



leeway foundation

2018 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 Greater Philadelphia.

2018 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 when the grant is announced.

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 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 PROGRAMS

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 Greater Philadelphia who have created art for social change for five years or more. The Transformation Award deadline is May 15, 2018. The Window of Opportunity (WOO) Grant is open to past grantees only and offers up to \$1,500 for immediate opportunities such as travel, performance, or exhibition. Applications are accepted on a monthly revolving basis.

CONTACT INFORMATION

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



**Leeway is a trans-affirming organization committed to gender self-determination, and we use the term "trans" in its most inclusive sense, as an umbrella term encompassing transsexual, transgender, genderqueer, Two-Spirit people, and 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 when the grant is announced.

You are eligible to apply if you:

- Live in Bucks, Camden, Chester, Delaware, Montgomery, or Philadelphia County
- Are a woman and/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 2016 or 2017 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: (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, not a copy) detailing:

- Change Partner's relationship to you and your project
- Why they believe you are well-suited to carry out this project
- What they will bring to the project as a Change Partner

Change Partner Forms are available online at 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 of 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 coupon, 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 are unable to provide 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 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 an Art and Change Grant, a Transformation Award, and a Window of Opportunity Grant 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 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 to 10 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.

GRANT REPORTING

- 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 at leeway.org/grantreport.

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 social change 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
- Racial justice
- Transgender justice/gender self-determination

Artistic Disciplines

We ask you to choose a primary category, as well as a secondary category if needed, that best represents your project. This will allow us to group applicants by discipline for the purpose of evaluating our programs. The application provides an opportunity for you to talk more about the multidisciplinary or hybrid nature of your work, should you feel constrained by these categories.

Below is a list of categories and examples of disciplines. 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 ARTS

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
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

MULTIDISCIPLINARY

Please be advised that this category is for artists for whom multiple disciplines are integral and necessary for the execution of the work.

If you choose multidisciplinary, do not choose a secondary discipline.

Examples of Previous Art and Change Grantees

Refer to our website, leeway.org/grantees, 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.

Instructions

ARTIST INFORMATION SECTION (APPLICATION PAGES 1-2)

- Provide your artist name or preferred name. This name will be used in all publicity or public materials should you receive a grant.
- Provide your legal name associated with your Social Security number or bank account; your legal name will not be shared publicly or with the review panel and will be kept confidential among the Leeway staff.

PROJECT INFORMATION (APPLICATION PAGE 3)

- Indicate the total amount you are requesting from Leeway. This number should match the amount on the budget section of your application.
- Provide your Change Partner's name, tentative start and end dates for your project, and the neighborhood and city where your project will take place.
- Choose a discipline that best represents the nature of your project. You may also select a secondary discipline if needed. The multidisciplinary category should only be used if multiple disciplines are integral to the work. **If you select multidisciplinary, do not choose a secondary discipline.**
- Identify **at least one but no more than three** social change categories that best represent the nature of your work. In a later part of the application you will have to explain how your artistic practice engages with and expresses the social change vision and intent categories you choose.
- Provide a brief description of your art for social change project, 1-3 sentences maximum. This is the first description of your project that the panel will read; it should provide a clear, concise summary of what you are proposing.

EXPERIENCE SECTION (APPLICATION PAGE 4)

- 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 what 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)

- Question 1: This should answer the who, what, when, and where of the project. Make sure these details are clear to the review panel.
- Question 2: Provide context of why this project is important to you. What is your motivation for doing this project? Why do you think it is needed?
- Question 3: This should directly connect your project to the social change intent you indicated in the Project Information section of the application. How is your project creating social change or a step toward long-term change?
- Question 4: Explain why you are working with a particular audience, group, or community for this project and what your relationship to that community is.
- Question 5: What role does that audience and/or community play in your project? How will they find out about the project and get involved? What will that involvement look like? What impact do you expect to have in Greater Philadelphia?
- Question 6: Social change work happens through relationships. Provide context about your relationship with the Change Partner you have selected and what they will contribute to the project.

PROJECT BUDGET (APPLICATION PAGE 7)

Provide details about your project expenses. Make sure that everything listed in the budget is clearly connected to what you described in the Project Description section.

APPLICATION CHECKLIST (APPLICATION PAGE 8)

Use this checklist to ensure that your application is complete. The review panel will not consider incomplete applications.



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2018 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 receive 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.

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 their own 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)

Twitter/Instagram handle

Phone number(s)

As a trans-affirming organization, we offer applicants the opportunity to indicate their pronouns. Providing this information is optional. If you do not provide your 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? (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

Social Media

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

- Driver's license
- Passport
- Birth certificate
- Non-driver's identification card
- Voter registration card
- Immigration registration card or papers

Residency

- Utility bill
- Rental agreement
- Mortgage agreement or payment coupon
- House deed
- Tax return
- Other:

Have you ever received funding from Leeway? Yes No

If yes, list any grants/awards and years:

If yes, have you turned in your final report(s)? Yes No

Have you attended an information or application support session this year? Yes No

If yes, where?

Name:

Experience

PROJECT-RELATED EXPERIENCES. Provide a brief description (1-2 sentences) 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.
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10.

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

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Name:

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 and that you number the questions. Answer all six questions thoroughly. Do not include links to external websites or images. Review the Art and Change Grant Guidelines for instructions.

1. Summarize your art for social change project.

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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 project from a list of issues. Explain how your project 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 it will 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(s) or communities you are working with? If your project takes place outside of the Greater Philadelphia 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 or support will they provide? What is their connection to the project and/or the communities 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 \$

Financial Need / Access to Financial Resources

1. If your total project expenses exceed the total request from Leeway, what other funds or resources do you have to do this project? Please list the amounts and sources.

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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

Name:

Application Checklist

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

YOU ARE ELIGIBLE TO APPLY IF YOU:

- Live in Bucks, Camden, Chester, Delaware, Montgomery, or Philadelphia County
- Are a woman and/or trans person
- Are at least 18 years old
- Have a Change Partner

ALL APPLICATIONS MUST INCLUDE THE FOLLOWING:

- Pages 1-3: Artist/Project Information
- Page 4: Experience
- Pages 5-6: Project Description
- Page 7: Project Budget
- Page 8: Application Checklist
- 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.
- Follow the page limit guidelines.
- 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.

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.

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Signature (legal name)

.....
Date



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2018 Art and Change Grant Change Partner Form

You have been asked to serve as a Change Partner for a 2018 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: (1) someone the applicant has 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 a 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. Change Partner letters cannot be accepted via email.

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

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Name of Art and Change Grant 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 code

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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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2. Why do you believe this applicant is well-suited to do this project (i.e. based on relationships, skills, experience, etc.)?

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3. What do you feel you bring to this project as a Change Partner?

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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