



FY22-23 COMMUNITY ARTS SUPPORT GUIDELINES

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www.centralmnartsboard.org

We understand that the online application system may present a barrier to some applicants and will make reasonable efforts to accommodate specific 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 Community Arts Support Program provides biennial grants for administration, operations, equipment purchases and to improve access and outreach to underserved groups. Applicants are eligible to receive a minimum of \$3,000 or 20% of their last completed fiscal year's eligible operating expense, up to \$10,000 whichever is less, distributed annually for a biennium. These funds are awarded to nonprofit arts organizations that demonstrate efficient management and high-quality artistic programming.

Applications are available in even-numbered fiscal years for a biennial funding period.

Applicants who receive a Community Arts Support grant for FY22, will be approved for the same level of support for the second year of the biennium (FY23), conditional upon funding from the Minnesota State Legislature and a successful interim review.

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. Regional residents experience increased access to the arts via a reduction in geographic, cultural and/or physical barriers.
3. The infrastructure of arts organizations is strengthened through access to operating funds, professional development and best practices sharing.
4. Minnesota's Arts Sector grows in reach and impact through programs and strategies that improve the health and operations of regional arts organizations.

WHO CAN APPLY

Established nonprofit 501(c)(3) arts producing/service organizations with annual operating expenses of \$250,000, or less, that have been in existence at least two years and located in the Minnesota counties of Benton, Sherburne, Stearns or Wright (Region 7W).

ORGANIZATIONS NOT ELIGIBLE

- For-profit businesses
- Those without an arts-focused mission statement
- Those already receiving Minnesota State Arts Board Operating Funds
- Those without 501(c)(3) status
- Those with less than two-years of established service
- Those with the intent to affect the religious socialization of their participants or audience
- Those with the intent to influence any state or federal legislation or appropriation
- Schools
- Governmental Units
- CMAB grant recipients with any overdue final reports

EXPENSES NOT ELIGIBLE

Community Arts Support funds cannot be used for alcoholic beverages, travel outside of the state of Minnesota, costs to relocate an organization outside Region 7W or equipment purchases over \$4,999 per year.

HOW TO APPLY

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 an online application and include:

- A. Profit & Loss Statement for the fiscal year selected to calculate your grant.
- B. IRS Form 990-N or IRS Form 990 that corresponds to the submitted financials.**
 - a. If you do not have either of these forms completed, contact the CMAB office.
- C. 501(c)(3) Nonprofit Status Letter**

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 deadline 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

ADVICE FOR APPLICANTS

The Community Arts Support Program is scored using three criteria: Artistic Merit & Quality, Demonstrated Need 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.

ARTISTIC MERIT/QUALITY - 10 of 30 points

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

1. Organization provides ongoing arts opportunities and attempts new approaches to existing arts programs.
2. Organization provides programming that demonstrates creativity, mastery of craft, and a distinct artistic vision consistent with the applicant's mission and position in the community.
3. Organization provides programming that contributes to the artistic development of the applicant's audiences, participating artists, and/or the art form.

1) Organization's Mission Statement

- 2) **Organization Description** - Describe the organization. Include details about programming- when and where does it occur, who is served, how does it engage or educate the community?

- 3) **Provide an example of the artists, artistic product or art works supported by your organization.** Examples should demonstrate the strongest artistic product, performance, programming, etc. that your organization produces or provides. Submit a maximum of 5 images, 7 minutes of audio or video or 10 pages of literary samples. Provide a description of the samples. Include the date the sample was created, location, and any relevant program information.
- a. Sample upload
 - b. Video or Website URL
- 4) **Describe the organization's primary successes and challenges from the past year.**

DEMONSTRATED NEED - 10 of 30 points

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

1. Applicant demonstrates a clear understanding of the groups it serves including factors such as their geographic area, ethnicity, socioeconomic status, age and gender.
2. The community is involved with and demonstrates support for the organization.
3. The organization engages in efforts to provide access for persons with disabilities, underserved racial and ethnic groups and others with barriers to participation.

- 5) **Describe the group(s) of people your organization serves:** Consider factors such as location, ethnicity, socioeconomic status, age and gender

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

- 6) **Are you trying to expand your audience?** This includes, students, participants, sponsors, partners, etc.

- **If yes-** What groups are you attempting to reach and how?
- **If no-** what is the rationale for not reaching out to new audiences?

- 7) **How does your organization demonstrate its commitment to the community-** Describe the involvement of the community in development and delivery of programs and activities, financial contributions, needs assessments, volunteer time, audience participation, etc..

- 8) **Describe how your organization learns about and approaches**

- Providing access for people with disabilities
- Addressing racial and cultural equity
- Other concerns related to inclusion and reaching marginalized groups

If you have questions about how to advance racial equity in your organization and community, visit the Charities Review Councils Diversity Equity and Inclusion Tool Kit: smartgivers.org/nonprofits/diversity-equity-inclusion-toolkit/

ORGANIZATIONAL ABILITY - 10 of 30 points

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

1. Applicant demonstrates capacity to effectively manage operations and resources as reflected by organizational stability and fiscal position, board and staff qualifications, and effective governance and management relationships.
2. Demonstrated ability to maximize earned and contributed income, develop and maintain a diversity of revenue sources, and achieve sustainable operations
3. Applicant shows evidence of effective and varied planning and marketing efforts.
4. Outcomes describe measurable and achievable change in knowledge, attitude, skill, behavior, or condition among the staff of and audience served by the organization.
5. The evaluation plan includes appropriate methods to measure and document completion, effectiveness, and progress made toward stated outcome(s).

9) Key Contact Person - (i.e. Executive Director, Business Manager, Board President)

This person will be responsible for the timely submission of all required forms and reports to the CMAB.

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

10) Year Organization Originated- this may be different from when non-profit status was established.

11) Upload Federal 501(c)(3) Nonprofit Status Letter

12) Staff - Provide the name, job titles and responsibilities for hourly and salaried staff.

Include any additional individuals, volunteers or those paid on a contract bases who are essential to your organization's operations.

13) Board Members

- List the names; positions (i.e. chair, secretary, treasurer etc.) and contact information of the organization's board of directors
- Describe the diversity of your board- summarize board members' background/qualifications

14) Where and how often does the board meet to conduct business?

15) Describe specific measurable outcomes to be achieved within the coming two years. What will success look like with regard to planned equipment purchases, staff support, programming or other expenditures?

16) Describe the evaluation plan/methods that will be used to measure the proposed outcomes.

17) Describe how events, programs and services are promoted and shared.

FINANCE SECTION

- 18) Describe the organization’s financial planning methods used to ensure fiscal responsibility.**

- 19) Total ANNUAL Expense** - Enter the organization’s estimated annual operating expenses for the upcoming fiscal year

- 20) Sustainability** – How has the pandemic impacted your organization’s operations?

- 21) Revenue and Expenses:** List Revenue and Expenses based on your organization’s Profit and Loss Statements from the last four (4) completed fiscal years.

FY ___ : Most recent Revenue: _____ Expenses: _____
FY ___ - (2 yrs ago): Revenue: _____ Expenses: _____
FY ___ - (3 yrs ago): Revenue: _____ Expenses: _____
FY ___ - (4 yrs ago): Revenue: _____ Expenses: _____

- 22) Profit and Loss Statement:** Upload the statement from one of the Fiscal Year’s listed. Applicants are encouraged to use the year with the HIGHEST total operating expense to calculate the grant amount request.

- 23) Enter the total operating expense** from the Profit & Loss Statement you have chosen. Calculate your Grant Amount Request using this number.

- 24) Grant Amount Requested from CMAB** – Calculate the grant request using the total operating expenses reported above. If the organization received a CMAB Community Art Support grant in that fiscal year, subtract the amount of that award before calculating your request amount. Applicants are eligible to request \$3,000 (minimum), or 20% of the previous year’s operating expenses up to \$10,000 per year (maximum).

Example 1	Total Operating Expenses from completed fiscal year	\$50,400
	Community Art Support award	<u>- \$7,400</u>
	Calculate Grant request from this figure	\$43,000 x 20% = \$8,600 Grant Request
Example 2	Total Operating Expenses from completed fiscal year	\$12,000
	Community Art Support award	<u>- \$0</u>
	Calculate Grant request from this figure	\$12,000 x 20% = \$2,400
		Minimum \$3,000 Grant Request

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 evaluators.**

- **How did you learn about this program?**
- **Organization Summary** – Brief description of the arts services provided by the organization
- **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
- **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; R = Multiracial or Biracial; 99 = when no single group; O = Other; 98 = Data not provided
- **Applicant 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; Data not provided; A = Adult (25-64 years); Y = Young Adult (19-24 years)
- **Artist(s) Participating** - Estimated number of artists directly involved in/ providing artistic services.
- **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. Include for in-person activities only. Do not include repeat attendees Enter "0" if not applicable
- **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. Include for in-person activities only. Enter "0" if not applicable.
- **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.
- **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.
- **EXPANNUALARTS** - Total annual expenses for most recently completed fiscal year.
- **FYANNUAL** - Applicant's most recently completed fiscal year representing data submitted for YOUTHANNUAL, ADULTANNUAL, EXPANNUALARTS fields. Enter 4 digits; 2020, not 20.
- **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

ELECTRONIC SIGNATURE

You must certify that your board of directors/advisory committee supports this application and that all information contained therein is true and accurate.

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 review date. Applications are assigned final scores at an in-person review meeting. Each application will receive a score on a scale from 0 (low) to 30 (high). **An applicant must attain an average of 15 (50%) 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. Rankings may be adjusted during final review based on first time applicant and grantee history with contract compliance. All applicants will be notified of the Board's decision.

GRANT CONTRACT

Awardees must submit a contractual agreement **within 30 days** of notification. Once approved, the first-year grant funds will be released. 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.

GRANT REPORTS

An interim report will be due within 60-days of the end of the first fiscal year of the grant period. Once approved, the second-year grant funds will be released. A final report must be submitted no later than 60-days following the end of the second fiscal year of the two-year grant period. Failure to submit a final report may result in the recipient being ineligible to apply for future CMAB grants.

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 decision.

The Executive Committee will review the appeal within 15 business days 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

Key Contact Person: Person designated to oversee the organization. This can be paid or volunteer staff. This person is responsible for the timely submission of all required forms and reports to the CMAB so should be knowledgeable answering questions about the organization.

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 change.

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

RAC Data Information: Regional Arts Councils (RAC) data collected 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 and services visit our website at www.centralmnartsboard.org or call 320.968.4290 or 1.866.825.1471