



American Society of Botanical Artists Artist Grant Project Application Guidelines

ASBA may offer up to two \$3000 Artist Grants each year. The available pool of monies and number of grants may vary from year to year, as determined by the ASBA Board of Directors.

Start early and read these guidelines thoroughly!

Before beginning your application, please study these guidelines carefully. An application that does not adhere to the guidelines will be removed from consideration for a grant. Allow yourself enough time to gather all of the necessary information and supporting documentation prior to the deadline of **August 1 at 11:59 pm EST**.

Purpose

The purpose of the ASBA Artist Grant Projects program is to support educational and development projects, which promote the goals of ASBA as described in its mission, vision, and description of the future:

ASBA Mission

To provide a thriving, interactive community dedicated to perpetuating the tradition and contemporary practice of botanical art.

ASBA Vision

Botanical art will be considered a significant, relevant, and respected contributor to 21st century art, recognized for its unique power to educate, promote ecological awareness and enrich our lives.

ASBA Description of the Future

- The rich tradition and history of botanical art will be honored.
- The highest standards of botanical art will be recognized and encouraged.
- The art form and its techniques will continue to be passed on to future generations of botanical artists.
- The contemporary practice of botanical art will continue to develop and evolve.
- Museums around the globe will host botanical art exhibitions and establish permanent collections and galleries devoted to botanical art.
- The general public will be aware of and appreciate botanical art.
- Botanical art will be acknowledged for its power to communicate the importance of plants in the world.

As well, applicants may find ideas and inspiration by reading about past grantees' projects at <http://www.asba-art.org/outreach/grant-projects>.

Requirements

Grant recipients are required to:

1. Submit a written report midway through the year of the grant, describing and evaluating the project activity, which may be published in *The Botanical Artist*.
2. Give a brief presentation at the ASBA Annual Conference. A stipend to help defray travel and conference-related expenses is provided for each grant. The Artist Grant Projects Sub-Committee will provide guidelines to support preparation for the presentation at the Conference.
3. Submit a final written report in digital form to the Artist Grant Projects Sub-Committee. This report may be posted on the ASBA website so that others may use the educational materials.
4. Provide information in the grant report, or forwarded to the chair of the Artist Grant Projects Sub-Committee, as soon as possible, concerning an exhibition of the grant recipient's work or a review in the media after the conclusion of the project activity.
5. Include acknowledgement of ASBA's sponsorship in any press release and/or any publication(s) that occur because of the grant, whether in print or electronic form, in this format: *This project is made possible in part by funding from the American Society of Botanical Artists.*

Eligibility

All applicants must have been ASBA members for two full years by the deadline of August 1 in the year of application. Groups may apply, but most of the group including the leader must be current ASBA members. Alternatively, the applicant may apply with a non-ASBA partner, such as a botanist or director of a conservancy.

Previous grant recipients must wait two years to reapply. For example, if you receive funding in October 2018, you may not apply again until August 2020.

Application Submission Process

Applications can only be submitted online. Paper, handwritten, faxed, emailed, or mailed applications will not be accepted.

Application Judging Criteria

Each project is reviewed on the basis of its own merits and against others in the application pool. Limited funds are available, and priority will be given to applications that best meet the following criteria:

1. Fulfilling the application rules and completeness of the application
2. Likelihood of the project's success
3. Project goals related to the observation and scientifically accurate portrayal of plants
4. Educational (outreach) component; for example, development of educational materials as part of the proposed project
5. Reaching unserved or underserved audiences for botanical art

6. Focus on specific techniques for portraying plants, teaching about botanical art history, or sharing botanical art appreciation
7. Novelty/creativity of project
8. Experience of applicant(s)
9. Artistic proficiency of applicant(s), especially where exhibition or publication of artwork is a component of the project proposal
10. Furthering the professional development of the applicant(s) while simultaneously sharing the benefits of botanical art with others
11. References and supporting material included with application
12. Likelihood of being able to raise funds from other sources

Members of the ASBA Artist Grant Projects Sub-Committee will use the criteria to rank each application in deciding whether to fund an applicant or a group.

Application Clarity and Completeness

Answer all questions on the application form and provide all the required information. Strive for clarity and completeness.

Missing, vague, or incomplete information will hurt your chances for funding. The answers you provide to the narrative questions directly assist the Sub-Committee in evaluating the merits of your application.

Presentation Counts

A polished application could be the deciding factor when there are many more funding requests than funds available. Have someone else check your application for completeness, presentation, and errors.

Sub-Committee Prior Knowledge

Don't assume the Sub-Committee will be familiar with the project you are proposing or the outreach opportunity it offers, or be able to 'read between the lines' of an application. Write your narrative so that someone unfamiliar with the project will easily understand it.

Supplemental Materials

Supplemental supporting materials add value and detail to your application. Use work samples, testimonials, references, and evidence of earlier work in the project area to enhance your narrative.

ASBA PowerPoint Presentation

If appropriate, you may choose to present the ASBA PowerPoint presentation, *Botanical Art: A Continuing Tradition*, in conjunction with the project activity. The rental fee will be waived. A request to use the program should be included in the application.

A Detailed and Accurate Budget

Even if you do not know all the exact costs, you must still create an annotated projected budget giving clear rationale for each itemized cost and explaining clearly how this contributes to the success of the project. In your budget narrative, you must focus on the goal of the project and justify how you came up with every component of your budget.

Funds can only be used for items specific to the project.

ASBA does not fund salaries.

You must show how you intend to acquire additional funding or financial support through donations or other grant funding. We encourage in-kind donations to help support your project (such as something provided to you that you would normally have to purchase; printing, copying, mailing costs, use of equipment, space, travel costs are all items that can often be provided to you by another source).

Your budget narrative and your written budget provide similar information in two different, but important ways. One lists the expenses and income, while the other is a narrative description that details what is found in the budget form. Discrepancies and inconsistencies call into question other aspects of an application.

The Sub-Committee takes budget matters very seriously, as members of the Sub-Committee are charged with distributing funding on behalf of ASBA.

Additional Notes

Should the grant program or activity not take place due to unforeseen circumstances, grant recipients are required to inform the chair of the Grant Projects Sub-Committee as soon as possible. Subsequently, it will be determined if rescheduling is feasible, or if not, what portion of the money awarded needs to be returned to ASBA.

Grant recipients must ensure that materials and/or procedures used in educational activities are followed properly in accordance with applicable health and safety standards.

When sponsoring field trips, or working with hazardous materials, grant recipients must design, obtain, and retain for their files liability release forms signed by each participant, or when appropriate, a parent or legal guardian.

When working with minors, a consent form covering medical and general liability release must be submitted for each child signed by a parent or legal guardian. A consent form granting approval for use of any child's photo and name in print or on a website (also signed by a participant's parent or legal guardian) must be secured. These consent forms must be retained in the grant file for five years following the project.

Notification and Timeline

Complete and submit the application by August 1 at 11:59 pm EST.

Successful grantees are notified at or following the current year's Annual Meeting & Conference. Applicants whose projects have not been selected will be notified immediately following the Conference.

Recipients receive grant funds in two portions:

- \$1500 upon execution of the grant contract following the Annual Conference
- \$1500 conditional upon submittal of a mid-project report

The stipend to be used for travel and conference-related expenses will be provided upon registration for the Annual Conference at which the project will be presented.

The grant project must be completed before the date of the next Annual Meeting & Conference.

For further information, please contact:

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