



**The Native Creative Development Program™ Application Guidelines & Form**  
Longhouse Education and Cultural Center  
The Evergreen State College  
2700 Evergreen Parkway NW  
Olympia, Washington 98505  
(360)867-6718 phone/ (360)867-6699 fax

The ***Native Creative Development Program™*** awarded by the **Evergreen Longhouse** helps you purchase the resources you need for your artistic development. YOU decide what you need. Artists working in all forms of **visual arts** may apply. Literary, performance and media arts will also be considered. **Native** is defined as: American Indian, Alaska Native or Native Hawaiian. Documentation of ancestry is required.

**\*You must be a Washington, Oregon, Idaho, Montana resident to be considered for this award.\***

## **APPLICATION GUIDELINES**

- **Application deadline:** Wednesday, **October 12<sup>th</sup>, 2020**, by the end of the day.
- **Award notification:** By Friday, **December 14<sup>th</sup>, 2020**.
- **Project duration and timeline:** Grantees have **one year** to complete their projects.
- **Evaluation and documentation:** At the conclusion of the project, we require a report from the artist describing how the project was accomplished based on your initial application. Applicants selected for the grant program will receive the report template to be used. The report will assist the Longhouse in mapping out artists' needs, challenges and successes as part of its overall work in the field of Native arts, and more specifically how your work contributes towards your knowledge and skills in your art form.
- **Award Amount:** The Longhouse's Native Arts Advisory Board will select proposals that will each be awarded **from \$2,500 to \$5,000**. Total project costs may exceed \$5,000 as long as other sources of funding are identified in the application.

## **CRITERIA FOR AWARDS**

- Provide a clear project description, duration and timeline with goals, objectives and outcomes indicated.
- The application must clearly identify how funding the proposed project will benefit the artist's professional development in expansion of skills, experience and/or mastery of various artistic media.
- The application will identify how the proposed project would contribute to the field of Native art through contemporary or traditional expression.
- The full cost of the program is reasonable and includes a detailed budget that clearly outlines how all expenses will be met by the grant funds and other funds if applicable.
- **SEND THE APPLICATION AND THE JPEG images electronically. JPEGS can be resized to send via e-mail.**



## **REQUIRED APPLICATION ATTACHMENTS**

### **Artist Résumé**

Please attach a one-page artist résumé highlighting your most recent examples of work that you have created for community events, for family and if it applies, residencies, apprenticeships, awards, exhibitions, etc.

### **Project Questionnaire**

Please provide an answer to each item in the Project Questionnaire in the order that the questions appear. You may attach a separate word document.

### **Work Samples**

Provide up to six work samples. All work samples must be listed on the Work Sample Identification Form. We are accepting work in visual art, writing, film and performance-based art. We will not accept actual works, photographs, or using any photo hosting service. If samples are submitted outside of these guidelines, the application will be disqualified. We retain the work samples you provide but will only use them for promotional, educational or reporting purposes. You will be identified as the artist and the work will indicate all rights reserved for the artist.

### **Work Sample Format Specifications**

- **Images: JPEG** format **via e-mail**. **PLEASE REFRAIN FROM SENDING IMAGES VIA PHOTO HOSTING SERVICES.** Google Docs, Dropbox are acceptable.
- **Writing samples: Word file only (maximum of 4 pages each), sent via e-mail preferred.** Samples which exceed the page limit will be disqualified from the grant competition.
- **Film: Web link to video sample site preferred.** With prior arrangement, can be accepted on DVD for film work (*cued to 5 minute sample*); Samples not cued and over 5 minutes in length will be disqualified from the grant competition.
- **Music: Mp3 or web link to sample preferred.** With prior arrangement, can be accepted on CD for music (*cued to 5 minute sample*); Samples not cued and over 5 minutes in length will be disqualified from the grant competition.

### **Proof of Native Heritage**

#### **Examples of acceptable forms of documentation of Native heritage include:**

Certificate of Indian Blood (CIB), photocopy of both sides of a federally recognized tribal enrollment card, (copy of birth certificate for Native Hawaiians only), letter from an federally recognized Alaska Native village/tribe identifying the applicant as a citizen, or a letter from a federally recognized tribal enrollment office identifying the applicant as a descendant. If you have questions about this, contact us.



## Project Budget Form

Complete the **Project Budget Form**, detailing the amount requested from the Longhouse, and any additional prospective or expected funding sources, including personal funds, to supplement the funding from the Longhouse. Please be thoughtful about the expenses and realistic in your estimates.

***This is a sample budget to help you plan for your project:***

<b>Budget Category Description</b>	<b>Longhouse Funds</b>	<b>Alternate Funds</b>	<b>Total Funds</b>
Artist Fee	\$500	\$1,000	\$1,500
Art Supplies	\$1,100	\$1,000	\$2,100
Travel/Lodging	\$200	\$200	\$400
Other (like Facility Rental)	\$700	\$700	\$1,400
<b>Total</b>	<b>\$2,500</b>	<b>\$2,900</b>	<b>\$5,400</b>

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## Application Checklist:

- Native Creative Development Program Application Form
- Artist Résumé
- Project Questionnaire
- Work Sample Identification Form
- Up to six labeled work samples in appropriate formats
- Documentation of tribal heritage
- Budget Form

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Please send your completed application packet via e-mail. **It must be received by the Longhouse on or before Wednesday, October 12<sup>th</sup>, 2020** to either Laura VerMeulen or Glenda Breiler at the following addresses:

[vermeuLL@evergreen.edu](mailto:vermeuLL@evergreen.edu)  
[breilerG@evergreen.edu](mailto:breilerG@evergreen.edu)

You will receive a confirmation e-mail when we received your application. If you do not receive any confirmation, please do check back with us to make sure we have it!

**SEND ALL APPLICATIONS AND ATTACHMENTS ELECTRONICALLY**



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<b>Native Creative Development Program™ Application Form – print clearly. Word/PDF fillable document preferred for clarity and professionalism</b>		
Name		Tribal Affiliation
E-mail Address		Primary Phone (     )
Mailing Street Address		Secondary Phone (     )
Web Address, if applicable		
City	State	Zip
<b>Budget</b> (Please complete detailed <b>Budget Form</b> and attach it to this application.)		
Amount of Funds Requested \$		Total Project Budget \$
Please mark all appropriate sections and attach the appropriate documentation.		
<input type="checkbox"/> <b>American Indian</b> Tribe: _____		
<input type="checkbox"/> <b>American Indian descendant</b> Tribe: _____		
<input type="checkbox"/> <b>Alaska Native</b> Tribe or Village: _____		
<input type="checkbox"/> <b>Alaska Native descendant</b> Tribe or Village: _____		
<input type="checkbox"/> <b>Native Hawaiian Native Hawaiian descendant</b>		
<b>Examples of acceptable forms of documentation of Native heritage include:</b> Certificate of Indian Blood (CIB), photocopy of both sides of a federally recognized tribal enrollment card, (copy of birth certificate for Native Hawaiians only), letter from an federally recognized Alaska Native village or tribe identifying the applicant as a member, or a letter from a federally recognized tribal enrollment office identifying the applicant as a descendant. If you have questions about this, contact us.		



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While required for you to have a complete application on file, the answers to the following questions **are not factored into the application decision**. The information helps us make the case to funders to continue supporting the Longhouse ability to offer grants to individual Native artists.

I engage in my art for the benefit of my community ___ Yes ___ No	If you answered yes, then check all that apply: <input type="checkbox"/> Recreational/personal enjoyment <input type="checkbox"/> Kinship <input type="checkbox"/> Cultural Preservation <input type="checkbox"/> Cultural Identity <input type="checkbox"/> Cultural Revitalization			Are there other reasons not listed? If so, indicate here:		
What income share from your art contributes to your ability to be a self-sustaining artist? (circle one)	No Income	$\frac{1}{4}$ Income	$\frac{1}{2}$ Income	$\frac{3}{4}$ Income	Full Income	
Level of satisfaction of economic livelihood from art (circle one)	Very Satisfied	Somewhat Satisfied	Neutral	Somewhat Unsatisfied	Very Unsatisfied	
Level of business and marketing skills (circle one)	Novice	Beginner	Intermediate	Advanced	Expert	
Level of overall satisfaction of livelihood from art (circle one)	Very Satisfied	Somewhat Satisfied	Neutral	Somewhat Unsatisfied	Very Unsatisfied	
Level of artistic skill (circle one)	Novice	Beginner	Intermediate	Advanced	Expert	
Level of cultural arts knowledge (circle one)	Novice	Beginner	Intermediate	Advanced	Expert	



## **Project Questionnaire**

Please attach a separate document with your name and identify the attachment as your project questionnaire:

- (a) Provide a clear artistic project description, duration and timeline with goals, objectives and outcomes indicated.
- (b) How will receiving this funding advance you as an artist?
- (c) What are the requirements to make this project successful? Are there special materials or facilities? If so, please describe how you will successfully complete this project. **If appropriate, you can also include alternative plans which may be required due to restrictions on travel, gatherings, in-person work due to COVID-19.**
- (d) Describe how the proposed project would contribute to the field of Native art and how you would share what you learn, gain and experience with others through this project.
- (e) Are you seeking additional funding for this project? If so, please describe the source and reliability of the expected funds.
- (f) If your project involves work in a Native community, or requires participation of community members or other individuals, your application must include a letter of support from the individuals involved, or from the specific tribal office, or Native organization that will be involved in your project. ***For example: If you will be working on a project documenting the musical performance of youth at Tribe A, and you will be working with Tribe A's after school program, you must secure a letter of support from the staff member in charge of the after school program. Or, if you plan to interview elders from Tribe A and document their stories, you need to get a letter of support from each of the elders named. Please provide information on processes to ensure community safety, such as alternative plans due to restrictions on in-person work due to COVID-19***



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## **Native Creative Development Program™ Budget Form**

(Please be thoughtful about the expenses and realistic in your estimates)

**Applicant's Name:** \_\_\_\_\_

<b>Budget Category Description</b> (please indicate expense type)	<b>Longhouse Funds requested</b>		<b>Alternate Funds</b> List the type of funds and amount		<b>Totals</b> Requested and alternative funds total
		+		=	
		+		=	
		+		=	
		+		=	
		+		=	
		+		=	
<b>Total</b>		+		=	

**Please list additional prospective or expected funding sources, including personal funds, to supplement the funding from the Longhouse:**



## **Native Creative Development Program Work Sample Identification Form**

**Applicant's Name:** \_\_\_\_\_

<b>Description</b>	<b>Year Completed</b>	<b>Dimensions</b>	<b>Mediums Used</b>
<b>1.</b> Title:  File name:			
<b>2.</b> Title:  File name:			
<b>3.</b> Title:  File name:			
<b>4.</b> Title:  File name:			
<b>5.</b> Title:  File name:			
<b>6.</b> Title:  File name:			