

Artist Career Development Pilot Program

Program Overview

The Artist Career Development (ACD) pilot program provides competitive, two-year sustained support for three emerging or mid-career Delaware artists, one in each county. Selected artists will receive \$10,000 each program year to advance their artistic and business practices, and to build community connections.

The program was created to expand geographic reach of funded programming and address specific outcomes as outlined in the Delaware Division of the Art's [Strategic Plan](#):

- Enhance artists' career-building skills by facilitating artist connections and providing training opportunities
- Engage artists by connecting them to one another to enhance their work
- Encourage greater collaboration among arts organizations and artists statewide

The program includes a hybrid cohort model with some professional development and meetings in-person and others asynchronous focused on the artists' current and future needs to sustain their work. In year two, selected artists will plan an arts activity for a community in their county in partnership with an arts or community-based organization.

Funding may be used to set aside time to work on art making; art materials; space rental; technology; paying collaborators; research and experimentation; marketing; production costs; rehearsal time; and documentation. Selected artists will need to submit two reports and remain Delaware residents for the full program period.

Applications are accepted in artistic disciplines in the fields of choreography, folk and traditional arts, jazz, literature, media arts, music, performing and visual arts. Currently, we are unable to accept applications from artists in design fields and theater.

Program Timeline and Expectations

Application Stage 1

Letter of Intent

Submit by March 8, 2023

Application Stage 2

Full Application

Submit by April 15, 2023

Artist Selection

Notification of

Acceptance May 1, 2023

Program Timeline and Expectations	
First Year (July 1, 2023 - June 30, 2024)	
July 2023 – Kick-Off Meeting October 2023 – Cohort Meeting January 2024 – Cohort Meeting June 1, 2024 – First Year Report	- Attend cohort meetings with staff and guest speakers - Set personal goals - Professional development - Explore/Identify your community - Add/update profile in Delaware Artist Roster - Attend Delaware Arts Summit
Second Year (July 1, 2024 - June 30, 2025)	

July 2024 – Cohort Meeting October 2024 – Cohort Meeting January 2025 – Cohort Meeting June 1, 2025 – Second Year Report	- Attend cohort meetings with staff and guest speakers - Plan an activity* within your community between July 1, 2024 - June 30, 2025 - Participate in Division publicity
*Examples include a public-facing event or presentation; OR community-based project (project that is with and for your identified community in partnership with an arts or community-based organization) - o Writer – workshop, reading, poetry project - o Performer – workshop, performance - o Visual Arts – workshop, exhibition at local art league	

Eligibility

Candidates will meet the following criteria:

- Self-identify as an emerging or mid-career practicing artist with approximately 4-7 years of artistic practice;
- Be an applicant and/or recipient of an Emerging Fellowship or Artist Opportunity grant from 2018 to 2022; OR be an artist in the [Delaware Artist Roster](#);
- Must be a resident of Delaware for at least one year at the time of application. A legal resident possesses a valid Delaware driver's license or DMV-issued identification card and files state income taxes in Delaware as a full-year resident. All program participants are subject to verification of Delaware residency;
- Must be at least 18 years of age at the time of application;
- Be a legal resident of the United States with a tax id number (either Social Security number or an Individual Taxpayer Identification Number- ITIN).
- Must remain a Delaware resident during entire the program period (July 2023 – June 2025)

Ineligible applicants:

- Students currently enrolled in a degree or certificate-granting educational program at the time of application;
- Any past or present applicants and/or recipients of a Masters and/or Established Fellowship;
- Any past applicants and/or recipients of an Emerging Fellowship prior to 2018;
- Any organizations;
- Applicants who submit incomplete applications or applications that do not follow the required format;
- Applicants with outstanding final reports from any past Division of the Arts (Division) grants

Waiting Periods and Restrictions

- Selected artists for the ACD program are ineligible to apply for or receive another Division grant for artists during the two-year program

- Applicants who submit applications in the fields of design and theater are not eligible at this time
- No individual may compile or submit an application if that individual is a member or relative of a member of the Delaware State Arts Council or Division staff

Stage 1 – Letter of Intent – Applicant Questions

Responses can be submitted in written, video, or audio formats and should adhere to the following guidelines:

- Written responses will have a 1500-character limit per question. If providing written responses to the narrative questions, please do not also send a video or audio file
- Video and audio responses must not exceed five minutes in total

Questions

- Tell us a bit about your artistic practice and art form. What values guide and inform your work, and how have you put them into action?
- Why is this a good time in your career to participate in the ACD program and how do you hope this experience will shape your future work?

Letter of Intent is due March 8, 2023 at 4:30 p.m. ET. You will be notified whether you will advance to Stage 2 by March 17, 2023 at 4:30 p.m. ET.

Stage 2 – Full Application

Applicants who advance to Stage 2 of review will be invited to submit an application packet including:

Work Samples
Resume/CV/Artist Bio
Narrative
Experience List
Letter of Recommendation

Detailed instructions and links for the full application will be provided to artists who advance to this stage. Applications are due by April 15, 2023, at 11:59 p.m. ET.

Eligible Program Expenses

Funding may be used to support most aspects of an artist's career expenses, such as:

- Documentation of program experience
- Equipment and technology
- Fees for career services (for example, membership, calls for entry, submissions, booth space)
- Marketing or publicity of events/activities
- Supplies and materials
- Production costs

- Professional development (workshops, seminars, conferences, excluding credit earning post-secondary coursework)
- Space rental including rehearsal time
- Stipends to collaborators
- Travel (domestic) and other operational expenses necessary to deliver arts programs and services

Ineligible Program Expenses

Division funds may not be used for these expenses (this list is not comprehensive):

- Activities for which academic credit is given
- Awards, donations, or cash prizes
- Bad debt
- Building, renovating, or remodeling of facilities
- Capital expenditures and non-consumables valued over \$3,000
- Traditional circus performers and athletic activities
- Contingency funds
- Expenses incurred outside of the program period
- Fundraising costs (capital/endowment campaigns)
- Home rental/mortgage and utilities
- Investments of any type
- Lobbying
- Meals/refreshments
- Private entertainment
- Projects restricted to exclusive participation or enjoyment
- Projects that have sectarian or religious purposes
- Scholarships or research by individuals

Program Period

Funding awarded in the two program cycles must be spent on activities that occur between:

- FY2024: July 1, 2023, and June 30, 2024
- FY2025: July 1, 2024, and June 30, 2025

Application Deadline

A Letter of Intent must be submitted by 4:30 p.m. ET on March 8, 2023. If invited to apply, applications must be submitted by 11:59 p.m. ET on April 15, 2023.

Division staff are available for technical assistance weekdays from 8:30 a.m. to 5 p.m. ET. Please note that staff and technical assistance is not available over the weekends or weekdays after 5 p.m.

Review Process

Division of the Arts staff members, in conjunction with the Division Director, review artists' applications for the ACD Program. The Division Director then makes final decisions on selected artists.

Notification of Decision and Payment Procedures

Applicants will be notified of the final decision on May 1, 2023, via email.

Full payment of the first year funds will be issued after the selected artist has completed or updated Delaware's [eSupplier Portal](#). For any questions, please contact the Division of Accounting at FSF_Supplier_Maintenance@delaware.gov or by phone at (302) 526-5600.

Note: Artists who have previously received payments from the State of Delaware should not create a new vendor account but should update information.

For the second year, \$7,500 (75%) will be issued upon approval of the first year final report. The final payment of \$2,500 (25%) will be released upon approval of the second year final report.

Reporting Requirements

Reports for the ACD program will be due:

- **First year (FY2024) reports** will be due by June 1, 2024 at 4:30 p.m. ET. Failure to submit the first year report may result in dismissal from the program and forfeiture of the final year funds.
- **Final year (FY2025) reports** will be on due June 1, 2025, by 4:30 p.m. ET. Failure to submit a final report on time may result in forfeiture of the final payment (25%).

Program Contacts

Roxanne Stanulis, Program Officer, Artist Programs and Services

roxanne.stanulis@delaware.gov or 302-577-8283

Leeann Wallett, Program Officer, Community Engagement

leeann.wallett@delaware.gov or 302-577-8282