



Project Grant GUIDELINES

(ARTS & CULTURAL HERITAGE GRANT PROGRAM)

Application Deadlines:

FY 2010

February 10, 2010

May 5, 2010

FY2011

September 8, 2010

February 9, 2011

May 11, 2011

Applications must be in the CMAB office by 4:30pm on the deadline date

220 - 4th Avenue North, P O Box 458

Foley, MN 56329

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www.centralmnartsboard.org

Central Minnesota Arts Board Arts & Cultural Heritage Grant Program

In November 2008 Minnesota voters elected to increase their sales tax by 3/8 of 1% to support investments in improving the Arts & Cultural environment among other issues important to Minnesotans. The Central Minnesota Arts Board being entrusted with a portion of these public funds will provide Arts and Cultural Heritage Grants to support activities in three key areas as prescribed in the Minnesota Constitution:

A. Arts & Arts Access B. Arts Education C. Arts & Cultural Heritage

Use the Guidelines in **roman numeral I. (below)** to identify the key area(s) your proposal will fulfill. **Please read the Guidelines and Eligibility Requirements thoroughly** before beginning to make sure you include all requirements while developing your proposal.

If you have questions on specific criteria please call our office for assistance.

More information on Central MN Arts Board programs, services, policies and review criteria is available on our website www.centralmnartsboard.org and by request 320.968.4290, 1.866.345.7140.

I. Guidelines- Arts and Cultural Heritage Fund

The Arts and Cultural Heritage Fund will support activities in three key areas:

A. Arts & Arts Access: Up to 78% of the fund will support Minnesota artists and arts organizations in creating, producing, and presenting quality arts activities; to overcome barriers to accessing quality arts activities; and to instill the arts into the community and public life throughout Minnesota. Such activities may be but are not limited to:

- Investing in activities that make the arts available to persons who might not otherwise have access due to economic, geographic, or physical barriers
- Ensuring that Minnesota's artists and arts organizations have sufficient financial support to create
- Investing in the long-term health and vitality of Minnesota's arts sector by supporting capacity-building and professional development
- Investing in efforts that enable Minnesotans to more easily connect with arts/arts experiences
- Investing in efforts to fully integrate the arts into local community development efforts
- Investing in efforts to fully integrate the arts into local and state economic development planning
- Investing in public art that is available throughout Minnesota
- Recognizing and rewarding artists/arts organizations/arts providers for exceptional artistic quality and service within Region 7W

B. Arts Education: Investing in lifelong learning in the arts: Up to 15% of the fund will support quality, age-appropriate arts education for Minnesotans of all ages to develop knowledge, skills, and understanding of the arts. Such activities may be, but are not limited to:

- Investing in efforts that enable Minnesotans to more easily engage in arts learning opportunities
- Ensuring that artists/arts organizations/arts providers are able to provide quality experiences for Minnesotans of all ages by investing in professional development
- Ensuring that arts learning opportunities are achieving intended outcomes through ongoing assessment and evaluation

C. Arts & Cultural Heritage: Building bridges between Minnesotans through arts and culture: Up to 5% of the fund may be used for events and activities that represent the diverse ethnic and cultural arts traditions, including folk and traditional artists and arts organizations, represented in Minnesota. Such activities may be, but are not limited to:

- Providing Minnesotans with opportunities to celebrate our cultural heritage through events and activities that represent the range of Minnesota's ethnic and cultural arts traditions
- Ensuring that Minnesotans are able to experience folk/traditional arts of diverse cultures by supporting the work of folk and traditional artists/arts organizations

II. Who Can Apply:

The Central MN Arts Board serves Region 7W which includes the Minnesota Counties of Benton, Sherburne, Stearns, and Wright. Therefore, eligible applicants must be located within this service area and the proposal to be funded must primarily benefit residents located within Region 7W.

Arts nonprofit 501(c) (3) organizations or arts groups without nonprofit designation that have the arts as a primary focus using a fiscal agent can apply for up to:

\$6,000/proposal with a 20% match required

AIR grants up to \$5,000 with a 10% match. (See Definition in Section III)

Non Profits, that do not have arts as a primary focus, such as schools, senior centers, community education, cultural groups and colleges can apply for up to:

\$6,000/proposal with a 20% match required for **arts focused activities**

AIR grants up to \$5,000 with a 10% match. (See Definition in section III)

Local governments (city, township and county) can apply for up to **\$6,000/ proposal with a 20% match** required for arts focused activities.

Applicants not eligible:

(Any funded proposal/residency must enhance and not supplant current school arts curriculum)

- for profit businesses,
- individuals whose primary focus is not the creation of art,
- religious organizations, and
- organizations intending to influence public policy
- events or projects where the purpose is regranting monies

Proposals Eligible:

- Arts projects
- Public Art
- Artistic performances and performance/gallery series, exhibits
- Arts and cultural festivals
- Arts educational experiences
- Arts workshops
- Artist in residency (AIR)

Proposals and expenses not eligible:

- Proposals that do not have arts/culture as their primary focus
- Compensation for ongoing school personnel in full or in part
- Any funded proposal/residency must enhance and not supplant current school arts curriculum
- Tuition for teachers to earn degrees, meet licensure requirements, or meet continuing education requirements to retain a teaching license.
- Purchase equipment for or improve facilities within K-12 public schools. The exception will be, if a nonprofit arts group uses the school facility for rehearsal, classes, performances, or exhibitions, and it needs equipment or facilities improvements for its own work. The arts organization could apply for and receive a grant and could develop a cooperative agreement with the school that spells out how the school could also benefit from the purchase items or improvements. The arts organizations applying must have a proven history of an arts relationship with the school and the school must agree to publically acknowledge how the project was funded.
- Payment for new building projects
- Events with a primary focus of fundraising

III. How To Apply:

Collate and submit the following information:

- A. Signed original of completed application
- B. The RAC Data collection form
- C. Supporting materials
- D. The Americans with Disabilities Act checklist AND accompanying ADA plan, if your organization has one
- E. One copy of the 501(c)3 letter (dated within last four years)

Collate/Staple and submit 11 copies of the following information:

- F. Signed original of the completed application
- G. The RAC Data collection form

Do not submit application more than 30 days before application deadline.

IV. Review Process:

Who: The Board members of the CMAB review applications. *Applicants are responsible for the quality and scope of their application and supporting materials. Please check your mathematical calculations.*

When: The CMAB board reviews the grants for clarification at their first regular meeting after the grant deadline. Applications are then approved for an appropriate level of funding and then ranked.

How: Using a 1 (low) to 6 (high) scale, funding is awarded to applicants with the highest rankings until all funds are exhausted for that grant round. **An applicant must attain at least a 3.0 average score in order to be funded.**

V. Grant Contract And Distribution Of Funds:

Awarded grantees must sign and return a contractual agreement **within 30 days** of notification. Failure to provide any required documents within the prescribed time can result in the cancellation of a grant commitment.

Note: If funds are refused within 45 days of receipt of grant notification, they will be offered to the next applicant in rank order. Returned funds or funds refused after 45 days will be applied to future grant rounds.

Note: If application is approved, purchase must be made within 12 months of the approval date.

VI. Grant Appeal Process:

Any applicant who can show causes that established grant review procedures were not followed, or can show that the policies of the program are not equitable to all applicants, may file an appeal in writing within ten (10) business days of notification of the CMAB Board's decision on that application.

The Board's Executive Committee will review the appeal prior to the next scheduled board meeting. The Executive Committee will determine if there exists sufficient cause for an appeal and if further investigation is warranted. If the Executive Committee finds that there is cause for an appeal, they will bring the matter before the entire board, which shall make a final decision. There is no right of appeal to dispute decisions in respect to artistic quality or merit, ability or need.

Definitions:

Applicant: is the main individual/group/organization/local government organizing and implementing the proposal. If two groups are involved please select one to be the lead and therefore the applicant.

Project Director: is the person designated by the applicant organization as responsible for overseeing the implementation of the proposed project. This person is responsible for the timely submission of all required forms and reports to the Central MN Arts Board. This person should be knowledgeable in all aspects of the proposed project since the CMAB may need to contact this person with questions specific to the proposal narrative and budget.

Authorizing Official: is that person empowered to enter into contracts for the applicant organization. This is usually the board chairperson, president or executive director.

Fiscal Agent: refers to the organization which is legally responsible for the proper use of the grant funds when the applicant organization is not a school or unit of government or does not have tax-exempt status under Section 501©(3) of the Internal Revenue Code. An authorized official of the fiscal agent organization must sign the application. A contract with the fiscal agent must be included in the application.

Total Annual Organizational Expenses: refers to the total expenses that occurred in your last completed fiscal year and those projected in your current fiscal year.

Beginning and Ending Dates: refers to when the target population/community will experience the results of the proposal or an opening or showcase.

Location of Activities: when the main activity will take place for the target population/community.