YOUTH GRANT GUIDELINES

The purpose of the Trust shall be for the enhancement, growth and improvement of:

1. The Ely Public Library,
2. The arts and artisans of Ely and surrounding area, to include the performing arts, the visual arts and literature,
3. The creating and funding of scholarships, educational and artistic grants,
4. The cultural and aesthetic environment of the City of Ely and its surrounding area.

DESCRIPTION

The Donald G. Gardner Humanities Trust’s Youth Grant program will:

a) meet the needs of students who demonstrate a high motivation in the fine arts,
b) help youth artists afford training opportunities through workshops, classes, lessons or mentorships.

AWARDS

Youth grants will be awarded in an amount up to $750.

Is there a workshop/training you would like to attend or an artist with whom you would like to study? Applicants who take the time to research a workshop/training or an artist to work with that fits their level of development and future goals will be given some priority during the review process. Your opportunity will be considered along with other applications in the selection process to best ensure the program’s goal. Remember this is a grant for up to $750.00, so additional costs related to an expensive training will need to be covered by you or your family.

WHO IS ELIGIBLE?

The application and selection process is currently limited to:

a) Students who will be attending the Ely schools in grades 6 through 12, or
b) Home school students in grades 6 - 12 who live in zip codes 55731 and 55796.

- A student in the 6th grade will be eligible to apply for the first time in the spring of the 6th grade year.
- Students in the 12th grade are not eligible to apply in the spring of their senior year. Any youth grants in progress must be completed by April 1 of their graduation year.
- Students who have received a Youth Grant in the past are eligible to apply in the following year.
- Students may apply to study one of the following fine arts disciplines: Literary Arts, Visual/Media Arts, Music, Theater Arts, and Dance.

HOW TO APPLY

You must submit:

- Nine (9) completed copies of the Application Form and Attachments
- One (1) copy of your Work/Art Sample (Required, see page 2), and
- Attend a Grant Review Meeting (Required, see page 2).

Mail all copies to: Donald G. Gardner Humanities Trust, P.O. Box 720, Ely, MN 55731 or drop off at the Ely City Hall, Clerk's Office, 209 E. Chapman Street by the advertised deadline.
GRANT REVIEW MEETING - Required

A. You are required to attend a Grants Review Meeting with the Executive Director. Your meeting must be scheduled and take place at least 2 weeks before the grant deadline.

B. The Grants Review Meeting will last no longer than 15 minutes. Students are reviewed individually. The Executive Director will look over your work/art samples and discuss your application narrative with you.

C. The grant review will help assess a student’s 1) motivation, 2) commitment, 3) artistic quality, and 4) artistic need.

WORK/ART SAMPLES - Required

Examples of your work must be submitted with your application. Acceptable formats are sound files (MP3 or other), YouTube links, CD or DVD, or digital files sent through email. Original artwork may be dropped off with your application and will be returned.

Literary Arts
Submit two to four pages of typed poetry or prose pieces which you have created within the past two years. They must be original. Include your name on each page and when each piece was written.

Visual/Media Arts (includes video, film, photography, audio, and computer imagery)
Submit or attach, either (a) up to five examples of your two-dimensional work or (b) a one to three minute sample of your taped work. All work must be original and created within the past two years. If your work is large, fragile, or difficult to transport, submit photographic work samples for the board to review on a CD or digital file. Please try to submit at least one original.

Music
Submit a taped, one to three minute piece of music. Credit the source of your performed work.

Theater Arts
Submit recordings of two live, highly contrasting pieces of work of up to two minutes each. (For example, you may present one comedy piece of up to two minutes and one serious piece of up to two minutes.) Credit the source of your performed work.

Dance
Submit a one to three minute sample of you dancing in a very small group (2-3 people) or as a solo. Work samples must have been created within the past two years. Credit the source of your work.

Footnote for Visual, Literary, and Media Arts: The work that you present at the Review Session must be original. It cannot be copied from any published source or from work created by other artists, unless you have purposely and creatively modified or reinterpreted the original work using your own vision or style. If another artist’s work served as a source for an original student work, that artist’s work should be credited.
GRANTEE RESPONSIBILITIES
If a grant is received, the grantee must:

- Sign and submit the Youth Grant Cash Request Agreement within 30 days of receiving the funding notice.
- Agree that the project will be carried out within the next calendar year. Any changes in the project or budget must be requested and approved, in writing and in advance, with the Trust board.
- Include the credit line in all publicity, advertising, news releases, printed programs, and promotional material:
  "This activity is funded in part by the Donald G. Gardner Humanities Trust."
- Request a laminated poster to display at your community event, if applicable, that lists the Trust’s contribution to your project.
- Be legally responsible for the completion of the project and for the proper management of the grant funds.
- Submit the final report form along with supporting materials and documentation of expenses within sixty (60) days of the project’s completion.
- You will be required to return the entire grant award to the Donald G. Gardner Humanities Trust if you cannot complete the project as stated in the application.

GRANT PAYMENT AND FINAL REPORT

- Payment of 80% of the grant award will be sent to the grantee within thirty (30) days after the signed Cash Request Agreement is received by the Trust office.
- The grantee may claim the remaining 20% of the grant award by submitting for approval a final report and final budget expenses within sixty (60) days of the project’s completion.
- The final report is an extremely important document. If the project has been carefully managed, the project description and budget in the original application and the final report should be very similar.
- Applicants who fail to submit the final report within the prescribed time without good cause, subject to the Trust board approval, will automatically be considered ineligible for future funding. The applicant will also be required to return the entire amount of the distributed grant award.

GRANT TERMINATION
A grant may be terminated at any time under the following circumstances:

- by mutual written consent of the Trust board and the recipient;
- upon the written request of the recipient, but such termination shall not necessarily relieve the recipient of its responsibilities as set forth in the Youth Grant Cash Request Agreement;
- by the Trust board, upon the failure of the recipient to comply with one or more of the conditions of the Youth Grant Cash Request Agreement. Such termination shall be effective upon receipt of written notice by the recipient.

If termination occurs after funds have been distributed, the entire amount of the distributed grant award must be returned to the Donald G. Gardner Humanities Trust.

QUESTIONS?
Any questions about the Youth Grant guidelines or application form can be directed to Keiko Williams, Executive Director at 365-2639 or by email at info@gardnertrust.org.