DeHaan Artist of Distinction Award

2023 Guidelines & Application Instructions

Application Release
Monday, January 9, 2022, 10:00 a.m

Application Deadline
Quarterly: February 27, May 15, August 14, November 3, 2023
12 p.m.

Application Portal
indyarts.grantsplatform.com
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About the Program

The Indy Arts Council fosters meaningful engagement in the arts by nurturing a culture where artists and arts organizations thrive. As part of its mission, the Arts Council works with local foundations to support and nurture the careers of visual artists. The DeHaan Artist of Distinction Award, offered annually and administered by the Indy Arts Council and funded entirely by the Christel DeHaan Family Foundation, is an artist grant/award program to provide project funding for professional artists in Indiana that promotes, celebrates, recognizes, and rewards innovation. The aim of the program is to recognize contemporary visual artists and support their exceptional projects. The program will further elevate the awareness of artistic excellence and professionalism in Indianapolis.

The DeHaan Artist of Distinction Award Program will honor up to six contemporary artists with grants of $10,000 each year for aspirational visual arts projects. Each project must demonstrate a need for the requested funds and be completed within the stated deadline. It is intended to allow a high-tolerance for risk and exploration and will provide support for an artist’s creative practice that will help them push their work in dynamic ways. Each awarded artist will submit a final report at the end of the process and must participate in a final public exhibition of their work. Recipients will be required to document the project with images and reflections regarding the impact of the project on their artistic development and how the project brought something new to the field of visual art.

Contact Information

Questions concerning the DeHaan Artist of Distinction Award Program which are not answered in the below guidelines should be directed to:

Community Impact and Investment Department
317-631-3301
grants@indyarts.org
Eligibility Requirements

Read through the general eligibility requirements carefully for the DeHaan Artist of Distinction Award Program for both artists and projects. Each individual’s situation is different. It is the responsibility of the applicant to make the case in the application for meeting the eligibility requirements.

ARTIST ELIGIBILITY

1. Must be a visual artist, inclusive of art forms such as painting, drawing, printmaking, sculpture, ceramics, photography, textiles, and digital/new media.
2. Must have 5 years documented experience demonstrating excellence and innovation (quality solo exhibitions, national exposure and/or experience, critical reviews, residencies, awards, fellowships, etc.).
3. Must have lived and/or worked in the state of Indiana for a minimum of three consecutive years at the date of application.
4. Must reside and/or work in the state of Indiana for at least one year following the conclusion of the award activities.
5. Must have generated consistent income over the past five years through your work in the field of visual art.
6. Must not have received a DeHaan award within the last 12-months at time of application. Preference is given to artists who have not previously received an award.
7. Artwork must be contemporary, meaning the artist is creating innovative, forward thinking, and challenging work that brings something new to the field of visual art.

PROJECT ELIGIBILITY

1. Can be either a new or existing project that supports an artist’s professional or creative practice.
2. Must be aspirational and innovative.
3. Must occur and conclude within 12 months of execution of signed agreement.
4. Must be able to share the results of the project through submission of a final report.
5. Awardees must agree to participate in a professionally curated group show at Gallery 924 at the Arts Council, tentatively for October/November 2023.
6. Must further the applicant’s artistic endeavors and/or propel their career.
7. Must submit at least one work sample for artistic documentation.
Application Timeline

All applications, attachments, and work samples will be submitted online and will be accepted throughout the year. **Incomplete applications to the DeHaan Artist of Distinction Award Program will be considered ineligible.** Applications delivered in person or sent by fax or email will not be accepted. Applications will be reviewed quarterly. The following dates represent the review panel deadlines. Applications may be submitted at any time, but are due by 12 pm on the following dates in order to be included in the next review meeting. Those dates are:

- February 27, 2023
- May 15, 2023
- August 14, 2023
- November 3, 2023 *(accepting applications until 4:30 pm)*

For those applicants interested in having an optional preliminary draft of their application reviewed by the Grant Services team, the draft review deadlines are as follows:

- February 5, 2023
- April 21, 2023
- July 28, 2023
- October 20, 2023

Workshops

The Arts Council will offer several information sessions to assist artists in the understanding and preparation of the DeHaan Artist of Distinction Award Program. **Workshop attendance is not required.** The content of each DeHaan Artist of Distinction Award Program workshop is the same. If you wish to attend a workshop, please register to attend using the links below. **All workshops will take place virtually via Zoom unless otherwise stated.**

- January 18 at 4:30pm
- May 4 at 5:00pm
- July 12 at 4:30pm
- October 3 at 5:00pm
Examples of Award Activities

Support will be awarded for DeHaan Artist of Distinction Award Program activities occurring within a 12-month period. There is no minimum time frame. Examples of possible projects and initiatives include but are not limited to the following:

- Exploration of a new body of work
- Participation in a national event/exhibition
- Purchase of materials or supplies related to a specific project
- Travel & shipping of artwork for exhibition

Project activities may be conducted anywhere. Funds may be used for travel, housing, and/or the equipment necessary to conduct proposed activities. Funds may also be used for materials necessary to create artwork in preparation for an exhibition. Awardees will be responsible for making all arrangements and/or purchases for grant activities.

Restrictions from Funding

1. Funds cannot be used for tuition or tuition expenses at any college, university, or degree-granting institution.
2. Funds cannot be re-granted or redistributed to any other person, organization, or entity.
3. Funds cannot be used for debt reduction, debt elimination, student loans, penalties, or litigation costs.
4. Funds cannot be used toward the production of a short or feature-length film.

Selection Criteria

An online selection panel, including qualified representatives from the Christel DeHaan Family Foundation, the Indy Arts Council, and local and national visual art professionals, will make the award determinations through an online process.

- Quality of the Artistic Work (30%)
  Artist demonstrates strong technical skills and craft in the execution of their work. Combination of aesthetics, technical skill, and delivery is engaging emotionally, intellectually, and spiritually. Artist has an authentic relationship/connection to the content/community involved in the work. Work samples display a clear and consistent identity for the artist.
DeHaan Artist of Distinction Award

- **Aspirational and Innovative Components of Proposed Project (30%)**
  Artist proposes a project that is new, fresh, and challenges and/or innovates on their current body of work and adds something noteworthy to the visual arts field, both locally and non-locally.

- **Strength of Proposed Project and Relation to Work (20%)**
  Artist should propose a strong project concept and demonstrate how they will reasonably and realistically move toward project completion. Project should build upon their current body of work and their artistic skills.

- **Documented Success in the Field (10%)**
  Artist demonstrates that they have achieved a high level of success and recognition within their respective art form through exhibition history, other awards and fellowships, residencies, education, commissions, sales, contracted work, public art, etc.

- **Intended Impact on Applicant’s Career (10%)**
  Artist demonstrates that the proposed project will have a positive impact on the trajectory of their career, both artistically and professionally, leading to more opportunities, acclaim, public attention, and/or some other metric of success.

**Financial Information about DeHaan Award**

*DeHaan Artist of Distinction Award* grants are up to a maximum of $10,000, and up to five awards will be presented annually. Payments will be made in two installments only: 80% for the first payment and 20% for the second payment, according to the schedule determined in each awardee's grant agreement. Each grant recipient will be required to submit an IRS W-9 form so that an IRS 1099 income statement can be issued by the Arts Council for the awardee’s tax records. *All taxes and reporting of taxes will be the responsibility of the award recipient.*

**Notification**

*DeHaan Artist of Distinction Award Program* grant recipients will be notified of their selection by email 4 to 8 weeks after the quarterly deadlines (Feb 27, May 15, Aug 14, Nov 3, 2023). Once the award is accepted, Arts Council staff will send a DocuSign email with a DeHaan Award agreement and an IRS W-9 form. Once signed the Arts Council will work to process the first payment. Award recipients will be announced following the execution of their paperwork. *Upon selection of the award recipient(s), those applications that were not successfully funded will be reopened so that applicants can make edits to their original application and resubmit for a future deadline.*
Application Instructions

Grant applications and final reports can be accessed and completed online at [https://indyarts.grantplatform.com/](https://indyarts.grantplatform.com/). This section includes information on how to (1) create an account on the online grant portal, (2) apply online, and (3) submit the online application.

(1) Creating an Account
If you do not have an online account in our grants portal, you must first create an account for your organization. Follow the instructions below:

1. Visit [https://indyarts.grantplatform.com/](https://indyarts.grantplatform.com/) (Recommended web browsers: Google Chrome or Firefox).
2. Fill out your contact information in the “Register” column in the middle of the home page. You may also register with Google, LinkedIn, or Facebook by clicking the links at the bottom of the page.
3. Create an account for your organization by filling out the Contact and Organizational Information. Be sure to fill in all required information. Be sure to fill out all information noted that is required as an Organization.
4. Create a password for the organization to complete the application and final report. Be sure to write this information down. This is your login information.

If you have any issues creating an account, refer to these additional instructions: [https://help.goodgrants.com/hc/en-gb/articles/4405817472271-Ultimate-guide-for-applicants](https://help.goodgrants.com/hc/en-gb/articles/4405817472271-Ultimate-guide-for-applicants). You may also call Arts Council Community Impact staff at 317-631-3301 or email grants@indyarts.org if you need additional guidance.

(2) Applying Online
Once you have registered an account on [https://indyarts.grantplatform.com/](https://indyarts.grantplatform.com/), you will be able to access the online grant application. To access the application, first Sign In with your email and password. Next, scroll down to find the “Annual Grants Program” application. To apply for the grant, click “Start application” under the Annual Grants Program application. Click “Save and next” to move to the next part of the application.

Applications do not have to be completed in one sitting. You may save your application and return to the online system to continue working on an application that is already in progress. To return to an application that is already in progress, scroll down on your homepage to the “My applications” section, and click the application name you’d like to edit.

If you have any issues accessing your online application, refer to these additional instructions: [https://help.goodgrants.com/hc/en-gb/articles/4405817472271-Ultimate-guide-for-applicants](https://help.goodgrants.com/hc/en-gb/articles/4405817472271-Ultimate-guide-for-applicants)

You may also call Arts Council Community Impact staff at 317-631-3301 or email grants@indyarts.org if you need additional guidance.
(3) Completing the Online Application
In this section of the guidelines and application instructions, you will find that the application is split into the following main parts:

- Eligibility Checklist
- Demographic Information
- Financial Information
- Project Narrative
- Support Materials

Each part below coincides with each part of the online application. Each part has a set of detailed instructions. Please read this section carefully before beginning your online application.

Start Here Tab
Under the Start Here section, fields will be pre-populated. The only field to complete here is the “application name” - please insert your artist name in this section.

Eligibility Check
Before filling out the application, you will need to complete the eligibility check to ensure you are eligible for the DeHaan Artist of Distinction Award program (please refer to the eligibility requirements on page 2). After responding to the questions on the page, please click the green “Check Eligibility” button at the bottom of the page.

- If you are eligible for the grant, you will now be allowed to complete the remaining steps of the application.
- If you are not eligible, you will not be able to fill out the application. If you have any questions about your eligibility, please contact grants@indyarts.org.

Demographic information
You will be asked to provide information on your demographic profile, including race/ethnicity, gender identity and/or gender expression, pronouns, age range, and identification as a part of the LGBTQIA+ community, disability community, and military community. We ask this information to ensure our application processes are equitable. While required, these questions have a “prefer not to say” option for applicant’s to select as needed.

Financial Information
Complete the project expenses table, where you will be able to customize the “expense description” field to fit your needs. Click on the text box in the left column and enter text that describes your expenses for the project (ie. materials, travel, etc.). If a line item needs further explanation, please indicate with an asterisk and use the Project Budget Notes to explain (ie. Materials*). The left column should only include short expense descriptions, and the right column should include expense amounts.

Project Budget Notes (3,300-character limit)
Use this field to further explain your project budget. Detail any line items that require additional information. Make sure your line item descriptors are clear. Take advantage of this opportunity to provide clarity beyond just the numbers. Be sure that the budget ‘matches’ the narrative. This means that the story that you tell in the notes and what you show in your budget should be the same.
Project Narrative
In this part of the application, you will answer five questions. Pay attention to the character limits for each question. Characters include punctuation and spaces. Assume that the reader knows nothing about you or your work.

Formatting: We recommend that you first compose your responses in a word processing program, then copy & paste your text into the appropriate text box on the online application form. If you choose to copy & paste your responses from Microsoft Word, do not bold, italicize, underline, bullet, number, indent, embed hyperlinks or use any other formatting options available in Microsoft Word. Formatting will not transfer into the online grant system and will cause your text to become illegible. Because the system allows you to format your text (i.e. bold, italicize, underline, embed hyperlinks, etc.) within the online application form, please format your text after you have pasted the text. Check to make sure your content was not parsed when you pasted into the text box.

Narrative Questions: The following questions will be answered in Part 3 of the application.

1. Briefly describe your career as a professional artist. (5,000-character limit)
2. Describe your proposed project. Provide an overview of the project's primary activities and how you will successfully work to complete the project. (5,000-character limit)
3. How does this project both challenge and contribute something new or noteworthy to the field of visual art? (5,000-character limit)
4. How does this project push the boundaries of your current work? (5,000-character limit)
5. How would you like this project to impact your career both artistically and professionally and how will you measure that impact? (5,000-character limit)

Support Materials
In this section, you will upload a variety of work samples. Please be sure to include all of the required information. Below you will find information on how to upload files, how to title your uploads, as well as what file types are acceptable.

- **Professional Resume/CV (PDF):** no longer than 3 pages detailing your professional experience
- **Support Documentation (PDF; up to 2 total):** Submit up to two pieces that may include articles, letters of support, programs, reviews, or anything concerning your professional experience. Scanned documents are acceptable.
- **Work Samples** (up to 10 total): Please provide at least one and up to 10 examples of recent work that best represent you and your work. You can select files to upload including images, documents, and videos. Please submit each work sample as a separate file.
Work Samples May Include:

<table>
<thead>
<tr>
<th>Type</th>
<th>Video</th>
<th>Documents &amp; Images</th>
</tr>
</thead>
<tbody>
<tr>
<td>Max # Allowed</td>
<td>10</td>
<td>10</td>
</tr>
<tr>
<td>Max Size Each Sample*</td>
<td>500 MB</td>
<td>500 MB</td>
</tr>
<tr>
<td>Allowable File Types</td>
<td>MP4, MOV, MPG, MPEG, M4V, WMV</td>
<td>PDF, JPG, JPEG, PNG, TIFF</td>
</tr>
<tr>
<td>Other Details</td>
<td>Total length for all videos should be no more than 5 minutes (e.g. Video 1 is 3 minutes and Video 2 is 2 minutes)</td>
<td>All work sample images should be high-quality photographs of your work (preferably 72 dpi)</td>
</tr>
</tbody>
</table>

We do not accept Microsoft Office documents (Word, Excel, Powerpoint, etc.) There are free ways to make any of the above allowed file types. If you have trouble deciphering any of the above file types, please visit fileinfo.com.

Other Helpful Information:
- You may also include all links to YouTube, Vimeo, or other video hosting websites in replacement of video files if you prefer. If your video requires a password, please be sure to provide that information in the "Extra" description below the link.
- You may provide any combination of images, documents, and videos as long as you do not exceed 10 total work samples. For example, you could include 4 video clips and 6 images as documentation.
- Be sure to carefully choose your work samples. Make sure the samples are high quality.
- Choose the work samples that you think best reflect you as an artist.

To attach support materials to your application:
- Click on the Select Attachments or Add link or video buttons and select the desired items
- Click Upload
- Repeat for each media type
- Ensure that you see your media appears on the page

Upload Titles
You will not be able to change the file title after uploading, so please make sure your file name is clear as to what document is being shown. Please give each file a clearly defined title so that the review panel may understand your uploads. For example, title your work sample as "2022 work - [TITLE]". This is a suggestion. Please title your files as you see fit.