



2015 Art and Change Grant Guidelines

The Art and Change Grant provides grants of up to \$2,500 to fund art for social change projects by women and trans* artists and cultural producers living in the Delaware Valley region.

2015 APPLICATION DEADLINES

Select a deadline that precedes the dates of your project. Leeway does not fund retroactively, which means we do not fund any projects completed prior to the application deadline.

March 1 • August 1

These are not postmark deadlines; applications (electronic or hard-copy) must be received by the deadline date. If the deadline date falls on a weekend or holiday, the application must be received by 10:00am the following business day.

We do not accept applications sent by email or fax.

APPLICATION SUBMISSION

Hard-copy Applications

Drop off or mail applications to:

Leeway Foundation
The Philadelphia Building
1315 Walnut Street, Suite 832
Philadelphia, PA 19107

Electronic applications

Applications may be submitted at www.leeway.org/applyACG. If you do not receive an email confirmation within five minutes of sending your electronic application, it has not been successfully submitted.

LEEWAY'S OTHER GRANTMAKING PROGRAM

In addition to the Art and Change Grant, Leeway offers the Transformation Award, a \$15,000 award to women and trans* artists and cultural producers in the Delaware Valley region who have created art for social change for five years or more. The Transformation Award deadline is May 15, 2015.

CONTACT INFORMATION

PHONE: 215.545.4078
EMAIL: info@leeway.org
WEBSITE: www.leeway.org
TWITTER: [@leewayfound](https://twitter.com/leewayfound)
FACEBOOK: facebook.com/LeewayFoundation

**We use the term "trans" in its most inclusive sense, as an umbrella term encompassing transsexual, transgender, genderqueer, Two-Spirit people, and more generally, anyone whose gender identity or gender expression is nonconforming and/or different from their gender assigned at birth.*

Art for Social Change: What We Mean

ART FOR SOCIAL CHANGE

Leeway supports artists involved in art for social change that positively affects and respectfully engages communities and audiences. Creating social change must be integral to the ideas, beliefs, and goals that are woven throughout your art and your process of creating and sharing your art.

IMPACT OF ART WITH VISION

Art for social change is art with a vision and an intentional analysis. It is an artistic or creative cultural practice that may operate in traditional or nontraditional mediums, modes, or disciplines. Art with a vision impacts people in many ways. It can:

- Raise consciousness
- Alter how we think about ourselves, our society, or our culture
- Create a vision of a more just world
- Be a tool or strategy for organizing and movement building
- Preserve or reclaim traditional cultural practices using your artistic practice as a form of resistance or empowerment
- Create space for expression and build a sense of community
- Challenge racism, classism, sexism, homophobia, transphobia, ageism, ableism, or other oppressions
- Question mainstream culture and beliefs
- Shift or transform the perception of power and/or privilege and the dynamics associated with justice, equality, and/or accountability
- Engage and utilize a reciprocal process — where there is teaching and learning simultaneously and the consent for engagement is mutual, as is the benefit for yourself as an artist and the community you are engaging

How to Apply

The Art and Change Grant is open to individual artists and cultural producers working in any medium, including traditional and nontraditional, as well as multimedia and experimental forms. The grant may be used for any project-related expenses (e.g., documentation, artist stipends, or the purchase of equipment or materials).

ELIGIBILITY

- Applicants are only allowed to submit one application per grant cycle.
- The Art and Change Grant is not for organizations, corporations, or fundraising activities.
- The Art and Change Grant cannot be used for activities completed prior to the application deadline.

You are eligible to apply if you:

- Live in Bucks, Camden, Chester, Delaware, Montgomery, or Philadelphia County
- Are a woman or trans* person
- Are at least 18 years old
- Have a Change Partner (see page 3)

You may *not* apply if you:

- Are a full-time student in an arts degree program
- Do not have a Change Partner (see page 3)
- Have received Art and Change Grants totaling \$2,500 in the current year
- Have received a 2013 or 2014 Leeway Transformation Award
- Have not turned in all reports due from previous Leeway grants and awards

YOUR CHANGE PARTNER

Leeway believes most art for social change work happens through relationships — working with others collaboratively, often in community.

A Change Partner is either: (1) someone you have built a relationship with who is a member of the community that the project seeks to engage or in which it takes place, or (2) a person, organization, or business that has an interest in or connection to the project in some form.

Eligible Change Partners may include mentors, editors, collectives, art spaces, theaters, nonprofit organizations, dance studios, radio stations, and production companies.

Change Partners cannot benefit financially from the grant.

Your application must include a Change Partner Form (original signed by your Change Partner, no copies) addressed to the review panel detailing:

- Change Partner's relationship to you or your project and the community in which you are working
- Why this project is important, and why and how the Change Partner is involved
- Dates of the project
- Change Partner's contact information

Change Partner Forms are available online at www.leeway.org/ACG.

AGE AND RESIDENCY DOCUMENTATION

This documentation is confidential and will not be shared with anyone other than Leeway staff. You may mask any financial or sensitive information in these documents. **Note: You must submit documentation for both age and residency.**

For proof of age, include a clear photocopy of one of the following: driver's license, passport, birth certificate, non-driver's identification card, voter registration card, or immigration registration card or papers.

For proof of current residency, include a clear photocopy of one of the following: utility bill, rental agreement, mortgage agreement or payment, house deed, tax return, or other verification of residency. Residency documentation should match the address you listed on page 1 of the application.

Note: If submitting online, you can upload a digital scan or photo (.pdf or .jpg) of your age and residency documentation, or you can mail it in or drop it off.

If you do not have any of the above documents or have concerns about submitting them, call 215.545.4078 to discuss the matter with Leeway staff.

IF YOU HAVE BEEN SUPPORTED BY LEEWAY IN THE PAST, PLEASE NOTE THE FOLLOWING:

1. To be eligible for a grant, you must turn in any outstanding reports for past Leeway grants or awards. Your report should outline what you were able to accomplish with the grant, even if the project changed or you were not able to complete it. Electronic Project Report Forms can be found at www.leeway.org/grantreport.
2. The Art and Change Grant annual limit per individual artist is \$2,500. For example, if you are granted \$1,000 in one grant cycle, you may apply for another grant of up to \$1,500 in a later cycle that same year.
3. Art and Change Grants are not intended to fund the same project for which you received a prior grant. However, you are encouraged to apply for different phases of a single project.
4. You may apply for and receive both an Art and Change Grant and Transformation Award in the same year.

COLLABORATION: APPLYING WITH OTHER ARTISTS

You may apply collaboratively with other artists for the Art and Change Grant. However, applicants may only apply once per cycle, whether submitting as a part of a collaborative or as an individual.

- Each co-applicant must meet Leeway's basic eligibility requirements (see guidelines page 2).
- Indicate in the Artist Information section (application page 1) that your project is a collaboration and whether you are the main contact person.
- Each co-applicant must submit separate Artist Information and Experience sections (make sure to detail any collaborative experience you have together).
- Each co-applicant must provide age and residency documentation.
- Co-applicants must submit one joint form for each of the following: Project Description, Project Budget, and Change Partner.
- All hard-copy application materials must be submitted together in one envelope.
- If you are selected for a grant, the grant check will be issued to the collaboration's main contact.

GRANT STATUS NOTIFICATION

Grant notification letters are mailed approximately eight weeks after the application deadline. Prior to receiving the grant check, grantees must fill out a W-9 tax form and provide their legal name. Contact Leeway staff if this presents any difficulties for you.

Applicants who are not awarded a grant may contact Leeway staff for panel feedback.

REPORTING REQUIREMENTS

- Please notify Leeway immediately of any major changes to your project.
- Within 60 days of completing your project, you must submit a final report that includes a brief description of your project's impact on you as an artist as well as on the community and/or audience.
- Report forms are mailed to you with your award letter and are also available online.

Social Change Intent/Vision

We ask you to identify at least one **but no more than three** social change categories that best describe the intent or vision behind your project. These categories are not meant to force you into a box. They are intended to enable us to organize grantees around social change issues and help us evaluate the effectiveness of our outreach and the impact of our grantmaking.

If your issue is not listed below or you have questions about which categories to choose, call the Leeway staff at 215.545.4078.

- Cultural preservation
- Disability justice
- Displacement, migration, and immigration
- Economic justice
- Ending war: militarization, criminalization, and mass incarceration
- Environmental justice
- Feminism
- Indigenous sovereignty/rights
- LGBTQI social movements and transgender justice/gender self-determination
- Racial justice

Artistic Disciplines

We ask you to choose the primary category that best represents your project. This will allow us to group applicants by discipline for the purpose of evaluating our programs.

We recognize that these disciplines may feel narrow, but they are not meant to limit you. They are intended to enable us to organize grantees within a set of “high-level” disciplines and to help us analyze the effectiveness of our outreach and the impact of our grantmaking. The application provides an opportunity for you to talk more about the multi-disciplinary or hybrid nature of your work, should you feel constrained by these categories.

You have the option of choosing a primary category as well as a secondary category on the application. Below is a list of categories and examples of disciplines that might fall within them. If your disciplines are not listed or if you have questions about which category to choose, call the Leeway staff at 215.545.4078.

CRAFTS & TEXTILES

Book Art
Costume Design
Crocheting
Doll Making
Fashion Design
Furniture Making
Knitting
Puppetry
Quilting
Scenic Design
Sex Toys
Weaving

FOLK ART

Capoeira
Culinary Art
Hair Braiding
Heritage Gardening
Storytelling
Traditional Dance
Traditional Music

LITERARY ARTS

Creative Nonfiction
Creative Writing
Playwriting
Poetry
Prose
Short Stories

MEDIA ARTS

Animation
Audio Documentary
Documentary
Film
Interactive Design
Multimedia
New Media
Podcast
Video
Web-based Work

MUSIC

Composition
Deejaying
Hip-hop
Instrumental Performance
Jazz
Opera
Producing
Rapping
Singing
Songwriting
Vocal Performance

PERFORMANCE

Acting
Dance
Movement
Musical Theater
Oral History
Performance Art
Spoken Word
Theater

VISUAL ARTS

Cartoon/Comic Illustration
Digital Art
Drawing
Graphic Design
Illustration
Installation
Mixed Media
Murals
Painting
Photography
Printmaking
Screenprinting
Sculpture

MULTI-DISCIPLINARY

Please be advised that this category is for artists/projects in which multiple disciplines are key to the execution and integral to the success of the work.

If you choose multi-disciplinary, do not choose a secondary discipline.

Examples of Previous Art and Change Grantees

Refer to our website for examples of previous Leeway Art and Change grantees. If you have trouble accessing the website, contact Leeway to request a list of examples of past grantees.

Things to Remember When Filling Out Your Application

- You must answer all questions. Incomplete applications will not be considered for funding.
- An application is considered incomplete without residency and age documentation.
- Your final application must have your original signature and contain a Change Partner Form with an original signature. No photocopied signature pages will be accepted.
- If you prefer to use your own paper instead of the application, make sure to use standard-size letter paper (8.5" × 11") with a minimum of .75" margins. Use 11-point font or larger (anything smaller will not be considered for funding), use one side of each page, and make sure your name is on each page.
- Space on the application is limited, so be clear and concise in all your answers.
- It is recommended that you ask someone unfamiliar with your work to read your application for clarity.
- If you have questions, need help with translation, or want feedback on your project idea or application, attend an applicant support session or contact the Leeway staff by phone or email.

Helpful Hints

ARTIST INFORMATION SECTION (APPLICATION PAGE 1)

- You must fill out this section completely, including your neighborhood, county, artistic discipline(s) of your project, start and end date(s) of your project, and the project's location (i.e., a particular neighborhood, county, or institution). If you are not applying as a collaborator, you may leave this space blank.
- Provide your artist name or preferred name. Your preferred name will be used in all publicity or public materials should you receive a grant.
- Provide your legal name. Your legal name refers to the name by which you are legally recognized and may be the name associated with your Social Security number or bank account. We understand these may be the same name.
- If different from your artist/preferred name, your legal name will not be shared or associated publicly with your artist/preferred name and will be kept confidential among Leeway staff and the review panel.
- If your artistic practice involves significant collaboration with another artist and you are applying together, follow the collaboration instructions on page 4 of the guidelines.

EXPERIENCE SECTION (APPLICATION PAGE 4)

The panel will look at this section to get a sense of your past art for social change work, your approach to your work, and its impact.

- Share information about your artistic or cultural work that is relevant to this project. If you do not have direct experience, share information that shows how your work has led you to this project.
- You must include a minimum of four and no more than 10 experiences and the dates for each experience (dates may be approximate).
- Experiences can be artistic, personal, political, or professional in nature. The review panel values experiences that are often not included in traditional resumes and knows that these experiences can be defining moments for an artist.
- Your highlighted experience should be the most compelling to you in terms of its relationship to the project you are proposing in this application.

PROJECT DESCRIPTION (APPLICATION PAGES 5-6)

The review panel will look at this section to get a sense of the following:

- The project's potential to have a social change impact (i.e., how your art will create social change or how it is one step toward long-term change)
- Whether your vision and social change intent are central to your project from its inception
- Your motivation for wanting to do this project
- Why you are working with a particular audience, group, or community
- What role the audience and/or community plays in the project
- What impact you expect to provide to the Delaware Valley



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2015 Art and Change Grant Application

Before you begin, please review the Art and Change Grant Guidelines.

INSTRUCTIONS. Type or print neatly in blue or black ink. Do not write in cursive or all capital letters. Do not staple any page. All sections must be completed in order for this application to be considered for a grant.

Artist Information

Artist Name or Preferred Name (to be shared publicly if you are awarded a grant)

Legal Name

If different from your artist/preferred name, your legal name will not be shared or associated publicly with your artist/preferred name and will be kept confidential among Leeway staff and the review panel.

To which name should correspondence be addressed? Artist/Preferred Name Legal Name

Collaborator(s). List the names of any other artists with whom you are applying. Note that each applicant needs to complete separate Artist Information and Experience sections (pages 1-4).

Are you the main contact for this collaboration? Yes No

Street Address City State ZIP Code

Neighborhood County (choose one): Bucks Delaware Camden Montgomery Chester Philadelphia

Email Address

Date of Birth (mm-dd-yyyy) Phone Number(s)

In an effort to be trans-inclusive, we offer applicants the opportunity to indicate their preferred pronouns. Providing this information is optional. If you do not provide your preferred pronouns, you will be referred to by your name in all Leeway materials.

I wish to be addressed as:

She/her He/him They/them

How did you hear about this grant? (Please check the appropriate box below and fill in a name for an organization if applicable.)

Mailing list Website Word of mouth Friend Past recipient Staff Facebook/Twitter

Organization: Other:

Name:

AGE AND RESIDENCY DOCUMENTATION

Choose an item from each list and submit a clear photocopy with your application. **Residency documentation must match your current address as listed on the previous page.**

- | Age | Residency |
|---|--|
| <input type="radio"/> Driver's license | <input type="radio"/> Utility bill |
| <input type="radio"/> Passport | <input type="radio"/> Rental agreement |
| <input type="radio"/> Birth certificate | <input type="radio"/> Mortgage agreement or payment coupon |
| <input type="radio"/> Non-driver's identification card | <input type="radio"/> House deed |
| <input type="radio"/> Voter registration card | <input type="radio"/> Tax return |
| <input type="radio"/> Immigration registration card or papers | <input type="radio"/> Other: |

Application Checklist

Please review the application and guidelines to make sure your application is complete. **The review panel will not consider incomplete applications.**

ALL APPLICATIONS MUST INCLUDE THE FOLLOWING:

- Pages 1-3: Artist/Project Information
- Page 4: Experience
- Pages 5-6: Project Description
- Page 7: Project Budget
- Age Documentation (see guidelines page 3 for a list of acceptable items)
- Residency Documentation (see guidelines page 3 for a list of acceptable items)
- Change Partner Form including original signature

PLEASE NOTE THE FOLLOWING:

- Incomplete applications will not be considered for funding.
- Do not staple your application.
- All pages must be one-sided.
- All application pages must include your preferred name at the top of the page.
- We recommend that you keep a copy of your application for your records.

Have you ever received funding from Leeway? Yes No

If yes, list any grants/awards and years:

Have you turned in your final report(s)? Yes No

CONFIRM AND SIGN. I have reviewed the application guidelines and checklist carefully to ensure that I and any collaborators meet all eligibility criteria and that I have provided all information necessary for this application to be considered for funding. To the best of my knowledge, this application and the attached supporting materials are complete and accurate. I authorize Leeway to use my preferred name and submitted materials for publicity purposes.

Signature (Legal Name)

Date

Name:

Experience

PROJECT-RELATED EXPERIENCES. Provide a brief description and date for 4-10 artistic, personal, political, professional, or social change-based experiences relevant to this project. Review the Art and Change Grant Guidelines for helpful hints and tips for completing this page.

Use this side only or share your project-related experiences and highlighted experience on one side of a separate sheet of paper (8.5" x 11", minimum .75" margins, 11-point font or larger). If using a separate sheet of paper, please make sure your name is on it.

Description of Experience

Date(s) of Experience

1.
2.
3.
4.
5.
6.
7.
8.
9.
10.

HIGHLIGHTED EXPERIENCE. Describe in more detail one of the experiences listed above.

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Project Description

PLEASE ANSWER THE FOLLOWING QUESTIONS. To answer the following six questions, you may use either this application form or two separate sheets of paper (8.5" x 11", minimum .75" margins, 11-point font or larger). Do not exceed two pages of typed text for the six questions. If using a separate sheet of paper, pages cannot be double-sided. Please make sure your name is on every page. Answer all six questions thoroughly. Review the Art and Change Grant Guidelines for helpful hints and tips.

1. Summarize your art for social change project. If this is a collaboration, describe the role of each collaborator.

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2. Why is this project important to you?

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3. (a) As part of this process, you were asked to identify the social change intent of your artistic or cultural practice from a list of issues. Explain how your practice engages with and expresses your social change vision and the intent you identified.

(b) Describe the goals and intended impact of your project, its artistic or cultural content, and how will it create social change. Keep in mind, the panel understands that the ultimate social change you seek may not be the direct outcome of this project; however, they will expect your project to be a step in the direction of the change you seek.

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Name:

4. Define your community or audience. What is your relationship to the audience(s) or communities you work with? How does your identity or who you are play a role in this?

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5. How does the project engage the audience or communities you are working with? If your project takes place outside of the Delaware Valley region, explain how you will make a connection to the region and what impact you expect.

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6. Why did you choose your Change Partner? What kind of expertise will they provide you and what is their connection to the community you are working with?

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Note: A completed Change Partner Form is required. Without it your application is incomplete and will not be considered for funding.

Name:

Project Budget

Provide information about your project expenses below or detail this information on one side of a separate sheet of paper. Any element necessary to make your project happen (e.g., equipment, supplies, stipends, transportation) is considered a project expense. Under project expenses, you may group expense items together (e.g., "painting supplies" as opposed to listing paint, brushes, easel, canvas, etc., as separate items). **Total Project Expenses should be equal to or more than the Total Request from Leeway.**

Project Expenses

Cost

.....	\$
.....	\$
.....	\$
.....	\$
.....	\$
.....	\$

Total Project Expenses \$

Total Request from Leeway \$

Access to Other Resources

1. If your total project expenses exceed the request from Leeway, how will you move forward with this project?

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2. If you are awarded this grant, would it be the first grant, fellowship, or award you have ever received? Yes No



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Art and Change Grant Change Partner Form 2015

You have been asked to serve as a Change Partner for a 2015 Art and Change Grant applicant.

Leeway believes most art for social change work happens through relationships – working with others collaboratively, often in community. A Change Partner is either: 1) a member of the community you have built a relationship with that the project seeks to engage or in which it takes place; or 2) a person, organization, or business that has an interest in or connection to the project in some form.

Eligible Change Partners may include: mentors, editors, collectives, art spaces, theaters, nonprofit organizations, dance studios, radio stations, and production companies. Change Partners cannot benefit financially from the grant.

Fill out this form and submit it to Leeway with your original signature. If you have any questions or need assistance, call 215.545.4078 or email info@leeway.org.

INSTRUCTIONS. Type or print neatly in blue or black ink. Do not write in cursive or all capital letters. Do not staple or write on the back of any page. All sections must be completed in order for this applicant to be considered for a grant.

CONTACT INFORMATION

.....
Name of Art and Change Grant Applicant

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Email Address of Applicant

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Primary Phone Number of Applicant

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Your Name

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Name of organization or institution you are affiliated with (if applicable)

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Street Address

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City

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State

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ZIP

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Neighborhood

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County (choose one):

Bucks Delaware

Camden Montgomery

Chester Philadelphia

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Email Address

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Primary Phone Number

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Secondary Phone Number (optional)

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Project Start Date

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Project End Date

1. What is your relationship to the project and the applicant?

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How do you as a Change Partner relate to the project's social change intent?

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What are the ways in which you, as a Change Partner, are connected to the project or are part of the audience or communities the applicant seeks to engage?

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Why is this project important?

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Would you like to receive more information about our grant programs and events? Yes No

CONFIRM AND SIGN. To the best of my knowledge, this Change Partner Form is complete and accurate. I authorize Leeway to use my name and/or my organization's name for publicity purposes.

.....
Signature (Legal Name)

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Date