



FY24 GUIDELINES PROJECT GRANT

220 - 4th Avenue North | PO Box 458 | Foley, MN 56329
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 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 Project Grant program provides funds of up to \$8,000 to nonprofit organizations, schools, local government, and community groups in support of arts-focused events. There is a 10% cash match required.

Funding for this program comes from the Minnesota State General Fund and Arts & Cultural Heritage Fund.

CMAB 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

Applicants must serve Region 7W residents and be located within the Minnesota counties of Benton, Sherburne, Stearns, or Wright. **Minnesota nonprofit 501(c)(3)**, schools and local government **outside Region 7W** may apply by demonstrating two years of established service within Benton, Sherburne, Stearns or Wright counties.

- **Nonprofit 501(c) (3) arts organizations**
- **Nonprofit** organizations that do not have arts as a primary focus
- **Community groups WITHOUT nonprofit designation** that are sponsored by a fiscal agent
- **Public Schools**
- **Local government** entities (city, township and county)
- **Out of Region nonprofit 501(C)(3), Schools or local government**

*Eligibility for groups located outside Region 7W is determined by completing the demonstrated service section of the application. Interested applicants may contact CMAB ahead of program deadlines to help determine eligibility. Applications must be submitted by the deadline to be considered for funding

APPLICANTS NOT ELIGIBLE

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

PROPOSALS ELIGIBLE

Proposals must occur within Region 7W and/or directly benefit Region 7W residents. Applicants may submit one application per grant round. There are two Project Grant rounds in FY24.

- Projects with multiple events or series of events connected by a common theme
- Research, development and/or installation 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
- ONLY Schools and nonprofit arts organizations (located within Region 7W) can include project related equipment purchases of up to \$4,999
- Priority will be given to projects that advance Diversity, Equity & Inclusion

- Collaborative efforts among groups/organizations- submit ONE proposal with a designated partner as the applicant.
- Any Minnesota State Arts Board funding for the proposed project must be included in the budget.

PROPOSALS AND EXPENSES NOT ELIGIBLE

- 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
- 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 expenses not directly related to the proposal
- Equipment purchases cannot be made by non-arts organizations, applicants outside Region 7W, or government agencies.
- Equipment purchases that are not related to or in support of a specific public event or project

HOW TO APPLY

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

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 project.
- B. Proposal budget** – Microsoft Excel template. For other template options, contact the CMAB office.
- C. 501(c)(3) determination.** If using a fiscal agent, you must submit their EIN Tax ID number. *Not applicable for government units and public schools.*
- 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.
- If awarded, there may be contingencies based on the number of applicant's open grants.

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

- 1) **Applicant Type** – Select Applicant Type. Based on your selection, the coordinated group of questions will be available to complete.

This section for 501(c)(3) ORGANIZATIONS

- ❖ **Organization Contact** - i.e. Executive Director, Business Manager, Board President
 - Name; Title; Phone Number; Email Address
- ❖ **Board Officer Contacts** – List names, title and email address or phone number for all board officers.
- ❖ **FEDERAL 501(c)(3) NON-PROFIT STATUS** – Enter organization's EIN Tax ID number.

This section for applicants using a FISCAL AGENT

- ❖ **Contact** – Coordinator, lead artist, person designated as in charge of the project
- ❖ **FISCAL SPONSORSHIP**- Applicants without nonprofit designation **must include a fiscal agent agreement**. Refer to this [Sample Fiscal Agent Agreement](#)
 - Organization Name, Street Address, City, State, Zip
 - Contact Person Name, Phone, Email
- ❖ **FEDERAL 501(c)(3) NON-PROFIT STATUS** – Enter organization's EIN Tax ID number.
- ❖ **FISCAL AGENT AGREEMENT UPLOAD**

This section for SCHOOLS or Local GOVERNMENT

- ❖ **School/City Contact**- i.e. city manager, chief administrative officer, Principal, financial manager
 - Name; Title; Phone Number; Email Address
- ❖ **Board Officer Contacts** – List names, title and email address or phone number for all board officers

This section for Applicants OUTSIDE Region 7W

Eligibility for groups located outside Region 7W is determined by reviewing the demonstrated service section of the application. **Contact the CMAB to review your organization's eligibility prior to completing an application.** All requests must be submitted by the stated application deadline to be considered for funding. Call 320-968-4290 ext. 4 or email media@centralmnartsboard.org to request an Eligibility Review.

- ❖ **Person In Charge of Organizational Issue(s)** - Executive Director, Board President, city manager, chief administrative officer, Principal, financial manager
 - Name; Title; Phone Number; Email Address
- ❖ **Board Officer Contact(s)** - List names, title and email address or phone number for all board officers
- ❖ **Demonstrated Service** - Describe the arts service provided to residents or communities located within either Benton, Sherburne, Stearns, or Wright County.
 - Provide dates and locations
 - Describe Engagement activities and provide information about participants from Benton, Sherburne, Stearns, or Wright counties
- ❖ **Regional References** - Provide two references who live or work within Benton, Sherburne, Stearns or Wright counties that can speak to the nature of your group's involvement within Region 7W. For Each Reference, provide
 - **Name**
 - **email address**
 - **Phone number**
- ❖ **FEDERAL 501(c)(3) NON-PROFIT STATUS**– - Enter organization's EIN Tax ID number. Does not apply to School or Government entities.
- ❖ **County** – Out of Region - Provide the Minnesota County where the Organization is located.

ADVICE FOR APPLICANTS

The Project Grant Program is scored using four criteria: Artistic Merit & Quality, Equity & Sustainability, Demonstrated Need and 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 35 points

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

1. Activities feature relevant artists and artworks that demonstrate creativity, mastery of craft and a distinct artistic voice.
2. Artists are involved in designing and delivering the arts experience and are relatable to the identified community.
3. Artistic products or experiences will provide value to the identified community.
4. Artistic products 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.

EQUITY AND SUSTAINABILITY- 5 of 35 points

1. Diversity, Equity and Inclusion are built into programming OR programming is specifically aimed at increasing understanding of diversity equity and inclusion.
2. When appropriate, proposal pays Minnesota artists and/or core staff of regional arts organizations.
3. Creative strategies connect with community while contributing to the viability of regional arts organizations and/or arts initiatives.
4. Collaboration between arts groups, artists & organizations leverage resources and are mutually beneficial.

1) Mission Statement- Applicants that do not have a mission statement should provide an outline of the goals and values of their project or group.

2) Proposal Name – Proposal Name and plan summary, provide a name for the activity and a brief one sentence description.

3) Describe the project – Refer to the criteria statements above

Choose ONE of the following three formats: Written, Audio or Video recording.

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.

4) Location(s) of Proposal – Address(es) where the activities will take place.

5) 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.

6) 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. Work samples that exceed the allowed number of images or run time will be excluded from application review.

DEMONSTRATED NEED - 10 of 35 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.

7) Describe the target audience for the proposal. Tell reviewers what inspired this project and why you are targeting this group.

Consider demographic factors such as ethnicity, socioeconomic status, age and gender.

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

ABILITY - 10 of 35 points

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

1. Project team and/or partners is well assembled, qualified, with demonstrated experience and appropriate and articulated responsibilities. If volunteers will play a significant role, that has been described.
2. An effective promotion and marketing plan are in place which supports the project's goals and fosters public awareness and/or engagement.
3. Project plan is logical with a complete and realistic timeline.
4. The budget revenue streams are realistic & attainable; expenses are reasonable and appropriate and honor the work of artists and arts organizations.
5. The application budget demonstrates an appropriate balance between artistic and administrative costs.
6. Project outcomes describe measurable and achievable change in knowledge, attitude, skill, behavior, or condition among the people the project is designed to benefit.
7. The evaluation plan includes appropriate methods to measure and document project completion, effectiveness, and progress made toward project outcome(s) and identifies how evaluation results will be used to improve current or future programming.

8. Project Director Information

Person designated as responsible for overseeing the implementation of the proposed project.

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

9. 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.

10. **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? Include these costs in the budget.
11. **Timeline-** Describe the timeline for all proposed activities. Include planning, performances, assessment, etc.
12. **Start Date** – Activities described in the grant proposal must begin AFTER the board review date.
13. **End Date** - Activities must be complete within 12 months of the board review date.
14. **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.
15. **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?
16. **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.).
17. **CMAB Program Outcomes** – Select all that are relevant to the proposed project:
 1. Access: Regional residents experience increased access to the arts via a reduction in geographic, cultural and/or physical barriers.
 2. Learning: Regional residents experience a change in knowledge, attitude, behavior, or condition due to public art, arts festivals or arts events.
 3. Community: Regional residents build connections to their own and others’ cultural heritage through regional arts and cultural events and/or activities.
18. **Outcomes and Evaluation** – Describe your proposals outcomes, the evaluation plan/methods intended to measure the proposed outcomes and how these results will be used.
19. **MEASUREPROP - Measurable Outcomes Summary** – Briefly describe outcomes for the proposal. (150 characters)
20. **MEASUREEVAL - Evaluation Plan/Methods Summary** – Briefly describe evaluation plans to measure outcomes. (250 characters)

The proposed and actual outcomes, as well as the evaluation plan, will be posted on the Minnesota Legacy Website.

PROPOSAL BUDGET

21. Download the [Excel Budget Template](#), complete and save. Upload a .PDF version of the budget 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 the proposal. 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 and submitted in the Final Report. 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 in Region 7W 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 and 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. 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** –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 grant amount. (Do NOT include the CMAB request). Include any Minnesota State Arts Board funding supporting this proposal.

- **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.**
22. **Grant Amount Requested** – Cannot exceed the eligible expenses or \$8,000.
23. **In-Kind Contributions**- Enter the total amount of In-Kind Contributions included in the Budget form. Enter "0" if not applicable.
24. **Total Project Expense** – Must match Total Expense in budget form.

Data Collection

The following questions are required for data collection by the Minnesota State Arts Board and the MN Legislature and help CMAB determine the reach of our programs and the equity in our grant making.

Definitions of the [DATA CODES](#) can be found on page 12 or online [HERE](#).

- **How did you learn about this program?**
- **Status** – Legal status code describing the organization.
- **Institution** – Select one code that best describes the organization.
- **Discipline** – Select the code that best describes the organization's primary area of interest in the arts.
- **PUBLICITY** - If the applicant uses an **alternate name** other than the legal name for publicity purposes, list it here. (or indicate N/A).
- **Proposal Discipline** - Select one category that best describes the grant activity.
- **Applicant's Ethnicity** - Select one code that best represents 50% or more of the staff, board or project team.
N = Native American/American Indian; **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; **O** = Other; **99** = when no single group;
- **Distinct Groups**- Select the one code that best represents 50% or more of the staff, board or project team:
I = Individuals with Disabilities; **S** = Adults older than 65; **V** = Military Veterans; **A** = Adult (25-64 years);
Y = young adult (19-24 years); **99** = None of the above;
- **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.
- **ARTists Participating** – Estimated number of participants directly involved in/ providing artistic services.
- **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. **PUBLIC SCHOOLS REPORT EXTRACURRICULAR EXPENSES ONLY.** For arts organizations: total operating expenditures For non-arts organizations: annual expenses for the arts at organization.
- **FYANNUAL**- Applicant's most recently completed fiscal year representing data submitted for YOUTHANNUAL, ADULTANNUAL, EXPANNUALARTS fields. Not necessarily related to time frame of grant activities. Enter 4 digits; 2020,

CERTIFICATION

25. ELECTRONIC SIGNATURE

You must certify that your board of directors/advisory committee/fiscal sponsor supports this application, that it is accurate and that the project 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 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 35. **An application must attain 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. Scores may be adjusted during final review. All applicants will be notified of the Board's decision. If awarded, there may be contingencies based on the number of applicant's open grants.

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 on behalf of an applicant organization. This is usually the board chairperson, president, or executive director.

CMAB Fiscal Year: The CMAB Fiscal Year runs from July 1st to June 30th.

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(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.

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.

For more information about Central MN Arts Board programs and services visit our website at

<https://www.centralmnartsboard.org/>

Art discipline codes		Institution codes		
DISI /P	DISCIPLINE	INSTI	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/redital	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 art events.
03	Opera/Musical Theater	15	ArtsCenter	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, paintng	25B	School - Community Education	
05F	Visual arts, sculpture	25C	School - Homeschoolers	
06	Design arts	26	College/Univer sity	Include state-supported colleges/universities, private college s/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 service s.
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 statute s/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, playwriting	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/visarts	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	