



**CMAB**  
Central MN Arts Board

# **FY20 PROJECT GRANT GUIDELINES**

220 - 4<sup>th</sup> Avenue North | PO Box 458 | Foley, MN 56329

320-968-4290 | 1-866-825-1741 | fax: 320-968-4291

[www.centralmnartsboard.org](http://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

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The Project Grant program provides funds of up to \$7,000 to nonprofit organizations, schools, local government and community groups in support of arts-focused events. A minimum of 25% of the total project budget must be provided by the applicant through cash on hand or revenue from other sources.

### Program Outcomes

1. Regional residents experience increased access to the arts via a reduction in geographic, cultural and/or physical barriers.
2. Regional residents experience a change in knowledge, attitude, behavior or condition due to public art, arts festivals or arts events.
3. Regional residents build connections to their own and others' cultural heritage through regional arts and cultural events and/or activities.

## WHO CAN APPLY

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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**
- **Community groups WITHOUT nonprofit designation** that are sponsored by a fiscal agent
- **Nonprofit** organizations that do not have arts as a primary focus
- **Schools**
- **Local government** entities (city, township and county)

## APPLICANTS NOT ELIGIBLE

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- For-profit businesses
- CMAB grant recipients with any overdue final reports
- Individuals

## PROPOSALS ELIGIBLE

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Proposals must occur within Region 7W and/or directly benefit Region 7W residents. An organization may submit more than one proposal in each grant round, however the combined total request cannot exceed \$7,000.

- Projects with multiple events or series of events connected by a common theme
- Research and Development for Public Art
- Artistic performances/gallery series, exhibits
- Arts and cultural festivals
- Arts education experiences
- Arts workshops
- Those that sustain and enhance quality arts programming
- Those that celebrate Minnesota's cultural & ethnic arts traditions
- Equipment: Schools and nonprofit arts organizations can include project related equipment purchases of up to \$4,999. Non-arts organizations or government agencies cannot use CMAB funds to purchase equipment.

**Project start dates must occur AFTER the Board approval date.**

## PROPOSALS AND EXPENSES NOT ELIGIBLE

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- Those that do not have the arts as the primary focus
- Those that take the place of current school curriculum
- Compensation for school personnel within the scope of their contracted duties
- Proposals already funded by any other CMAB grant program
- Expenses or payments for projects that will take place outside the State of Minnesota
- Activities that are essentially for the religious socialization of the participants or audience
- Activities that attempt to influence any state or federal legislation or appropriation
- Events or projects where the purpose is re-granting monies
- Payment for new building projects
- Events with a primary focus of fundraising
- General operating support, endowments, capital expenditures, or deficiencies in other projects
- Staff pay for regular hours/administrative duties that fall outside the scope of the project
- Any regular administrative or overhead costs for recipients of Minnesota State Arts Board or CMAB Community Arts Support
- Any expenses not directly related to the proposal
- Equipment purchases cannot be made by non-arts organization or government agencies using CMAB funds.

## HOW TO APPLY

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Click the Manage GRANTS button in the upper right corner of the CMAB homepage. If the organization is a first-time applicant, you will need to create an organization profile and applicant login.

Submit the **application online** and include:

- Examples of Artistic Merit**- photos, video, audio or written examples of the artists, presenters or other evidence of the artistic quality of the proposed project.
- Proposal budget** – Microsoft Excel template. For other template options, contact the CMAB office.
- 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
- Fiscal agent agreement** (if applicable)

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

- 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:

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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

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### 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 the application review and is not visible to reviewers.**

Definitions of the RAC Data codes can be found on page 12.

- **How did you learn about this program?**
- **Proposal Name**
- **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** – Activities described in the grant proposal must begin AFTER the board review date.
- **End Date** – Project completion date. **Must** occur within 12 months of the 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 the 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 the 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 will make up more than 25% of the population

- **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. Do not include broadcast audience. For public schools, total number of children/youth who participated in arts activities that are not a part of regular curriculum. 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. Do not include broadcast audience. For public schools, total number of adults that participated in arts activities that are not a part of regular curriculum. 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
  - For public schools, annual arts-related expenses for activities that are not a part of regular curriculum
- **FYANNUAL**- Applicant's most recently completed fiscal year representing data submitted for YOUTHANNUAL, ADULTANNUAL, EXPANNUALARTS fields.
  - Enter 4 digits; 2018, not 18.

## ADVICE FOR APPLICANTS

**The Project Grant Program is scored using four criteria: Artistic Merit & Quality, Demonstrated Need, Outcomes & Evaluation, and Organizational Ability.** Each criterion has a series of statements that reviewers are asked to consider when reviewing and scoring an application. When completing a grant application, refer to the criteria statements listed beneath each heading. Strong proposals will address all applicable criteria in the narrative responses.

## PROPOSAL NARRATIVE

### ARTISTIC MERIT/QUALITY - 9 of 30 points

Evaluators use the following criteria when reviewing this section of the application:

1. Activities feature high quality artists and artworks that demonstrate creativity, mastery of craft and a distinct artistic voice.
2. High quality artists are involved in designing and delivering the arts experience and are relatable to the identified community.
3. Artistic product or experiences will provide value to the identified community.
4. Artistic product or experiences will build a deeper understanding and appreciation of the art form.
5. Ability to create community understanding and awareness of art through high quality arts learning, community engagement, and/or outreach to underserved communities.
6. Project provides an artistic opportunity that would not otherwise be available by featuring underrepresented, innovative, and/or a unique artistic discipline, genre, creative approach, content, and/or quality.
7. Project aligns with the applicant's mission

- 1) **Mission Statement**- Applicants that do not have a mission statement should provide a statement that outlines the goals and values of their group.
- 2) **Describe the project** – Refer to the criteria statements above
- 3) **Location(s) of Proposal** – Address(es) where the activities will take place.

**4) Example of the Artistic Quality of the artist(s) or group(s) involved in the proposal.**

Examples include photos and videos of similar or previous projects, designs or schematics for proposed work, video or website from a visiting artist or performing group, etc.

- **Sample upload**- submit no more than 5 images, 10 pages of literary work or 7 minutes of audio/video. Literary submissions may include up to 7 minutes of audio or video of a reading from submitted pages.
- **Or Video/Website URL**- include this only if you are directing reviewers to specific content on a website.

**5) Example Description** - Describe how the example provided relates to your proposal. If necessary, direct reviewers to specific images, or a specific 7 minutes of audio/video.

**DEMONSTRATED NEED - 9 of 30 points**

Evaluators use the following criteria when reviewing this section of the application:

1. The project is well designed to address the identified community/audience's specific interests and circumstances, as understood by both the applicant and the community.
2. Evidence demonstrates that community members, organizations, and partners want to engage in the project activities, and are willing to invest through commitment of time, money, and/or in-kind goods and services.
3. Where appropriate, achievable plans are in place to develop authentic partnerships and/or reach underserved populations that have genuine interest in the activities.
4. Accessibility needs of participants and/or audiences are understood and well addressed.
5. Evidence demonstrates that the project provides an arts opportunity that would not otherwise be available for the identified community/audience.

**6) Describe the target audience for the proposal and how the group(s) will be served.** Consider demographic factors such as ethnicity, socioeconomic status, age and gender.

- **Presenters/creators** (artists, actors, performers, etc.)
- **Audience** (patrons, students, etc.)

**7) Describe how the need for this proposal was determined** - Examples include surveys, community meetings, audience feedback, local and regional studies, etc.

**8) List ways in which the community has demonstrated support for this proposal.**

**9) Describe how accessibility needs are being addressed in this proposal. How will you accommodate requests for access to the proposed project?**

**OUTCOMES AND EVALUATION - 6 of 30 points**

Evaluators use the following criteria when reviewing this section of the application:

1. Project outcomes describe measurable and achievable change in knowledge, attitude, skill, behavior, or condition among the people the project is designed to benefit.
2. The evaluation plan includes appropriate methods to measure and document project completion, effectiveness, and progress made toward project outcome(s).
3. The evaluation plan identifies how evaluation results will be used to improve current or future programming (e.g., adjustments to the project, informing future programming, sharing with stakeholders or peers, applicant learning and development, etc.).

**10) Measurable Outcomes** - Once the proposal is complete, what are the expected measurable outcomes specific to the proposal?

**11) CMAB Program Outcomes** – Select all that are relevant to the proposed project:

1. Regional residents experience increased access to the arts via a reduction in geographic, cultural and/or physical barriers.
2. Regional residents experience a change in knowledge, attitude, behavior or condition due to public art, arts festivals or arts events.
3. Regional residents build connections to their own and others’ cultural heritage through regional arts and cultural events and/or activities.

**12) Evaluation Plan/Methods** - Describe the evaluation plan/methods intended to measure the proposed outcomes.

Upload a sample document of surveys or other tools being used.

- Provide an example (recommended)

**13) Reflection and Action-** Describe how your organization will utilize the information obtained from evaluation.

**ORGANIZATIONAL ABILITY - 6 of 30 points**

Evaluators use the following criteria when reviewing this section of the application:

1. Project team is well assembled, inclusive, qualified and demonstrates the capacity to design and execute activities as proposed.
2. Project team and/or partners have appropriate and clearly articulated responsibilities. If volunteers will play a significant role in activities, that has been described.
3. An effective promotion and marketing plan are in place which supports the project's, participation goals/audience estimates and fosters public awareness and/or engagement.
4. Community Art Support and MSAB operating support grantees have described how the activities reach beyond regular programming.
5. Project plan is logical with a complete and realistic timeline.
6. The budget revenue streams are realistic, attainable and the cash match is likely to be met; expenses are reasonable and appropriate and honor the work of artists and arts organizations. Demonstrated appropriate balance between artistic and administrative costs.

**12) Project Director Information**

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

- **Name**
- **Phone**
- **Email**
- **Bio**

**13) Other Key Personnel** – List the names of those involved in organizing/carrying out the proposal and describe their roles and responsibilities. Include a short bio explaining relevant skills and experience.

**14) Copyright and other Permissions-** If any part of the proposal involves presenting or using material (including advertising) that is protected under copyright, describe how the permissions will be obtained and include the costs in the budget.

**15) Timeline-** Describe the timeline for all proposed activities. Include planning, performances, assessment, etc.

**16) Proposal Planning** - List any components of the proposal that are yet to be determined. Examples include artists/musicians/photographers not yet hired, reserving a venue, selecting artwork to be displayed, etc. Include the estimated dates by which these details will be confirmed.

**17) If this project recurs on an annual or semi-annual basis:**

- a. Describe changes made in response to previous evaluation, successes, challenges, etc.
- b. How is funding for the proposal sustained on an ongoing basis?

**18) Publicity and/or Marketing** - Describe how audience members or participants will be informed about and invited to participate in the project (ads, flyers, news releases, etc.).

## PROPOSAL BUDGET

**19) Download the [Excel Budget Template](#), complete and save. Save a copy in .PDF format to upload to the application. Save your completed excel budget to use for the Final Report if awarded.** The template includes a second worksheet that will be required to complete the final report. Contact the CMAB office if you do not have Microsoft Excel.

### BUDGET FORM INSTRUCTIONS

**Expenses Section:** List all expenses associated with this project. Include detailed descriptions and method of calculation for each expense. Expenses listed CANNOT be paid prior to the grant approval date. Some exceptions can be made for expenses that MUST be paid in advance of the application deadlines such as production rights for a play or deposit to hold a venue. Contact CMAB if you have questions about eligible expenses.

#### Column A- Budget Items

- **In-Kind Expenses** – Allowable in-kind expenses include the cost of discounted or free rental of space and equipment, skilled labor such as structural engineering, concrete pouring or electrical work, and donated materials. Do not include Administrative time, Artist time or Volunteer time in this section. The value of in-kind contributions must be verifiable through a gift receipt, quote or invoice. These expenses must match the in-kind revenue below.
- **Personnel/Artist’s Fees** – Name each person and their role
- **Supplies, Materials and Food** – art supplies, sheet music, set building materials, reception or hospitality costs.
- **Equipment** - (for Nonprofit Arts Organizations and Schools ONLY) - items directly related to the project may be included in the proposal budget. CMAB has a limited amount of funding to invest in equipment purchases for schools, CMAB funds cannot pay for more than \$4,999 of an equipment purchase.
- **Publicity** – Itemize printing costs, ads, promotional items, etc.
- **Other** – Evaluation of project, rental of space or equipment, purchase of copyright permissions
- **Ineligible Expenses**- Some project expenses cannot be covered by CMAB grant funds or required match percentage. Include these costs in this section and calculate the total eligible grant award from the total expenses MINUS these costs:
  - **Travel expenses** – related to bringing in an artist from **outside** the state of Minnesota can be no more than 10% of the total grant amount requested. Additional travel expenses may be included in the ineligible expenses section and paid with funds from other sources.
  - **Administrative costs** – Applicants who are recipients of Minnesota State Arts Board or CMAB operating funds (Community Arts Support) cannot include or prorate regular administrative or overhead costs in any project grant proposal budget. Regular administrative costs are those incurred regardless of whether an organization carries out the proposed project or any administrative or overhead costs for projects that are part of an applicant’s regular programming (any project that has occurred for three years or more). School personnel cannot be paid for work that falls within the scope of their contracted duties.

#### ❖ Column B – Itemized Breakdown

- **Contract Personnel/Artist’s Fees** – List Name(s) and Title; Show methods of calculation (i.e. hours, rates, etc.) or indicate contract rate or stipend
- **Supplies & Materials** – itemize and show calculations
- **Equipment** – indicate if purchased or rented
- **Publicity** – itemize and show calculations

#### ❖ Column C – Expenses – Enter expenses, round up to the nearest dollar.

#### **Any expenses that do not represent real costs CANNOT be included in a Project Grant Budget**

- use of spaces that an applicant owns or would not otherwise pay for
- tickets to an applicant’s project
- scholarships for participants

#### Revenue Section

- **Section A: Cash** - budgeted for this proposal
- **Section B: In-kind Contributions**—List the value of donated or discounted materials, equipment rental and skilled labor.



This amount must match the In-Kind Expense section above.

- **Section C: Grants and Donations** -list the name of grantor(s) and associated grant amount. (Do NOT include the CMAB request).
- **Section D: Earned Income** – list sources of other income such as:
  - **ticket sales** – show calculations (type of ticket, number anticipated sold, fees charged)
  - **advertising**
  - **fundraising**
  - **participation fees, etc.**

**20) Grant Amount Requested from CMAB** – Cannot exceed 75% of eligible expenses or \$7,000, whichever is less. Round up to the nearest dollar.

\*If eligible expenses are \$4,500:  $\$4,500 \times 75\% = \$3,375$  (the maximum the applicant is eligible for is \$3,375)

\*If eligible expenses are \$20,000:  $\$20,000 \times 75\% = \$15,000$  (maximum request cannot exceed \$7,000)

**21) In-Kind Contributions-** Enter the total amount of In-Kind Contributions included in the Budget form. Enter "0" if not applicable.

**22) Total Project Expense** – Must match Total Expense in budget form.

**23) What percentage of the organization's annual programming does this project represent?**

#### **This section for 501(c)(3) ORGANIZATIONS ONLY**

**24) Person In Charge of Organizational Issues** - i.e. Executive Director, Business Manager, Board President

- **Name**
- **Title**
- **Phone Number**
- **Email Address**

**25) Board Officer Contacts** – List names, title and email address or phone number for all board officers.

#### **This section for applicants using a FISCAL AGENT ONLY**

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

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

#### **CERTIFICATION**

**27) 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.

**28) ELECTRONIC SIGNATURE**

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

### 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 three 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 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 attain an average of 15 or higher 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. Scores may be adjusted during final review. 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 provide required documents can result in the cancellation of a grant commitment.

If funds are refused within 45 days of receipt of grant notification, they will be offered to the next applicant in rank order. Returned or refused funds will be applied to future grant rounds after 45 days.

### ACKNOWLEDGEMENT OF CMAB FUNDING

Because it is important for the public to understand how state tax dollars are returning to their communities, and to fulfill Minnesota state law requirements, grantees are contractually required to acknowledge CMAB funding.

The appropriate statement is provided to awarded applicants in their grant contract. This acknowledgement statement must appear on all advertising material, programs, press releases and announcements referencing the funded event.

Grantee must provide copies of all internally generated advertising materials and programs with their final report.

### FINAL REPORTS

A final report must be submitted within sixty (60) days of the project's completion. Failure to submit a final report will result in the recipient being 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 fifteen (15) 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:** Individual/group/organization/local government organizing and implementing the proposal. If two groups are involved, select one to be the lead and therefore the applicant.

**Authorizing Official:** Person empowered to enter into contracts for the applicant organization. This is usually the board chairperson, president or executive director.

**CMAB Fiscal Year:** The CMAB Fiscal Year runs from July 1<sup>st</sup> to June 30<sup>th</sup>.

**Community:** The group(s) of individuals served.

**Evaluation:** A systematic determination of merit, worth and significance, using established criteria. The primary purpose of evaluation, in addition to gaining insight into prior or existing initiatives, is to enable reflection and assist in the identification of future improvements or change.

**Fiscal Agent:** Organization which is legally responsible for the proper use of the grant funds when an applicant is not a school or unit of government and does not have tax-exempt status under Section 501©(3) of the Internal Revenue Code.

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

**Outcome:** The **final result** when goals have been achieved and the proposed activities are complete.

**Project Director:** Person 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 and should be knowledgeable in all aspects of the proposed project.

**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.

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

**Total Annual Organizational Expenses:** The total expenses that occurred in the organization's last completed fiscal year and those projected in the organization's current fiscal year.

For more information about Central MN Arts Board programs and services visit our website at <http://www.centralmnartsboard.org> or call 320.968.4290 or 1.866.825.1741.

Art discipline codes		Institution codes		
DIS1/P	DISCIPLINE	INST1	INSTNAME	Description
01	Dance	01	Individual - Artist	One who creates, performs, or interprets works of art.
01A	Dance, ballet	02	Individual - Non-artist	Include technical consultants.
01B	Dance, ethnic/jazz	03	Performing Group	Group of artists who perform works of art (e.g., an orchestra, theatre, or dance group).
01C	Dance, modern	04	Performing Group - College/Univ	A group of college or university students who perform works of art.
02	Music	05	Performing Group - Community	A group of persons who perform works of art vocationally and who may be but are not necessarily directed by
02A	Music, band	06	Performing Group for Youth	A group which may but does not necessarily include children who perform works of art for young audiences.
02B	Music, chamber	07	Performance Facility	A building or space used for presenting concerts, drama presentations, etc.
02C	Music, choral	08	Museum - Art	An organization essentially educational or aesthetic in purpose with professional staff, which owns or utilizes works of art, cares for them, and exhibits them to the public in some regular schedule.
02D	Music, newExperimental, elec	09	Museum - Other	An organization essentially educational or aesthetic in purpose with professional staff, which owns or utilizes tangible objects, cares for them, and exhibits them to the public in some regular schedule (e.g., non-arts
02E	Music, ethnic	10	Gallery/Exhibition Space	An organization or space which primarily exhibits works of art from collections other than its own, and may be involved in selling those works.
02F	Music, jazz	11	Cinema	A motion picture theatre or organization which regularly shows films.
02G	Music, popular	12	Independent Press	A non-commercial publisher or printing press which issues small editions of literary and other works.
02H	Music, solo/recital	13	Literary Magazine	A non-commercial, numbered, serial publication devoted to contemporary poetry, fiction, drama, or literary criticism.
02I	Music, orchestral	14	Fair/Festival	A seasonal program of arts events.
03	Opera/Musical Theater	15	Arts Center	A multi-purpose facility for arts programming of various types.
03A	Opera	16	Arts Council/Agency	An organization whose primary purpose is to stimulate and promote the arts and increase access for the public through services, programs, and/or funding within a specific geographic area (e.g., county, state, local).
03B	Opera, musical theater	17	Arts Service Organization	An organization who's main mission is to provide services that assist or promote the arts and/or arts organizations (e.g., statewide assemblies, NASAA, Opera America, arts education alliances, etc.). Not to include presenters or producers of the arts or regional arts organizations.
04	Theater	18	Union/Professional Assn	Include artist coalitions, professional associations (such as the American Association of University Professors), and all artists' clubs, guilds, and societies.
04A	Theater, general	19	School District	A geographic unit within a state comprised of member schools within that area as defined by the state government.
04B	Theater, mime	20	School - Parent/Teacher Assn	An organization composed of school parents who work with local school teachers and administrators.
04C	Theater, puppetry	21	School - Elementary	Also called a grammar school.
04D	Theater for young audiences	22	School - Middle	Also called a junior high school.
04E	Theater, storytelling	23	School - Secondary	Also called a senior high school.
05	Visual arts	24	School - Vocational/technical	Trade school (e.g., school for secretarial, business, computer training).
05A	Visual arts, experimental	25	School - Other	Non-arts schools not included in codes 19-24, 26 or 48.
05B	Visual arts, graphics	25A	School - Preschool	
05D	Visual arts, painting	25B	School - Community Education	
05F	Visual arts, sculpture	25C	School - Homeschoolers	
06	Design arts	26	College/University	Include state-supported colleges/universities, private colleges/universities, junior colleges/community colleges.
06A	Design arts, architecture	27	Library	
06B	Design arts, fashion	28	Historical Society/Commission	an organization dedicated to the study and preservation of the history of a town or region, usually owning a collection of documents and/or artifacts and frequently based in a historic building; a historical "commission" is an arm of local government, usually volunteer, charged with the survey of historic buildings in a town or region.
06C	Design arts, graphic	29	Humanities Council/Agency	An organization whose primary purpose is to stimulate and promote the humanities through services,
06D	Design arts, industrial	30	Foundation	An endowed organization which dispenses funds for designated philanthropic purposes (include charitable
06E	Design arts, interior	31	Corporation/Business	A legal entity engaged in business or authorized to act with the rights and liabilities of a person.
06F	Design arts, landscape arch	32	Community Service	A non-arts organization designed to improve the lives of its membership and larger community through
06G	Design arts, urban/metro	33	Correctional Institution	A prison, penitentiary, reformatory, etc.
07	Crafts	34	Health Care Facility	A hospital, nursing home, clinic, etc.
07A	Crafts, clay	35	Religious Organization	A church, synagogue, etc.
07B	Crafts, fiber	36	Senior Center	A facility or organization offering programs, care or services for people age 65 and over.
07C	Crafts, glass	37	Parks and Recreation	municipal agency which provides a variety of experiences for the population, administration of park facilities, services may include activities such as concerts, plays, participatory activities (e.g., ceramics, macramé, and other crafts).
07D	Crafts, leather	38	Government - Executive	The administrative branch of the government, federal, state, county, local, or tribal. Include grants to
07E	Crafts, metal	39	Government - Judicial	Judges and courts of law.
07F	Crafts, paper	40	Government - Legislative(House)	The representative body of government (commonly the House of Representatives) creating statutes/laws
07G	Crafts, plastic	41	Government -	The other legislative body of government (commonly the Senate) creating statutes/laws (include senators and
07H	Crafts, wood	42	Media - Periodical	A periodical publication (include
07I	Crafts, mixed media	43	Media - Daily Newspaper	
08	Photography	44	Media - Weekly Newspaper	
09	Media Arts	45	Media - Radio	
09A	Media Arts, film	46	Media - Television	
09B	Media Arts, audio	47	Cultural Series Organization	An organization whose primary purpose is presentation of single arts events or cultural series (e.g., Community
09C	Media Arts, video	48	School of the Arts	Any school which has arts education as its primary educational mission. Include magnet schools for the arts,
09D	Media Arts, tech/experimental	49	Arts Camp/Institute	An organization dedicated to camps, institutes or in-depth experiences for limited time duration (e.g., a
09E	Media Arts, screen/scriptwriting	50	Social Service Org	Governmental or private agencies designed to provide services addressing specific social issues (e.g., public
10	Literature	51	Child Care Provider	An organization providing child care.
10A	Literature, fiction	98	Data not provided	
10B	Literature, non-fiction	99	None of the above	
10C	Theater, playwrighting	STAT	STATDESC	Description
10D	Literature, poetry	01	Individual	A person, not an organization.
11	Interdisciplinary	02	Organization-Nonprofit	Not engaged in profit-making activities (i.e., no part of the income or assets inure to the benefit of any director, officer, or employee except expenses as salary or compensation for services/travel).
12	Folk/Traditional Arts	03	Organization-Profit	Engaged in profit-making activities (i.e., income or assets do not inure to the benefit of directors, officers, employees, or stockholders).
12A	Folk/Traditional dance	04	Government-Federal	A unit of or individual associated with the federal
12B	Folk/Traditional music	05	Government-State	A unit of or individual associated with the state government or public school
12C	Folk/Traditional crafts/vis arts	06	Government-Regional	A unit of or individual associated with sub-state regional government.
12D	Folk/Traditional storytelling	07	Government-County	A unit of or individual associated with county government.
13	Humanities	08	Government-Municipal	A unit of or individual associated with municipal government.
14	Multidisciplinary	09	Government-Tribal	The governing authorities of tribes, bands, reservations or sovereign nations of American Indians/Alaska
15	Non-arts/Non-humanities	98	Data not provided	
98	Not provided	99	None of the Above	