



CMAB
Central MN Arts Board

FY20 ORGANIZATIONAL DEVELOPMENT GRANT GUIDELINES

220 - 4th Avenue North | PO Box 458 | Foley, MN 56329
320-968-4290 | 1-866-825-1741 | fax: 320-968-4291
www.centralmnartsboard.org

We understand that the online application system may present a barrier to some applicants and will make reasonable efforts to accommodate particular needs on a case-by-case basis. This information can be made available in the following alternative formats: Braille, large print, and audio recording. We can also help find a language interpreter to translate these guidelines. To accommodate your requests, the Central MN Arts Board will need at least 10 working days.

We recommend using Chrome or Firefox as your web browser to complete the online application.

MN Relay Service 1-800-627-3529

PROGRAM OVERVIEW

The CMAB Organizational Development program provides funds up to \$2,000 to help maintain & strengthen the infrastructure of nonprofit arts organizations in Region 7W. These funds are also available to assist arts groups in establishing 501(c)(3) status.

Program Outcomes

1. The capacity of those providing arts experiences is increased or strengthened by changing, expanding, or enriching the ways in which they connect to their communities through the arts.
2. Minnesota's Arts Sector grows in reach and impact through programs and strategies that improve the health and operations of regional arts organizations.
3. The infrastructure of arts organizations is strengthened through access to operating funds, professional development and best practices sharing.

WHO CAN APPLY

Organizations must serve Region 7W residents and be located within the Minnesota counties of Benton, Sherburne, Stearns, or Wright.

- Nonprofit 501(c) (3) arts organizations
- Arts groups without nonprofit designation (using a fiscal agent) requesting support for becoming a 501c3 nonprofit

APPLICANTS NOT ELIGIBLE

- For-profit businesses
- Schools
- Organizations that do not have an arts-focused mission
- CMAB grant recipients with any overdue final reports

PROPOSALS ELIGIBLE

- Contracted staff trainings, board facilitators and other professional development costs
- Attendance to workshops, seminars, or conferences
- Equipment purchases
- Other activities and purchases that contribute to organizational sustainability, accessibility, growth and improvement
- Expenses related to establishing an arts group as a 501(c)(3)

PROPOSALS AND EXPENSES NOT ELIGIBLE

- Administrative costs, transportation, meals or lodging for staff to attend conferences or trainings

HOW TO APPLY

Click the Manage GRANTS button in the upper right corner of the page. First-time applicants need to create an account using an email address and a password.

Submit an online **application** and include:

- A. **Supporting materials** such as training information, an event brochure, or enrollment form
 - B. **501(c)(3) letter.**
 - C. **Fiscal agent agreement** (if applicable)
- Applications must be submitted by **11:59 pm on the deadline date.**
 - Applications received after the deadlines are ineligible. There are no exceptions to this policy.

USING Fax-to-File:

A [Fax-to-File](#) feature is available within the application to help convert documents from hard copy to digital PDF format. "[Fax-to-File](#)" is located in the upper left portion of your screen under tools.

Click on [Fax-to-File](#) and you will be presented with a toll-free number. Once you have a fax number, you will have 20-minutes to fax documents for conversion. Click the "Finished Faxing" button to see a list of files. Converted documents will be available to download to your computer. After downloading, the documents can then be uploaded during the online application process. Contact the CMAB office if you need further assistance in converting files.

APPLICATION CONTENT

RAC Data Information

The following questions are required for data collection purposes by the Minnesota State Arts Board and the MN Legislature. **The information is not considered in application review and is not visible to reviewers.**

Definitions of the RAC Data codes can be found on page 8.

- **How did you learn about this program?**
- **Proposal Name** – Name the training, workshop or intention to establish 501c3 status
- **Proposal Summary** – Restate the proposal name and provide a one or two sentence description.
- **Proposal Discipline** - Select one category that best describes the grant activity
- **Start Date** – Must not occur prior to CMAB Board review date
- **End Date** – Must take place within 12 months of the CMAB Board review date
- **Measurable Outcomes Summary**– Briefly describe outcomes for the proposal
- **Evaluation Plan/Methods Summary** – Briefly describe evaluation plans to measure outcomes
- **Publicity** - Does the applicant use an **alternate name** other than the legal name for publicity purposes?
- **Alternate Name** - **If yes**, enter **alternate name** to be used for publicity purposes (or indicate N/A).
- **Applicant Type** –Choose the description that best fits the applicant.
- **Discipline** - Select the code that best describes the organization’s primary area of interest in the arts.
- **Status** - Legal status code describing the organization.
- **Institution** - Select one code that best describes the organization
- **Board of Directors**- list current board members or equivalent governing body and their roles. Enter information in one block of text, formatted as follows: Example: Jason Harding: Chair; Melissa Frank: board member; William Jones, Jr: treasurer
- **Applicant’s Population by Ethnicity** - Select one code that best represents 50% or more of the staff, board or membership. **N** = American Indian/Native American; **A** = Asian; **P** = Native Hawaiian/Pacific Islander; **B** = Black/African American; **H** = Hispanic/Latino; **M** = Middle Eastern/North African; **W** = White; **99** = when no single group; **O** = Other; **98** = Data not provided
- **Applicant’s Population by Distinct Groups**- Select one code that best represents 50% or more of the staff, board or membership: **I** = Individuals with Disabilities; **S** = Adults older than Sixty; **V** = Military Veterans; **99** = None of the above; **98** = Data not provided
- **Street Address** – Enter the street address (No P.O. Box), City and Zip Code where the organization is located.
- **County** - Select the county where the organization is located.
- **MN House District** - where the organization is located. To use the district poll finder, [Click Here](#).
- **Congressional District** - where the organization is located. To use the district poll finder, [Click Here](#).
- **Artists Participating** – Estimated number of participants directly involved in/ providing artistic services.
- **Youth Audience** – Estimated number of children and youth (0-18) who will directly engage with the arts, related specifically to the grant, whether through attendance at arts events or participation in arts learning or other types of activities. Do not include broadcast audience.
- **Adult Audience** – Estimated number of adults (19+) who will directly engage with the arts, related specifically to the grant, whether through attendance at arts events or participation in arts learning. Excludes employees, paid performers, artists participating and broadcast audience. Do not include

repeat attendees.

- **Proposal's Population by Age** - Select all categories that, by your best estimate, make up 25% or more of the population that will directly benefit from the award. **1** = Children/Youth (0-18 years); **2** = Young Adults (19-24 years); **3** = Adults (25-64 years); **4** = Older Adults (65 + years); **99** = No single groups will make up more than 25% population.
- **Proposal's Population by Distinct Groups**- Select all categories that, by your best estimate, make up 25% or more of the population that will directly benefit from the award. **D** = Individuals with Disabilities; **I** = Individuals in institutions (including hospitals, hospices, nursing homes, assisted care, correctional facilities and homeless shelters); **P** = Individuals living below the Poverty Line; **E** = Individuals with Limited English Proficiency; **M** = Military Veterans/ Active Duty Personnel; **Y** = Youth at Risk; **G** = No single distinct group; **5** = Pre-K, Children 5 and under
- **Proposal's Population by Ethnicity** - Select all categories that, by your best estimate, make up 25% or more of the population that will directly benefit from the award. **N** = American Indian/Native American; **A** = Asian; **P** = Native Hawaiian/Pacific Islander; **B** = Black/African American; **H** = Hispanic/Latino; **M** = Middle Eastern/North African; **W** = White; **G** = no single ethnic/racial group
- **Additional Information** (optional) - Data collection questions do not always provide options to accurately describe the racial or ethnic identity of applicants and the groups they serve. If there is additional information you would like to provide about the race or ethnicity of the groups served by the project, include that information here.
- **YOUTHANNUAL**- Total number of children/youth (0-18) who participated in arts activities within the applicant organization's most recently completed fiscal year, including those activities not funded by the Minnesota State Arts Board or regional arts councils. Enter "0" if not applicable.
- **ADULTANNUAL**- Total number of adults (19+) that participated in arts activities within the applicant organization's most recently completed fiscal year, including those activities not funded by the Minnesota State Arts Board or regional Arts Councils. Enter "0" if not applicable.
- **EXPANNUALARTS**- Total annual arts-related expenses for most recently completed fiscal year.
For arts organizations: total operating expenditures.
For non-arts organizations: annual expenses for the arts at organization.
- **FYANNUAL**- Applicant's most recently completed fiscal year representing data submitted for YOUTHANNUAL, ADULTANNUAL, EXPANNUALARTS fields. Not necessarily related to time frame of grant activities.
Enter 4 digits; 2018, not 18.

PROPOSAL NARRATIVE

Evaluators use the following criteria when reviewing the application:

ARTISTIC MERIT/QUALITY - 12 of 30 points

- 1) Proposed activities will advance the mission and goals of the organization.
- 2) Conference, workshop or training is conducted by a qualified organization/trainer with relevant experience in the topics to be addressed
- 3) Applicants seeking support in obtaining 501 (c) (3) status have a well-developed mission statement and goals

DEMONSTRATED NEED - 12 of 30 points

- 1) Proposed training or upgrade/equipment purchase has been linked to a compelling challenge or need within the organization
- 2) Applicants seeking support in obtaining 501 (c) (3) status demonstrate evidence that their mission responds to community need

ORGANIZATIONAL ABILITY - 6 of 30 points

- 1) Organizational Development activities have been fully described and are appropriately designed to enhance applicant's capacity
- 2) Applicant has provided evidence that there is qualified staff or board members who demonstrate the commitment and capacity to engage in proposed activities
- 3) The budget supports and includes reasonable and complete costs for the proposed activities

APPLICANT INFORMATION

1. **Mission Statement**
2. **Describe the artistic goals of the organization or arts group.**
3. **Describe the proposed activities- (i.e.- equipment purchases, accessibility upgrades, professional development, applying for nonprofit status, etc.)- respond to all that apply:**
 - **Describe the conference, workshop or instructor/consultant being hired**
 - **Describe the equipment to be purchased and who will be responsible for its use and maintenance**
 - **Describe Accessibility upgrades**
 - **Describe how CMAB funds will be used to obtain 501(c)(3) status**
4. **Location(s) of Proposal - Address(es) where the activities will take place** Provide the address(s) where the training or activities will take place. Include details about the specific location of any equipment or building improvement.
5. **Who will benefit from the proposed activities and how?** i.e.- staff capacity, changes to audience experience, access, production quality, safety, etc.
6. **How will these activities advance the organization's mission and goals?**

1. Person in charge of Organizational Issues for Arts Groups Seeking 501(c) (3) status

Provide:

- Name and Title
- Telephone
- Email

2. Arts Groups using a FISCAL AGENT

Applicants without nonprofit designation **must include a fiscal agent agreement**. A fiscal agent agreement must include the components listed in this [Sample Fiscal Agent Agreement](#)

- **Organization Name, Street Address, City, State, Zip**
- **Contact Person, Phone, Email Address**
- **FISCAL AGENT AGREEMENT**

BUDGET

The CMAB wants to know all costs associated with this proposal. Some expenses are eligible to be paid with grant funds and some are not.

3. **List expenses eligible to be paid with CMAB Grant funds and provide descriptions and calculations.**
4. **Amount Requested from CMAB** - Up to \$2000 during a CMAB fiscal year (round to the nearest dollar)
5. **Additional Expenses-** Include additional expenses associated with the proposal that cannot be paid for with CMAB Grant funding and provide descriptions and calculations. Round up to the nearest dollar
 - Mileage, airfare or travel
 - Lodging and meals
12. **Total Proposal Expense** – All Costs associated with this proposal

CERTIFICATION

13. FEDERAL 501(c)(3) NON-PROFIT STATUS LETTER- All non-profit organizations must attach their 501(c)(3) letter to this application. Arts groups seeking to obtain 501(c)(3) status must apply using a fiscal agent and include their 501(c)(3) letter.

14. ELECTRONIC SIGNATURE

You must certify that your board of directors/advisory committee supports this application, that it is accurate and that the proposal will be carried out as described if funded.

CMAB SERVICES AND GRANTING PROCESS

APPLICATION DRAFT REVIEW

Applicants may request a draft review of an application. CMAB staff will review the application and identify any concerns, **upon request** submitted via email (media@centralmnartsboard.org) or fax (320-968-4291), at least two weeks before the application deadline. A review of the application does not guarantee that the request will be funded.

REVIEW PROCESS

Applications will be made available to the CMAB Board of Directors or a review panel at least two weeks prior to the Board Review date. Applications are assigned final scores at an in-person review meeting. Each application will receive a score on a scale from 0 to 30. **An application must obtain an average of 15 or higher in order to be considered for funding.** All review meetings are open to the public; see CMAB website for board and panel review dates. CMAB Directors give final approval on all grant awards. All applicants will be notified of the Board's decision.

GRANT CONTRACT

Awardees must submit a contractual agreement **within 30 days** of notification. Failure to do so can result in the cancellation of a grant commitment.

FINAL REPORTS

A final report must be submitted within thirty (30) days of the completion of the proposed activity. Applicants with overdue final reports are ineligible to apply for CMAB grants until the final report is received.

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 CMAB's decision.

The Executive Committee will review the appeal and determine if further investigation is warranted. If there is cause for an appeal, the matter will go before the full board for a final decision. There is no right of appeal to dispute decisions in respect to artistic quality or merit, ability or need. Contact the CMAB office to view a copy of the complete appeal policy.

DEFINITIONS

Applicant: The organization requesting funds.

CMAB Fiscal Year: The CMAB Fiscal Year runs from July 1st to June 30th.

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) the Internal Revenue Code.

Goal: specific, measurable, attainable, realistic and **time-targeted objectives** that allow people to identify and then work towards outcomes.

RAC Data Information: Regional Arts Councils (RAC) data is maintained by the Minnesota State Arts Board and is distributed to others in accordance with the Minnesota Data Practices Act. Complete information is necessary to ensure the reliability of our data.

For more information on Central MN Arts Board programs, services visit our website at www.centralmnartsboard.org or call 320.968.4290 or 1.866.825.1741.

RAC Data Code Definitions

| Art discipline codes | | Institution type | | | |
|----------------------|----------------------------------|------------------|----------------------------------|---------------------------------------------|-------|
| DIS1/PDIS1 | DISCIPLINE | INST1 | INSTNAME | Description | INST1 |
| 01 | Dance | 01 | Individual - Artist | One who | 01 |
| 01A | Dance, ballet | 02 | Individual - Non-artist | Include | 02 |
| 01B | Dance, ethnic/jazz | 03 | Performing Group | Group of artists | 03 |
| 01C | Dance, modern | 04 | Performing Group - College/Univ | A group of | 04 |
| 02 | Music | 05 | Performing Group - Community | A group of | 05 |
| 02A | Music, band | 06 | Performing Group for Youth | A group which | 06 |
| 02B | Music, chamber | 07 | Performance Facility | A building or | 07 |
| 02C | Music, choral | 08 | Museum - Art | An organization | 08 |
| 02D | Music, new-experimental, elec | 09 | Museum - Other | An organization | 09 |
| 02E | Music, ethnic | 10 | Gallery/Exhibition Space | An organization | 10 |
| 02F | Music, jazz | 11 | Cinema | A motion | 11 |
| 02G | Music, popular | 12 | Independent Press | A non- | 12 |
| 02H | Music, solo/recital | 13 | Literary Magazine | A non- | 13 |
| 02I | Music, orchestral | 14 | Fair/Festival | A seasonal | 14 |
| 03 | Opera/Musical Theater | 15 | Arts Center | A multi- | 15 |
| 03A | Opera | 16 | Arts Council/Agency | An organization | 16 |
| 03B | Opera, musical theater | 17 | Arts Service Organization | An organization | 17 |
| 04 | Theater | 18 | Union/Professional Assn | Include artist | 18 |
| 04A | Theater, general | 19 | School District | A geographic | 19 |
| 04B | Theater, mime | 20 | School - Parent/Teacher Assn | An organization | 20 |
| 04C | Theater, puppetry | 21 | School - Elementary | Also called a | 21 |
| 04D | Theater for young audiences | 22 | School - Middle | Also called a | 22 |
| 04E | Theater, storytelling | 23 | School - Secondary | Also called a | 23 |
| 05 | Visual arts | 24 | School - Vocational/technical | Trade school | 24 |
| 05A | Visual arts, experimental | 25 | School - Other | Non-arts | 25 |
| 05B | Visual arts, graphics | 25A | School - Preschool | | 25A |
| 05D | Visual arts, painting | 25B | School - Community Education | | 25B |
| 05F | Visual arts, sculpture | 25C | School - Homeschoolers | | 25C |
| 06 | Design arts | 26 | College/University | Include state- | 26 |
| 06A | Design arts, architecture | 27 | Library | | 27 |
| 06B | Design arts, fashion | 28 | Historical Society/Commission | A historical | 28 |
| 06C | Design arts, graphic | 29 | Humanities Council/Agency | An organization | 29 |
| 06D | Design arts, industrial | 30 | Foundation | An endowed | 30 |
| 06E | Design arts, interior | 31 | Corporation/Business | A legal entity | 31 |
| 06F | Design arts, landscape arch | 32 | Community Service Organization | A non-arts | 32 |
| 06G | Design arts, urban/metro | 33 | Correctional Institution | A prison, | 33 |
| 07 | Crafts | 34 | Health Care Facility | A hospital, | 34 |
| 07A | Crafts, clay | 35 | Religious Organization | A church, | 35 |
| 07B | Crafts, fiber | 36 | Senior Center | A facility or | 36 |
| 07C | Crafts, glass | 37 | Parks and Recreation | Usually a | 37 |
| 07D | Crafts, leather | 38 | Government - Executive | The | 38 |
| 07E | Crafts, metal | 39 | Government - Judicial | Judges and | 39 |
| 07F | Crafts, paper | 40 | Government - Legislative(House) | The | 40 |
| 07G | Crafts, plastic | 41 | Government - Legislative(Senate) | The other | 41 |
| 07H | Crafts, wood | 42 | Media - Periodical | A periodical | 42 |
| 07I | Crafts, mixed media | 43 | Media - Daily Newspaper | | 43 |
| 08 | Photography | 44 | Media - Weekly Newspaper | | 44 |
| 09 | Media Arts | 45 | Media - Radio | | 45 |
| 09A | Media Arts, film | 46 | Media - Television | | 46 |
| 09B | Media Arts, audio | 47 | Cultural Series Organization | An organization | 47 |
| 09C | Media Arts, video | 48 | School of the Arts | Any school which | 48 |
| 09D | Media Arts, tech/experimental | 49 | Arts Camp/Institute | An organization | 49 |
| 09E | Media Arts, screen/scriptwriting | 50 | Social Service Org | Governmental or | 50 |
| 10 | Literature | 51 | Child Care Provider | An organization | 51 |
| 10A | Literature, fiction | 98 | Data not provided | | 98 |
| 10B | Literature, non-fiction | 99 | None of the above | | 99 |
| 10C | Theater, playwriting | | | | |
| Legal Status | | | | | |
| 10D | Literature, poetry | STAT | STATDESC | Description | |
| 11 | Interdisciplinary | 01 | Individual | A person, not an organization. | |
| 12 | Folk/Traditional Arts | 02 | Organization-Nonprofit | Not engaged in profit-making | |
| 12A | Folk/Traditional dance | 03 | Organization-Profit | Engaged in profit-making activities | |
| 12B | Folk/Traditional music | 04 | Government-Federal | A unit of or individual associated with | |
| 12C | Folk/Traditional crafts/vis arts | 05 | Government-State | A unit of or individual associated with | |
| 12D | Folk/Traditional storytelling | 06 | Government-Regional | A unit of or individual associated with | |
| 13 | Humanities | 07 | Government-County | A unit of or individual associated with | |
| 14 | Multidisciplinary | 08 | Government-Municipal | A unit of or individual associated with | |
| 15 | Non-arts/Non-humanities | 09 | Government-Tribal | The governing authorities of tribes, bands, | |
| 98 | Not provided | 98 | Data not provided | | |
| | | 99 | None of the Above | | |