



# **FY23 ARTIST IN RESIDENCE GUIDELINES**

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320-968-4290 | 1-866-825-1471 | 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 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

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The Artist in Residence (AIR) program provides funds of up to \$3,500 to schools and nonprofit organizations in support of activities directed by, or conducted in cooperation with, an artist who engages students and enables learning through the creative process. These funds are provided through the [Arts and Cultural Heritage Fund](#).

Resident artists must be chosen based on their ability to *enhance* programs and curriculum. An ideal residency is composed of a balance between demonstration and hands-on activity. Artists-in-Residence enrich student experiences by sharing and demonstrating a deep understanding of their art form.

### Program Outcomes

1. Regional residents learn new arts skills & techniques.
2. Regional residents gain awareness and appreciation for a variety of artistic disciplines and mediums.
3. Regional artists build their capacity through professional development.

### Proposals to the Artist in Residence program must contain the following components:

- Arts Learning activities conducted with a core group
- A Community Component that invites and informs the community surrounding the school or organization to learn about or participate in residency activities
- A Staff In-Service component that builds staff capacity and/or supports residency activities

## WHO CAN APPLY

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

- **Nonprofit 501(c) (3) organization**
- **Community groups WITHOUT nonprofit designation that are sponsored by a fiscal agent**
- **Public Schools**
- **Local government** entities (city, township and county)

## APPLICANTS NOT ELIGIBLE

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

## PROPOSALS ELIGIBLE

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Proposals must occur within Region 7W and/or directly benefit Region 7W residents.

- Arts education experiences involving a professional artist
- Arts workshops
- Visits to artists' studios, art galleries, and other pertinent locations
- Performances by theatre, dance or musical groups, and readings by literary artists

Start dates must occur **AFTER** the Board approval date.

## PROPOSALS AND EXPENSES NOT ELIGIBLE

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- Those that do not have arts as a primary focus
- Compensation for school/organization personnel within the context of their regular contractual duties
- Purchase of equipment or improvements to facilities
- Expenses or payments for activities 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 with a primary focus of fundraising
- Those which provide or replace required Minnesota K-12 Arts curriculum
- Any expenses not directly related to the proposal
- Any proposal that pays an artist who has received funding through the Artist in Residency or Teaching Artist Grant programs to work with the applicant school or organization more than twice within a 5-year period.
- Proposals already funded by any other CMAB grant program

## HOW TO APPLY

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

Submit the **application online** and include:

- A. **Examples of Artistic Merit**- photos, video, audio or written examples of the artists, presenters or other evidence of the artistic quality of the proposed residency.
- B. Artist Resume' or list of significant experiences.
- C. **501(c)(3) letter**. *Public schools do not submit this letter*. Applicants using a fiscal agent will submit their 501(c)(3) letter.
- D. **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.

## FAX-TO-FILE:

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Fax-to-File is a feature available within the application to help convert documents from hard copy to digital PDF format using a fax machine. Fax-to-File is in the upper left portion of your screen under tools.

## APPLICATION CONTENT

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### ADVICE FOR APPLICANTS

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

Any applicant with two or more outstanding grants may have additional conditions applied to this grant, if awarded. Contact CMAB if you have questions.

**Applicant Type** – Choose the description that best describes the applicant

- **Nonprofit 501(c) (3) organization**
- **Community groups WITHOUT nonprofit designation that are sponsored by a fiscal agent**
- **Public Schools**
- **Local government** entities (city, township and county)

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

1. **Person In Charge of Organizational Issues** - i.e. Executive Director, Business Manager, Board President
  - **Name**
  - **Title**
  - **Phone Number**
  - **Email Address**
  
2. **Board Officer Contacts** – List names, title and email address or phone number for all board officers.

## PROPOSAL NARRATIVE

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

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

- 1) Arts content is delivered to target learners by competent artists with appropriate education/training and teaching experience
- 2) Developmentally appropriate lessons reflect the unique needs and interests of the learners.
- 3) Arts learners will benefit in concrete and meaningful ways because of their experience. [1] [1] [SEP]
- 4) Proposal provides an artistic opportunity not otherwise available by featuring underrepresented, innovative, and/or unique artistic discipline, genre, creative approach, content, and/or quality presented in a way that is relevant to the audience. [1] [1] [SEP]
- 5) Evidence of artistic, creative, and/or cultural value of the proposed residency
- 6) Community component serves to engage/inform the public (parents, neighborhood residents, caregivers, etc.) about the content and impact of the arts learning experience.

3. **Mission Statement** - Applicants that do not have a mission statement should provide a statement that outlines the goals and values of their group.
  
4. **Describe the Activities the artist will conduct** – Refer to the criteria statements above

5. **Learning Goals** – List specific learning goals for the proposed activities.
6. **Artist Resume** – Upload the artist’s resume OR provide a list of significant experiences the artist has had. Include formal and informal studies, exhibitions, volunteer experiences, work they were paid to complete, etc.
7. **Core Group** – Identify the group of students that will have the most contact with the artist.
8. **Length of Residency** – List number of days and number of hours per day.
9. **Community Component** – Describe the community component of the residency and how the public will be informed.
10. **Example of the Artistic Quality of the proposed residency**  
 Examples include photos of similar or previous proposals, designs or schematics for the proposed residency work, video or website URL of the artist’s work or performing group, etc.
  - **EXAMPLE UPLOAD** – Combine multiple pages into ONE PDF document and submit no more than 5 images, 10 pages of literary work or 7 minutes of audio/video.
  - **OR Video/Website URL** – Include this **ONLY** if you are directing reviewers to specific content on a website. **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.
11. **SCHOOLS ONLY** –
  - A. List Minnesota Academic Standards that will be enhanced in the context of the residency.
  - B. In what ways are these standards addressed in the regular school curriculum- outside this learning opportunity?

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

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

**12. Measurable Outcomes** - What will students know after the residency is complete? What will they have created or experienced? What will success look like? What will have changed?

**13. CMAB Program Outcomes**–Select all that are relevant to the proposed residency:

1. Regional residents learn new arts skills & techniques.
2. Regional residents gain awareness and appreciation for a variety of artistic disciplines and mediums.
3. Regional artists build their capacity through professional development.

**14. Evaluation Methods** - How will you see that learning took place? (i.e. surveys, observation, performance, product, student self-assessments, samples of student work, pictures, interviews, video, etc.)

**15. Reflection and Action**- Describe how your organization or school will utilize the information obtained from evaluation.

**DEMONSTRATED NEED - 9 of 30 points**

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

- 1) The proposal is well designed to address the identified community/audience's specific interests and circumstances.
- 2) Needs of participants and/or audiences are understood and well addressed.
- 3) The proposal contains evidence to show that an arts opportunity not otherwise available to the identified community/audience will be provided.

**16. Describe students and staff needs and how this residency will address and/or support those needs.** Refer to the criteria statements above

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

**18. Location(s) of Proposal** – Address(es) where the arts learning activity will take place.

**19. Explain why the artist(s) was selected** - Experience, skills, recommendations, etc.

**20. Has this artist conducted a residency in the school/organization within the last five years?** If yes, indicate when and whether funded by the CMAB.

**ABILITY - 6 of 30 points**

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

- 1) Applicant has provided evidence of qualified staff who demonstrate commitment and capacity to support the activities.
- 2) A complete and realistic timeline is in place.
- 3) Activities and engagement will produce long-term benefit/impact for the host school/organization
- 4) The budget supports proposed activities and honors the work of artists and/or arts organizations, including payment of appropriate wages and fees, and adequate supporting expenses.

**21. AIR Coordinator**

Who has been designated by the organization/school as responsible for overseeing the implementation of the proposed residency? This person will be responsible for the timely submission of all forms and reports required by the CMAB.

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

**22. Timeline** - Describe the timeline for all residency activities. Include planning, learning activities, staff engagement, assessment and community events

**23. Benefit and Long-term Impact on host Organization/School** – Describe how the proposed activities will engage and benefit staff and/or volunteers from the organization/school. Share elements of the residency that can be used again, give additional tools for assessment, identify additional student needs, etc.

## Proposal Budget

**24. Eligible Expenses**- Provide descriptions and calculations for All Eligible Costs associated with the residency. For budgets that exceed the request, describe how additional expenses will be paid.

### **Eligible Expenses Include:**

- a. **Personnel/Artist's Fees/Honoraria/Stipends** – List each name/title, show methods of calculation (i.e. hours, rates, etc.) or indicate if a contract rate or stipend
  - 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 paid with funds from other sources).
  - Administrative costs: Recipients of MSAB or CMAB Community Arts Support funding cannot include or prorate regular administrative costs. School personnel cannot be paid for work that falls within the scope of their contracted duties.
- b. **Supplies** – Itemize material costs- Indicate if item(s) is rented
- c. **Publicity** –printing, ads, promotional items, etc. Show calculations (i.e. 3 ads x \$50 per ad)
- d. **Other** – Evaluation, rental of space, student transportation, etc.

**25. Amount Requested from CMAB** – Cannot Exceed \$3,500

**26. Ineligible Expenses**- Include additional expenses associated with the proposal that cannot be paid with CMAB Grant funding and provide descriptions and calculations. Round up to the nearest dollar.

### **Ineligible Expenses include:**

- Equipment and building expenses – computers, cameras, software, etc.
- Travel/lodging expenses not related to bringing in an artist or transporting students

**27. Total Proposal Expense** – All costs associated with this proposal. Round up to the nearest dollar.

## CMAB 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** – provide a name for the proposal
- **Proposal Summary** – Enter a one or two sentence description
- **Start Date** – Must not occur prior to CMAB Board review date: **September 15, 2022**
- **End Date** – Must take place within 12 months of the CMAB Board review date
- **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; **R** = Multiracial or Biracial; **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; **A** = Adult (25-64 years); **Y** = Young Adult (19-24 years); **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

### 28. FISCAL SPONSORSHIP

Applicants without nonprofit designation **must include a fiscal agent agreement** and include the components listed in this [Sample Fiscal Agent Agreement](#). This does not apply to public schools or units of government.

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

**29. FEDERAL 501(c) (3) NON-PROFIT STATUS LETTER** - Does not apply to public schools or government units. All nonprofit organizations must attach their 501(c)(3) letter to this application. If you are using a fiscal agent, submit their 501(c) (3) letter.

### 30. ELECTRONIC SIGNATURE

Your signature indicates that the applicant's school administration, board of directors, or advisory committee supports this proposal, that it is accurate and that the proposal will be carried out as described if funded.



## CMAB SERVICES AND GRANTING PROCESS

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### 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), 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 1 to 30. **An application must obtain 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. 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. A signed payment agreement with the artist must be uploaded with the contract.

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 required to acknowledge CMAB funding.

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

Grantees must provide copies of advertising materials and programs in the final report.

### FINAL REPORTS

A final report must be submitted within sixty (60) days of the residency's completion. Awardees 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 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:** School/group/organization organizing and implementing the proposal. If two groups are involved, select one to be the lead and therefore the applicant.

**AIR Coordinator:** Person designated by the applicant organization as responsible for overseeing the implementation of the proposed residency. 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 residency.

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

**Beginning & Ending Dates:** When the core group/ target population/community will experience the activities of the proposed Artist in Residency.

**Community Event:** Open to the public; residents outside of the staff/families/student population

**Core Group:** A single group of students who will participate in and experience the majority of the artist residency

**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.

**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(c)(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

For more information on Central MN Arts Board programs, services visit our website at [www.centralmnartsboard.org](http://www.centralmnartsboard.org) or call 320.968.4290 or 1.866.825.1471