



ARTIST IN RESIDENCY GUIDELINES
(ARTS & CULTURAL HERITAGE LEGACY GRANT PROGRAM)

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Central Minnesota Arts Board Arts & Cultural Heritage Artist in Residency Grant Program

Artist in Residencies (AIR) provide financial assistance to schools, nonprofit organizations to expose students to a unique arts experience that ties in to a lesson plan curriculum. The intention of any residency proposal must be to increase interaction between students, community members and professional artists. Resident artists must be chosen on the basis of their ability to enhance programs and curriculum design and may include visits to professional artists' studios, performances by professional theatre, dance or musical groups, readings by writers, visits to art galleries, exhibitions and other locations pertinent to the creation and exhibition of art.

The essential components of the AIR grant are

1. The residency with students/core group (Artist/student contact time must be a minimum of four hours)
2. The community event and involvement (An event open to the public; residents outside of the staff/families/student population within a school or organization.)
3. The workshop or in-service training with teachers/staff (Staff training with the artist)
4. The student assessment (Assessment of student growth due to conducting this residency)

It is essential that the applicant and the artist communicate in advance on how the residency will be integrated into the applicants programming/curriculum.

WHO CAN APPLY

The Artist in Residency grant program provides a maximum grant of up to \$3,000 with a 10% match requirement for any one residency exposing the students to a unique arts experience tying into a curriculum/program within Region 7W. (Benton, Sherburne, Stearns and Wright Counties) Therefore the proposal to be funded must primarily benefit residents located within Region 7W.

The following organizations may apply

- **Nonprofit 501(c) (3) arts organizations or arts groups without nonprofit designation** that have the arts as a primary focus using a fiscal agent
- **Non Profits**, that do not have arts as a primary focus, such as schools, senior centers, community education, cultural groups and colleges

The grant amount requested cannot exceed 90% of total project expenses, or \$3,000, whichever is less.

Examples:

- If your expenses are \$3,300: $\$3,300 \times 90\% = \$2,970$ (the maximum grant you are eligible for is \$2,970)
- If your expenses are \$5,000: $\$5,000 \times 90\% = \$4,500$ (the maximum grant you are eligible for is \$3,000)

Note:

- Actual residency (not the planning of the event) must not start prior to CMAB approval of this grant. Note: If the application is approved, the residency must take place within 12 months of the approval date.
- An applicant can apply for an AIR grant in support of the same residency artist, but only receive funding for up to two consecutive years if approved.

APPLICANTS NOT ELIGIBLE

- For profit businesses
- The residency artist
- Organizations intending to influence public policy or to proselytize a belief
- Events or projects where the purpose is re-granting or donating monies
- Local governments (city, township and county)
- Past CMAB grant recipients with any overdue final reports

PROPOSALS ELIGIBLE

- Educational experiences involving a professional artist
- Arts workshops with an artist and a core group
- Artist in residencies (AIR)

PROPOSALS AND EXPENSES NOT ELIGIBLE

- Proposals that do not have arts as a primary component
- Compensation for ongoing school personnel in full or in part
- Proposals with regular teaching staff conducting the residency
- Any funded residency that replaces current school arts curriculum
- Tuition for teachers to earn degrees, meet licensure requirements, or meet continuing education requirements to retain a teaching license
- Purchase of equipment or improvements to facilities
- Payment for new building projects
- Events with a primary focus of fundraising. *(Fundraising efforts must be a secondary focus of any event funded by the CMAB. Additional revenues that are secondary to the event such as concessions, silent auctions, or any sales must be retained by the applicant to be utilized to further their arts programming and must be reported in the application budget and final report).*
- Proposals where student/artist contact time is less than four hours
- In-kind contributions are NOT accepted as revenue. *(However, volunteer and community contributions are strongly encouraged and considered during the grant review process as local support for your project so this can be included in your narrative).*
- Travel expenses such as airfare, mileage, lodging and food are NOT accepted expenses in any grant proposal budget. Any expenses related to the artist should be included within his/her hourly rate (ex: mileage, lodging, meals).

HOW TO APPLY

Click on the Applicant Login listed in the left menu on the CMAB website homepage.

If you are a first time applicant you will need to create an account using an email address and a password. Make sure to write this information in a secure location for future use.

Tip: If you want others to access your CMAB application you will have to share this information so make sure your email address and password used is created with this in mind. Once your account is created you can begin the application process.

Tip: While you can develop your answers directly in the online application and save your work, we suggest that you create your answers to the application questions in a word document on your computer. Once you have each answer completed you can then copy and paste the information into the appropriate dialog box in the application. This will assure that you have a backup copy of your application information.

Submit your **application online** and include:

- A. **Supporting materials** limited to only those which are essential to the residency
 - B. **Brief resumes or bios** of the project director, artists and all other key people involved in the project (chorographers, directors, conductors, etc.)
 - C. **501(c)(3) letter.** *Government units and public schools do not have to submit this letter.* If using a fiscal agent you must submit their 501(c)(3) letter
 - D. **Fiscal agent agreement** (if applicable)
- Applications must be submitted **by 12:00 a.m. (midnight) on the deadline date.**
 - Applications received after the deadline are ineligible and will not be reviewed. There are no exceptions to this policy.

USING Fax-to-File:

A [Fax-to-File](#) feature is available within the application to help you convert documents from hard copy format to digital PDF format. "Fax-to-File" can be accessed at anytime during your application process in the upper left column under your tools.

To use, click on Fax-to-File and you will be presented with a toll-free number. Once you have a fax number, you will have a 20-minute period to fax needed documents for conversion. Contact the CMAB office if you need further assistance in converting files. All faxed documents will be automatically converted to .PDF format. Click the Finished Faxing button to see your list of files and converted documents will be available to download to your computer. After downloading to your computer, you will then be able to upload the documents at the appropriate time during the online application process.

APPLICATION COMPONENTS

The following information identifies what you will be required to provide in the application:

DATA INFORMATION - The beginning of the application consists of questions for data collection purposes. This information is required by the Minnesota State Arts Board and reported to the MN Legislature. A list of codes and tools are available within the application to assist you with the answers.

- **Grant Amount Requested from CMAB**
- **MN House District** - Use the [District Finder](#) (under Advocacy on CMAB website) to retrieve a list of your representatives
- **Status** - Legal status code describing applicant. Refer to RAC data collection template in application for current codes
- **Institution** - Institution code describing applicant organization. Refer to RAC data collection template for current codes
- **Discipline** - Art discipline code describing applicant. Refer to RAC data collection template for current codes
- **Project Discipline** - Art discipline code describing residency. Refer to RAC data collection template for current codes
- **Total Support for the Proposal** (Residency revenue + grant request) - Amount taken from the budget page you will attach below (must equal total proposal expenses)
- **Total Proposal Expenses** - Amount taken from the budget page you will attach below (must equal total support for proposal)
- **Last Completed Fiscal Year Expense** (Prior to Residency) - FOR ORGANIZATIONS ONLY - The total expenses that occurred in your last completed fiscal year
- **Last Completed Fiscal Year Income** (Prior to Residency) - FOR ORGANIZATIONS ONLY
- **Adult Artists Participating** - Record the number of adult artists expected to be directly involved in providing art or artistic services for these grant activities
- **Total Audience Benefiting** - 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.
- **Children/Youth Benefiting** - Record the number of children and youth under the age of 18 expected to participate in and/or benefit directly from those grant activities, or were included in the audience (excluding broadcast figures). Do not double-count repeat attendees.
- **Congressional District** - Use the [District Finder](#) (under Advocacy on CMAB website) to retrieve a list of your representative
- **County** - County of applicant organization

PROPOSAL NARRATIVE

ARTISTIC MERIT/QUALITY

Panel members use the following criteria statements when reviewing this section of your application:

- The proposed residency demonstrates appropriate artistic goals
- Artist selected will serve the artistic goals of the residency
- Residency is well planned and defines how it will complement rather than replace existing curriculum/programs.
- Applicant has clearly defined a core group of students
- Concepts the artists and teachers will cover during the residency are designed to enhance the curriculum/program
- The residency clearly defines how goals will be evaluated and outcomes achieved including student assessment
- The community component is evident, well defined and promoted as "open to the public"

1) Location of Proposal

Where the main activity will take place for the target population/community. (Location, address, etc.)

2) Explain why the artist(s) was selected (experience, skills, recommendations, etc.)

3) Artist(s) Bio upload as a PDF document

4) Upload Supporting Materials For The Proposal.

PDF document will upload once you click "save as draft" at the bottom of this page.

5) Has the artist(s) conducted a past residency in your school/organization?

Note: An applicant can apply for an AIR grant in support of the same residency artist, but only receive funding for up to two consecutive years if approved.

If so, you will be asked to indicate when.

6) Lesson Plan Summary

Outline the concepts of the lesson plan and how it will complement rather than replace existing curriculum/programs. If the residency is in a school, explain how the lessons will tie into the Minnesota Academic Standards.

7) Core Group of Students

Describe the core group of students that will be directly impacted by the residency experience.

8) Learning Goals

List the specific learning goals for the students involved in this residency.

9) Indicate the number of hours the artist(s) will have direct contact with the students.

**Note: Contact time must be a minimum of four hours.*

10) Learning Goals Integration

Explain how you will integrate the learning goals into the existing curriculum/program through staff training with the artist.

11) Explain what success will look like if you achieve your goals.

12) Evaluation Methods

Describe the evaluation methods that will be used to measure goal achievement including student assessment.

13) Community Component

Define the community component of the residency experience and how the public will be informed.

ORGANIZATIONAL ABILITY

Panel members use the following criteria statements when reviewing this section of your application:

- Applicant has demonstrated their ability to complete the proposed activity and reach their defined goals, artistically, financially and experientially.
- The residency involves qualified personnel and artists.

14) Name of AIR Coordinator

Person designated by the applicant organization as responsible for overseeing the implementation of the proposed residency. This person is responsible for the timely submission of all forms and reports required by the CMAB and should be knowledgeable in all aspects of the proposed residency in the event the CMAB has any questions.

AIR Coordinator's Address

City, State, Zip Code, Phone, and Email

Upload AIR Coordinator's Bio as a PDF document

15) Other Staff Members Involved in Planning

Name the staff involved in planning the residency and their qualifications.

Upload bios as a PDF document for staff involved in the residency below. Please combine all bios into one document for upload. You can use Fax-to-File feature to help you convert documents from hard copy format to digital PDF format.

16) MINNESOTA STATE & LEGACY FUNDING

AIR Grant funds are provided through the MN Legacy Fund. MN LEGACY: 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, provides Arts and Cultural Heritage Legacy Artist in Residency (AIR) Grants to schools and non-profit organizations in region 7W.

The **Minnesota Constitution** requires that Legacy funding must enhance one or more of the following three areas:

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

The application will ask you to identify the one key statement in each of the three areas below that best describes what your proposal will fulfill, if any, or describe your own. A menu will allow you to select one key statement and/or use the dialog box for your personalized text related to each Legacy areas.

A. ARTS & ARTS ACCESS - If your proposal creates, produces, or presents a quality arts activity; overcomes barriers to accessing the arts or instills the arts into the community and public life where the event is being proposed, select the key statement that best applies:

- Increases the availability of the arts to those with economic, geographic, or physical barriers
- Provides financial support to MN artists and/or arts organizations to create their work
- Capacity-building for the long-term health and vitality of the arts sector
- Professional development for the long-term health and vitality of the arts sector
- Enables central Minnesotans to more easily connect with arts/arts experiences
- Integrates the arts into local community development efforts
- Construction or the creation of public art
- Integrates the arts into local economic development planning
- Recognition and/or rewards for exceptional artistic quality and service
- Goals for the residency are not applicable to this Legacy area

Your own key statements and comments on outcomes you expect to achieve related to this Legacy area, Arts and Arts Access:

Update 12/22/11

B. ARTS EDUCATION - investing in lifelong learning in the arts - If your proposal supports quality, age-appropriate arts education for any or all age groups to develop knowledge, skills, and understanding of the arts, select the key statement that best applies:

- Enable those served by the residency to more easily engage in arts learning opportunities
- Professional development for artists/organizations to ensure they provide quality arts experiences
- Ongoing assessment and evaluation to ensure arts learning opportunities achieve intended outcomes
- Goals for the residency are not applicable to this Legacy area

Your own key statements and outcomes you expect to achieve related to this Legacy area, Arts Education:

C. ARTS & CULTURAL HERITAGE - Building bridges between Minnesotans through arts and culture - If your proposal is an event and/or an activity that represents the diverse ethnic and cultural arts traditions, including folk and traditional artists and arts organizations, represented in Minnesota, select the key statement that best applies:

- Provides opportunities to celebrate our cultural heritage through events and/or activities
- Supports the work of folk and traditional artists/arts organizations
- Goals for the residency are not applicable to this Legacy area

Your own key statements and comments on outcomes you expect to achieve related to this Legacy area, Arts & Cultural Heritage:

17) PROPOSAL BUDGET

Download the [Excel Budget Template](#) and save it to your computer. When your budget is complete, save it as a PDF, and upload

Expenses Not Eligible:

- In-kind contributions are NOT accepted as revenue. (However, volunteer and community contributions are strongly encouraged and considered during the grant review process as local support for your residency.)
- Expenses such as travel, airfare, mileage, lodging and food are NOT accepted expenses in any grant proposal budget. Any expenses related to the resident artist should be incorporated into their fee.

18) SIGNATURES

The Authorizing Official must sign the signature page. (Person empowered to enter into contracts for the applicant organization). This is usually the principal, finance officer, board chair, president or executive director) and the fiscal agent if applicable.

Signature Page Download the [Signature Page](#). Complete, print, sign (no digital/electronic signatures) and upload as a PDF. You can use [Fax-to-File](#) feature to help you convert documents from hard copy format to digital PDF format.

19) This section for ORGANIZATIONS ONLY

Name of Key Person In Charge of Organizational Issues

i.e. Executive Director, Business Manager, Board President

Key Person's Title, Phone Number, Email Address

Year Organization Originated

Organization's Mission Statement

APPLICANT ORGANIZATION'S TOTAL ANNUAL BUDGET

Expenses For Year of AIR

Income For Year of AIR

FEDERAL 501(c) (3) NON-PROFIT STATUS LETTER - (does not apply to public schools)

All non-profit organizations must attach their 501(c)(3) letter to this application. If you are using a fiscal agent you must submit their 501(c) (3) letter.

Upload 501(c)(3) letter as a PDF document.

20) FISCAL AGENT INFORMATION -- (if applicable - for applicants without nonprofit designation)

Fiscal Agent: Organization which is legally responsible for the proper use of the grant funds when the applicant is not a school or unit of government or does not have tax-exempt status under Section 501(c)(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 with the application. (Contact the CMAB office for a sample fiscal agent agreement.)

Fiscal Agent Organization Name, Street Address, City, State, Zip Code

Fiscal Agent Contact Person Name and phone number

Fiscal Agent Email Address

FISCAL AGENT AGREEMENT -- (if applicable - for applicants without nonprofit designation)

All non-profit organizations who do not have their 501(c)(3) tax exempt status must have a fiscal agent and upload the signed fiscal agent agreement as a PDF document.

21) CMAB Americans With Disabilities Act Access Plan Checklist

This section in the application determines if the organization has, is considering, or is in the process of developing an accessibility plan.

All organizations receiving public funding from the CMAB are required by the federal Section 504 Regulations and the ADA to work with people with disabilities to facilitate access to their projects. Requests may involve an individual's access to a facility or to the content of the project. An access plan should describe your accomplishments related to ADA, and outline any future goals for making your facilities, programs, or services accessible to persons with disabilities.

The CMAB does not require or enforce ADA compliance for your organization to be eligible for a grant. If you do not have an ADA plan we encourage you to consider access issues and develop a plan in the event you are requested to provide specialized access to your events.

REVIEW PROCESS

Once the CMAB receives your application, staff will verify eligibility. Applications will be made available to the CMAB Board of Directors or CMAB Grant Panel for review 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.

During the review process a ranking system is used based on Artistic Merit/Quality, Organizational Ability, Clarity of Goals and Outcomes, and Accountability. Each application will receive a score from each panel member on a scale from 1 (low) to 6 (high). An applicant must attain at least a 3.0 average score in order to be considered for funding.

GRANT CONTRACT AND DISTRIBUTION OF GRANT 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, the residency must take place within 12 months of the approval date.

ACKNOWLEDGEMENT OF CMAB FUNDING

Because it is so important for the public to understand that tax dollars are returning to their communities, and due to Minnesota state law requirements, grantees are contractually required to acknowledge CMAB funding. The appropriate acknowledgement statement is provided to awarded applicants in their grant contract. This acknowledgement statement must appear on all internally generated advertising material, programs, websites, press releases and announcements referencing the funded event. (A shorter version of the acknowledgement will not be accepted).

Grantee must provide copies of all internally generated advertising materials and programs with their final report. Non-compliance may affect a grantee's opportunity to receive future CMAB funding.

FINAL REPORTS

A final report must be filed within sixty (60) days of the residency's completion. Failure to submit a final report without prior request for an extension may result in the organization/school being ineligible to apply for any future CMAB grants until the final report is received by the CMAB

GRANT APPEAL PROCESS

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

The Executive Committee of the CMAB 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 board for a final decision. There is no right of appeal to dispute decisions in respect to artistic quality or merit, ability or need.

APPLICATION DRAFT REVIEW

CMAB staff will provide application draft reviews by request. Requests must be submitted via email (media@centralmnartsboard.org) or fax (320-968-4291) at least two weeks before the application deadline. If a review of your application is provided it in no way guarantees your project will be funded.

DEFINITIONS

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

AIR Coordinator: Person designated by the applicant organization as responsible for overseeing the implementation of the proposed residency. 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 residency since the CMAB may need to contact this person with questions specific to the proposal narrative and budget.

Authorizing Official: Person empowered to enter into contracts for the applicant organization. This is usually the principal, finance officer, board chair, president, superintendent or executive director.

Beginning & Ending Dates: When the core group/ target population/community will experience the results of the AIR.

Community event: Open to the public; residents outside of the staff/families/student population within a school or organization.

Fiscal Agent: an organization which is legally responsible for the proper use of the grant funds when the applicant is not a school 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 with the application. (Contact the CMAB office for a sample fiscal agent agreement.)

Goal: An outcome you wish to achieve.

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

Supplant: To take the place of and serve as a substitute for another existing source of funding. To pay for an existing program or curriculum requirement that should be funded through the state education budget.

Students/core group: A group of adults and/or youth involved in the artist residency as a learning experience that enhances their skills and knowledge.

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

Workshop or in-service training with teachers/staff development: Skills and knowledge attained based on the artist residency for both personal development and career advancement.

If you have questions on specific criteria please call our office for assistance. For more information on Central MN Arts Board programs and services visit our website at www.centralmnartsboard.org or call 320.968.4290 or 1.866.345.7140.