



NPN Take Notice Fund Guidelines & Application Instructions

Important Dates:

Spring cycle – Online portal opens March 18th / deadline April 28th

Fall cycle – Online portal opens on August 1st / deadline September 30th

Please review the guidelines carefully before beginning the online application. We strongly encourage you to complete your proposal documents in advance. Applications will only be accepted via [Smart Simple](#).

VISION + PURPOSE



The National Performance Network envisions a world in which artists of color living and working in the South have the power, resources, and opportunities to thrive. NPN is committed to building visibility and resources for artists living and working outside large art centers whose bodies of work contribute to this country's discourse about racial equity and cultural preservation.

The Take Notice Fund (TNF) celebrates generative artists and culture bearers of color living and working in Louisiana whose work demonstrates artistic excellence and dedication to their practices. Grants of \$5,000 each are awarded through a competitive application process. Applications are accepted twice a year (in the spring and fall), with 15 awards per cycle. The grant funds are unrestricted and intended to support artistic projects or activities that advance the artist's creative practice, career, and wellbeing.

To learn about the previous Take Notice Fund grantees, [click here](#).



FORD
FOUNDATION

The Take Notice Fund is a program of the National Performance Network and is supported with funding from the Ford Foundation's [Creativity and Free Expression](#) program.

WHO CAN APPLY

Take Notice Fund is open to generative artists and culture bearers who identify as Black, Indigenous, and people of color (BIPOC) and are living and working in Louisiana.

ELIGIBILITY

- Applicants must meet NPN's definition of generative artist or culture-bearer, defined as **those currently active in conceiving and creating new original work**. We cannot support artists whose work focuses on the interpretation, performance, development, or production of the creative work of others.
- Artists must identify as Black, Indigenous, or People of Color (BIPOC)
- Applicants must be Louisiana residents for at least five consecutive years at the time of the application and throughout the grant period.
- Artists at any career stage may apply but must be at least 18 years of age at the time of application.
- Individual artists, as well as ensembles/collectives/collaboratives, may apply. For ensembles/collectives/collaboratives to apply, a majority of artists within the collective must meet all eligibility criteria independently, have a demonstrated history of creating new work collectively, and submit a single application, with funds shared equally. Artists may apply either as individuals or as collective members. Members of a collective may not apply for the same project individually.

Eligible disciplines include:

- Dance: Choreographers and dance-makers creating new original work in any dance genre (ballet, hip hop, experimental, etc.)
- Music: Composers and sound artists creating original work in any musical genre (chamber, experimental, jazz, etc.)
- Theater/performance art/spoken word: Primary creators of devised work, performance or spoken word artists creating new original work, and playwrights
- Film/media: Filmmakers and video, digital production, and new media artists creating new original work (web-based, computational, virtual, interactive, data and/or technology-driven, etc.)
- Literature: Fiction writers, creative nonfiction writers, poets, and playwrights creating new original work
- Visual arts: Visual artists in any discipline (including public art, social practice art, and graffiti/street art)
- Black Masking Indians: Artists and culture bearers who create beaded, sequined, and feathered suits to honor the tradition and celebrate on Mardi Gras, St. Joseph's Day, and Super Sunday.
- Other culture bearers: A member of a community who practices their community's artistic or creative expressions by creating new original work. Knowledge of these arts or skills is most often passed from person to person within the cultural group, and the art itself expresses the community's values or aesthetics.

WHO IS INELIGIBLE AT THIS TIME

- Nonprofit organizations
- Recipients of NPN's Creation Fund in the previous three years (2019, 2020, or 2021)
- Recipients of NPN's Southern Artist for Social Change in the previous three years (2020, 2021, or 2022)
- Recipients of NPN's Take Notice Fund in the previous year (2021)
- Artists under 18 years of age at the time of the application.
- Artists who are high school students or college or graduate students currently enrolled in a degree-granting program, at the time of application or during the grant period.
- Artists whose work focuses on the interpretation, performance, development, or production of the creative work of others.
- Current NPN staff, Board members, or panelists
- Curators and researchers
- Foodways, culinary, or botanical practitioners

HOW TO APPLY

Take Notice Fund applications are only accepted via Smart Simple, an online platform. When using the platform, please let us know if you encounter any glitches or if something does not work the way it should. We encourage you to create an account and begin your application in advance of the deadline so that we can help troubleshoot any problems you might have. Due to the volume of applications, staff may not be able to respond on the day of the deadline.

You will find instructions to create an account in the **APPLICATION GUIDE** below.

[Click here](#) to watch a pre-recorded **information session**. This webinar provides details to applicants about the Take Notice Fund grant and goes over the Letter of Intent.

Helpful Hints and Tips

- Review the **APPLICATION GUIDE** (see below) to prepare and gather materials for the online application.
- 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.
- If working with collaborators, be sure to give yourself enough time to write together and invite them to collaborate on the application through NPN's online grantmaking system.
- Want to respond to the application in video form? No problem! Just record your responses and paste a link with your audio and video responses (YouTube, Soundcloud, etc.) into the fields. Make sure to address each question in your video.
- Use a word processing tool to type and edit your responses first, and then copy/paste your answers into the online application in the grant portal.

SELECTION PROCESS

The NPN staff will review all applications for eligibility. All applications determined to meet the eligibility requirements will then be reviewed by a panel of community members and colleagues in the arts and cultural sector.

Applications will be evaluated on the following criteria:

- **Statement of Artistic Excellence and Innovation:** The applicant makes a clear and compelling case of generative and innovative work that consistently pushes boundaries within their discipline.
- **Potential Impact:** The value of this funding opportunity to support and expand the applicant's work and practice is transparent and compelling.
- **Résumé:** The résumé shows consistent advancement of the applicant's practice and dedication to the exploration of new work.
- **Quality of Work based on Work Samples:** The work samples submitted show strong artistic merit and quality of work within the applicant's field of practice.

NEED ASSISTANCE

NPN Staff is available and at your service to field any questions or eligibility concerns.

Stephanie Atkins (she/her), Director of Local Program

General inquiries

stephanie@npnweb.org

504.595.8008 x702

Brittany Dudley (she/her), Data & Information Associate
Application, technical difficulties, agreement processing, and payments
brittany@nnpweb.org
504.595.8008

National Performance Network (NPN)
P.O. Box 56698 | New Orleans, LA 70156-6698
Phone: 504.595.8008
<http://www.nnpweb.org>



APPLICATION GUIDE

Online Application Link: [here](#)

Application Deadlines:

Spring cycle: April 28, 2022 (11:59 pm CST)

Fall cycle: September 30, 2022 (11:59 pm CST)

We have recently updated our grants management system and use the Smart Simple platform to accept online applications. We have created this guide to help you navigate the new system. If you experience any technical difficulties, please contact our Data & Information Associate, Brittany Dudley, at brittany@nnpweb.org or 504.595.8008 for assistance.

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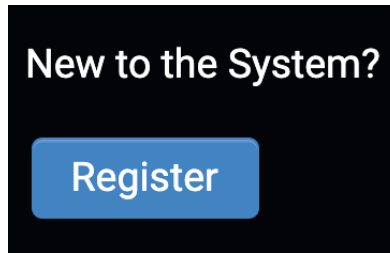
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STEP 1: ARTIST ACCOUNT INSTRUCTIONS

- **1.1 Artist: Setting up an Account**

If you already have an account in our system, log in 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 option to apply as an “Individual Artist” or a “Collaboration of multiple artists.” Click on each option to see which one is right for you.

The logo for the National Performance Network (NPN) is located at the top left of the registration page. It consists of the letters "NPN" in a stylized, bold font, followed by the words "NATIONAL PERFORMANCE NETWORK" in a smaller, stacked font.

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


Then fill out and submit your information. Then, check your email account to log in using the link provided. You will be prompted to create a password:

Account Activation

New Password:

Confirm Password:

Policy: Password must have at least 6 characters

I'm not a robot  reCAPTCHA
Privacy - Terms

- **1.2 Artist: Starting the Take Notice Fund Application**

Once you have set up your account, you can click on the “Grantee Home” link to return to the dashboard. Under “My Applications,” select the “Funding Opportunities” button.

1

Funding Opportunities

QUICK TIP: Always “Save Draft” before beginning your application. 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

PART 2: APPLICATION

** indicates a required field. This application will not be accepted without a response.*

TAB ONE: APPLICANT INFORMATION

***Applicant Information**

- 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 / COLLECTIVE INFORMATION

***Artist/Collective Information**

- Primary Contact
- Title
- Artist Website (optional)
- Phone
- Email
- Artist/Collective Mailing Address

Collaborating Artists


In the case of collaborations with more than one lead artist, click the button below to add a collaborator’s contact information.



Using the “Other Personnel” pop-up, enter the following information for each collaborator. To enter additional collaborators, click the “+” button.

- Organization/Collaborative Name
- Primary Contact
- Title/Role
- Phone
- Email
- Mailing Address

Other Personnel

 Please name other personnel or collaborators worth noting.

Organization Name	Primary Contact	Title/Role	Phone	Email	Mailing Address
+					

Artist/Collective Name

If awarded, this is how the Artist/Collective's Name will be listed/credited publicly.

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. These categories and definitions were taken from the Foundation Center's Philanthropy Classification System. However, 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, or a Person 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 a specific race, ethnic, national groups, and tribal/band affiliations with which you identify (e.g., African American, Lakota/Dakota, Iranian and Azeri/Persian, Quechua, Mexican, Singaporean, Honduran, 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:

***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:

***Geographic Demographics - You live in an area that is:**

- Urban
- Suburban
- Rural
- Tribal
- Geographically Isolated
[multiple checkboxes can be checked]

Artist/Collective Member/Collaborator Demographics

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

Race and Ethnicity

- BIPOC (Black, Indigenous, or a Person 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 a specific race, ethnic, national groups, and tribal/band affiliations (e.g., African American, Lakota/Dakota, Iranian and Azeri/Persian, Quechua, Mexican, Singaporean, Honduran, Garifuna, etc.), please do:

Gender Identity and Sexual Orientation

- Woman
- Man
- 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:

Sexual Orientation

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

Disability and Access

How many artists/company members/collaborators consider themselves members of the disability and/or deaf community?

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

Geographic Demographics

How many artists/company members/collaborators live in an area that is

- Urban
- Suburban
- Rural
- Tribal
- Geographically Isolated

TAB THREE: ARTISTIC INFORMATION

ARTISTIC/CULTURAL PRACTICE NARRATIVE

Please note that decisions will not be based on language, grammar, or writing. There are two options for responding to the project narrative: 1. You may respond by filling out the form fields below, or 2. You can respond by pasting a link with your audio or video responses (via YouTube, Vimeo, Soundcloud, etc.).

***Artist/Culture Bearer Biography**

Tell us very briefly about your story as an artist/cultural bearer. You can provide details about you and your work, such as where you were born or grew up, your training, career development, accomplishments, or other information that may not be included elsewhere in the application. Keep it simple and concise, no more than a couple of sentences. We will include this bio in our promotional materials if your application is awarded.
200-word limit

***What is your Career Stage?**

Emerging (10 years or less)

Mid-career (10-25 years)

Established (25 years or more)

*Project Disciplines

Please select as many as apply to the project.

* Project Disciplines

Please select as many as apply to the project

- | | | | | |
|--|--|--------------------------------------|--|--|
| <input type="checkbox"/> Clay/Ceramics | <input type="checkbox"/> Culture Bearer | <input type="checkbox"/> Dance | <input type="checkbox"/> Drawing | <input type="checkbox"/> Installation |
| <input type="checkbox"/> Literary Arts | <input type="checkbox"/> Media Arts | <input type="checkbox"/> Mural | <input type="checkbox"/> Music | <input type="checkbox"/> Oral Storytelling |
| <input type="checkbox"/> Painting | <input type="checkbox"/> Performance Art | <input type="checkbox"/> Photography | <input type="checkbox"/> Printmaking | <input type="checkbox"/> Public Art |
| <input type="checkbox"/> Puppetry | <input type="checkbox"/> Sculpture | <input type="checkbox"/> Spoken Word | <input type="checkbox"/> Textile/Fiber | <input type="checkbox"/> Theater |
| <input type="checkbox"/> Visual Art | <input type="checkbox"/> Other | | | |

*Discipline Statement

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

150-word limit

*Innovation Statement

Share how you develop your work, experiment with new ideas, take risks, and push boundaries. If your work is community based or social practice, tell us your connection to the community in which your work is based.

400-word limit

*Impact Statement

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

200-word limit

TAB FOUR: UPLOADS

COLLATERAL AND SUPPLEMENTAL MATERIALS

*Upload a recent photo representing the artist/culture bearer or collective. Please use the blue button.

The application will not be judged on this photo. We will use this photo to promote the award if the project is awarded.



*Photo credit for the attached photo.

Please include the names of people in the photo, the work’s title (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.

50-word limit

***Image description for attached photo**

Please include an image description of the photo, which will be included with the photo 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 information can be included (e.g., Asian American, Black, Latino/a/x).

50-word limit

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

***Artist Résumé/CV**

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



***Work Samples Examples of Artistic/Cultural Practice**

This is a crucial part of your application because it's your opportunity to demonstrate artistic excellence and innovation by sharing samples of your work. Include examples of your strongest work that best represents your artistic practice. Upload your work samples numbered in the order you'd like the panel to review them.



***Work Sample Description List**

A work sample description list should include a one-two sentence description of each work, its titles, and the year of completion (PDF format).



***Tips and Helpful Hints**

- Visual Artists: Submit up to 10 images in JPG, GIF, or TIFF format and/or five video links (YouTube, Vimeo, etc.). A work sample description list should include a one-two sentence description of each work, its titles, and the year of completion (PDF format).
- Performing artists: Submit up to five video and/or audio links (YouTube, Vimeo, mp3, etc.) Provide cue instructions (5 minutes is the maximum). A work sample description list should include a one-two sentence description of each work, its titles, and the year of completion (PDF format).

- Writers: Submit two or more work samples no more than 10 pages total (PDF format). A work sample description list should include a one-two sentence description of each work, its titles, and the year of completion (PDF format).
- You can submit a combination of work samples that includes visual images, video and audio links, and written works.

Work Sample Guides

Make sure your work samples are well-documented, cohesive and follow the work sample guidelines.

Videos

- Five (5) to ten (10) video links
- Maximum of 5 minutes total
- Trim samples to the selection you want panelists to review or include cue times to excerpt longer samples. Avoid long intros, fade-ins/outs, etc.
- YouTube, Vimeo, etc.
- File type(s): .avi, .m4v, .mov, .mpg

Plays and Scripts

- One manuscript with a maximum of 10 pages, plus one synopsis page
- Multiple poems, stories, pieces, or excerpts should be combined into one file
- If the work sample consists of multiple excerpts, use the synopsis page to give information for each sample. A synopsis page can include publication dates, whether the selections are from a larger series, additional description, or details about where the piece fits within a larger body of work. It can be single- or double-spaced.
- File type: .pdf

Images

- Maximum of 10 images
- Recommended 72 PPI/dpi (standard web resolution)
- Submit one piece per file
- Do not collage several angles or multiple pieces within one image
- File type(s): .gif, .jpeg, .tiff

Audio

- Maximum of 10 minutes total
- Trim samples to the selection you want panelists to review or include cue times to excerpt longer samples. Avoid long intros, fade-ins/outs, etc.
- Submit an individual file for each song or work
- Submit one artwork (song, performance, etc.) per file; do not collage multiple pieces within one file.
- Don't submit music scores.
- File type(s): MP3, MP4, M4A, FLAC, WAV, WMA, and AAC

***Proof of Residency – JPG, GIF, or TIFF**

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



Optional Letter of recommendation

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



TAB FIVE: OTHER INFORMATION

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

100-word limit

SUBMISSION

Section 2: Notification Emails

Once you have completed the application, you can submit it. You will receive an email confirmation.

Greetings @owner.fullname@,

Thank you for completing the NPN Take Notice Fund application. Attached is a copy of your application for your records. Your application will be reviewed by a panel of staff and community members. All applicants will receive notification once the selection process is complete. Please be patient as we review all applications.

Best regards,
NPN Staff