



**Arts & Culture**

# **Live Arts Boston (LAB)**

**Information Session**

# LAB Program Overview

- LAB is part of our effort to support the local artists that drive Greater Boston's thriving performing arts scene.
- **Performing artists, small nonprofit organizations, bands, collaboratives, producers and presenters in Greater Boston** may apply for **up to \$15,000** for a specific project.
- Funding is to create, produce or present artistic work for Greater Boston audiences.
- **Grant Period:** Funds must be spent **between January 1 and December 31, 2018.**
- **Number of Grants:** At least 50 projects will be supported this year.
- In addition to grant funding, this year's grantees will receive:
  - One-on-one artistic mentorship with a performing arts luminary.
  - Learning opportunities for grantees around topics such as business development, marketing, fundraising, taxes, and more.
  - Assistance in marketing and outreach of performances.
  - Videography/documentation of the final project.
  - Opportunities to network, socialize, and participate in peer learning with other LAB grantees.

**APPLICATION DEADLINE: THURSDAY, NOVEMBER 30, 2017 at MIDNIGHT**  
***(But don't wait until 11:58 PM to submit or you may get closed out!)***

# Two LAB Categories

- **Category 1: Create**
  - For projects where the primary purpose is for you, your collaborators, your organization, your band to make work.
  - Even though there will be a showing of the work which may need to be produced, the focus is on your/your group's creative process/endeavor.
  
- **Category 2: Produce/Present**
  - For projects where the primary purpose is to produce or present the work of others in a festival, shared how, showcase, etc.
  - It's okay if your work is included along with the work of others! But the focus is not on you creating work; the focus is on the production or presentation.

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# Category I: Create

## Funding Priorities:

- **Creating new work** (i.e. original or interpretive work/projects that have not been previously presented to a general audience);
- Creating work that is rooted in and **reflects or upholds a community's shared cultural values, history or experiences;**
- Projects that clearly support the **development/growth of an applicant's career;**
- Projects that **push an applicant's artistic boundaries** and allow for **risk-taking, experimentation** and **new collaborations;**
- Projects led by people of color, immigrants and “first generation” citizens

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# Category 2: Produce/Present

## Funding Priorities:

- Presenting or producing **the work of Greater Boston artists**, bands, groups, small arts organizations;
- Projects that support the **artistic growth of Greater Boston artists**;
  - Commissioning new work
  - Providing opportunities to develop skills or hone artistry
- Projects seeking to **increase visibility of Greater Boston artists**;
  - Audience building opportunities!
  - New venues, sites, places
- Projects that provide opportunities to **share work with Greater Boston communities that have historically had less access** to arts and cultural offerings;
- Projects led by people of color, immigrants and “first generation” citizens.

# Who can apply

- Artists, presenters, producers
- Collaboratives, groups, bands
- Small 501(c)(3)'s with budget of less than \$250,000 (for the last fiscal year)
- Funding will support work in the following **disciplines**:
  - Dance
  - Theater
  - Original music of any kind
  - Spoken word
  - Performance art
  - Circus arts
  - Traditional, culturally specific and folk
  - Any multi-disciplinary combination of the above
  - NOTE: Projects can include a visual art or film component, but the predominant discipline showcased must be one of the above.

**See LAB website for eligibility details!**

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# LAB Guidelines

- All proposals must be for a single, distinct artistic project or connected set of activities. The strongest applications will have a defined artistic goal, a clear timeline, and a predetermined estimated cost.
- Funds may be used to support any artistic, programmatic, administrative, or marketing activities directly related to the project, but **not fundraising**.
- **Public Performance Requirement:** must make project available to Greater Boston audiences **before December 31, 2018**.
  - Can be ticketed or free, open to general public or a specific audience
  - Must identify plans in application along with clear marketing/outreach
- **Touring/travel:** Requests can support touring work outside of Greater Boston, but the primary event must be held in Boston.
- **For presenters/producers:** At least 50% of artists presented must live/work in Greater Boston.
- All artists must be paid!

# For Collaborators/Groups/Bands

- **Collaborator = someone who is considered a co-owner of the project and a generative part of the team (not an independent contractor or a “work for hire”)**
- **One collaborator must serve as the LEAD APPLICANT.**
  - This person will receive grant funds if awarded (and will be taxed on the funds).
  - This person must play principal role in the project.
  - This person must fulfill eligibility requirements (not necessary for all collaborators).
- **Artists may work on/be a part of multiple LAB proposed projects, but can only be the lead applicant one ONE SINGLE application.**
- **Application considerations for collaborators:**
  - List all collaborators participating, along with their roles in the project and their bios.
  - Define the collaboration – Is it long-standing? New?
  - Work sample(s) – If a new collaboration, you may want to include samples of each person’s work.

# How to Apply

- Website: [www.tbf.org/LAB](http://www.tbf.org/LAB)
- Online Application
  - Start early!
  - Draft your narrative responses in a separate document to track word count; cut and paste information into the online system.
  - Ensure application is complete and accurate before submitting.
    - Make sure you have uploaded ALL required pieces, ESPECIALLY proof of residence or business address, as this is what we use to determine your eligibility for the program.
    - Make sure all passwords for work samples are provided and are accurate.
  - You can save and return to your application, however once you have submitted you will not be able to retrieve and make changes.
  - **DO NOT WAIT UNTIL 11:58 PM ON NOVEMBER 30<sup>TH</sup> to submit your application**; you may get closed out of the Submittable platform.

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# What You Need to Apply

- **Proof of residency:** Driver's License, State I.D., Voter Registration Card, utility bill, bank statement, etc. Address must be current and match the application address.
- Project **narrative** including goals, detailed description, probable outcomes, creative process details, intended audience. Focus on aligning with funding priorities!
- Project **timeline** – This will demonstrate initiative to research, plan and coordinate project effectively; budget time for administration.
- Clear and concise **artist statement/mission statement**.
- Complete **project budget** for the project.
- **Work sample** of recent artistic work related to the project, a description of the work; provide URL, password(s) or upload file(s).
- **Artistic resume**
- If relevant, a list of **collaborators**
- **For organizations**, include history, board and staff information and high level financials for most recently completed fiscal year and current fiscal year.

# Review Process

- **Step 1: Eligibility screening by TBF staff**
  - This is why your proof of residency/business address attachments are crucial! Don't forget to submit them, and make sure they are legible.
- **Step 2: Multi-disciplinary Peer Panel Review**
  - Using evaluation criteria, the panel conducts an online review of applications, and provides detailed feedback and scores.
  - We then convene the panelists to find consensus and make funding recommendations to TBF.
  - **As this will be a multi-disciplinary panel, assume the panelists do not know you or your work! Write for a broad audience.**
- **Feedback will be provided to all applicants after grant notifications.**

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# Project Narrative & Artist Statement

- **Artist Statement:**

- This should answer who you are, what you do, why you do it, and how you do it.
- Don't worry about being overly academic/intellectual.
- Your statement should be succinct but complete. Clarity is key.
- Provide enough information so that a reader can get an understanding of you and your work! Do not assume knowledge and avoid jargon.

- **Project Narrative:**

- Think about a panelist reading for feasibility – S/he will ask “Has the applicant thought this through enough so that we can take a risk in supporting?”
- Be sure to explain what you are doing, why you want to do it, where you likely show the work, and provide a reasonable timeline.
- Explain how this project will help you to achieve your future artistic goals – why this now?

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# Work Sample Tips

- Follow instructions regarding size/length and number of samples.
- Choose a work sample that depicts current work relevant to the current proposal and contributes to the overall narrative.
- Quality of the sample is less important than quality of the work. (You could take a video on your iPhone and submit it!)
- Provide context – how does this sample relate to the proposed project?
- Provide link to your work; be specific about what you want reviewed and include start time if relevant!
- Collaborators – do you want to choose multiple samples?

# Project Budget Tips

- Budget helps to tell the story!
- It should be complete, accurate, and realistic.
- Budget should align with proposal – all components should be accounted for.
- Total Expenses = Total Income
- If project expenses are larger than grant ceiling (\$15,000) submit a complete project budget, not just the budget for the grant funds!
- Think through promotion expenses.
- Pay artists!
- Modest budgets are taken seriously.