



# SMALL CAPITAL ARTS GRANT FOR SCHOOLS APPLICATION

Application Deadlines:

**FY 2010**

March 10, 2010

**FY 2011**

March 9, 2011

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

320-968-4290

220 4<sup>th</sup> Avenue North, PO Box 458  
Foley, MN 56329

1-866-345-7140

[www.centralmnartsboard.org](http://www.centralmnartsboard.org)

fax: 320-968-4291



**SMALL CAPITAL ARTS FUNDING FOR SCHOOLS**  
**GRANT APPLICATION**

**DO NOT HAND WRITE THIS APPLICATION.** You may recreate this application on a blank piece of paper if you are unable to download the application form. Submit **1 ORIGINAL and 11 COPIES of the whole application** to the CMAB, 220-4<sup>th</sup> Avenue North, P.O. Box 458, Foley, Minnesota 56329 by 4:30 P.M. on deadline date

Applicant School (Name, Address, Zip Code):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Capital Purchase Coordinator Name/Title: \_\_\_\_\_

Daytime Telephone: \_\_\_\_\_ Today's Date: \_\_\_\_\_ Email: \_\_\_\_\_

1. Briefly describe the capital expense involved in this request. (What do you plan to purchase?)

**2. Budget Summary:**

Total Purchase Expense: \$ \_\_\_\_\_

Total Revenue raised (excluding CMAB grant request): \$ \_\_\_\_\_

Grant amount requested from the CMAB: \$ \_\_\_\_\_

Anticipated Capital Purchase Date: \_\_\_\_\_

**Note:** actual capital purchase must **not** occur prior to CMAB review date.

**Note: The following signatures must be from different people. The signed original of this form goes to the CMAB office.**

**Certification: We certify that the information in this application is true and correct.**

Principal: \_\_\_\_\_  
Signature Date

Principal: \_\_\_\_\_  
Print Name

Capital Purchase Coordinator: \_\_\_\_\_  
Signature Date

Capital Purchase Coordinator \_\_\_\_\_  
Print Name

**The signed original of this application goes to the CMAB ... plus 11 copies**

When Reviewing Applications, the **CMAB Looks at the Following Three Criteria:**

- a. Artistic Quality and Merit of the capital purchase
- b. Ability Of The Nonprofit to complete the purchase and provide for necessary maintenance
- c. Need For the Capital Purchase by the nonprofit

Information about **ARTISTIC QUALITY** and merit:

3. Describe the capital purchase you plan to make. What will the CMAB funding provide?

4. Please describe how this capital purchase will make a lasting impact on the artistic goals of your school.

Information to demonstrate **ABILITY** to carry out the purchase:

5. Note: you must indicate when the planning began for this purchase and give a narrative description how you plan to raise the 50% funding match you will need. When will the fund-raising process be finished?

6. List the names of the primary personnel involved in this capital purchase project and describe their roles and responsibilities.

- How will they utilize the purchased item(s)?
- Where will the purchase be physically used within your school building?

Information to demonstrate **NEED** for the project:

7. How will this activity stimulate the artistic development of your school and its students?

8. Why is your school unable to raise all of the funds necessary for this purchase on its own? (Be specific; use the back of this form if necessary.)

9. Please list any grants received from the CMAB or the Minnesota State Arts Board within the previous 12-month period:

Year

Type of Grant

Amount

**PROPOSED BUDGET**

**CAPITAL PURCHASE EXPENSES (Round all figures to the nearest dollar)**

Materials (non-expendable items only) two quotes required: Amount

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

A. **TOTAL CAPITAL PURCHASE EXPENSE:** \_\_\_\_\_ \$ \_\_\_\_\_

<b>TOTAL CAPITAL PURCHASE EXPENSE (A) must be equal to TOTAL SUPPORT FOR CAPITAL PURCHASE (D)</b>
---

**CAPITAL PURCHASE REVENUE (contributions, grants, and revenues for this capital purchase only)**

1. Cash Sources (cash on hand or **budgeted for this project**): Amount

_____	_____
_____	_____
_____	_____
_____	_____

Total Cash \$ \_\_\_\_\_

2. Other Grant Sources (do not include this CMAB request and indicate which are anticipated and which have been received): Amount

_____	_____
_____	_____
_____	_____
_____	_____

Total Grants \$ \_\_\_\_\_

3. Earned Income (list sources):

_____	_____
_____	_____
_____	_____
_____	_____

Total Income \$ \_\_\_\_\_

B. **TOTAL CAPITAL PURCHASE REVENUE (1+2+3 above):** \$ \_\_\_\_\_

C. **AMOUNT REQUESTED FROM CMAB: (Cannot Exceed 50% of A. (Total Capital Purchase Expenses or \$4,500 whichever is less))** \$ \_\_\_\_\_

D. **TOTAL SUPPORT FOR THE CAPITAL PURCHASE (B+C) (Must Equal Total Capital Purchase Expense)** \$ \_\_\_\_\_

**RAC GRANT DATA COLLECTION FORM**

**TO THE APPLICANT:** This form is used to gather information about grant applicants to the Minnesota Regional Arts Councils (RACs). The data is maintained by the Minnesota State Arts Board in cooperation with the RACs, and may be distributed to others in accordance with the Minnesota Data Practices Act. Complete information is necessary to ensure the reliability of our data. *Note: If you are using a fiscal agent, please fill out this first page as it pertains to the arts organization conducting the activity, not the fiscal agent.*

**1. APPLICANT INFORMATION**

Date \_\_\_\_\_

Legal name of organization or individual \_\_\_\_\_  
 Professional or other name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zipcode \_\_\_\_\_  
 Day phone \_\_\_\_\_  
 E-mail address \_\_\_\_\_  
 Contact person name and title \_\_\_\_\_  
 County \_\_\_\_\_ MN House district \_\_\_\_\_ U.S. Congressional district \_\_\_\_\_  
 Fiscal agent name (if applicable) \_\_\_\_\_

**2. SPECIAL CHARACTERISTICS:**

For individuals applying (optional)  
 Select any combination that applies describing your racial/ethnic characteristics. This information is not made public.

- American Indian/Alaska Native (N)
- Asian (A)
- Native Hawaiian/Pacific Islander (P)
- Black/African American (B)
- Hispanic/Latino (H)
- White (W)
- Other \_\_\_\_\_

For individuals, mark these items if they apply (optional)

- Disability (I)
- Older Adult - 60+ (S)
- Veteran (V)

For organizations applying  
 Select the one code that best represents 50% or more of your staff or board or membership

**3. STATUS:**

Select the one code which best describe the applicant's legal status

- |                           |   |                         |
|---------------------------|---|-------------------------|
| 01 Individual             | 04 Government-Federal                         | 07 Government-County    |
| 02 Organization-Nonprofit | 05 Government-State (includes public schools) | 08 Government-Municipal |
| 03 Organization-Profit    | 06 Government-Regional                        | 09 Government-Tribal    |
|                           |   | 99 None of the Above    |

--	--

**4. INSTITUTION:**

Select the one code which best describe the applicant

--	--

- |  |                                     |                                 |
|--|-------------------------------------|---------------------------------|
| 01 Individual artist                   | 18 Union/Professional Association   | 36 Seniors Center               |
| 02 Individual non-artist               | 19 School-District                  | 37 Parks & Recreation           |
| 03 Performing Group                    | 20 School-Parent/Teacher Assn       | 38 Government-Executive         |
| 04 Performing Group-College/University | 21 School-Elementary                | 39 Government-Judicial          |
| 05 Performing Group-Community          | 22 School-Middle                    | 40 Government-Legis (House)     |
| 06 Performing Group-Youth              | 23 School-Secondary                 | 41 Government-Legis (Senate)    |
| 07 Performance Facility                | 24 School-Vocational or Technical   | 42 Media-Periodical             |
| 08 Museum (Art)                        | 25 School-Other (incl Community Ed) | 43 Media-Daily Newspaper        |
| 09 Museum (Other)                      | 26 College/University               | 44 Media-Weekly Newspaper       |
| 10 Gallery/Exhibition space            | 27 Library                          | 45 Media-Radio                  |
| 11 Cinema                              | 28 Historical Society/ Commission   | 46 Media-Television             |
| 12 Independent Press                   | 29 Humanities Council/Agency        | 47 Cultural Series Organization |
| 13 Literary Magazine                   | 30 Foundation                       | 48 School of the Arts           |
| 14 Fair/Festival                       | 31 Corporation/ Business            | 49 Arts Camp/ Institute         |
| 15 Arts Center                         | 32 Community Service Organization   | 50 Social Service Organization  |
| 16 Arts Council/Agency                 | 33 Correctional Facility            | 51 Child Care Provider          |
| <b>17 Arts Service Organization</b>    | 34 Health Care Facility             | 99 None of the Above            |
|  | 35 Religious Organization           |                                 |

5. **DISCIPLINE:**  
**Select one code**  
**which**  
**best describes the**  
**applicant's**  
**primary area**  
**of interest in the**  
**art**  
**(e.g. ballet 01A)**

--	--	--

- |   |  |   |
|---|--|---|
| <ul style="list-style-type: none"> <li>01 Dance—general           <ul style="list-style-type: none"> <li>01A ballet</li> <li>01B ethnic/jazz/folk-inspired</li> <li>01C modern</li> </ul> </li> <li>02 Music—general           <ul style="list-style-type: none"> <li>02A band</li> <li>02B chamber</li> <li>02C choral</li> <li>02D new-experimental, electronic</li> <li>02E ethnic/folk-inspired</li> <li>02F jazz</li> <li>02G popular</li> <li>02H solo/recital</li> <li>02I orchestral</li> </ul> </li> <li>03 Opera/Musical Theater—general           <ul style="list-style-type: none"> <li>03A opera</li> <li>03B musical theater</li> </ul> </li> <li>04 Theater—general           <ul style="list-style-type: none"> <li>04A theater, in general</li> <li>04B mime</li> <li>04C puppetry</li> <li>04D theater for young people</li> <li>04E storytelling</li> <li>10C playwriting/scriptwriting</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>05 Visual Arts—general           <ul style="list-style-type: none"> <li>05A experimental</li> </ul> </li> <li><b>05B graphics</b><br/> <b>(include drawing, cartooning, printmaking, book arts)</b> <ul style="list-style-type: none"> <li>05D painting</li> <li>05F sculpture</li> </ul> </li> <li>06 Design Arts—general           <ul style="list-style-type: none"> <li>06A architecture</li> <li>06B fashion</li> <li>06D industrial interior</li> <li>06E interior</li> <li>06F landscape architecture</li> <li>06G urban/ metropolitan</li> </ul> </li> <li>07 Crafts—general           <ul style="list-style-type: none"> <li>07A clay (includes ceramics)</li> <li>07B fiber (includes basketry)</li> <li>07C glass</li> <li>07D leather</li> <li>07E metal</li> <li>07F paper</li> <li>07G plastic</li> <li>07H wood</li> <li>07I mixed media</li> </ul> </li> <li>08 Photography (include holography)</li> </ul> | <ul style="list-style-type: none"> <li>09 Media Arts—general           <ul style="list-style-type: none"> <li>09A film</li> <li>09B audio</li> <li>09C video</li> <li>09D technology/experimental screenwriting</li> <li>09E experimental screenwriting</li> </ul> </li> <li>10 Literature—general           <ul style="list-style-type: none"> <li>10A fiction</li> <li>10B non-fiction</li> <li>10C playwriting/ scriptwriting</li> <li>10D poetry</li> </ul> </li> <li>11 Interdisciplinary (include collaborations &amp; performance art)</li> <li>12 Folklife/Traditional Arts, in general           <ul style="list-style-type: none"> <li>12A Dance</li> <li>12B Music</li> <li>12C Crafts and visual arts</li> <li>12D Oral traditions</li> </ul> </li> <li>13 Humanities</li> <li>14 Multi-disciplinary</li> <li>15 Non-arts/non-humanities</li> </ul> |
|---|--|---|

**PROJECT ACTIVITY**

6. \_\_\_\_\_ **Adult Artists Participating** Record the number of adult artists expected to be directly involved in providing art or artistic services for these grant activities.
7. \_\_\_\_\_ **Children/Youth Benefiting** (*Individual Artist need not complete.*) Record the number of children and youth under the age of 18 expected to participate in and/or benefit directly from these grant activities, or were included in the audience (*excluding broadcast figures*). Do not double-count repeat attendees.
8. \_\_\_\_\_ **Total Audience Benefiting** (*Individual Artist need not complete.*) Record the number of audience members, **adult and youth**, expected to benefit directly from these grant activities (excluding employees, paid performers, artists participating, and broadcast figures. Do not double-count repeat attendees.
9. **Project Discipline** Using the same discipline coding listed above, select one category which best describes the grant activity.
- |  |  |  |
|--|--|--|
|  |  |  |
|--|--|--|
10. For organizations applying, **total organization expenses** for most recently completed fiscal year: (*Individual Artist need not complete.*)  
 \$ \_\_\_\_\_ FY \_\_\_\_\_

**SMALL CAPITAL ARTS GRANT FOR SCHOOLS**

# APPLICATION CHECKLIST

**APPLICANTS ARE STRONGLY ENCOURAGES TO REVIEW AND PLACE AN "X" IN THE FOLLOWING BOXES PRIOR TO SUBMITTING YOUR APPLICATION TO CMAB:**

- Application is complete and ORIGINAL signed by principal and capital purchase coordinator and labeled "original."
- The ORIGINAL application includes:
  - **Application cover page and complete answers to all requested information**
  - **Supporting materials** at least two itemized quotes/bids
  - **RAC DATA Collection Form**
- 11 COLLATED/STAPLED copies of original application with **the RAC Data Form & supporting materials**
- You have made a copy for your records.
- Other materials that would help the CMAB in the review process, please limit supporting material only to what is essential for the project. More is not necessarily better.
- Your organization has no outstanding final reports due to the CMAB
- Your application is not being submitted more then 30 days prior to the application deadline.
- Your capital purchase does not start before the Board has made a decision on this application.
- YOU HAVE CHECKED YOUR MATHEMATICAL CALCULATIONS! Errors will result in a reduction of your grant requested and may result in rejection.
- You have indicated which application is the ORIGINAL and have not included any application instructions in your original or any of your copies
- Mail application to: **Central MN Arts Board, 220 - 4<sup>th</sup> Ave N, PO Box 458, Foley, MN 56329** if you would like to drop off the application, there is an after-hours drop box.

Once the CMAB receives your application, staff will check for eligibility. Applications will be sent to the CMAB Board of Directors or CMA Grant Panel at least two weeks prior to the review date. Review of eligible applications typically takes place within one month of the deadline. Check the CMAB website for the specific date as it relates to the deadline under which you applied.

If your grant request is approved a final report must be filed **within sixty (60) days** of the completed capital purchase. *Failure to submit a final report within 60 days of the end of the project without a prior request for an extension will result in applicant being ineligible for future grants from the CMAB until a final report is filed.*