



SMALL CAPITAL ARTS GRANTS FOR SCHOOLS GUIDELINES

The Small Capital grant provides up to \$4,500 in 50% matching support to public grade schools with small capital expenses related to the school's arts programming.

WHO MAY APPLY FOR THIS GRANT?

To be eligible to apply for funding:

- ✓ Your school must be a public school
- ✓ Instructing some, or all, of grades k-12
- ✓ Located in one of the following Minnesota counties: Benton, Sherburne, Stearns, or Wright.
- ✓ Requested funds must be matched equally with revenue sources other than those provided by the CMAB.
- ✓ Your school may submit only one application per deadline.

Once your school has received this grant, it must wait one year (skip one grant year) before it is eligible to apply for it again.

THE FOLLOWING ENTITIES ARE *INELIGIBLE* TO APPLY FOR THIS FUNDING

- **entire school districts** (only individual schools may apply);
- for-profit organizations;
- arts organizations;
- private schools;
- a state university or private college;
- past CMAB grant recipients with any overdue final report.

WHAT KIND OF PURCHASES DOES THIS GRANT FUND?

Small Capital proposals may include the following purchases. This list is intended to help you understand the purpose of the grant and is NOT a complete list of eligible opportunities:

- purchase a computer, software, and other arts related technology equipment;
- purchase microphones, boom stands, and other sound equipment for art performances;
- upgrade a light board and sound equipment or purchase lighting gels for a theater;
- purchase a dance floor;
- purchase art tables, a kiln, easels, and other studio equipment;
- purchase lighting and exhibition equipment for a new gallery space in your school.
- Any materials that are specially purchased and used for this grant only. They must be durable goods and not easily consumed art supplies. This may include an item specially built for your school such as a display case, etc.

WHAT DOES THIS GRANT *NOT* FUND?

This list is intended to help you understand the purpose of the program and is NOT a complete list of ineligible opportunities:

- repair windows, fix the plumbing, heating, or electrical wiring in your school building, etc.;
- expendable supplies and materials such as paint brushes, paper, and clay;
- administration salaries and wages or fees for professional consultants;
- travel, lodging, and food;
- any item already purchased and/or paid for prior to the CMAB review date;
- this grant does not provide for fund-raising events, scholarships, or deficiencies in other projects;
- any other item the CMAB Board feels is not within the scope of this grant.

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.)

Drop off at: 220 – 4th Ave. N.; Foley (14 miles east of St. Cloud.) (Please call before dropping off the application 320-968-4290 to be sure someone will be in the office.)

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.**

REVIEW CRITERIA

- **Artistic quality** and merit of the request.
- **Ability** of the applicant to raise their 50% funding match.
 - percent of the total project cost requested from CMAB.
 - other funding sources listed on the grant application.
- **Need** or demand for the capital purchase by the school and its student body.
 - can your school complete this purchase without CMAB funding?

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.

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.

SMALL CAPITAL GRANT TO SCHOOLS **APPLICATION INSTRUCTIONS**

APPLICATION SUBMISSION

- **Submit the signed original of the completed application AND the RAC Data Collection Form.**
- **Submit 11 copies of the completed application AND the RAC Data Collection Form.** You must also submit 11 copies of any supporting materials. **Keep in mind that more is not necessarily better and submit ONLY enough information to present your capital purchase fairly.** Unnecessary information will be discarded.

NARRATIVE SECTION

GRANT WORDING MUST BE IN 11 POINT TYPE FACE OR LARGER!

- Applicant School: name and address of the school applying for the grant.
- Contact: name and daytime telephone number of person preparing this grant application and directly responsible for the administration of the purchase.
- Questions 1-2: describe your capital purchase and outline the basic information about it. Summarize your total budget expense and revenue. **It is important** that you include the proper original signature **and** an original of the application form for certification of the grant.
- Questions 3 & 4: these questions help the CMAB understand the **artistic quality** of your capital purchase. Describe your capital purchase in detail including school goals and personnel involved.
- Question 5 & 6: these questions inform the CMAB about your **ability** to carry out the fund-raising for the project in order to meet your 50% revenue match requirement.
- Questions 7 - 9: answers to these questions will help convince the CMAB of the **need** for your project.

BUDGET SECTION

Capital Purchase Expenses

1. Materials: any materials that are specially purchased and used for this grant only. They must be durable goods and not easily consumed art supplies. This may include an item specially built for your school such as a display case, etc.
2. You Must Show Your Anticipated Purchase Price From Two Different Retail Sources So That The CMAB Can Determine How Competitive The Anticipated Purchase Price Is.
 - A. **Total Capital Purchase Expense.**

Capital Purchase Revenue

1. Cash: list sources of cash on hand for this project, or general funds specifically budgeted for this project.

2. Other Grants: list grants (if any), other than the anticipated CMAB grant, that your school is pursuing for this project. Identify these grants as "received" or "anticipated."
3. Earned Income: list estimated earned income and its source.

B. Total Revenue For The Project: must equal 1+2+3.

C. Amount Requested From CMAB: cannot be an amount greater than (B) or \$4,500 or 50% of the total expense for the project whichever is less.

D. Total Support For The Project: this is the total revenue including the requested CMAB grant amount necessary to support the capital purchase. This amount must be equal to Total Capital Purchase Expense (A).

FINAL REPORT

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.*

QUESTIONS

If you have questions contact the Central MN Arts Board at 320-968-4290 or email director@centralmnartsboard.org