

Artist Professional Development Program

Jan. 1-June 30, 2023

Earlier this year, a donor gave the Art Center \$1500 for the purpose of supporting artists in their professional growth.

Individuals may get reimbursed up to \$100 for pursuing activities related to artistic and/or business growth. Money will be awarded on a first-come-first-served basis until the funds are used up.

Administrator: Maria Korn-Michael, 713-823-4581 mkmconsult@aol.com

Send Maria:

- **Applications**
- **Final Reports**
- **Questions**

Who is Eligible?

- Artists Gallery: resident and exhibiting artists
- Instructors (art or pottery) who have completed at least two classes during 2022-2023
- Pottery Open Studio Monitors who have volunteered at least 6 months
- Employees of VB-AC or AG who wish to pursue creative or professional growth
- Program is NOT based on financial need

How to Apply:

- The activity you undertake (see below for examples), and the payment for it, must occur between January 1-May 31, 2023 (yes, retroactive to this past January)
- The activity must be at least half-way over by May 31st. (i.e., an 8-week class that starts mid-April would be ok)
- Application must be filled out and **submitted to Maria Korn-Michael** as soon as possible, and no later than May 1.
- You will be notified within a week if you are approved.
- A final report will be due with your receipts. In the final report, you'll explain what you gained from the activity, submit samples of work, etc.
- All final reports are due by May 31st (sooner if you can).
- All reimbursements will be made by June 30.
- You will not get reimbursed if you are late with your final report and the receipts.
- Money will be allocated first-come-first-served with up to \$100 per person.
- Don't drag your feet!
- A waiting list will be kept in case someone applies and then does not follow through.

Examples of Eligible Activities (can be more than one per application):

- Artistic Growth:

- An art methods class, can be at VB-AC or at other venues, online or in person. Class must be at least halfway done by May 31.
- Can be a new technique or an extension of a technique already in practice.
- Can include private instruction.
- Can include cost for open studio in art classroom or pottery studio. (Person must meet requirements for pottery open studio.)
- Class/training for how to present artwork (framing skills, etc.)
- Inspiration:
 - Museum visits—Entry fees for visiting museums such as the VMFA, VCU, Charlottesville galleries, NC galleries, DC area art venues.
 - Museum Membership—Cost to be an annual member of a museum (does not apply to annual supporter fee for Art Center)
 - Studio visits—Visiting other studios/art centers/artists for informational interviews, etc. (only actual cost allowed, such as an entry fee)
 - Purchase of an art technique book (book must be used and samples of resulting artwork/studies shared in the final report).
 - Entry fee for plein air painting locations, such as Norfolk Botanical Gardens.
 - Other: Let us know what would jump start your inspiration.
- Business Growth:
 - On-line or in-person classes on business skills such as how to create a website, using social media, marketing self, budgeting, writing artist statement, setting business goals, etc.
 - Purchase of a how-to book relating to art or business skills. Book must be read/used and reported on in the final report.
 - For staff, activities that help you develop your professional skills related to your job.

Qualified Expenses:

- Actual costs with proof of payment
- Tuition for an art or pottery class (provide proof of registration and payment)
- Supply costs for a class (must provide class supply list and receipts for purchases)
- Tuition for a class/program for developing business skills (provide proof of registration and payment)
- Entry fee museums, plein air locations
- Museum annual membership fee
- More than one activity can be listed with the total costs
- Other potential expenses if explained on application and approved

Not Covered:

- Mileage, gas, lodging or meals.
- Any activity that was free. There must be an actual cost to the participant.
- Anything that does not have a submitted receipt. No receipt=no reimbursement. No exceptions.

- Payment for someone to do work for you, such as someone to create a website for you or for someone to do your social media posts.
- Website expenses such as fees for domain name, hosting or email.
- Individual marketing material costs, such as printing of cards/posters, cost for sponsored posts on social media.
- Subscription fees or software purchase fees, such as photoshop, Corel Draw, etc. A class to learn the software would be covered, but not the cost of the actual product.
- Gifts or items given to another as thanks for assistance/teaching/etc.
- Artworks/items purchased from another artist (i.e., after a studio visit to a potter in Charlottesville, you buy one of their mugs as a thank you gesture)

Timeline:

- Retroactive to January 1, 2023 (can be reimbursed for an activity that you already started/paid for/pursued as of 1/1/23)
- Activities must end or at least be halfway completed (i.e., a multi-week class) by May 31, 2023.
- Borderline applications can be deferred and reconsidered after May 1 if funds are still available.
- A waiting list will be maintained if all \$\$ are allocated and more applications come.
- Cancelling requests: Participants are reminded that if their proposed activity is cancelled or if they chose not to fulfil it, they should notify the administrator immediately so another person can be considered.
- Final reports are due one week after the class/activity ends or June 1, whichever is earlier.
- Final reports will be reviewed by administrator and approved reports are forwarded to Exec. Dir. for final approval and payment by June 7. Incomplete reports can be returned to the applicant for revision and resubmitted by June 15.
- If funds are not all allocated by May 1:
 - Additional funds will be awarded to the current recipients in an equitable way to cover a larger percentage of their actual cost. I.e., a person got \$100 towards a \$250 tuition, so they could possibly get another \$50.
- June 30, 2023, a report will be compiled for the donor to describe what was done with the overall funds and to give examples from participants on how they benefitted from the program.

QUESTIONS? Applications? Final Reports?
Contact Maria Korn-Michael, 713-823-4581
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