacity to meet the co-commissioner requirements, including paying out a cash match of \$2,000–\$3,000 to NPN by June 1, 2026 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.

Figure 1. CREATION FUND PROJECT WITH TWO COMMISSIONERS



## 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, a 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.

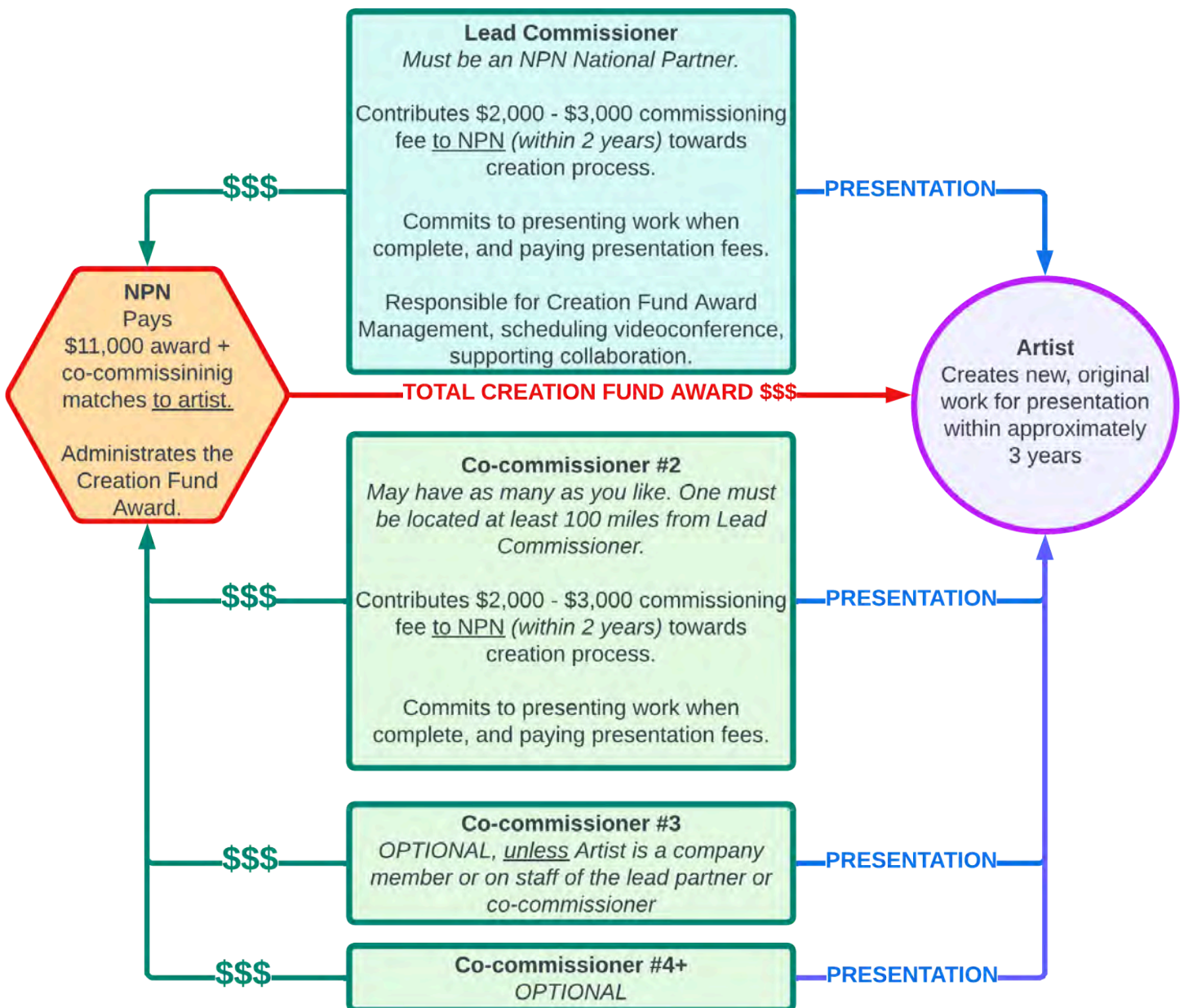
Not every new work project fits the goals of the NPN Creation Fund. If the Lead Artist does not identify as a person of color, Indigenous/Native/First Nations artist, an artist with a disability, or a trans artist, please consider the following before applying:

- *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?*

**CREATION FUND TIMELINE**

March 5, 2024 2 – 3pm CT	NPN Creation Fund 101 <a href="#">Register Here</a>
May 20, 2024 11:59pm CT	Application deadline
June 15, 2024	Award notifications
July 15, 2024	Earliest date for distribution of Creation Fund subsidies, per completion of grant management requirements
January 1, 2025	Earliest date for work to be presented/premiered
June 1, 2026	Latest date for co-commissioners to pay cash matches directly to NPN
December 31, 2027	Latest date for works to be premiered through public engagement. (We recognize timelines may shift due to the ongoing pandemic.)

Figure 2. BASICS OF CREATION FUND STRUCTURE  
Relationships are central to the Creation Fund, which informs its structure:



## ROLE OF THE CO-COMMISSIONERS

Each project must have a *minimum of two* commissioning organizations, known as Co-commissioners. These Co-commissioners should be located in different communities - at least 100 miles apart - to ensure that the work engages with multiple communities. One Co-commissioner must be an [NPN National Partner](#), who will serve as the Lead Commissioner. Although projects need to be led by an NPN National Partner, other co-commissioners can come from outside of the network.

Many projects secure more than the two required co-commissioners. NOTE: *If the artist applying for the Creation Fund is a staff, faculty member, or a company member of any of the co-commissioning organizations, a third co-commissioning organization must be identified.* While it is a requirement to have a minimum of two co-commissioners in different communities, additional co-commissioners may be in the same community as the first two co-commissioners.

### Lead Commissioner

- The Lead Commissioner must be an [NPN National Partner](#). The Lead Commissioner begins the Creation Fund application and invites the artist to collaborate on the application.
- NPN National Partners may only be Lead Commissioner on one project per Creation Fund application cycle, but may participate as co-commissioners in as many other projects as they desire.

### Co-commissioner(s)

- 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.
- Aside from the Lead Commissioner, additional Co-commissioners do not have to be NPN National Partners.
- There is no limit to the number of Co-commissioners - In addition to the Lead Commissioner and Co-commissioner, projects may have an unlimited number of additional Co-commissioners.
- Additional Co-commissioners can be in the same community as the first two commissioners.

## COMMITMENT OF THE CO-COMMISSIONERS

Any organization is eligible to participate as a co-commissioner as long as they agree to: A) Provide a COMMISSIONING FEE to the project and B) Agree to present the work in a paid PUBLIC ENGAGEMENT.

### A) 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	
With annual organizational budgets 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, 2026. If a co-commissioner cannot pay the cash match by June 1, 2026, 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:	
NPN award (\$11K)	\$11,000
Lead commissioner (\$2 - \$3K)	+ \$2,000
Co-commissioner (\$2 - \$3K)*	+ \$2,000
Minimum Total Creation Fund Award	= \$15,000
* Additional Co-commissioners are encouraged, but not required	

## B) 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.

## 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 are able to 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 (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)

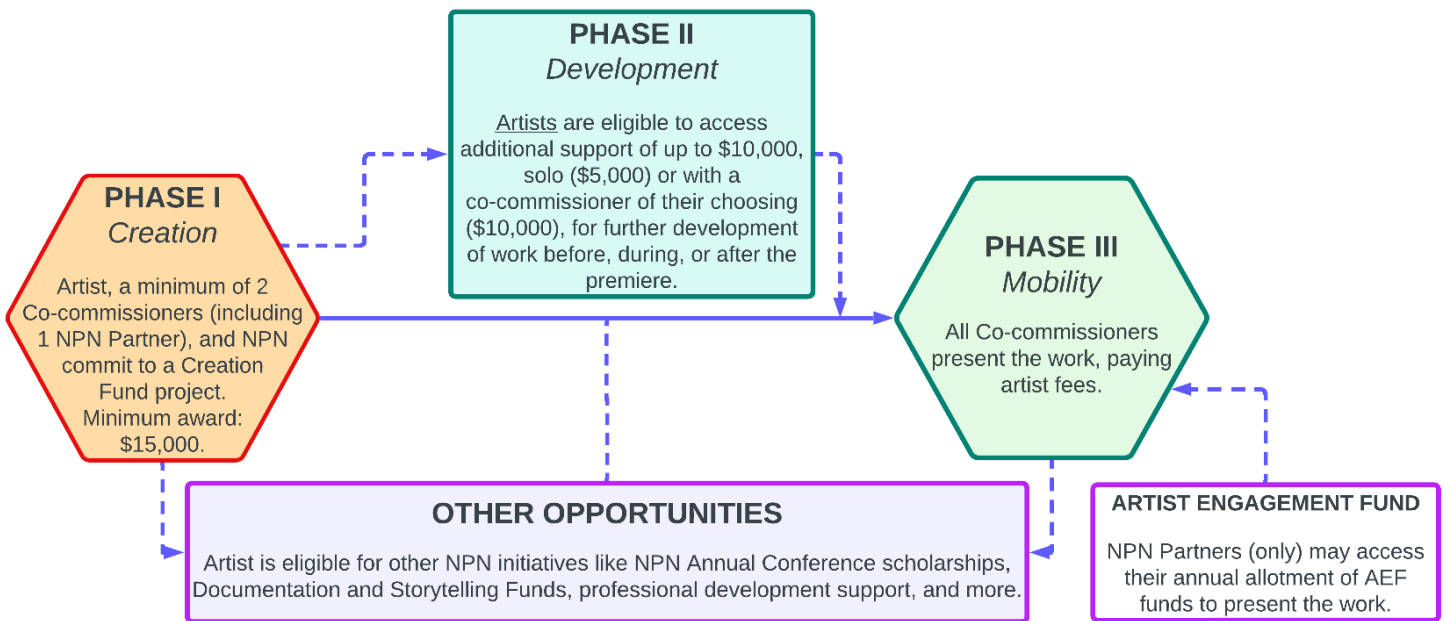
## ADDITIONAL NPN SUPPORT OPPORTUNITIES FOR CREATION FUND ARTISTS

- Phase II—Development Fund:** Additional Development Funds are earmarked for every Creation Fund Project. Twice a year, NPN invites artists who have received Creation Fund support to apply for development support. Development Funds are artist-driven: artists may access 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. Development Funds can offset a variety of needs when developing a work for public engagement. Guidelines are flexible in design 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.

Figure 4. ADDITIONAL NPN SUPPORT OPPORTUNITIES



#### 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 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 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, 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 Senior Specialist  
*application tech, agreement processing, and payments*  
[alec@npnweb.org](mailto:alec@npnweb.org), 504.595.8008 x709

Nick Hüster (he/him), National Programs Manager  
*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 | <http://www.npnweb.org>

## SECTION B: APPLICATION GUIDE

ONLINE APPLICATION LINK: <https://npnetwork.smartsimple.com>  
Application deadline is Monday May 20, 2024 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:

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

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- [First Things First](#)
- [Quick Tips](#)

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

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- [2.2 LEAD COMMISSIONER: Starting a Creation Fund Application](#)
- [2.3 LEAD COMMISSIONER: Invite the Artist](#)
- [2.4 LEAD COMMISSIONER: Co-Commissioner Information Tab](#)
- [2.5 LEAD COMMISSIONER: Invite the Co-Commissioner\(s\)](#)

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### **PART 4 CO-COMMISSIONER INSTRUCTIONS**

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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 application 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!*

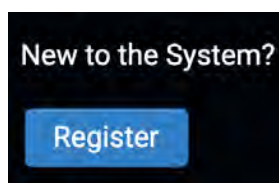


## **PART 2: LEAD COMMISSIONER INSTRUCTIONS**

- 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, click on the "Register" button to set up an account.



Select the NPN National Partner option:

<b>1. Individual Artist</b> Those who are applying as a solo, individual artist.
<b>2. Artist Company/Collective</b> Artists applying as a collaboration of artists (including 501c3 artist companies)
<b>3. Non-Profit Organization</b> For Non-Profit Organizations that are neither Artist Companies or NPN Partners
<b>4. NPN National Partner</b> For organizations that are official NPN National Partners

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.



**My Profile**



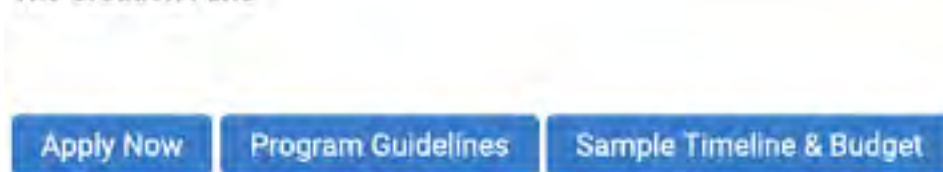
**Organization Profile**

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**



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



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

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.

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
<input type="button" value="✕"/>					
<input style="float: left;" type="button" value="+"/>					
<input type="button" value="Save"/> <input type="button" value="Invite"/>					

If you click the blue "Invite Artist" button, but you get this error message:

### Invite Artist

#### ⚠ System Message

You do not currently have access to this feature or data. Please contact your System Administrator.

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

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 collaborate on 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**

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**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. See Page 22 for Co-Commissioner Details form questions.



- 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. For Role, select "Co-Commissioner CreFund." 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="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. Co-Commissioner instructions can be found on Page 14.

### **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 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

Please accept or decline the invitation to complete a **The Creation Fund proposal**.

Thank you.

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.

### 1. Individual Artist

Those who are applying as a solo, individual artist.

### 2. Artist Company/Collective

Artists applying as a collaboration of artists (including 501c3 artist companies)

### 3. Non-Profit Organization

For Non-Profit Organizations that are neither Artist Companies or NPN Partners

### 4. NPN National Partner

For organizations that are official NPN National Partners

- 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						<a href="#">Open</a>



**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**.

Accept

Decline

Thank you.

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

If you do not already have an account in our system, click on the "Register" button to set up an account.

New to the System?

Register

Select the Non-Profit Organization option:

### 1. Individual Artist

Those who are applying as a solo, individual artist.

### 2. Artist Company/Collective

Artists applying as a collaboration of artists (including 501c3 artist companies)

### 3. Non-Profit Organization

For Non-Profit Organizations that are neither Artist Companies or NPN Partners

### 4. NPN National Partner

For organizations that are official NPN National Partners

- 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.

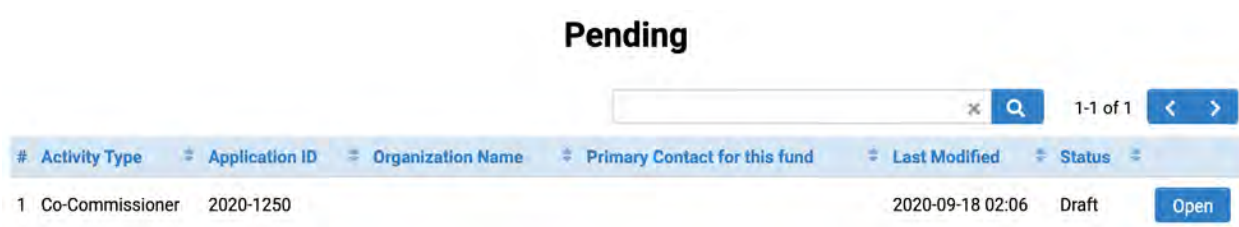
# Requires Attention

Click on below to view any pending or submitted activities.



- 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.



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. Co-Commissioner Details questions can be found on Page 22.



## PART 5: APPLICATION QUESTIONS

\*Indicates response required

### APPLICANT INFORMATION TAB

#### 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

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

#### Artist/Company Name\*

If awarded, this is how they will be listed/credited publicly, etc.

Please share your artist name or artist company name as you 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 lead 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 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, 2021*

- yes
- no

If "Yes," year of award is required.\*

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

- yes
- no

If the Artist is a company member or staff member of any co-commissioning organizations of this project, then you must identify AT LEAST THREE co-commissioners for the project.

#### 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 [Candid'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 a Person of Color)?\*

- Yes
- No

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

- African descent
- Asian descent
- European descent
- Indigenous/Native/First Nations
- Latin American descent
- Southwest Asian and North African descent
- Multiracial peoples

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

## Gender Identity and Sexual Orientation

Gender Identity\*

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

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

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

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

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

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 if known. Projects in early stages 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 Person of Color)
- Asian descent
- African descent
- European descent
- Latin American descent
- Indigenous/Native/First Nations
- Multiracial
- Southwest Asian and North African descent

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

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

- Women
- Men
- Trans
- Gender non-conforming, non-binary, or two-spirit
- Prefer not to say
- Prefer to self-describe
- If they prefer to self-describe their gender identity, please do so here:

Text box entry

### Sexual Orientation

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

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

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 Title\*
- Project Start Date: *Date of first activity that Creation Funds will be used for\**
- Project End Date: *Date of last activity that Creation Funds will be used for\**
- Anticipated Date Work Will Premiere: *After January 1, 2025. We recognize this date may change. \**
- Project Discipline\*

Please select all that apply to this project.

- |                    |                   |                          |
|--------------------|-------------------|--------------------------|
| ● Ceramics         | ● Mural           | ● Puppetry               |
| ● Dance            | ● Music           | ● Sculpture              |
| ● Digital/Computer | ● Painting        | ● Site-Specific          |
| ● Drawing          | ● Performance Art | ● Spoken Word            |
| ● Film/Video       | ● Photography     | ● Theater                |
| ● Installation     | ● Printmaking     | ● Other, please 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. [Click here](#) to reference past project summaries. 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, 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, 50-word limit

### 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.*

Text box entry, 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 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

This question is OPTIONAL for Lead Artists who identify as a person of color, Indigenous/Native/First Nations artist, artist with a disability of 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?

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 downloadable 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).

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

**Total Project Budget:** For the Creation Fund portion of the project only, please do not include entire project budget and/or presentation costs.\*

**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.  
Text box entry, 500-word limit

## 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.

All Co-commissioners will be required to complete the questions below:

### Co-commissioner Details\*

- Co-Commissioner Name
- Primary Contact
- Title
- Phone
- Email
- Full Mailing Address
- Website
- Federal Tax 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/Native/First Nations
- Latin American descent
- Southwest Asian and North African 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/Native/First Nations
- Latin American descent
- Southwest Asian and North African 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/Native/First Nations
- Latin American descent
- Southwest Asian and North African 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/Native/First Nations
- Latin American descent
- Southwest Asian and North African descent
- Multiracial
- None of these categories describes more than 50% of our audience

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 "Yes," Other Fee to Artist

Date co-commissioning fee will be available? \*

*Match must be paid to NPN by June 1, 2026*

- I understand and commit to paying my co-commissioning payment to NPN by June 1, 2026.

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, 2025 and December 31, 2027.*

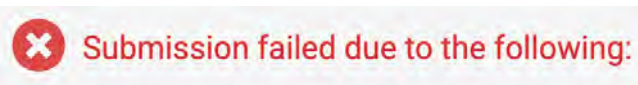
- I understand and commit to presenting this artist via a paid public exchange. I understand my Creation Fund match does not go towards presentation costs, and is unrestricted towards the process of creation. I understand and commit to paying artists fees (separate and above my Creation Fund match) for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

#### OTHER INFORMATION TAB

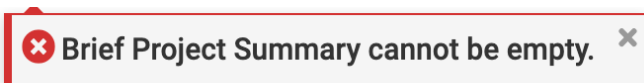
Is there anything else you would like us to know?

#### **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.



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



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!