



PROJECT GRANT GUIDELINES

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www.centralmnartsboard.org

Central Minnesota Arts Board Project Grant Program

The CMAB Project Grant program provides funds up to \$5,000 for nonprofit organizations, schools, units of government and others to support arts focused events in Benton, Sherburne, Stearns or Wright Counties.

Project Grant funds are provided through a general fund appropriation from the Minnesota Legislature and the MN Legacy Fund. The CMAB will determine which fund is appropriate based on your answers to the application questions.

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 and the proposal to be funded must primarily benefit residents located within Region 7W.

The following organizations may apply for up to \$5,000 with a 30% match for any one project or not more than \$5,000 in any one grant round.

- **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
- **Local governments** (city, township and county)

The requested grant amount cannot exceed 70% of total project expenses or \$5,000, whichever is less.

Examples:

- If your expenses are \$4,500: $\$4,500 \times 70\% = \$3,150$ (the maximum you are eligible for is \$3,150)
- If your expenses are \$8,000: $\$8,000 \times 70\% = \$5,600$ (the maximum you are eligible for is \$5,000)

APPLICANTS NOT ELIGIBLE

- For profit businesses
- Individuals whose primary focus is not the creation of art
- Organizations intending to influence public policy or to proselytize a belief
- Events or projects where the purpose is regrating monies
- Past CMAB grant recipients with any overdue final reports

PROPOSALS ELIGIBLE

- Arts projects
- Public Art
- Artistic performances and performance/gallery series, exhibits
- Arts and cultural festivals
- Arts educational experiences
- Arts workshops
- **Note:** *Actual proposal event (not the planning of the event) must not start prior to CMAB approval of this grant. (If application is approved, the project must take place within 12 months of the approval date.)*

PROPOSALS AND EXPENSES NOT ELIGIBLE

- Proposals that do not have arts as their primary focus
- Proposals intending to influence public policy or to proselytize a belief
- Compensation for ongoing school personnel in full or in part
- Any funded proposal that takes the place of (supplants) 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 for or to improve facilities within K-12 public schools
- 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)

- General operating support, endowments, capital expenditures, scholarships, deficiencies in other projects or staff pay for regular hours/administrative duties
- Applicants who are recipients of Minnesota State Arts Board or CMAB operating funds (community support) CANNOT include or prorate regular administrative costs in any project grant proposal budget
- In-kind contributions are NOT allowed as revenue. (However, volunteer and community contributions are strongly encouraged and considered during the grant review process as local support for your project.)
- Travel expenses such as airfare, mileage, lodging and food are NOT allowed expenses in any project grant proposal budget

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 your **application online** and include:

- A. **Supporting materials** limited to only those which are essential to the project
 - 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 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 guidelines and application to assist you with the answers.

- **Grant Amount Requested from CMAB** - Cannot exceed 70% of total project expenses or \$5,000, whichever is less. (Amount requested must be rounded up to the nearest dollar.) Examples: A) If your expenses are \$4,500: $\$4,500 \times 70\% = \$3,150$ (the maximum you are eligible for is \$3,150) B) If your expenses are \$8,000: $\$8,000 \times 70\% = \$5,600$ (the maximum you are eligible for is \$5,000)
- 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** - Project discipline code describing applicant. [Refer to RAC data collection template](#) for current codes
- **Total Support for the Proposal** (Project 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 Project) - FOR ORGANIZATIONS ONLY - The total expenses that occurred in your last completed fiscal year)
- **Last Completed Fiscal Year Income** (Prior to Project) - 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**
- **County**
- **Measurable Outcomes** - Once your project is complete what do you expect to be the specific measurable outcomes?
- **Evaluation Plan/Methods** - Describe the evaluation plan/methods you intend to use to measure the proposed outcomes you listed above.

PROPOSAL NARRATIVE

ARTISTIC MERIT/QUALITY

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

- The proposed project demonstrates appropriate artistic quality and merit; it stands out among similar efforts within our region.
- The proposal clearly defines the project goals and how outcomes will be evaluated.

- 1) Location of Proposal** - Where the main activity will take place for the target population/community. (Location, address, etc.)

Project funding is provided by Minnesota taxpayers and the governing law requires us to identify the outcomes of all funded projects. Project goals, impacts, results, and the community benefits must be identified in the application.

2) Describe the project and the goals it will achieve.

When you answer the questions please be sure your answers are SMART:

- S = Specific
- M = Measurable
- A = Achievable
- R = Realistic
- T = Time-bound

3) Explain how this project will stand out among similar efforts within our region.

4) Explain how you plan to measure your goals so you know that you have achieved them.

Kinds of measurement tools:

- *Stories*
- *Video/audio recordings*
- *Surveys: on-line, on-site, mailed*
- *Focus groups*
- *Interviews*
- *Behavior change (attitude, action, skills)*
- *Numbers of people/projects/events (broaden, deepen, diversify)*
- *Structured observation*
- *Documents*

5) Outcomes(s) you expect to achieve - If your goals for the project are achieved what will the results look like?

DEMONSTRATED NEED

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

- Applicant has a clear definition of the people it serves (consider such factors as geographic, racial/ethnic, cultural, economic, age and gender)
- Evidence that the project will benefit the needs of the community
- Community has clearly demonstrated support for the project/applicant (consider such factors as financial contributions, volunteer time, donation of services/supplies/space, etc.)

6) Define specifically who the project will serve.

7) Identify the needs of the community and how this project will meet those needs.

8) List ways in which the community has demonstrated their support for this project.

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
- The project involves qualified personnel and artists, is well planned and increases access to arts for Central Minnesota residents

9) Name of Project Director

Person designated by the applicant organization as responsible for overseeing the implementation of the proposed project.

- **Project Director's Address; City, State, Zip Code, Project Director's Phone; Project Director's Email**
- **Project Director's Bio**

10) List all other key personnel and/or artists involved in the project and their roles.

Describe who is involved in organizing the project as well as their skills artistically and experientially.

- Include Bios for all key personnel or artists involved in the project.

11) PUBLICITY AND/OR MARKETING EFFORTS

Describe the publicity and/or marketing efforts, including how the participants and public will learn of the project. Include a description of the methods (news releases, posters, brochures, etc.) that will be used.

12) PREVIOUS CMAB FUNDING

Has this project received CMAB funding prior to 2010?

- If yes, list past grants for years 2008 and 2009. Include dates, name of project and grant amount

13) MINNESOTA LEGACY & STATE FUNDING

Project Grant funds are provided through a general fund appropriation from the Minnesota Legislature and the MN Legacy Fund. The CMAB will determine which fund is appropriate based on your answers to the following questions.

LEGACY FUND INFORMATION: 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 Project Grants 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.

The Arts and Cultural Heritage Fund supports activities in three 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. **Such activities may include, but are not limited to, the following key statements:**

- 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

You are given the opportunity to provide comments or your own key statements related to this Legacy area

B. Arts Education- Investing in lifelong learning in the arts: Your proposal supports quality, age-appropriate arts education for all ages to develop knowledge, skills, and understanding of the arts. **Such activities may include, but are not limited to, the following key statements:**

- Enable those served by the project 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

You are given the opportunity to provide comments or your own key statements related to this Legacy area

C. Arts & Cultural Heritage- Building bridges between Minnesotans through arts and culture: 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. **Such activities may include, but are not limited to, the following key statements:**

- Provides opportunities to celebrate our cultural heritage through events and/or activities
- Supports the work of folk and traditional artists/arts organizations

You are given the opportunity to provide comments or your own key statements related to this Legacy area

14) PROPOSAL BUDGET

Expenses *Not* Eligible:

- *General operating support, endowments, capital expenditures, scholarships, deficiencies in other projects or staff pay for regular hours/administrative duties*
- *In-kind contributions are NOT allowed as revenue. (However, volunteer and community contributions are strongly encouraged and considered during the grant review process as local support for your project.)*
- *Expenses such as travel, airfare, mileage, lodging and food are NOT allowed expenses in any project grant proposal budget*
- *Applicants who are recipients of Minnesota State Arts Board or CMAB operating funds (community support) CANNOT include or prorate regular administrative costs in any project grant proposal budget*

15) Past CMAB Community Arts Support or MSAB Operating Funds

Has your organization received CMAB Community Arts Support or Minnesota State Arts Board operating funds during this or last fiscal year? If so, then you will need to list the dates and amounts.

16) Budget Upload

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

17) 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) and the fiscal agent if applicable.

Download the [Signature Page](#) template. Complete, print, sign (no digital/electronic signatures) and upload as a PDF. You can use [Fax-to-File](#) to help you convert the completed signature page into a PDF.

18) 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, Key Person's Phone Number, Key Person's Email Address

Year Organization Originated

Organization's Mission Statement

APPLICANT ORGANIZATION'S TOTAL ANNUAL BUDGET

- **Expenses For Year of Project**
- **Income For Year of Project**

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

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.

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

Fiscal Agent: Organization that 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.)

20) CMAB Americans With Disabilities Act (ADA) 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 case you are requested to provide specialized access to your events.

CMAB SERVICES AND GRANTING PROCESS

APPLICATION DRAFT REVIEW - Applicants are strongly encouraged to call the CMAB office to discuss the eligibility of their project. 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.*

REVIEW PROCESS - Once the CMAB receives your application, staff will verify eligibility. Applications will be sent to the CMAB Board of Directors or CMAB 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.

During the review process a ranking system is used. 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 project 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, 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 project'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.

DEFINITIONS

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

Project Director: Person designated by the applicant organization as responsible for overseeing the implementation of the proposed project. 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 project 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 board chairperson, president or executive director.

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©(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.)

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

Beginning and Ending Dates: When the core group/target population/community will experience the results of the proposal, an opening or showcase.

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.

Goal: An outcome you wish to achieve.

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

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