PROFESSIONAL DEVELOPMENT GRANTS (PDG) are designed to assist Arizona artists, arts administrators and arts educators with funding support for participation in professional development and skills building activities or opportunities that contribute to significant professional and career growth. Applicants must make a compelling case as to why this particular self-identified activity or opportunity was selected – whether in Arizona, out-of-state, or international – and how it will have a substantial impact on their own work and/or community.

PDG applications will be accepted by mail prior to each of the following deadlines: **August 24, 2012** for activities or opportunities taking place between July 1, 2012 and December 31, 2012; and **January 25, 2013** for activities or opportunities taking place between January 1, 2013 and June 30, 2013.

PDG applications are reviewed semiannually and are based on a fiscal year calendar (July 1 through June 30 of the following year). Proposed activities must take place within the timeframe of the current fiscal year. Requests must be submitted in advance of published deadlines.

**GRANT AMOUNT**

- Applicants may request **up to a maximum of $750.** (Requests for support of less than $500 are not eligible for funding.)
- The grant requested must be matched by a minimum contribution of 25% of the grant amount (e.g. $750 grant + $188 match for total budget of $938 in expenses).
- All sources of revenue must be identified, in addition to the grant.
- Only one request per applicant will be funded every 2 fiscal years (July 1 through June 30).
- Only one request per organization will be funded per fiscal year (July 1 through June 30).
- Grant amounts and the number of grants awarded are dependent on many factors – including the Arts Commission’s annual budget, as determined by the Arizona State Legislature and the National Endowment of the Arts – and may be subject to change.

**ELIGIBILITY**

Professional Development Grants are awarded to individual artists, arts administrators and arts educators. Funds for opportunities that will benefit a group of artists may be requested; however, the application must reflect that planning has been accomplished as a group, and only one individual will be paid and responsible for distribution of funds to the others.

Only one staff member of an arts organization or school may apply for one PDG per fiscal year (July 1 through June 30 of the following year). **A cover letter must be signed and submitted by the director/president/principal of the organization or school in support of the application.** Organizations and schools are responsible for determining their own priorities.

Payment will be made to an individual and not to an organization or group. A PDG is assigned and awarded to an individual, regardless of affiliation. An individual may receive only one PDG award every two fiscal years, and is responsible for any associated taxes.

At the time an application is submitted and the grant is awarded, an applicant must be:

- 18 years of age or older, and
- a resident of Arizona (must be prepared to submit copies of at least 2 of the following: driver’s license, voter registration card, tax forms, if requested).
RESTRICTIONS
Professional Development Grants do not fund:
- support for academic degree or certificate programs;
- support for research contributing to a student’s academic thesis or coursework;
- support for a full-time undergraduate student; full-time status in this context equals enrollment in 12 credit hours or more (graduate students are eligible);
- full-time faculty at a college or university (adjunct faculty are eligible, but cannot use funds toward his/her own academic research);
- projects accounting for a total budget of less than $625 in eligible fees, including registration, lodging, transportation, meals. ($625 equals minimum award of $500 plus minimum match contribution of 25%, $125);
- multiple requests in the same fiscal year or 2 fiscal years;
- an individual’s attendance at the same event in 2 consecutive applications;
- ‘self-presenting’ or supporting of one’s own exhibition/reading/performance/etc., or serving as a speaker/panelist – unless opportunity is accompanied by a significant professional development component for the applicant’s own artistry or education or career;
- more than one representative of an arts organization; organizations are responsible for determining their own priorities;
- an applicant who failed to submit a Final Report for a previously funded grant.

REVIEW PROCESS
Professional Development Grant applications will be accepted by mail prior to each of the following deadlines: Friday, August 24, 2012 for activities or opportunities taking place between July 1, 2012 and December 31, 2012; and Friday, January 25, 2013 for activities or opportunities taking place between January 1, 2013 and June 30, 2013. To ensure fairness in the distribution of limited public funds, applications are internally reviewed by a committee of staff members who make funding recommendations. Applications will be reviewed within 2 weeks of each deadline and applicants will be notified of their status shortly thereafter. Payment can take up to 6 weeks to process.

EVALUATION CRITERIA
Applications are evaluated based on:

Artistic Merit
- Quality and appropriateness of the opportunity for the individual, as articulated in the grant narrative and as demonstrated through the brochure, schedule and/or invitation;
- Qualifications, background and experience of the applicant, as demonstrated in resume or bio and artistic work samples.

Impact
- Clearly defined need and potential impact of the artistic, administrative, educational business activity or opportunity;
- Commitment to follow-up, development and implementation of skills;
- Potential impact on a community (‘community’ as defined by the applicant), if applicable.

Budget
- Appropriateness of the costs associated with the activity or opportunity;
- Appropriateness of the proposed use of grant funds, applicable toward eligible expenses (registration, lodging, transportation, meals);
- Minimum contribution of 25% of grant amount to total activity or opportunity budget; organizational and/or institutional support is strongly encouraged.
Professional Development Grant Instructions and Checklist

Professional Development Grant applications will be accepted by mail prior to each of the following deadlines: Friday, **August 24, 2012** for activities or opportunities taking place between July 1, 2012 and December 31, 2012; and Friday, **January 25, 2013** for activities or opportunities taking place between January 1, 2013 and June 30, 2013.

Applicants must submit the following:

- **Professional Development Grant Application Form.** Printed legibly or typed in 12 point font. All sections must be complete and accurate.

- **Professional Development Grant Narrative.** Typed in 12 point font with 1” margins on 8½” x 11” paper. Maximum length of 2 pages.

  *Address the following:*
  
  - **Description** – Describe the activity or opportunity and how it responds to your current artistic, administrative, business or educational needs in a significant way.
  
  - **Impact** – Explain what you hope to gain from this activity or opportunity and how it will impact you, and/or your organization or school, and/or community, short and long term.

- **Professional Development Grant Budget Form.** Address how grant funds will be used as part of an overall budget, and identify all funding sources.

- **Résumé or Bio.** Attach applicant’s resume or bio. Also attach brief bios of any workshop or master class presenter(s), if relevant to the application.

- **Brochure, Schedule or Invitation.** Attach any relevant information or materials related to the conference, event, master class, seminar, workshop, etc., appropriately highlighted.

- **Artistic Work Sample(s).** *Required for artists.* You may submit website links, cd or dvd, images or writing samples. *Do not send original artwork.* *Work samples will not be returned.*

- **Letter of Support from the Director/ President/ Principal.** *Required for applicants representing organizations or schools.* Organizations are responsible for determining their own priorities. Small to mid-size organizations and schools in rural and/or underserved communities who do not typically have access to such opportunities will be given preference.

- **Mail a hard copy (email and fax versions will not be accepted) of your Professional Development Grant Application, with an original signature, along with attachments, to:**
  
  Arizona Commission on the Arts
  Professional Development Grant
  417 West Roosevelt Street
  Phoenix, AZ 85003-1326

- Retain a copy for your own records. Submitted materials will not be returned.

- Submit prior to published deadlines: Friday, August 24, 2012 or Friday, January 25, 2013.
Professional Development Grant Application Form

This document is available in alternative formats. To request, call 602-771-6502.

Name (and title, if applicable): ______________________________________________________

Organization or Affiliation: _________________________________________________________

Home Address: ___________________________________________________________________

City: __________________________ State: ______ Zip Code: _________________________

County: __________________________ Congressional District: ______ Legislative District: ______

(to determine your districts by zip code, visit www.azcitizensforthearts.org/)

Day Phone: _____________________ Evening Phone: ____________________________

Email: __________________________ Website: _________________________________

Individuals should select any combination of the following that best represents their race or ethnicity. This information is required for federal reporting purposes.

☐ Asian ☐ American Indian/Alaska Native
☐ Black/African American ☐ Native Hawaiian/Pacific Islander
☐ Hispanic/Latino ☐ White

☐ Male ☐ Female ☐ Are you a person with a disability? ☐ Yes ☐ No

Title or Brief Description of Proposed Activity: _______________________________________

_____________________________________________________________________________

Dates of Proposed Activity: Start: _______________ End: _________________________

Location of Proposed Activity: _____________________________________________________

Grant Request: $ ________ Match (25% minimum): $ ________ Total Budget: $ _________

I certify that all statements made in this application are true to the best of my knowledge and in accordance with the eligibility criteria for this program. I am a resident of Arizona. I am 18 years of age or older. I am not a full-time student or full-time faculty at a college or university.

If funded, I will utilize funds as indicated in the application. If I am unable to utilize the funds as stated, I will cancel the grant and return all funds.

I will submit a Final Report at the conclusion of proposed activity.

Applicant Signature: __________________________ Date: ______________

Application Documents Updated June 5, 2012
# Professional Development Grant Budget Form

Outline the budget for the specific activity or opportunity described in this application. Itemize expenses and income in the space provided. Round off to the nearest dollar.

<table>
<thead>
<tr>
<th>Expenses</th>
<th>Explanation</th>
<th>Amount (Cash Only)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>Transportation</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>Lodging</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>Meals</td>
<td></td>
<td>$</td>
</tr>
</tbody>
</table>

**TOTAL EXPENSES:** $  

Total Expenses must equal Total Income, reflecting funding sources and projected expenditures.

<table>
<thead>
<tr>
<th>Income</th>
<th>Explanation</th>
<th>Amount (Cash Only)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal Funds</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>Organizational Support</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>Other Grant Support</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>Family Support</td>
<td></td>
<td>$</td>
</tr>
</tbody>
</table>

**Matching Funds**  
*Total applicant cash contribution must be a minimum of 25% of grant amount requested below*  

**Commission Grant Requested**  
*Minimum $500, maximum $750*  

**TOTAL INCOME:** $  

Comments:

Application Documents Updated June 5, 2012