



COMMUNITY ARTS SUPPORT GRANT **GUIDELINES**

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COMMUNITY ARTS SUPPORT GRANT GUIDELINES

The CMAB Community Arts Support Grant program provides funds of up to \$8,000 or 15% of the last completed fiscal year's annual operating expense, whichever is less, for nonprofit arts organizations located in Benton, Sherburne, Stearns or Wright County. These are unrestricted grants made to arts organizations that do not receive general operating support from the Minnesota State Arts Board and that demonstrate programming of high artistic quality and efficient management. These funds may be used for administrative, operating and capital expenditures.

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 Legacy Community Arts Support Grants in region 7W.

WHO CAN APPLY

The Community Arts Support grant program is open to established 501(c)(3) nonprofit arts producing or service organizations that have been in existence at least two years in one or more of the following Minnesota counties: Benton, Sherburne, Stearns or Wright and do not receive any general support funds from the Minnesota State Arts Board.

APPLICANTS NOT ELIGIBLE

- For profit businesses
- Organizations whose primary focus is not the creation of art
- Organizations without a 501(c)(3) designation
- Arts organizations with less than two-years of established service
- Organizations intending to influence public policy or to proselytize a belief
- Schools
- Past CMAB grant recipients with any overdue final reports

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 question 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 an online application and include:

- A. IRS Form 990-N or 990 (**all** 501(c)(3) organizations are now required to file a 990-N (if your gross receipts are \$50,000 or less) or 990 (if your gross receipts are over \$50,000) (If you do not have a 990-N or 990 completed contact the CMAB office.)
- B. Most recently completed fiscal year's budget approved by the organization's board of directors (if filing a 990-N)
- C. 501(c)(3) letter (if you have a copy of your letter on file at the CMAB you are only required to provided us a copy of your 990-N or 990)

Applicants are strongly encouraged to call the CMAB office at 320.968.4290 to discuss the eligibility of their organization or to have a draft of your application reviewed at least two weeks prior to the deadline date.

- 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 will be 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 AND REQUIRED INFORMATION

1) 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** - Grant request may not exceed \$8,000 or 15% of the actual annual operating EXPENSES of your most recently completed fiscal year, whichever is less. (Amount requested must be rounded up to the nearest dollar.)
- **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
- **Last Completed Fiscal Year Total Expenses** - Include expenses from ALL sources
- **Last Completed Fiscal Year Total Revenue**
- **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.
- **County**
- **Date Organization's Fiscal Year Begins**
- **Date Organization's Fiscal Year Ends**
- **Year Organization Originated**

ORGANIZATION INFORMATION

1) KEY CONTACT PERSON - The person designated to oversee the organization. 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 and able to answer questions regarding the organization.

Name of Key Person In Charge of Organizational Issues* i.e. Executive Director, Business Manager, Board President

- Key Person's Title
- Key Person's Phone Number
- Key Person's Email Address

2) TREASURER - The person designated to oversee the organization's funds. This person assists in the preparation of the budget, monitors the budget and ensures the Board's financial policies are being followed.

- Treasurer's Name
- Treasurer's Phone Number
- Treasurer's Email Address

3) MISSION - Organization's Mission Statement

4) FEDERAL 501(c) (3) NON-PROFIT STATUS LETTER

- Upload 501(c)(3) letter here*

ARTISTIC MERIT/QUALITY

The following criteria statements are used by panel members when reviewing this section of your application:

1) The arts organization's mission is meritorious and quality programming is provided. 2) The arts organization's mission and goals are self-evaluated to assure community needs are being met.

5) Organization Description-Give a brief description of your arts organization and its programs.

6) Organization's Mission Statement:

7) When was the last time your board formally evaluated its mission and established goals?

8) What are the most important issue(s) facing your organization?

9) During the past year, what had been your organization's primary SUCCESSES?

10) During the past year, what had been your organization's primary CHALLENGES?

DEMONSTRATED NEED

The following criteria statements are used by panel members when reviewing this section of your application: 1) Legacy funds will enhance the programs and services provided. 2) Organization provides new arts opportunities and/or attempts new approaches to existing arts programs. 3) The organization has a clear definition of the community it serves (consider such factors as geographic, racial/ethnic, cultural, economic, age and gender). 4) The community is involved and demonstrates support for the organization.

Minnesota State & Legacy Funding

Community Arts Support Grant funds are provided through the Minnesota Legacy Fund. 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 Grants in region 7W.

Keep in mind that the Arts & Cultural Heritage funds can only support organizations that enhance one or more of these three areas:

- Arts & Arts Access
- Arts Education
- Arts & Cultural Heritage

(Applicants are encouraged to address more than one area.)

11) ARTS & ARTS ACCESS - If your organization 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 organization are not applicable to this Legacy area

A dialog box will allow you to comment or indicate your own key statements related to this Legacy area

12) ARTS EDUCATION - Investing in lifelong learning in the arts. Your organization supports quality, age-appropriate arts education for all ages to develop knowledge, skills, and understanding of the arts, select the key statement that best applies:

- Enable those served by the organization 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 organization are not applicable to this Legacy area

A dialog box will allow you to comment or indicate your own key statements related to this Legacy area

13) ARTS & CULTURAL HERITAGE - Building bridges between Minnesotans through arts and culture Your organization 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 organization are not applicable to this Legacy area

A dialog box will allow you to comment or indicate or your own key statements related to this Legacy area

14) How has/will Arts Legacy funds enhance current/future services or programs? By law arts Legacy funds must enhance what is already happening in the Arts throughout Minnesota and not replace current funding. Tell us how these funds have assisted you in improving your programs and/or services.

15) Describe the group(s) of people served by your organization.

Constituent and Organizational Goals

Refer to the S.M.A.R.T. model when responding to the following questions. Use the questions to set your goals and determine the projected outcomes expected.

S = Specific

M = Measurable

A = Achievable

R = Realistic

T = Time-bound

16) List your organization's primary goals for the group(s) served.

17) How will these goals be measured? What is your method of evaluating your outcomes? How do you know when you have reached your goals?

18) What is your timeline for achieving your goals?

19) What outcomes will be evident once your organization has achieved its goals? What will success look like?

20) Community Involvement - Identify how the community is involved in the goals of your organization. (financial, volunteer, participation, etc)

ORGANIZATIONAL ABILITY

The following criteria statements are used by panel members when reviewing this section of your application: 1) Resources (qualifications of artistic personnel, facilities, activities, etc.) meet the goals of the organization. 2) Composition and roles of the board of directors contributes to the success of the arts organization. 3) Evidence of sound fiscal management and commitment to a balanced budget. 4) Good planning and marketing skills.

21) Primary Staff and Volunteers - List the names of your primary paid/volunteer staff and their job titles and responsibilities:

BOARD OF DIRECTORS

22) List the names of your organization's board of directors; identify their positions on the board:*(i.e. chair, secretary, etc.)

23) Where does your Board meet to conduct business?

24) How often do they meet?

FINANCIAL INFORMATION

25) Describe your organization's financial planning methods used to ensure fiscal responsibility.

26) Supply the CMAB with the following financial information based on your most recent completed fiscal year:

REVENUE: *A. Total cash revenues provided only by direct programming.
Examples: ticket sales, tuition fees, lesson fees, user fees, etc.

REVENUE: *B. Total cash revenues provided only by fundraising.
Examples: grants, fundraising events, cash donations (not in-kind).

REVENUE: *C. All other sources of income.
Examples: interest earned on investments, bequests, donated goods, etc.

TOTAL REVENUE* (A + B + C) *

* Note: The TOTAL REVENUE must match the revenue line of the IRS Form 990 Tax Return or the revenue line on the Short Form. If filing a IRS Form 990-N the TOTAL REVENUE must match the revenue line in your board approved budget.

- A copy of your 990-N or 990 must be attached to this grant application.

EXPENSES: Total Expenses from ALL Sources - This number must match the expense line of the IRS 990 Tax Return. If filing a IRS Form 990-N this number must match the revenue line in your board approved budget.

- Upload IRS Form 990-N or 990 as a .PDF

FISCAL YEAR'S BUDGET - If filing an IRS Form 990-N attach, in .PDF format, the organization's most recently completed fiscal year budget approved by their board of directors.

- Upload Fiscal Year Budget (if applicable)

If you DID NOT finish the most recent completed fiscal year with revenues equaling or exceeding expenses, please answer the following two questions:

27) Why did you finish the year with greater expenses than revenues?

28) How did you meet your obligations to your creditors?

29) Does your organization carry any endowed or invested cash reserves? *If so, what is the total amount and intended use?

PLANNING AND MARKETING

30) How does your organization determine the cost of services/tickets?

31) Explain how your organization promotes its events, programs and services

SIGNATURES

The signature page must be signed by the Authorizing Official (Person empowered to enter into contracts for the applicant organization. This is usually the board chairperson, president or executive director).

32) Download the [Signature Page](#) here. Complete, print, sign (no digital/electronic signatures) and upload.

- Signatures Page Upload

FINAL REPORTS

A final report must be filed no later than January 31 of the following year that the CMAB grant is awarded. Failure to submit a final report will result in the applicant being ineligible to apply for any future CMAB grants until the final report is received by the CMAB.

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.

GRANT APPEAL PROCESS

Any applicant who can show cause 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 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 sufficient cause exists for an appeal and if further investigation is warranted. If the Executive Committee finds cause for an appeal, they will bring the matter before the 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). If a review of your application is provided it in no way guarantees your project will be funded.

DEFINITIONS

Applicant: The arts organization where grant funds will be utilized.

Executive Director: The person designated to oversee the organization. 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 and able to answer questions regarding the organization.

Treasurer: The person designated to oversee the organization's funds. This person assists in the preparation of the budget, monitors the budget and ensures the Board's financial policies are being followed.

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

Goal: An outcome you wish to achieve.

RAC Data Collection Form: The data collected is maintained by the Minnesota State Arts Board in cooperation with the Minnesota Regional Arts Councils, 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 a fiscal agent is being used, the form should be completed as it pertains to the applicant not the fiscal agent.)

If you have questions on specific criteria please call the CMAB 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.