



FY21 Arts Recovery Support GUIDELINES

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320-968-4290 | 1-866-825-1471 | 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 Arts Recovery Support grant provides funds up to \$10,000 for organizational recovery, rebuilding staff, reopening programming, modified remote programming or other costs related to pandemic recovery, organizational stability, and diversity, equity & inclusion efforts. Requests may not include more than \$4,999 in equipment or building costs.

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)
- An arts affiliate operating as a distinct arts focused program hosted within a Region 7W public or nonprofit 501c3.

APPLICANTS NOT ELIGIBLE

- For-profit businesses
- Schools
- Organizations that are not arts-focused - indicated by programming, mission, vision and values
- CMAB grant recipients with any overdue final reports

PROPOSALS ELIGIBLE

- Activities and purchases that contribute to organizational sustainability, accessibility, diversity, inclusion, growth and recovery, including staff time and general operating costs
- Development costs or trainings
- Equipment purchases of up to \$4,999
- Costs for re-hiring staff or contracting additional support for events and programs

PROPOSALS AND EXPENSES NOT ELIGIBLE

- Travel costs for artists outside of MN that exceed 10% of the grant request amount
- Equipment or building costs that exceed \$4,999
- Costs for activities that take place outside the State of MN

HOW TO APPLY

You may apply to this program in one of three ways:

1. Submit a proposal through the online CMAB grants system
2. Call to schedule a meeting to discuss your proposal- CMAB staff will assist in creating an online application
3. Audio/Video Narrative Upload – Can be used in place of a written narrative
4. If you have questions, contact the CMAB office to discuss ways to submit.

To apply online: 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. **501(c)(3) letter.**
 - B. **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.

APPLICATION CONTENT

REVIEW CRITERIA - 30 points

Evaluators will use the following criteria when reviewing the application:

- 1) Proposals pay Minnesota artists and/or core staff of regional arts organizations
- 2) Creative strategies connect with community while contributing to the viability of regional arts organizations and initiatives
- 3) Target demographic/community (patrons, audience, students, etc) will be reached in ways that are safe and engaging
- 4) Proposals include collaboration between arts groups & organizations leverage resources and are mutually beneficial
- 5) Diversity, Equity and Inclusion is built into programming OR programming is specifically aimed at increasing organizational operations and outreach in relationship to diversity, equity and inclusion.
- 6) Proposed activities will advance the mission and goals of the organization.
- 7) Proposed activities have been linked to a compelling challenge or need within the organization
- 8) The budget supports and includes reasonable and complete costs for the proposed activities

1. Describe the artistic goals of the organization or arts group.

2. Executive Director, Chief Executive Officer or Person in Charge of Organizational Issues

- Name and Title
- Telephone
- Email

3. Board of Directors- List the names of current board members or equivalent governing body. List names, title and email address or phone number for all board officers.

4. FISCAL AGENT AGREEMENT

Applicants without nonprofit designation may apply for **Arts Recovery funds using a fiscal agent**. Refer to this [Sample Fiscal Agent Agreement](#). A fiscal agent agreement must include the following components:

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

5. **PROPOSAL DESCRIPTION – may be provided in ONE of the following three formats: written, audio or video recording.** Applicants are encouraged to use whichever format they are most comfortable communicating in. Evaluators are directed to focus on the content of the narrative (not production quality or writing ability) but applicants should take steps to ensure that the description submitted is easy to see, hear and/or read. Written transcripts of audio/video recordings will be provided to evaluators to accompany audio/ video narratives.

Provide details to help reviewers understand how these funds will be leveraged to maintain or strengthen your organization in response to closures, lost opportunities and staff changes in the previous thirteen (13) months. Refer to the criteria statements above as you complete your narrative.

- A. Written Narrative: Proposal Description** - Provide details to help reviewers understand how these funds will be leveraged to maintain or strengthen your organization in response to closures, lost opportunities and staff changes in the previous thirteen (13) months.

OR

- B. Audio/Video Narrative: Proposal Description** - Explain how these funds will be leveraged to maintain or strengthen your organization in response to closures, lost opportunities and staff changes in the previous thirteen (13) months.

- Audio and Video recordings are limited to 10 minutes.
- Accepted formats: .MP4, MP3, .WAV, .WMA.
- It is the Applicant’s responsibility to ensure that recordings are audible and submitted in one of the accepted formats.
- If the upload does not accommodate the file size, an audio/video page or website URL can be provided.

BUDGET

This is a proposed budget. Actual costs and expenses may differ between application and the execution of the proposal. Funded applicants should refer to their contracts for information regarding how to address budget changes.

6. **Provide a Proposal Budget-** List expenses to be paid with CMAB Grant funds and provide descriptions and breakdowns. Requests may not include more than \$4,999 of equipment or building costs.
7. **Amount Requested from CMAB** - Up to \$10,000 (round to the nearest dollar)

CMAB Evaluative Data

The following questions help CMAB determine the reach of our programs and the equity in our grant making.

- **How did you learn about this program?**
- **Proposal Name** – Name the activity or intention for the use of arts recovery funds.
- **Proposal Summary** – Restate the organization name and provide a one or two sentence description.
- **Start Date** – Activities must begin after June 15, 2021, 2021
- **End Date** – Activities must be completed by November 1, 2021
- **Publicity** – If the applicant uses an **alternate name** other than the legal name for publicity purposes, list it here.
- **Applicant 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 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.
- **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.

CERTIFICATION

12. FEDERAL 501(c)(3) NON-PROFIT STATUS LETTER- All non-profit organizations must attach their 501(c)(3) letter to this application. If you are using a fiscal agent, submit their 501(c)(3) letter.

13. 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 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 50% 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 sixty (60) 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.

For more information on Central MN Arts Board programs, services visit our website at www.centralmnartsboard.org or call 320.968.4290 or 1-866-825-1471.