



## Application Tool Kit

This toolkit has information on the Grit Fund. Inside you will find:

- Program Timeline
- Information Sessions
- How to Apply
- A Glossary of Terms
- Frequently Asked Questions

You can find a “Sample Timeline,” and a “Budget Template” [on our website](#).

If you have any questions, please contact us at [gritfund@thepealecenter.org](mailto:gritfund@thepealecenter.org). You can also visit our website to find more grant writing resources.

### Program Timeline

- Application Open: January 15, 2024 – April 15, 2024
- Application Review & Deliberation: May 2024
- Grantee Award & Juror Panel Announcement: June 2024
- Grant Cycle: July 1, 2024 - June 30, 2025

### Information Sessions

Grit Fund Information sessions are held during the application period. Please join us! For full details on dates and how to register, visit our [website](#).

### How to Apply

1. Make a profile on the Submittable website. Only the "lead" applicant needs to make a profile.  
<https://gritfund.submittable.com/signup>
2. Go to our Grit Fund Page select Grit Fund Project Grant. Complete one application per project.  
<https://gritfund.submittable.com/submit>

- a) Project Timeline
  - i) You can find a sample timeline in our application tool kit, online at <https://www.gritfund.org/2023-grit-fund-project-grants/#toolkit>
  - ii) The sample timeline is meant to be a guide, you do not need to use this exact format.
- b) Project Budget
  - i) You need to use our budget template provided online at [https://www.gritfund.org/wp-content/uploads/2021/11/GF\\_2022\\_BudgetTemplate.xlsx](https://www.gritfund.org/wp-content/uploads/2021/11/GF_2022_BudgetTemplate.xlsx)
- c) Supporting Media-Maximum file upload 7
  - i) Please upload any media relevant to your project proposal. Supporting media should be used to provide context for your work, as it can help our jurors understand more about your process. You may submit documentation of past (present, and future) projects that demonstrate your ability to actualize your proposal. You may submit a combination of images and/or up to 5 minutes of audio/video.
- d) Supporting Media Inventory
  - i) This is a one-page document that briefly describes the media you have submitted in support of your project.
- e) **Please Note: All above documents should be uploaded with your application in Submittable**

## Guidelines

### What types of projects and arts initiatives are eligible for the Grit Fund?

- Collaborative projects led by visual and performing artists, cultural organizers, collectives, collaboratives, and/or artist-run spaces.
- You must be independent (or unincorporated). In other words, you can't be registered as a business or organization.
- Only Baltimore City and Baltimore County based artists and organizers are eligible.
- Your project must take place in Baltimore City or County and be accessible to the general public.
- We support all kinds of visual-arts-based projects at any stage of development. Innovative ideas are welcome. These are the types of projects we've supported in the past:
  - Exhibitions
  - Publications
  - Public events
  - Public art installations
  - Film screenings
  - Festivals
  - Founding a new arts venue or collective
  - The ongoing work of an existing arts venue or collective

### What types of projects are not eligible?

- Projects that are not based in Baltimore City or Baltimore County.
- Projects initiated or organized by existing incorporated entities (includes LLC's B Corps, 501(C)(3) organizations, and 501(c)(4) organizations), universities or schools (private, public, charter), religious institutions.

- Projects initiated or led by students currently enrolled in high school, college and/or university.
- Projects proposed by lead applicants younger than 21 years old. Proposed projects that include collaborators who are under the age of 21 must have a lead applicant who is at least 21 years old.
- Projects seeking support retroactively or seeking reimbursement for a past project.
- Proposals for funding to support a solo exhibition, travel costs, etc.
- Projects proposed by an individual artist to present their own work.
- Projects that do not have a public component.

## Frequently Asked Questions

How does Grit Fund define “artists” and “cultural organizer”?

Grit Fund uses a loose definition of an artist. Someone who uses many disciplines, mediums, formats. We include those who self-identify as artists; and those who identify their creative practice as art-based.

### Does the Grit Fund support work outside of the visual arts?

While Grit Fund supports interdisciplinary practices, projects should be strongly connected to the visual arts. Performing or media arts are eligible when visual art is a key component of the finished project.

### Does everyone involved need to identify as an artist?

All Grit Fund proposals and awarded projects should be led by a person or collaborative that identifies as an artist(s) and/or centers art-based practices in their work. While we ask that the project is artist-led, we also encourage projects to involve people from different disciplines and backgrounds. Not everyone engaged in the production of the work needs to identify as an artist.

### Who should be listed as the lead organizer?

For the purposes of this grant the lead organizer(s) should identify as an artist. It is not a requirement that all members of the project self-identify as artists, or work in the visual/performing arts. Please tell us more about the roles of all the people involved in the project in your application.

### Do you have to be a U.S. citizen to apply?

No. However, the lead organizer must have a social security number (SSN) in order to receive payment of the award. [If you have any further questions please contact us at gritfund@thepeale.org](mailto:gritfund@thepeale.org)

### I received the Grit Fund in the past, can I apply again?

Yes. Past Grit Fund grantees may apply as lead applicants, but priority will be given to projects that have not previously received funding.

### Can I include artist fees in my budget?

Yes! We believe that artists and cultural organizers, deserve to be paid for their time and labor. When creating your budget for Grit Fund it is important to include an artist’s fee. This figure should account for the scale of your project, the value of your time, the resources available to you, and the total budget for your project.

## Do we need to have a confirmed venue to apply?

No. We understand that projects can grow and evolve from the application phase through the production period and beyond. We do not require you to have confirmed venues, or written commitment from any service, affiliate, presenter, or space you choose to engage.

## Can I apply for a grant to cover equipment?

Yes. Equipment that is necessary for the completion of your project is an allowable expense, but the focus of your funding should support the production of the work, and its public facing display.

## Can I apply to fund general operating for a new or existing art space?

No. This grant is not meant to fund general operating costs.

## How can I learn about past funded projects?

You can view past Grit Fund projects from 2019 on our website at <https://www.gritfund.org/grantees/>. To view projects from 2015-2017 go to <https://contemporary.org/gritfund/>

## What is the maximum amount of funding I can apply for?

The maximum amount of funding that can be applied for is \$10,000. If the cost of your project is more than \$10,000, please specify what the amount requested from Grit Fund will be supporting. If Grit Fund is one of several funding sources, please submit the additional income (actual or projected--grants, donors, artist contribution, crowdfunding, etc.) in your budget.

## How long is the award period?

The Grit Fund award period is one year from the date funds are awarded.

## How will the grant payment be disbursed?

The grant will be disbursed in two payments. 80% of funding will be released upon receipt of the signed grant agreement. The remaining 20% will be released halfway through the grant period once grantees have their midterm meeting with the program manager. The date for the midterm check in will be determined by the grantee(s) and program manager and will be included in the grant agreement.

## Are there any reporting requirements for the grant?

Reporting for Grit Fund happens at two points during the grant process. There is a mandatory in-person midterm check in meeting with lead applicants and the program manager. This conversation is an opportunity for grantees to reflect on the process of their project thus far, and to discuss the successes and challenges of the work. After this meeting, the remaining 20% of project funding is issued. The final report due at the end of the grant period is the only formal report that is required in order for projects and lead applicants to be considered for future funding. This is a narrative-based report that can be submitted in writing or via audio/video.

## Do I need to secure matching funds?

No Grit Fund does not require projects to secure matching funds in order to be awarded. If your project will cost more than what the Grit Fund will cover, please include where you plan to get additional income from.

## What is the tax obligation if I receive a grant?

All monies received through a grant are considered taxable income. Grit Fund advises awardees to consult an accountant or tax professional for the most current information regarding obligations for taxable income.

## I have more questions, what should I do?

Reach out! We would be happy to connect via:

- Email: [gritfund@thepeale.org](mailto:gritfund@thepeale.org)
- Text/Voice: (443) 963 - 9301

You may also register to attend one of our information sessions.

## Glossary

### Unincorporated:

Unincorporated describes any business, organization, collective, initiative, project, etc. that is not formed and/or registered as a legal corporation. This includes LLC's B Corps, 501(C)(3) organizations, and 501(c)(4) organizations), universities or schools (private, public, charter), and religious institutions.

### Innovation:

The creation of a new idea, device, or method. Innovation can also be used to describe the contemporary contextualization and improvement of an older method, idea, device, structure, presentation, form, technique, etc. The Grit Fund provides funding for projects that utilize and/or communicate innovative processes and/or outcomes.

### Collaboration:

A process of decision making, that involves two or more people. This process of decision making is essential to the actualization of the idea, project, initiative, etc. The Grit Fund accepts proposals from creative projects that center collaboration, and could not be achieved without the contributions of two or more people, groups, etc.

### Equity:

Equity is the just and fair inclusion into a society in which all can participate, prosper, and reach their full potential, regardless of race, gender, ability, sexuality, age, educational background, socioeconomic status, religious affiliation, citizenship, etc. "Equity aims to equip everyone, especially those who have been left behind, with the resources that allow them to contribute and prosper...Equity addresses race forthrightly and productively, but it is not about benefiting one group at the expense of another." - Definition sourced from PolicyLink Mission statement.

### Cultural Organizing:

Cultural organizing exists at the intersection of arts, culture and activism. It is a fluid and dynamic practice that is understood and expressed in a variety of ways, reflecting the unique cultural, artistic, organizational and community context of its practitioners. Cultural organizing is about integrating arts and culture into organizing

strategies. It is also about organizing from a particular tradition, cultural identity, and community of place or worldview to advance social and economic justice. -Sourced from "Working Definition of Cultural Organizing," by Arts & Democracy.

### In-kind:

In-kind costs are an important facet of your overall budget. These are services, goods, materials, labor, time, and other assets contributed to a project not rendered in the form of money. Sample scenario: You have a friend who is a professional photographer and videographer and they agree to donate their time, equipment, and editing services to documenting your project. Their standard rate is \$150/hour, and the total amount of time they are donating would be valued at \$1,800 (12hrs). This cost should be included in your in-kind budget line.

### Generosity:

The creative work demonstrates a level of openness, and values equity and accessibility.

### Commitment:

The creative processes and products embody conviction to the cause espoused through the work.

### Rigor:

Carrying a level of thoughtfulness, thoroughness, and commitment to accuracy and cultural integrity.

### Openness:

The creative work deepens impact by remaining open, fluid, transparent, subject to influence, and able to hold contradiction. "The creative work is accessible and offers multiple entry points for people to engage in the research and development stages, artmaking, and/or presentation and engagement around products."

### Resourcefulness:

Imaginative use of available resources drives artistic innovation and demonstrates responsible social and environmental practice. Resourcefulness can be seen in the way projects utilize the capital at their disposal, including but not limited to: human capital (time and energy), financial capital (grant funding, in-kind, crowdfunding, etc.), physical space, materials, social network, etc.