



CMAB
Central MN Arts Board

FY23 ORGANIZATIONAL DEVELOPMENT GRANT 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 Organizational Development program provides funds up to \$10,000 to support activities and purchases that contribute to organizational sustainability, growth and improvement of nonprofit arts organizations in Region 7W. These funds are also available to assist arts groups in establishing 501(c)(3) status.

Program Outcomes

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

WHO CAN APPLY

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

- Nonprofit 501(c) (3) arts organizations
- Arts groups without nonprofit designation (using a fiscal agent) requesting support for becoming a 501c3 nonprofit
- An arts affiliate operating distinct arts focused programming 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
- Applicants who have already been awarded \$10,000 in Organizational Development Funds in FY23

PROPOSALS ELIGIBLE

- A Broad Range of activities and purchases that contribute to organizational sustainability, accessibility, growth and improvement, including staff time
- Contracted training and other professional development activities
- Equipment purchases of up to \$4,999
- Expenses related to establishing an arts group as a 501(c)(3)

PROPOSALS AND EXPENSES NOT ELIGIBLE

- Transportation, meals or lodging to attend conferences or trainings
- Travel costs for artists outside of MN that exceed 10% of the grant request amount

HOW TO APPLY

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

Submit an online **application** and include:

- A. **Supporting materials** such as a conference brochure or quotes for proposed purchases
 - B. **501(c)(3) letter.**
 - C. **Fiscal agent agreement** (if applicable)
- Applications must be submitted by **11:59 pm on the deadline date**. Applications received after the deadlines are ineligible. There are no exceptions to this policy.

Fax-to-File:

A Fax-to-File feature is available with 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

Evaluators use the following criteria when reviewing the application:

EQUITY AND SUSTAINABILITY - 5 of 35 points

- 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) 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 understanding of diversity equity and inclusion.

ARTISTIC MERIT/QUALITY - 12 of 35 points

- 1) Proposed activities will advance the mission and goals of the organization.
- 2) Proposed activities improve artistic quality /capacity OR by support administrative capacity in service of arts programming.
- 3) Applicants seeking support in obtaining 501 (c) (3) status have a well-developed mission and goals

DEMONSTRATED NEED - 12 of 35 points

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

ORGANIZATIONAL ABILITY - 6 of 35 points

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

APPLICANT INFORMATION

1. Mission Statement

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

3. Describe the proposed activities- (i.e.- equipment purchases, accessibility upgrades, special projects, professional development, applying for nonprofit status, etc.) Respond to all that apply:

- conference, workshop, or instructor/consultant being hired
- activities that contribute to organizational sustainability, growth and improvement, including staff time
- equipment to be purchased and who will be responsible for its use and maintenance
- Accessibility upgrades
- special project activities
- how CMAB funds will be used to obtain 501(c)(3) status

4. Location(s) of Proposal - Address(es) where the activities will take place- Provide the address(s) where the activities will take place. Include details about the specific location of any equipment or building improvement.

5. Who will benefit from the proposed activities and how? i.e.- staff capacity, changes to audience experience, access, production quality, safety, etc.

6. How will these activities advance the organization's mission and goals?

7. Person in charge of Organizational Issues (ie- Executive Director, Program Director, etc)

- Name and Title
- Telephone
- Email

8. Board Officer Contacts- List the names of current board officers or equivalent governing body. List names, title and email address or phone number.

9. FISCAL AGENT AGREEMENT

Applicants without nonprofit designation may apply for Organizational Development funds ONLY to seek 501-c3 status and **must apply 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**

BUDGET

Break the proposal budget into eligible and ineligible expenses. Equipment purchases cannot exceed \$4,999 of the total eligible expense budget.

10. List expenses eligible to be paid with CMAB Grant funds- provide descriptions and calculations

11. Amount Requested from CMAB - Up to \$10,000 (round to the nearest dollar). Applicants are eligible to receive up to \$10,000 in Organizational Development funds within Fiscal Year 2023 (July 2022-June 2023)

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

- Mileage, airfare, or travel
- Lodging and meals
- Travel costs for artists outside of MN that exceed 10% of the grant request amount

12. Total Proposal Expense – All Costs associated with this proposal

RAC 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 training, activity or intention to establish 501c3 status
- **Proposal Summary** – Enter a one or two sentence description.
- **Start Date** – Must not occur prior to CMAB Board review date
- **End Date** – Must take place within 12 months of the CMAB Board review date
- **Applicant Type** – Choose the description that best fits the applicant
- **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; **99** = when no single group; **O** = Other
- **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
- **Artist 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.
- **Online Youth Audience** – Estimated number of children and youth (0-18) online who will directly engage with the arts, **related specifically to the grant.**
- **Online Adult Audience** – Estimated number of adults (19+) online who will directly engage with the arts, **related specifically to the grant.**
- **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. 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. 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 the organization
- **FYANNUAL** - Applicant's most recently completed fiscal year representing data submitted for YOUTHANNUAL, ADULTANNUAL, EXPANNUALARTS fields. Enter 4 digits; 2018, not 18.
- **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

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

14. ELECTRONIC SIGNATURE

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

CMAB SERVICES AND GRANTING PROCESS

APPLICATION DRAFT REVIEW

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

REVIEW PROCESS

Applications will be made available to the CMAB Board of Directors or a review panel at least two weeks prior to the Board Review date. Applications are assigned final scores at an in-person review meeting. Each application will receive a score on a scale from 0 to 35. **An application must obtain an average of 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. All applicants will be notified of the Board's decision.

GRANT CONTRACT

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

FINAL REPORTS

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

GRANT APPEAL PROCESS

Any applicant who can show cause that established grant review procedures were not followed, or that the policies of the program were not equitable to all applicants, may file an appeal in writing within ten (10) business days of being notified of the CMAB's decision.

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

DEFINITIONS

Applicant: The organization requesting funds.

CMAB Fiscal Year: 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.