



CMAB
Central MN Arts Board

COMMUNITY ARTS SUPPORT GRANT GUIDELINES

Application Deadlines:

FY 2011

Wednesday, November 3, 2010

Review Date: October 20, 2010

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

220 4th Avenue North, PO Box 458

Foley, MN 56329

320-968-4290

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www.centralmnartsboard.org

COMMUNITY ARTS SUPPORT GRANT GUIDELINES

General Operating Support Grants are unrestricted grants made to arts organizations that do not receive general operating support from the Minnesota State Arts Board or direct support from the McKnight Foundation, and that demonstrate programming of high artistic quality and efficient management. These funds may be used for administrative, operating and capital expenditures.

I. 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. Organizations can apply for up to \$10,000 or 20% of last completed fiscal years actual annual operating revenue, whichever is less.

A. Applicants eligible:

- **Region 7W Arts non-profit 501 (c) 3 organizations** that have the arts as a primary focus
- **Region 7W Arts nonprofits incorporated without IRS tax exempt**

B. Applicants not eligible:

- for profit businesses,
- organizations whose primary focus is not the creation of art,
- arts organizations with less than two-years of established service,
- religious organizations,
- organizations intending to influence public policy and
- schools (however, if an arts organization uses a school as its principle venue, it can use this grant. Schools benefiting must establish a permanent acknowledgement, such as a plaque, to identify the source of these funds using the required wording as stated within the CMAB contract. The arts organization and the school must show proof of an established long term relationship involving the arts).

C. Proposals eligible:

- purchase of arts equipment such as musical instruments, lighting board, sound equipment, kiln, easels, etc.
- facility improvements to increase accessibility
- facility improvements to performance or office space
- purchase of computer hardware or software

D. Proposals and expenses not eligible:

- Proposals that do not have arts as their primary focus
- Capital purchases that will not remain within the boundaries of region 7W
- 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

II. HOW TO APPLY FOR FUNDS:

This program has one deadline every year. To be eligible, your application must include all required materials. Applicants are strongly encouraged to call the CMAB office at 320.968.4290 to discuss the eligibility of their capital purchase or to have a draft of your application reviewed when received. Applications:

- Must be physically in the CMAB office by **4:30 p.m.** on the due date.
- Received after the deadline are ineligible and will not be reviewed. There are no exceptions to this policy.
- **Will not** be accepted by fax or other forms of electronic transmission (i.e., e-mail).

Reminder: Keep a copy of your entire application for your files.

Complete the application form and:

Mail to: Central Minnesota Arts Board; P.O. Box 458; Foley, MN 56329.

(Note: Be sure to allow enough time for your application to reach the CMAB office on time. The CMAB is not responsible for postal delays. Late applications will not be accepted.)

Or

Drop off at: CMAB Office: 220 Fourth Ave. N., Foley; an afterhours drop box is available.

III. 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.**

IV. 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.

V. GRANT APPEALS PROCEDURE:

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 Boards 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 sufficient cause exists 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.

Note: There is no right of appeal to dispute decisions in respect to artistic quality or merit, ability or need.