



## **Art Grant Submission Procedure**

Submission Dates for Art Grant Applications shall be chosen and made public at least 30 days prior to the opening of the application.

The application shall be open for at least 30 days.

Art Grant applications should be submitted either through the a form on the site, or through a formatted email to a specified email address. The sitting Arts Director shall design the process according to their preference, and notify the community at large at least 30 days prior to the opening of the grant process. The application should close no later than the end of February so that there is ample time to complete the grant process so artists may begin work.

The process should be clear and simple. Artists shall be guided as to exactly what info is needed and what is not, including limits on number of words per section of the application.

All applicants shall receive a confirmation of their submissions within 48 hours of arrival. If a contact form is used, it shall provide that confirmation instantaneously.

The Arts Director shall organize and prepare all applications for the Art Grant Committee to review at least 14 days prior to the final meeting of the Art Grant Committee.

All applicants shall be notified immediately of their rejection or acceptance of their application. Accepted projects shall be given the requisite information to participate in stART, be encouraged to participate in stART, and be given placement forms as it becomes available.