



2018 GRANT INFORMATION & APPLICATION GUIDE

TIMELINE FOR **ROCKET GRANTS** 2018-2019:

Monday, January 15, 2018 – Applications open via <http://www.callforentry.org>

Monday, March 26, 2018 – Applications close online, at 11.59 PM CST

Friday, May 18, 2018 – Artists' presentations at Selection Panel meeting in Kansas City*

Tuesday, May 22, 2018 – Award recipients notified

Tuesday, May 29, 2018 – Public Announcement of 2018 Awards

Thursday, June 7, 2018, 6.00 PM – Awards gathering, funds released

Friday, June 7, 2019 – All projects must be complete

* If you progress to the final round of the selection process, ALL individual artists, or AT LEAST ONE TEAM MEMBER (maximum 2) of each artist group, **MUST be present** at the Selection Panel meeting, in Kansas City on **May 18**. You will be asked to give a 5-minute illustrated presentation of your proposal with a 5-minute question and answer period immediately following. Selected artists and teams will be notified on **Monday April 23** if they have been chosen to present their application materials to the Selection Panel on **Friday May 18**. **Please hold this date open (9 AM-3 PM)**. More details will be supplied if you are selected.

VISION:

Rocket Grants receive support from the **Andy Warhol Foundation for the Visual Arts**, and are developed and implemented through a partnership between the **Charlotte Street Foundation** in Kansas City, MO and the **Spencer Museum of Art**, at the University of Kansas in Lawrence, KS. These grants provide opportunities for Kansas City area artists to make and share experimental work and ideas in public spaces around the region - by providing direct support for exceptional, under-the-radar, artist-driven, and artist-centered projects.

Rocket Grants fund projects that:

- add energy and diversity to the arts in our region
- happen in unexpected places
- challenge mainstream methods of thinking, making or presentation
- encourage the development of new kinds of audiences
- connect with, and provide opportunities for creative growth, to **either** the artist community, or the general public (projects could address both)

ELIGIBILITY:

- Artists, curators, collectives, collaborative groups, partnerships, and artist-run spaces residing within an 80-mile radius of the Kansas City metropolitan area are eligible to apply. See [map](#).
- If applying as an artistic group, this group can be long-standing or created specifically for this project.

- Nonprofit, 501(c)3 organizations are **NOT** eligible to apply.
- All artists must be over 21 at the time of the application, and may not be full-time students at any time during the application or award period (March 26, 2018 to June 7, 2019). If college graduates, applicants for 2018 must have graduated from their undergraduate program prior to June 1, 2017 (note, applicants need not have attended college).
- All exclusions apply for the entire period of the application and award (March 26, 2018 to June 7, 2019).
- Artists may not be awarded a **Rocket Grant** for two sequential rounds of funding: 2017 awardees may not reapply in 2018. (Please note: This opportunity for previous award recipients to reapply after a one-year break may change in future rounds of this program).

DESCRIPTION:

The **Rocket Grants** program for 2018-19 will provide grants in the amount of \$60,000 total. These will include:

- **Full Project Awards:** Cash grants of **up to \$6,000** each, to area artists, performers, curators, and writers - as individuals or groups - to support the creation and presentation of NEW work/projects. **Artists with ongoing projects or practices are welcome to apply, providing the application proposes significant evolution or adaptation that will open up new directions in the work** – even if for only one year. The majority of grants are awarded at or near the \$6000 level.
- **Research & Development Awards:** Cash grants of **\$2,000** each, to support research and development for ambitious new projects that require a longer period of planning. The selection panel may also award this grant to a proposal that they find to be compelling, but which seems to require more development and/or funding.
- **Completion or implementation of previously selected R & D Awards:** Cash grants of **\$4,000**. Any individual or group receiving the Research & Development Award, and completing their work in a timely and exciting manner, may request an additional \$4,000 the following year in order to complete/implement or extend their project. This award is made by submitting a report to the partner institutions, rather than by a full reapplication process.

Applicants **will be considered for both levels of funding** (Full Project Award and R & D Award), UNLESS they indicate that they wish NOT to be considered for the smaller award (see the Budget form). Declining an R&D Award MAY reduce your chances of receiving a grant.

Supported projects may include **visual art, performance, film screenings, video, new media, writing, public programming, social practice** and **interdisciplinary projects**. Performing artists and writers are eligible to apply, but **ALL work should include a strong visual component**, and performers/authors are encouraged to form collaborations with visual artists.

PROCESS:

A panel composed of both local and national artists and arts professionals will review applications and select projects for funding. There are **three rounds** in the process:

☆ Round 1 of jurying will be based SOLELY on:

- 5-10 digital images
- one other type of work sample (optional)
- the project title
- a brief summary of the proposed project
- ongoing project information (if relevant). See Application Guide below for full information.

☆ If your project makes it to **Round 2**, panelists will then review complete application materials.

☆ If your project reaches **Round 3**, you will be asked to make a brief presentation of your application to the selection panel, and to address any collaborative or community networks you are planning or developing. Please see the **timeline** to verify your availability.

Selection criteria:

The strength of your proposal will be judged by the following standards:

- Is your proposed project fresh/inventive/under-the-radar/exceptional, and does it encourage new ways of thinking, making or doing for the KC region? (**innovative**)
- How does it reflect or challenge this particular time and place? (**thoughtful context**)
- Do you have the skills, networks and experience to do the project, or are you reaching out to others to help you achieve this? Is the project manageable and well planned? (**feasibility**)
- Do you have a carefully chosen site that does NOT involve a traditional or established arts venue, arts district etc.? (**appropriate venue**)
- How will your project affect a specific community, the arts in this region, or other artists? (**meaningful impact**) This may include:
 - How is your project **relevant** to the arts community; how will it connect to a public audience or help build a new one?
 - Will it **invite and involve** community members (including other artists)?
 - How might it benefit an **underserved regional or cultural audience**?

Funding Priorities:

Rocket Grants give individuals and groups of artists the opportunity to **take new risks** with their work, **push the scope and scale** of their activities, **develop and pursue collaborative projects**, and **engage with members of the public, the public realm and other artists** in **inventive and meaningful ways**.

Rocket Grants seek to **create ripple effects** - so that supported artists, processes, and projects will engage, inspire, and propel other artists; spark new ideas and ways of working; and

contribute to a regional culture characterized by unconventional and expansive forms of interaction, exchange, provocation, and surprise. ***We anticipate that awarded artists will remain in the Kansas City region for the entire duration of their award.***

Projects must **have a public life** – i.e. they must be made accessible to the public via **process, presentation, production, or publication**. This may include:

- **exhibitions and curatorial projects**, with a strong, inventive public component, occurring **outside of** traditional or established arts venues/districts, and **involving local artists** in some significant way
- **temporary art projects** in public spaces, especially ones that may not secure more traditional types of arts funding
- **public programs**
- **events**
- **performances**, **outside of** traditional or established arts venues/districts
- **film or video screenings or festivals** that challenge or go beyond mainstream presentations
- **online projects**
- **publications**
- **programming and development of residency programs**
- **programming and development of artist-run spaces**
- **publication projects** involving significant collaboration with artist(s) from **this geographic region**, and contributing substantially to **this region's** contemporary art and cultural discourse.

Projects that will **reach or connect artists and/or diverse communities** from different parts of the region (e.g. bridge Kansas City/ Lawrence, involve underserved communities) are strongly encouraged, as are those that **directly stimulate a stronger and more critical artists' community**.

Venues:

This grant program supports **unconventional or under-recognized art forms** as a high priority, but encouraging artists to **develop new kinds of audiences** is of equal importance. Consequently, projects that propose the use of traditional or established arts venues – such as galleries, museums, theaters, arts districts and so on – will not be strong candidates for funding unless there is a compelling reason for this choice. All artists are recommended to specifically address their choice of venue in a deliberate and meaningful way, and to explore how a well-chosen location could introduce new and surprising experiences to a chosen audience, large or small.

Artists are also encouraged to consider how entry fees or other charges connected with any events they schedule might affect the public accessibility of their projects.

Exhibition venues operated by either of the regional partners (Spencer Museum*, Charlotte Street Foundation's Paragraph and La Esquina galleries and the Project Space) are specifically NOT allowable for events funded by the Rocket Grants program. *This exclusion does not include the grounds of the University of Kansas.

FAQs:

Answers to frequently asked questions that will further clarify the funding priorities and application process for this grant, may be found [here](#).

You are strongly encouraged to view work by [previous award winners](#) on the **Rocket Grants** website to make sure that your idea is a good fit for this opportunity.

Artist Responsibilities

Awarded artists will be expected to maintain prompt communications with the Program Coordinator. They will also be invited to make regular brief entries on the **Rocket Grants** blog about the progress of their projects, and should prepare publicity materials in a timely manner.

Awardees will be required to complete a short report after completion of the project. Around 15% of each grant will be withheld and released upon the completion of this report, with the intent that it might pay artists' fees, or allow further development of the completed project. (This does not apply to the \$2,000 R & D award, which is disbursed in one lump sum).

Artists will be held legally responsible for all events, materials and outcomes connected with their projects.

Summary of kinds of projects that will NOT be funded:

- Projects proposed by a 501(c)3 non-profit organization.
- Projects in which the lead artist/organizer, or the majority of artists, or the key visual artist live outside the 80-mile radius zone, or are not resident in this area at the time of application.
- Projects that do not have a public component, that are not accessible and presented to the public, that are a continuation or completion of traditional, private studio practice, or that do not exemplify inventive or experimental practices.
- Projects that request funding solely or primarily for travel or equipment purchase.
- Projects that request the use of venues run by partner institutions (Charlotte Street Foundation and the Spencer Museum of Art), or that propose to use traditional or established arts venues without a compelling reason for doing so.
- Projects in which the lead artist/organizer/curator or any of the key participants is under the age of 21, is enrolled in any full-time or undergraduate study program at the time of application (or will be at any time during the period of the award), or has graduated from an undergraduate program since June 1, 2017.
- Projects or artists that received funding for the eighth round of **Rocket Grants** will not be eligible for this ninth round.

Contact: **Julia Cole**, Rocket Grants Program Coordinator, julia@charlottestreet.org

Links:

<http://rocketgrants.org>

<http://charlottestreet.org>

<http://www.spencerart.ku.edu/>

FULL APPLICATION GUIDE

Applications open January 15, 2018 :: Deadline March 26 2018

<http://www.callforentry.org>

If applying as an artistic group, organization or curatorial project, the group can either be long-standing or created specifically for this project. Please identify one participant to serve as the **lead contact** for the project. We will assume that the artist/curator who is making the online application will be serving as the lead artist/contact for the group.

Well before the application deadline (**March 26, 2018**), you should register at [CaFE](#) and create a username and password for logging in.

If **applying as a group** of any kind, please create a username for the group (could be the same as your project name), but use the lead artist/curator's information for the contact name and email. At the bottom of the registration page, indicate that you are a team, and enter the names of up to three partners. (If there are more than four people in your team, including the lead artist, you will find space on the actual application form to enter all the names.) By doing this you will be able to upload work by multiple artists without confusing authorship.

You should allow plenty of time for preparing and uploading your images to the CaFE site, because the system requires you to follow specific guidelines. You will find easy-to-follow instructions (including a tutorial) on the site after you register. You will also need to prepare any additional time-based, web-based and written work samples as described below. Last-minute applications often encounter frustrating, unforeseen issues, and may not show your best potential. **APPLY EARLY!**

You are advised to locate and prepare the following information as a word processing document **before** completing the online application. Be sure to keep a backup copy of your written materials - for reference and in case your computer system crashes. All writing should be persuasive, relevant and concise. **Please respect all length limits.**

Please be especially clear about why the VENUE you have chosen for this work will be surprising, meaningful, experimental, accessible, or some other aspect that meets funding priorities for this grant.

1. PROJECT DESCRIPTION

* Please note that the **project title, project summary, ongoing project information, and your work samples**, will be the **only information** that jurors see in Round 1 of the **selection process**. You are advised, therefore, to pay great attention to making this writing clear and persuasive, and to cover all the important details. You need to communicate your vision as well as the value of your idea to make it to Round 2.

Describe the project you would like to develop. Please include:

- **Project title***
 - **Project summary*:** Summarize your project in one paragraph (maximum 100 words). Include brief information about **the reason you want to do this, the form/media you will use, the audience you will reach, how you will use the money, why this project is valuable or important, and what will be your venue** – anything that will help a jury member see your project as a good fit for this opportunity and want to learn more. Try writing the longer description first and then making a summary from that.
 - **Ongoing Project*:** If your project or group is an ongoing one, please write a brief paragraph (maximum 100 words) to explain why this proposal will open up compelling new directions in your work.
-
- **Full Description of your project** (maximum 500 words) including:
 - Description of the form your project will take (exhibition, public art project, series of public programs, performance, publication, etc.). Broadly, how will you use the money? What will 'success' look like for you? Why is your proposal timely and exciting? Why have you chosen your venue?
 - Your reasons for proposing the work, the big ideas behind the project, and its relationship to past work (by you or others)
 - Anticipated impact in regional communities (this will vary by project type):
 - Specific target communities you plan to engage
 - How your work will contribute to an experimental arts culture
 - Support for/involvement with other local artists in or through the project
 - How the project might serve as model/inspiration for other projects
 - A brief, realistic **project timeline** (100 word paragraph or a bullet point list)
 - **Public access:** a nuts and bolts description of how and where the project will be realized, including how it will be made accessible to your chosen public (100 words)
 - If your project will take place in a community or neighborhood, please explain what **connections** you have to the **community**, and which **resources** you have located to help you learn more about your chosen site. You will be asked more about this if you advance to the final interview (maximum 100 words)
 - If your project requires a **venue** but you have not secured one yet, please explain your plans to do so (one sentence, maximum 30 words)
 - If your project is a print or internet-based publication or project, please talk about your plans and **timeline for distribution/dissemination** (100 words)

2. WORK SAMPLES*

Both the professional quality of images and the relevance of work samples to your project will significantly impact the success of your application. **Relevant** samples show skills or experience that will be necessary to complete your proposal, or samples of work/sketches that describe the actual project you are planning. This grant requires that all projects should have a strong visual impact. Therefore, artists working in **all media** are required to submit **compelling visual documentation** connected with their project. Submit up to

TWO forms of support material from the list below. This means five to ten digital images (required), plus one other type of work sample (if desired). You will notice that the application also allows you to enter a single URL as part of your contact/basic information (this could be a personal or group website). This is an opportunity to provide jurors with access to more extensive work samples should you reach the final stage of the selection process.

- **5-10 digital images (required for all projects)** – Please prepare your images as described on the [CaFE site](#). You will need access to photo-editing software that can resize images, change image resolution, create new images, and save images as JPEGs. [Gimp](#) software will perform all the required functions and can be downloaded free to your Mac or Windows machine, and [Paint](#) is available free for use on Windows systems. Other options are listed on the CaFE site. You can also download [Adobe Creative Cloud programs](#) (including Photoshop) for a free 30-day trial.

As you upload your formatted images to CaFE, please fill in all the relevant information (title, date, media etc.) for each one. *** Please use the 300-character “Description” box to explain the relevance of each image you have chosen to your proposal. This information will be visible to jurors when they complete the first round of selection.** (Tip: The first image you upload will be the one that appears most often on the website, so choose one that will best represent you!) IN ADDITION, if you are applying as a GROUP, organization or curatorial project, and are including **work by more than one artist**, PLEASE INCLUDE THE ARTIST’S NAME IN THE TITLE OF EACH SLIDE: e.g. ‘Andy Warhol – Rocket Soup. This image shows the colorful ingredients Andy made that we will use for our *Cooking In Space* event at Worlds of Fun...’

The following work samples are **OPTIONAL**. Choose ONE only.

- **Up to 3 time-based works or 3 excerpts of time-based works.** CaFE accepts video and music uploads, and you can find specifications for this option on their [site](#). Just as for digital image uploads, please use the 300-character “Description” box* to write about the relevance of your work sample to your proposed project. **The jury will be able to see this in the first round of selection.** A preferred, alternative method to submit your time-based work would be to format and upload it either to your own website, or to Vimeo (for video) or SoundCloud (for audio). If you choose this method you will find space on the application form for the **URLs** that will link to your work, and for writing about the relevance of the work samples you have chosen. You can download a [document](#) with links to software and to online tutorials about uploading video and audio files, from the **Rocket Grants** site. The panel will review up to **three (3) minutes** of work total, and you are strongly advised to prepare a sequence made especially for this application, so jurors do not have to switch from one sample to another or search for cues. This does not mean a “demo” reel or highlights of your work, but rather an edited compilation of excerpts from up to three works with a total length of three minutes. Samples that cannot be opened or played will disqualify your application.

- For **websites** you wish to include as work samples, please submit **a list of URLs**. Please select material for viewing, bearing in mind that the selection panel will spend up to **three (3) minutes** looking at your selections. Work in this category may include documentation of previous work, work that uses the Internet as a public interface, or sites by or for others that demonstrate how you will develop your own project.
- **Writing samples.** The selection panel will view up to **five (5) pages of writing, or a maximum of 1,250 words** (12 point type, single spaced). You should format your samples into a **single .pdf** or Word document and upload this to the application when prompted to do so. You are encouraged to highlight the visual component of your writing by making good use of the digital image requirement above. If there is some aspect of your written work that simply cannot be conveyed in this manner, you may mail or hand-deliver samples, including brochures, publications, books, etc., with excerpts clearly marked for priority viewing, **AS A SUPPLEMENT TO the digital upload**. Mail or hand-deliver to Charlotte Street Foundation or the Spencer Museum, to arrive **by 4 PM Monday, March 26, 2018**.

*Please note that any hard-copy written work samples will only be returned if a stamped, self-addressed envelope/mailer is included with them, or if arrangements are made for pick-up. Please do not send any original materials unless they are disposable/multiples. Due to the volume of applications, we will NOT be able to confirm the receipt of these materials by phone or email. **Since the first two rounds of selection are performed remotely, members of the jury will NOT see hard-copy materials at this stage of the process.***

For mail delivery (supplementary materials only): Charlotte Street Foundation, **Rocket Grants**, PO Box 10263, Kansas City, MO 64171

For hand delivery (supplementary materials only): CSF Office, M-F, 9 am-5 pm: 1000 W. 25th Street, Kansas City, MO 64108. Please mark your packet: **Rocket Grants**.
Or (**March 26, 2018 only**) Spencer Museum of Art (Front Desk), 1301 Mississippi Street, Lawrence, KS 66045-7500. Please mark your packet: **Rocket Grants**.

3. FURTHER INFORMATION FOR WORK SAMPLES (Optional fields)

For all types of work sample: if the images are by multiple artists in your group, or by someone outside your group, please explain how this is relevant to your project.

For **digital images** (required for all projects) you can use the online application to supplement, if necessary, the information you entered in the image description box when uploading to CaFE, clearly explaining the relationship between them and your proposed project. (Approximately 50 words)

For **unedited time-based work samples** (not recommended), you must indicate cue times. If you are submitting an **edited** sample (recommended), you may briefly describe the longer work(s) from which it was taken.

If you uploaded your **audio or video** directly to CaFE, you can use the online application to supplement, if necessary, the information you entered in the "Description" box.

If you submitted **URL links to video or audio samples**, please use the application form to briefly describe the work. For all work samples, please discuss the relevance of the samples to your proposal (Approximately 50 words).

If you are submitting one or more **website URLs**, please direct the attention of the selection panel to **priority viewing**. Please also discuss the relevance of the samples to your proposal (Approximately 50 words).

For **written materials**, please discuss the relevance of the samples to your proposal. You may also give some brief information about longer works from which samples were drawn. (Approximately 50 words).

4. BIOGRAPHY

Please write a short biography (maximum 500 words) about yourself, your group, collective, or organization. If you have additional key participants in your group please use the additional space to submit short biographies for all (maximum 100 words each participant). This application does not require a typical resume, so this is where you will indicate your experience and skill sets required to carry out your proposed project.

5. BUDGET

Rocket Grants will award up to \$6,000 to selected artists or artist groups. The amount you request must be fully justified by a thorough, realistic and balanced budget submitted with this application. Typically, selected projects are awarded the amount they request, though there may be exceptions when this does not apply. Fifteen percent of the award (up to \$900) will be withheld until the project is completed and final documentation has been submitted.

- Your budget may include in-kind contributions (anything other than cash) as long as the donation matches an expense in your project.
- You will need to download a [budget form](#) from the **Rocket Grants** website, fill it out, and upload it to the CaFE website.
- There are three formats available: .xls, .doc, and .pdf. The .xls (Excel) file is the preferred format, and will do the math for you! Please modify the budget form in any way necessary to meet your project's needs.
- Please also download the **budget instructions** file, and carefully follow directions for filling out, saving and uploading your form. You will find additional information in the FAQ [budget section](#) that will clarify some questions about the budget process and you can also view an [online tutorial](#).
- The most important things to remember are that 1) Your budget should **BALANCE (total income = total expenses)**, and 2) That it should be well enough researched to credibly reflect the sum you are requesting.

When you have completed the form, depending on the format you choose, you should **save** it as **YourProjectTitleBudget.xls**, .doc or .pdf and upload it as part of your online application (for example, the budget for a project called *Soup Cans in the Park* in Excel format would be called: [SoupCansInTheParkBudget.xls](#)).

In all sections of the application, you are advised to keep your writing brief, persuasive and to the point. Please proof well before submitting.

PLEASE DO NOT FORGET TO HIT THE “SUBMIT” BUTTON when you have completed your application, or it may not be received prior to the deadline.

MORE INFORMATION:

There will be a series of outreach sessions at various locations around the region in January, February and March, at which applicants will be able to find out more about this grant and how to make a strong application. A couple of these sessions will be workshops at which you can book one-on-one help with specific issues – formatting, uploading and so on. Your application materials should all be complete before attending. Please check [here](#) for information and a calendar.

NEW! See the list of top 10 [Rocket Grants Application Tips](#):

*Please note that staff from **Spencer Museum of Art at KU/ Charlotte Street Foundation/ Rocket Grants** do not vote on the jury panel, and can not advise you on ways to create a winning application – that will always, ultimately, depend on the quality of your work and ideas, and their relevance to this particular opportunity.*

Please be sure to check all sources of information available to you (including the FAQ pages and the [Rocket Grants website](#) in general) before contacting staff for further assistance.

Thank You and Good Luck!