

ART GRANTS SUBMISSION FORM 2010



**Your keys to success:
Document + Images + Deadline**



HOW TO SUBMIT YOUR GRANT PROPOSAL

The process for submitting a grant proposal has changed. In an effort to make the process easier and streamline the information, Burning Man has created an Art Grant Application Form (an editable PDF, available at the bottom of this page) that must be filled out.

Steps To Submit a Proposal:

1. Print out a copy of the PDF. Read through it to ensure you have all the required information at hand.
2. Gather ALL the information requested for the proposal.
3. Fill out the PDF, and upload associated files (see detailed file upload instructions below).
4. Submit your completed, final proposal by February 1st at 11:59pm PST.
5. Take a deep breath, and congratulate yourself for finishing your proposal!

Important Stuff To Note:

1. It's **mandatory** that you submit your proposal in the provided PDF format (even if you submit a physical copy).
2. We (the grant committee) will not review or consider incomplete proposals.
3. We will not review late proposals, or parts of proposals updated after the deadline.
4. A minimum of one concept image is required.

For technical help with submitting your proposal, see the Technical FAQ page:

http://www.burningman.com/installations/art_tech_faq.html

Emailing Instructions

- Make sure your proposal is finalized before you send it to us (we will not review subsequently updated, amended, or revised versions).
- Send your finalized proposal to [artgrants \(at\) burningman \(dot\) com](mailto:artgrants@burningman.com). You will receive an email confirming we have successfully received your proposal.
- Use only the complete name of your project in the subject line and type in caps. For example: MY EXTRA ACTION FONDUE PROJECT
- Do not cc individual art grant committee members. All members are subscribed to the artgrants email address.
- DO NOT SEND YOUR PROPOSAL MORE THAN ONCE.

The grant proposal deadline is February 1st at 11:59 pm PST. Any grant proposals received after this time will not be accepted.



Email File Attachment Instructions for Drawings, Diagrams, & Plans

- While we will look at images online, we print out your files for review purposes. If you send us files we can't print, it may be difficult or even impossible to review your proposal accurately. Please review our print considerations in our Technical FAQ page: http://www.burningman.com/installations/art_tech_faq.html
- Make sure to include your project name and contact info on all your files. This includes digital images, diagrams, plans, and similar files. For example, the filename of your digital images should include your project name, or along the bottom of a photo in small print it might say "Extra Action Project, youremail@yoursite.org".
- File formats: We accept JPG (JPEG), GIF, and TIF for images; and MS Word, MS Excel, and PDFs for schedules and other documents.
- If you have less than 7 files total posted online, you may use the form below to paste the links to those files. Please carefully manage your file sizes - large files are difficult to download and review.
- Alternatively, if the total file size of your attachments are 4 MB or less, you may simply compress your files into a "zip file" and attach it to your email (along with your proposal form). Help with creating zip files is available in our Technical FAQ page: http://www.burningman.com/installations/art_tech_faq.html

Please keep total file attachment size within reason.

- If you have more than 7 files, then please include a link to a single web page that includes all of your files, preferably listed by their full, complete and descriptive names. This will make it easier for the grant committee to review them. As noted above, each file should have your project and contact name associated with it.

Physical Mailing Instructions for Non-Digital Drawings and Maquettes

- Every individual item that you send must be clearly labeled with your project's name and contact information, such as an email or phone number.
- Drawings and maquettes can be mailed to: Burning Man Art Grants, PO Box 884688, San Francisco, CA 94188.
- All drawings and maquettes must be received at the Burning Man office before February 1st. All late materials will not be considered as part of the proposal for review purposes.
- All maquettes will be returned to you after the grant review process.

Instructions for Dropping Off Maquettes, Models and Photographs

- No drop-offs are accepted after the February 1st deadline.
- No drop-offs are permitted without first scheduling an appointment.
- Call the Burning Man Office at (415) 865-3800, and select "0" to speak with an operator ... they'll help you schedule a drop-off appointment.



Artwork Title

Artist Name

Artist Bio

1,000 Character Limit

Address

City

State

Zip Code

Country

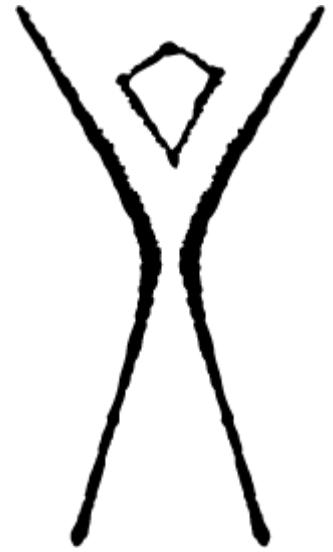
Email

Phone Number

Philosophical Statement

Provide a brief statement about what the art means to you and what you wish to communicate to participants.

3,000 Character Limit



Interactivity

Interactivity is a key aspect to the art of Burning Man. Describe how your concept is interactive - how will the citizens of Black Rock City interact with your art.

2,000 Character Limit



Dimensions

Include any additional details about your artwork's dimensions or appearance.

2,000 Character Limit

Actual Dimensions

Length X Width X Height

Materials

What materials will you be using to construct your piece?
Will you be using any recycled materials?

3,000 Character Limit



Sound Component

Are there sound elements intrinsic to your piece? If so, please describe what they are, and their impact on participants.

1,500 Character Limit

Web Image Attachments

At least one image of your concept is mandatory. This can be a drawing, sketch, photo, etc. The image should give the grant committee a good sense of what your art project will be. Your web images should not exceed 4MB in file size for any given image.

Link to a web page that lists all your images

If you have a web page that contains links to your images, then copy and paste the image url for your web page into the "Web link to your attachments page" box below. Only paste one link into the box.

Web link to your attachments page

Example: <http://www.mysite.com/myimages/myListofAttachmentLinks.html>

Link to individual web images

Copy and paste up to seven links to specific images into the "web image link" form blanks below. Acceptable Formats limited to JPG (JPEG), GIF, and TIF. Only one image link should be pasted into each box below.

Web Image Link 01

Example: <http://www.mysite.com/myimages/mypicture.jpg>

Web Image Link 02

Web Image Link 03

Web Image Link 04

Web Image Link 05

Web Image Link 06

Web Image Link 07

Tip: Be sure to validate that your image links work *before* pasting them in above.

Include any special notes about your images

500 Character Limit

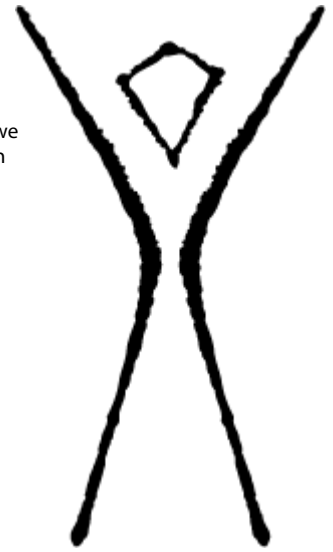


Budget

Research your costs carefully and be as specific as possible. You must provide a total combined cost for all expense items or your proposal will not be considered. We fund material and transportation costs only. Do not list "contingency costs" or "artist's fee" as we do not cover those expenses. You may enter your total estimated cost in the "Total Estimated Cost" box below. The budget section consists of the next four boxes.

Itemize and list all expenses

3,000 Character Limit



Budget (Continued)

Material Costs

3,000 Character Limit



Transportation Costs

Estimate the cost for transporting your art installation to and from the playa.

1,500 Character Limit

Budget (Continued)

Total Estimated Cost \$

Total cost is calculated by combining itemized expenses, material costs, and transportation. Input numeric values only.

Link to online spreadsheet

Example: http://www.mysite.com/spreadsheets/my_budget_spreadsheet.xls

Project Plan and Build Schedule

Your pre-play construction schedule should reflect your submitted budget. Your timeline should include things such as prototyping time, when materials will be purchased, when stages of construction will be completed, fundraising, etc. Grants are distributed in installments, which will relate to key dates in your development schedule.

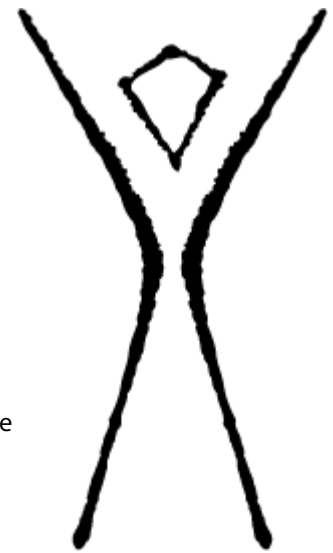
Do you have adequate crew to build, install, and clean-up your project already identified?

Yes

Support Crew

Whether you have identified your support crew or not, describe all roles and skills you require to make your project a

success.
1,000 Character Limit



Project Plan and Build Schedule (Continued)

Start Build Date

Pre-Playa Construction Schedule

2,000 Character Limit



Transportation to the playa - How many days are needed to transport to the playa?

On Playa Arrival and Construction Schedule

Please describe the date you wish to arrive in Black Rock City and your planned construction schedule for on playa.

Optionally, you may use the calendar web-link field below to link to a calendar, or project plan, if you have one prepared to share.

1,000 Character Limit

Calendar Web Link (Optional)

LEAVE NO TRACE

LEAVE NO TRACE PLAN

A well thought out teardown, clean-up plan and schedule should be planned out before arriving on the playa. Please enter a brief description for how you are planning on leaving no trace.

2,000 Character Limit



A performance deposit will be withheld from your grant until after the event. Several steps must be taken in order to receive your deposit:

- o You must check in at the ARTery.
- o Your artwork must be ready on Monday at the start of the event.
- o **You must Leave No Trace.**
- o You must check out at the ARTery before leaving the playa.

If your site is not clean, and/or if you do not complete the check in and checkout process, your deposit will be withheld.

Burning Artwork

If your artwork utilizes OPEN FIRE such as candles, torches, fire barrels, or raised containers, please describe in detail. If artwork is to be engulfed in flames, please describe your playa protection as well as your perimeter plans. Include a detailed drawing showing how your art installation will be placed within the perimeter.

1,000 Character Limit



Web Link to Your Detailed Drawing

Example: <http://www.mysite.com/myimages/myDetailedDrawing.jpg>

If your artwork utilizes FLAME EFFECTS, please describe in detail, including linking to a detailed drawing of fuel lines and tanks (see box below). Flame Effects are flames that are automated, switched, pressurized, or having any other action other than simply being lit on fire.

1,000 Character Limit

Web Link to Your Detailed Drawing

Example: <http://www.mysite.com/myimages/myDetailedDrawing.jpg>

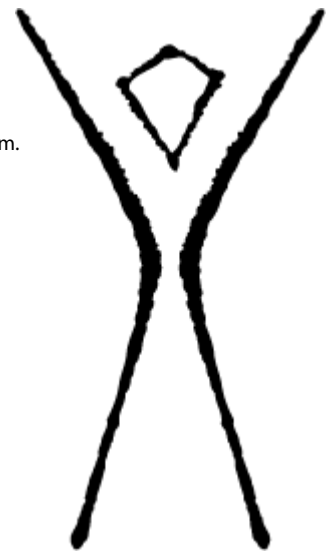
Submission Guidelines

SAVE THIS FORM to your computer. You may send us your proposal by sending it as an attachment to artgrants@burningman.com.
Your artwork title should be in the subject of your email.

If we successfully receive your email you will automatically be sent a confirmation email within 24 hours.

Thank you for concepting art for Burning Man! We Look forward to reading your proposal!

AFTER SAVING THIS FORM, you may print it to paper for reference using the button below.



Want to start over? You may click "Reset Form" below to clear and delete all data from this form. **NOTE : Clicking the red button below will result in ALL YOUR DATA WILL BE LOST!**