



SPECIAL OPPORTUNITY FUNDING GUIDELINES AND APPLICATION

Special Opportunity Funding ("SOF"), a project of Untitled artist group, is an artist-driven alternative source of funding and support designed to help individual artists take advantage of unique opportunities that will significantly benefit their work or career development, or to aid artists faced with unusual needs. Visual artists may request grants in amounts ranging from \$100 to \$1,000 for specific works in progress, upcoming opportunities, or special needs. Untitled does not provide general subsidies for an artist's ongoing work, only for one-time events or needs.

SOF SUPPORTS:

The following list illustrates the range of activities for which artists can receive assistance from Untitled. It does not include all possible opportunities eligible for support.

- Costs for materials and supplies required to make or finish work that is related to a specific, unique opportunity.
- Support for an upcoming exhibit (rental of equipment or instruments, lighting, framing or publicity expenses). This could also include childcare or dependent care expenses that would allow an artist to take advantage of a specific opportunity.
- Funding for time spent working toward an exhibit that is sponsored by Untitled.
- Support for artist development or career advancement (workshops, travel, apprenticeships) not related to any degree program.
- Support for construction of studio space in an artist's house, renovation of an existing studio, or the purchase or repair of specific studio equipment.
- Other special, one-time needs directly related to an artist's career, such as legal or accounting fees.

SOF WILL NOT SUPPORT:

- Tuition, books, or fees for matriculating students.
- Expenses involved in establishing, maintaining or administering an organization or company.
- Table fees for craft shows or festivals
- Costs involved in real estate purchases.
- Reimbursement for expenses already incurred.
- Activities connected with an applicant's employer.
- Teaching opportunities.
- Ongoing work not related to any special opportunity.

FREQUENTLY ASKED QUESTIONS

Q. *Who can apply?*

A. Any artist who has shown **and volunteered** with Untitled within the last 12 months and is over 18 years of age. Priority will be given to applicants who are permanent residents of Davidson County/Metropolitan Nashville and who ARE NOT full time students already receiving financial assistance. Artists who received an Untitled SOF grant in the previous year are not eligible to apply the following year.

Q. *What is the timeline for applying for a grant?*

A. Grants will be awarded biannually. **The application deadlines every year are June 30 and December 31**, and the grant committee will meet in July and January. Applications must be postmarked by the deadline. Late applications cannot be accepted. **AN ARTIST MAY APPLY ONLY ONCE IN ANY TWELVE MONTH PERIOD.**

Q. *When are recipients notified of their awards?*

A. Recipients will be notified by August 15 for the summer grant cycle and February 15 for the winter grant cycle.

Q. *What is the selection process?*

A. One or more independent judges selected by the Untitled board will evaluate the applications and select the recipients. Untitled reserves the right to not award any grants in a given cycle if there are no qualified applicants or if our funding sources are reduced.

Q. *What do the judges consider?*

A. Because the purpose of the SOF award is to advance an artists' work or career, applications should clearly describe the concrete impact the artists' career will gain from the proposed opportunity. Artists at all stages of their careers are encouraged to apply. An important element of the judges' work is to compare the resume and other submitted material (such as images, etc.) to the opportunity being applied for. The judges determine if the opportunity will be a challenging experience or fulfill a significant need for the artist, based on the artists' career as the resume describes it. The merit and feasibility of the opportunity will also be considered, as well as the artist's financial need. Incomplete applications, or applications that do not meet all published requirements will not be considered for funding. Please follow all instructions carefully!

Q. *How much money is available?*

A. Amounts awarded for Special Opportunity Funding range from \$100 to \$1,000 depending on the amount requested by the applicant and the funds available to Untitled in a given grant cycle.

Q. *What if I collaborate with someone?*

A. Applications for collaborative proposals between two or more artists must be made in the name of one artist with the other artist(s) listed on the application form. One application will be accepted per collaborative pair or group; however, resumes from all artists must be included. Artists applying collaboratively should document a history of working together, if any.

Q. *If I receive an award, what must I do?*

A. Upon receiving notice of the award, the artist must complete an SOF Award Acceptance Form and show proof of identification as a condition for releasing funds. 80% of the awarded amount will be issued upon receipt of the grant acceptance form, and the remaining 20% will be issued upon completion of the funded project and submission of a Project Completion Form. Depending on the grant, Untitled may require submission of receipts, a record of expenses, and/or a one-page final report by the prescribed deadline. Any unused funds must be returned within 6 months of receipt of the award. Artists who fail to provide requested documentation or return unspent funds will forfeit the chance to apply for SOF funds in the future.

HOW TO APPLY

Complete applications must be postmarked by the deadline to Untitled at the following address:

**Untitled
Attn: SOF Committee
P.O. Box 40232,
Nashville, TN 37204**

Applications will also be accepted if hand-delivered in a sealed envelope to a designated Board member during a regular Wednesday Untitled meeting prior to the deadline. No applications will be accepted by email or fax. A complete application will include **three copies** of each of the following items: (a) completed application form (p. 3 and 4); (b) brief, chronological resume(s); (c) up to five pages of other supporting materials (images of representative or proposed work, course descriptions, etc.) and (d) a letter or other written confirmation of the opportunity or need (if applicable).

The entire application should not exceed 10 pages. Please do not submit slides or digital media. Application materials will not be returned.

Untitled Special Opportunity Funding APPLICATION

Please type or print legibly. Provide all requested information (or note if not applicable).

Name of Applicant		Date	
Address	City	State	Zip
Email	County	Phone	

If this request is for a collaboration, please list collaborators below.	
Name	Email
Name	Email

Grant recipients must have volunteered with Untitled within the past 12 months. Please list your Untitled volunteer service in the past year, including show title(s), tasks/hours worked, and name(s) of chairperson(s) you worked with:

Is this an application for a grant to fund an **Opportunity** or a **Need** ?

Date(s) of Opportunity or need		Name/brief description of opportunity or need	
--------------------------------	--	---	--

SUMMARY OF REQUEST:

Type/print the relevant facts of your opportunity or need. Use only the space below.

<p><i>1. Description of opportunity or need:</i></p>	
--	--

2. For Opportunity Grants: What is the unique and significant gain this opportunity will provide for your work or career?
OR For Need Grants: How would aid for this need have a unique and significant impact on your work or career?

3. What specifically is the money needed for?

BUDGET

Itemize a brief list of expenses for your opportunity or need that this funding will cover. Be specific about items and amounts. **Note:** While the total project/need may exceed \$1,000, the SOF request should not.

Item	\$ Cost
Total amount requested (not to exceed \$1000)	
If you were to receive partial funding for this project, would you still be able to complete it?	<input type="checkbox"/> Yes <input type="checkbox"/> No

I certify that I am over the age of 18, and that I have shown and volunteered with Untitled within the last twelve months.

Applicant's Signature

Date

Attachments/Checklist (must include 3 copies of each, application must not exceed 10 pages in total):

- Signed application form (required)
- Brief, chronological resume (required)
- Acceptance letter or other written confirmation of the opportunity or need (if applicable)
- Images of representative or proposed work (if applicable) (plain paper print-outs are fine)
- Course or program description (if applicable)
- Other supporting material, if any (describe): _____

