

# 2010 Travel and Study Grant Program for DANCE, FILM AND VIDEO, AND LITERATURE

This program is supported by the General Mills Foundation,  
the Art and Martha Kaemmer Fund of HRK Foundation, and the Jerome Foundation.

## General Information

**The Travel and Study Grant Program awards grants to emerging artists who create new work (choreographers, film and video directors, poets, spoken word artists, fiction and creative nonfiction writers). Minnesota-based executive and program administrators working for nonprofit arts organizations in dance, film and video, and literature are eligible to apply.** The program supports such activities as research leading to the creation of new work, the development of collaborations, participation in specific training programs, time for reflection and individualized study, investigating artistic work outside of Minnesota or New York City, and dialogue on aesthetic issues. **This is not a program that supports the production of new work or acquiring teaching credentials.**

Awards are made once per year. Three-person selection panels in each eligible discipline review proposals and recommend recipients to the Jerome Foundation Board, which approves all grants. Selection is based on the quality and potential of the applicant's work and the significance and appropriateness of the proposed trip. Applications may be reviewed in a two-step process incorporating a first-round screening before panelists review the remaining applications. This program receives many applications and has limited funds available. Although financial need is not a requirement, please consider whether you need these funds to undertake a travel and study trip.

## Eligibility

1. Applicants must live in Minnesota or the five boroughs of New York City at the time of application and have lived in that location at least one year prior to the application deadline.
2. Applicants must be emerging creative artists. Emerging artists show significant potential yet are not recognized as established artists by other artists, curators, producers, critics, and arts administrators. If you need more information on eligibility, please consult [www.jeromefdn.org](http://www.jeromefdn.org) or contact Foundation staff. Minnesota nonprofit arts administrators are eligible due to specific support for that category.
3. Applicants must **complete the Cover Sheet** and comply with all application requirements, including precise formatting requirements for sample works. Fax and email submissions are not permitted. Incomplete applications will not be accepted.
4. Applicants may apply to only one discipline area and may submit no more than one proposal. Multidisciplinary artists should submit to the discipline area most closely aligned with their work. All panels will be prepared to review proposals that cross disciplines. If a proposal is declined, the applicant may submit the same request one additional time in a subsequent year.
5. In order to be eligible for another grant, previous grant recipients must have completed and filed a final report on their trip.
6. This program supports individuals not organizations. Multiple-person partnerships may apply on one application form if the monies requested do not exceed \$5,000.
7. Students in K-12 educational programs are not eligible for Jerome Foundation support. In general, individuals enrolled in undergraduate and graduate degree programs are not eligible, with one exception. If an artist enrolls in an undergraduate or graduate degree program or takes classes while maintaining a current and active professional practice of creating and presenting work to the public, she/he is eligible.

Applicants who have questions about eligibility should contact Jerome Foundation staff.

# Policies

1. **THE APPLICATION DEADLINE FOR THE 2010 TRAVEL AND STUDY GRANT PROGRAM IS MARCH 8, 2010.** Proposals must be postmarked on or before that date to be eligible. Please be certain that your application is mailed from a location that prints a postmark date on the envelope. Applications in envelopes without a postmark date received after the deadline will **not** be accepted. Applications postmarked March 9, 2010, or later will **not** be accepted. Proposals may be hand-delivered to the Jerome Foundation office. On the deadline date of March 8, 2010, the office will be open from 8:30 a.m. to 4:30 p.m.
2. Applicants will receive emails acknowledging receipt of their proposals. If there are questions about a proposal, a Foundation staff person will contact the applicant. The Foundation will send notification letters in early June 2010. No information on the panels' recommendations will be provided prior to the letter of notification.
3. Travel may be national or international. The program does not prioritize one over the other. Travel must occur between June 15, 2010, and December 31, 2012. Applicants not awarded grants in 2010 may reapply in 2012 if the program is offered.
4. This grant may **not** be used for touring, performances, concerts, exhibitions, production of new work, and teaching.
5. In order to receive payment, a recipient is required to submit an itinerary for the travel and study period, with confirmed schedules, and proof of travel, at least two weeks prior to departure.
6. Grants of up to \$1,500 will be awarded for short-term travel of three to six days. Grants of up to \$5,000 will be awarded for trips of one week or longer. Applicants may use grants for extended travel and study if supplementary resources are committed.
7. A recipient agrees, by contract, to file a narrative report within one month of completion of the travel and study grant project. Recipients who do not submit a final report are ineligible for future funding.
8. Purchase of equipment is not an eligible expense. Nor are salary replacement and an honorarium for the applicant. "Other" expenses may include such items as daycare, language classes, and prorated housing payments and utilities.
9. Be detailed and accurate in the budget information. If a trip is funded, the grant recipient will not be able to reduce the duration of the trip or to change the amounts and types of expense items.
10. The Travel and Study Grant Program rotates disciplines in alternating years. In 2011, artists working in Music, Theater, and Visual Arts will be eligible to apply, if the program is offered.

# Application Requirements

**PLEASE DO NOT STAPLE PAGES TOGETHER OR PLACE IN FOLDERS/BINDERS.**

1. Complete Application Cover Sheet. You may find this on the Foundation's website ([www.jeromefdn.org](http://www.jeromefdn.org)).
2. Describe in detail the purpose of the proposed trip: what you plan to investigate: and why you have selected the cities, organizations, and people you plan to visit. Describe how the travel and study project will affect your work, being as specific as possible about your expectations. If appropriate, indicate how the travel and study project will affect the organization at which you work.  
**Recommended length is one to three pages.**

(Application Requirements continued on next page)

3. List the groups, organizations, productions, exhibitions, performances, festivals, institutes, and names, with titles, of individuals you intend to see. Specify their locations. Indicate whether you have contacted them and received positive responses to your proposed visit. **Attach copies of any confirmation letters.**
4. Attach a current résumé.
5. Submit work samples representing your current professional work and potential connections to the proposed trip. You must have creative control of the samples submitted. You are encouraged to submit materials that document more than one work. You may have more than one sample on a DVD as long as you have separate chapters for each sample. If submitting samples on VHS tape, please place work samples on separate tapes. **Submit a one-page list of work samples including the title, year completed, and your role in each sample.** Specify preferred viewing order of samples. Administrators should also submit examples of their work, such as writing samples, program designs, and strategic plans.

**DANCE:** DVDs, VHS tapes, html links to online video files of up to 10 minutes total; up to 10 slides or photographs.

**FILM/VIDEO:** DVDs, VHS tapes, html links to online video files of up to 10 minutes total; script excerpts or storyboards up to 10 pages with at least one-inch margins and a minimum type size of 11 point.

**LITERATURE:** manuscripts of up to 10 double-spaced pages with at least one inch margins and a minimum type size of 11 point, audio cassettes, VHS tapes, CDs, or DVDs of up to 10 minutes total.

**IF SUBMITTING WORK SAMPLES IN MORE THAN ONE FORMAT, REDUCE PROPORTIONATELY THE NUMBER OF SAMPLES SUBMITTED.**

**AUDIO AND VIDEO TAPES MUST BE CUED. VIDEOTAPES MUST BE VHS FORMAT. COMPUTER GENERATED CDs/DVDs ACCEPTED. PLEASE CHECK YOUR SAMPLES TO MAKE CERTAIN THAT THEY PLAY NOT ONLY IN THE DEVICE IN WHICH THEY WERE CREATED BUT ALSO IN DVD OR CD DECKS.**

6. If your study trip is supported, in part, by other grants or income, specify their source, and provide specific information on which expenses those contributed funds will cover, and any restrictions on those monies.
7. **OPTIONAL:** You may submit a ONE-PAGE statement describing your aesthetic philosophy and creative process as additional information for the panel to review.

Persons needing communication accommodations such as sign language interpretation, TTY operator-assisted inquiries, translation services, alternative formats for print materials, etc., are encouraged to contact Foundation staff for assistance.

**SUBMIT ONE COPY OF ALL MATERIALS TO:**

<b>indicate arts discipline</b>	<b>TRAVEL AND STUDY GRANT PROGRAM</b>
(DANCE, FILM AND VIDEO, LITERATURE)	c/o Jerome Foundation
	400 Sibley Street, Suite 125
	St. Paul, Minnesota 55101-1928

**\*MATERIALS SHOULD BE PRINTED ON ONE SIDE ONLY\***

## INFORMATIONAL RESOURCES

### INFORMATION MEETINGS

There will be four information meetings in which Jerome Foundation staff will explain the program's purpose, eligibility requirements, and application process. The majority of the meeting time will be dedicated to questions from those who attend. You do not need to make a reservation, nor do you need to attend a meeting in order to apply.

**February 24, 2010**  
**6:00 p.m. – 7:30 p.m.**  
**Theater, The Kitchen**  
**512 West 19<sup>th</sup> Street**  
**New York City**  
**[www.thekitchen.org](http://www.thekitchen.org)**  
**212.255.5793**

**February 16, 2010**  
**5:30 p.m. – 7:00 p.m.**  
**Open Book**  
**Room 203**  
**1011 Washington Avenue South**  
**Minneapolis, Minnesota**  
**[www.openbookmn.org](http://www.openbookmn.org)**  
**612.215.2650**

**February 27, 2010**  
**1:00 p.m. – 3:00 p.m.**  
**Poets House**  
**10 River Terrace**  
**New York City**  
**[www.poetshouse.org](http://www.poetshouse.org)**  
**212.431.7920**

**February 22, 2010**  
**7:00 p.m. – 8:30 p.m.**  
**IFP MN Center for Media Arts**  
**2446 University Avenue West, Suite 100**  
**St. Paul, Minnesota**  
**[www.ifpmn.org](http://www.ifpmn.org)**  
**651.644.1912**

### INDIVIDUAL APPOINTMENTS

During the period of Monday, February 15 through Friday, February 19, 2010, 9:00 a.m. to 4:00 p.m. (central) and 10:00 a.m. to 5:00 p.m. (eastern), Jerome Foundation staff will take telephone appointments (at 1/2 hour intervals) with prospective applicants who have questions at 651.224.9431 or 1.800.995.3766. There are also limited times in the evenings, from 4:00 to 8:00 p.m. (central) and 5:00 to 9:00 p.m. (eastern) on February 15 and February 17, 2010. If you would prefer a consultation via email, that is also possible. If you wish to have a staff person review a draft of your proposal and answer your questions about it, you must submit that draft on or before February 26, 2010.

Please call the Jerome Foundation office if you wish to schedule an individual telephone meeting with staff. If you have questions and did not make an appointment, please call anyway. There will be some flexible time available. You may also call for assistance prior to the scheduled individual telephone appointment period.

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# 2010 Travel and Study Grant Application Cover Sheet for Dance, Film and Video, and Literature

This program is supported by the General Mills Foundation,  
the Art and Martha Kaemmer Fund of HRK Foundation, and the Jerome Foundation.

## ALL ITEMS BELOW MUST BE COMPLETED

**DISCIPLINE:** (Check Only One)

DANCE

FILM AND VIDEO

LITERATURE

Name \_\_\_\_\_

Telephone Number(s)

Address \_\_\_\_\_

Home \_\_\_\_\_

Other \_\_\_\_\_

Email \_\_\_\_\_

Website \_\_\_\_\_

Minnesota County \_\_\_\_\_

or

New York City Borough \_\_\_\_\_

Amount Requested \_\_\_\_\_

Destination(s) \_\_\_\_\_

Length of Trip \_\_\_\_\_  
(days, weeks or months)

Dates of Travel \_\_\_\_\_

Statement of Trip Purpose (one sentence) \_\_\_\_\_

**BUDGET:** PLEASE BE AS SPECIFIC AS POSSIBLE.

Applicants are not required to secure supplementary funds; however, if personal monies, donations, fellowships, or other grants will be used for the travel and study project, they must be included in this budget.

	BRIEF DESCRIPTION	REQUEST	SUPPLEMENTARY FUNDS	TOTAL
Transportation	_____	_____	_____	_____
Per Diem	_____	_____	_____	_____
Lodging	_____	_____	_____	_____
Materials	_____	_____	_____	_____
Fees	_____	_____	_____	_____
Other	_____	_____	_____	_____
	<b>TOTAL*</b>	=====	=====	=====

Per diem includes food, taxi, bus, and other daily miscellaneous expenses.

\*\$1,500 limit for travel of 3 to 6 days  
\*\$5,000 limit for travel of one week or longer

Source(s) of supplementary funds (if any) \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

**THIS SHEET MUST ACCOMPANY PROPOSAL.  
PLEASE COMPLETE BOTH SIDES.**

## 2010 Travel and Study Grant Program Application Checklist

- |  |  |
|--|--|
| <input type="checkbox"/> Application Narrative<br><input type="checkbox"/> Résumé<br><input type="checkbox"/> Statement of Aesthetic Philosophy (optional)<br><input type="checkbox"/> Cued VHS Tape #____<br><input type="checkbox"/> Cued Audio Tape #____<br><input type="checkbox"/> CD #____<br><input type="checkbox"/> Slides #____<br><input type="checkbox"/> Slide List<br><input type="checkbox"/> Html links to online video files | <input type="checkbox"/> Photographs #____<br><input type="checkbox"/> Manuscripts #____<br><input type="checkbox"/> Musical Score #____<br><input type="checkbox"/> DVD #____<br><input type="checkbox"/> Other Documentation:<br>Specify _____<br>_____<br>_____ |
|--|--|

PLEASE FILL IN NUMBER (#\_\_\_\_) OF ITEMS SUBMITTED.

DO YOU WANT WORK SAMPLES RETURNED TO YOU?

- YES                       NO

Have you previously applied to the Travel and Study Grant Program?     YES                       NO

### THIS INFORMATION WILL NOT BE PROVIDED TO THE SELECTION PANELISTS

The Travel and Study Grant Program seeks to be inclusive and accessible to all individuals. For this reason, we are requesting information about the racial/cultural origin and gender of applicants and how applicants heard about the Program. You are not required to complete this section; however, this information will help us to know whether the program is achieving its objectives.

- |   |   |
|---|---|
| <input type="checkbox"/> African-American<br><input type="checkbox"/> European-American<br><input type="checkbox"/> Native American | <input type="checkbox"/> Asian-American/Pacific Islander<br><input type="checkbox"/> Hispanic/Latino/Latina<br><input type="checkbox"/> Other (please specify)<br>_____ |
|---|---|

- Male                       Female                       Other

How did you hear about this program?

- |  |   |
|--|---|
| <input type="checkbox"/> Web site<br><input type="checkbox"/> Direct mail<br><input type="checkbox"/> Press release<br><input type="checkbox"/> Newsletter<br>Which one? _____ | <input type="checkbox"/> Email<br><input type="checkbox"/> Colleague referral<br><input type="checkbox"/> Newspaper<br><input type="checkbox"/> Other _____ |
|--|---|

**THIS SHEET MUST ACCOMPANY PROPOSAL.  
PLEASE COMPLETE BOTH SIDES.**

## **2010 TRAVEL AND STUDY GRANT PROGRAM SUGGESTIONS FOR APPLICANTS**

This is a grant program that emphasizes individual exploration, study, and growth. In describing the purpose of your proposed trip, use a strong, personal voice that underscores your commitment to this venture.

This is NOT a production grant program.

Specific information is important, including exactly where you will travel and with whom you will meet or study.

Confirmation and/or acceptance letters from people and organizations you intend to visit are very helpful to your request; however, they are not required.

Résumés should include complete information on arts training and experience with dates and locations for listed experiences.

Close attention should be paid to work samples submitted. Submit your best work, as selection is based on quality of work, eligibility, and the strength of the travel proposal. Requirements for formatting are strictly applied. Not following them will make your application ineligible. If you are applying for a learning experience not directly connected to your work samples, it is important that you make a connection for the panel through a written statement. Submitting professional as opposed to student work samples is strongly recommended.

If you want ideas and tips on selecting and preparing work samples, you may want to consult the Professional Development segment of the Professional Resources section of the Artist Trust website [www.artisttrust.org/pro\\_resources/prof\\_dev](http://www.artisttrust.org/pro_resources/prof_dev).

Be as specific as possible about expenses. If necessary, attach a separate explanation sheet and summarize on the cover sheet. If awarded a grant, you will not be allowed to reduce the duration of your trip nor to change the amounts and types of expense allocations.

The discipline category of literature is, by far, the most competitive because it draws the largest number of applicants.

The optional statement describing aesthetic philosophy and creative process is often a valuable addition to a proposal.

If attending a seminar, workshop, or conference described in a brochure or on a web site, please send a copy of the brochure or printed information from the web site.

Proposals to attend a performance, concert, or exhibition of your work are not competitive if that is the only purpose for the trip. If this purpose is one small part of a larger trip focused on study/experiential education/research, it stands a better chance of being seriously considered.

If your application is declined, you may request information on why your request was denied funding by contacting Jerome Foundation staff. However, given the large number of applicants to this program, feedback may be limited.

**Jerome Foundation**

400 Sibley Street, Suite 125  
St. Paul, Minnesota 55101-1928

**APPLICATION DEADLINE FOR  
DANCE, FILM AND VIDEO, AND LITERATURE  
MARCH 8, 2010**

Questions about the guidelines and application requirements may be addressed to Jerome Foundation staff, 400 Sibley Street, Suite 125, St. Paul, Minnesota 55101-1928. Telephone: 651.224.9431 or 1.800.995.3766. Email: [info@jeromefdn.org](mailto:info@jeromefdn.org) or visit the website at [www.jeromefdn.org](http://www.jeromefdn.org).