

GREATER PITTSBURGH Arts COUNCIL

Empowering the people who give us art.

Alcoa Foundation Leadership Grants for Arts Managers

Guidelines

Just as artists need to nurture their creativity and continue to develop their skills, arts managers—throughout their careers—need to keep their problem-solving muscles strong and flexible. With generous support from the Alcoa Foundation, the Greater Pittsburgh Arts Council administers this grant program that recognizes the importance of ongoing executive education and leadership development for professional arts administrators.

As operating budgets are downsized, professional development is often among the first cuts made as organizations work to continue offering programming within a balanced budget. Alcoa Foundation Leadership Grants provide up to \$1,000 to support advanced training and leadership development for senior- and middle-management arts executives in environments where they can interact with peers in the field.

Applications are reviewed quarterly. Postmark deadlines are February 1, May 1, August 1 and November 1. Deadlines that fall on a Sunday or national holiday are deferred to the next business day.

Who can apply?

Eligible applicants are individual arts managers who must...

- Be currently employed full time by a non-profit arts organization within Allegheny County
- Have at least five years of experience as a professional arts manager
- Have a record of accomplishment in arts administration that can be documented

Eligible Expenses:

Alcoa Foundation Leadership Grants for Arts Managers can cover expenses related to a professional opportunity that takes place no sooner than one month after the deadline. It must be completed within six months of the award. The following are *examples* of eligible expenses:

- Registration and materials fees directly related to a workshop, course, conference, etc.
- Travel costs, based on lowest available fares or the current year's IRS mileage rate (www.irs.gov)
- Reasonably-priced accommodations if opportunity is more than 100 miles from home
- One-on-one peer consultations
- Fees for workshops hosted by the Bayer Center for Nonprofit Management (Robert Morris University) or the Nonprofit Leadership Institute (Duquesne University)

Ineligible Expenses:

- Activities that have already taken place
- Ongoing undergraduate or graduate study
- Temporary professional assistance needed by the employer in the applicant's absence
- Purchase of equipment
- Expenses involved in establishing, maintaining or administering an organization or company
- Consulting fees or expenses contracted by the applicant's employer
- Fees for workshops and events hosted through the Greater Pittsburgh Arts Council.

Review Process and Timeline:

A panel of arts professionals representing various organizational types and sizes will review requests and make funding recommendations. Applicants will be notified of funding decisions within four weeks of the application deadline. Arts managers who receive a leadership grant must wait 12 months after the postmark deadline of the funded application to submit another request.

Questions? Contact David Seals at 412.391.2060 x227 or dseals@pittsburghartscouncil.org

GREATER PITTSBURGH **Arts** COUNCIL

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Alcoa Foundation Leadership Grants for Arts Managers

Application for Support – Cover Sheet

General Information

Name of Applicant _____

Job Title _____

Organization _____

Address _____

City _____ State _____ Zip+4 _____

Telephone(s) Day _____ Evening _____ Cell _____

Email Address _____

Organization's EIN _____ Amount Requested _____

Please provide a one-sentence description of your request:

Certification and Statement of Assurances

I have enclosed ALL of the following required materials:

Narrative Responses to the five questions on pages 2-3 of this application

Resume that highlights my education and career, which demonstrates current, full-time employment as a professional arts manager with 5+ years of experience in the field (two pages maximum)

Letter of Support signed by my organization's executive director, general manager or board president supporting my participation in this Executive Education opportunity

I hereby affirm that I am 18 years of age and that the information contained in this application is correct and, to the best of my knowledge, complete.

Applicant Signature (Please use blue ink)

Date

Submit by Mail: Mail to the Greater Pittsburgh Arts Council - 707 Penn Avenue, 2nd Floor, Pittsburgh, PA 15222-3401. None of the information you provide in this application will be returned to you. Keep copies of all application materials and attachments for your files.

Please confirm receipt of your application by contacting David Seals, Programs Manager, at 412.391.2060 x227 or dseals@pittsburghartscouncil.org.

Follow-up: In addition to submitting a brief report, the Arts Council may ask that each grantee present an informal lunch-hour session for fellow arts managers about the experience funded by the Alcoa Grant.

Narrative

1) Your Work – Provide a brief statement about your educational background and professional experience. Describe your current position within your organization and how it relates to your past work.

2) The Executive Education Opportunity – Describe the leadership opportunity, including when and where it takes place. With whom will you be learning? From whom? Describe the curriculum or scope of work. Include a copy of the published description of the conference, course or workshop if available.

Applicant Last Name: _____

3) Impact on Your Career and Work – How will this opportunity positively impact your career and advance your capacity as an arts manager? What impact will it have on your organization?

4) Use of Alcoa Foundation Leadership Grant – How will you use the funds you request? Be specific and only include eligible expenses. Document projected expenses where appropriate.

5) Other Sources – In what other professional development activities have you participated during the past two years? What is your organization's track record in providing education and enrichment for its employees? Have you explored other sources of funding within your organization? If the cost of the activity you propose is greater than \$1,000, how will the balance be funded?

*Please ensure that you have included **all** required attachments before submitting this application, per the instructions on the cover sheet.*