



# **FY24-25 GUIDELINES COMMUNITY ARTS SUPPORT**

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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 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 \$3,000 (minimum) or 20% of the previous year's operating expenses up to \$10,000. 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 FY24, will be approved for the same level of support for the second year of the biennium (FY25), conditional upon funding from the Minnesota State Legislature and a successful interim review.

### **CMAB 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

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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

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- 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

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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

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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** from the last completed fiscal year used to calculate your request.
- B. **Balance Sheet** approved by the organization's board of directors.
- C. **501(c)(3) Nonprofit Determination EIN #**

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:

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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

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

### 1) Organization's Mission Statement

2) **Organization Summary** – Brief description of the arts services provided by the organization.

3) **Organization Programming** - Include details about the programs offered.

**4) 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

**5) 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 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.

**6) 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.)

**7) Describe the methods used to expand audience reach.** This includes, students, participants, sponsors, partners, etc.

**8) Describe how your organization engages the community it serves.** (I.e. needs assessments, volunteer time, audience participation).

**9) 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 Council's Diversity Equity and Inclusion Tool Kit:

[smartgivers.org/nonprofits/diversity-equity-inclusion-toolkit/](https://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).

### **10) Organization Primary Contact - (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**

### **11) Year Organization Originated-** this may be different from when nonprofit status was established.

### **12) 501(c)(3) Determination** – Enter organization's EIN Tax ID number.

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

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

### **14) Board Officer Contacts**

- 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

### **15) Where and how often does the board meet to conduct business?**

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

- 17) MEASUREPROP - Measurable Outcomes Summary** – Briefly describe outcomes for the proposal. Proposals funded by Minnesota’s Arts & Cultural Heritage Fund are required to provide a summary to be posted on the Legacy.mn.gov website. (250 characters)
- 18) Describe the evaluation plan/methods that will be used to measure the proposed outcomes.**
- 19) MEASUREEVAL - Evaluation Plan/Methods Summary** – Briefly describe evaluation plans to measure outcomes. Proposals funded by the Minnesota’s Arts & Cultural Heritage Fund are required to provide a summary to be posted on the Legacy.mn.gov website. (250 characters)
- 20) Describe how events, programs and services are promoted and shared.**

## FINANCE SECTION

- 21) Describe the organization’s financial planning methods used to ensure fiscal responsibility.**
- 22) Balance Sheet** – Upload the last completed fiscal year's Balance Sheet as a PDF. Must be approved by the organization's Board of Directors.
- 23) Profit and Loss Statement** – Upload a profit and loss statement from the last completed fiscal year.
- 24) Profit and Loss Operating Expense:** Calculate your grant request using the annual operating expense from the profit and loss statement. If the organization received a CMAB Community Art Support grant in that fiscal year, subtract the award amount before calculating your grant request.
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|------------------|---|---|
| <b>Example 1</b> | 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% = <b>\$8,600 Grant Request</b> |
| <b>Example 2</b> | 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                      |
|                  |   | <b>Minimum \$3,000 Grant Request</b>          |
- 25) Amount Requested** – Applicants are eligible to request \$3,000 (minimum), or 20% of the previous year’s operating expenses up to \$10,000 per year (maximum).
- 26) Projected Operating EXPENSE** – Estimate the organization’s annual operating expenses for the next fiscal year.

## Data Collection

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. Data codes and definitions can be found on pages 10-12.**

- **How did you learn about this program?**
- **Street Address** – Street address (No P.O. Box), City and Zip Code where the organization is located.
- **Status** – Select the legal status code that best describes 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).
- **Street Address Changed?** – Please check your Organization **Profile** address and provide any changes.
- **County** - Select the county where the organization is located.
- **Applicant's Ethnicity** - Select one code that best represents 50% or more of the staff or Au board.  
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 operating expenditures
- **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

### 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

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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](mailto: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](http://www.centralmnartsboard.org) or call 320.968.4290 or 1.866.825.1471

STAT	STATDESC	Description
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 as salary or reasonable compensation for services and travel expenses).
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).
04	Government-Federal	A unit of or individual associated with the federal
05	Government-State	A unit of or individual associated with the state government.
06	Government-Regional	A unit of or individual associated with sub-state regional government.
07	Government-County	A unit of or individual associated with county government.
08	Government-Municipal	A unit of or individual associated with municipal government.
09	Government-Tribal	The governing authorities of tribes, bands, reservations, or sovereign nations of American Indians/Alaska Natives.

INST	INSTNAME	Description
03	Performing Group	Group of artists who perform works of art (e.g., an orchestra, theatre, or dance group).
04	Performing Group - College/Univ	A group of college or university students who perform works of art.
05	Performing Group - Community	A group of persons who perform works of art vocationally and who may be but are not necessarily directed by professionals.
06	Performing Group for Youth	A group which may but does not necessarily include children who perform works of art for young audiences.
07	Performance Facility	A building or space used for presenting concerts, drama presentations, etc.
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.
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 organizations such as historical, agricultural, scientific, industrial, and anthropological museums; zoos; aquariums; and arboretums).
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.
11	Cinema	A motion picture theatre or organization which regularly shows films.
12	Independent Press	A non-commercial publisher or printing press which issues small editions of literary and other works.
13	Literary Magazine	A non-commercial, numbered, serial publication devoted to contemporary poetry, fiction, drama, or literary criticism.
14	Fair/Festival	A seasonal program of arts events.
15	Arts Center	A multi-purpose facility for arts programming of various types.
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).
17	Arts Service Organization	An organization that has as its central function the provision of 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.
18	Union/Professional Assn	Include artist coalitions, professional associations (such as the American Association of University Professors), and all artists' clubs, guilds, and societies.
19	School District	A geographic unit within a state comprised of member schools within that area as defined by the state government.
20	School - Parent/Teacher Assn	An organization composed of school parents who work with local school teachers and administrators.
21	School - Elementary	Also called a grammar school.
22	School - Middle	Also called a junior high school.

23	School - Secondary	Also called a senior high school.
24	School - Vocational/technical	Trade school (e.g., school for secretarial, business, computer training).
25	School - Other	Non-arts schools not included in codes 19-24, 26 or 48.
25A	School - Preschool	
25B	School - Community Education	
25C	School - Homeschoolers	
26	College/University	Include state-supported colleges and universities, privately supported colleges and universities, junior colleges, and community colleges.
27	Library	
28	Historical Society/Commission	A historical "society" is 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.
29	Humanities Council/Agency	An organization whose primary purpose is to stimulate and promote the humanities through services, programs, and/or funding, within a specific geographic area (e.g., county, state, local).
30	Foundation	An endowed organization which dispenses funds for designated philanthropic purposes (include charitable trusts and corporate foundations).
31	Corporation/Business	A legal entity engaged in business or authorized to act with the rights and liabilities of a person.
32	Community Service Organization	A non-arts organization designed to improve the lives of its membership and larger community through volunteerism and other services. Examples include youth centers, chambers of commerce, YMCAs, Elks Clubs, the Salvation Army, Junior League, etc. (See also code 50 - Social Service Organization).
33	Correctional Institution	A prison, penitentiary, reformatory, etc.
34	Health Care Facility	A hospital, nursing home, clinic, etc.
35	Religious Organization	A church, synagogue, etc.
36	Senior Center	A facility or organization offering programs, care or services for people age 65 and over.
37	Parks and Recreation	Usually a municipal agency which provides a wide variety of experiences for the population. In addition to administration of park facilities, services may include planned activities such as concerts, plays, and participatory activities (e.g., ceramics, macramé, and other crafts).
38	Government - Executive	The administrative branch of the government, federal, state, county, local, or tribal. Include grants to municipalities.
39	Government - Judicial	Judges and courts of law.
40	Government - Legislative(House)	The representative body of government (commonly the House of Representatives) creating statutes/laws (include representatives and related others, such as legislative research personnel).
41	Government - Legislative(Senate)	The other legislative body of government (commonly the Senate) creating statutes/laws (include senators and related others, such as legislative research personnel).
42	Media - Periodical	A periodical publication.
43	Media - Daily Newspaper	
44	Media - Weekly Newspaper	
45	Media - Radio	
46	Media - Television	
47	Cultural Series Organization	An organization whose primary purpose is presentation of single arts events or cultural series (e.g., Community Music Series, Metro Modern Dance Series, Washington Performing Arts Society, film series).
48	School of the Arts	Any school which has arts education as its primary educational mission. Include magnet schools for the arts, community arts schools, conservatories, schools for the artistically gifted, etc.
49	Arts Camp/Institute	An organization dedicated to camps, institutes or in-depth experiences for limited time duration (e.g., a children's summer music camp).

50	Social Service Org	Governmental or private agencies designed to provide services addressing specific social issues (e.g., public housing, drug abuse, welfare, violence, the environment, health issues, See also code 32- Community Service Orgs.
51	Child Care Provider	An organization providing child care.

## ART DISCIPLINE CODES

DIS1/PDIS1	DISCIPLINE	DIS1/PDIS1	DISCIPLINE	DIS1/PDIS1	DISCIPLINE
01	Dance	05B	Visual arts, graphics	08	Photography
01A	Dance, ballet	05D	Visual arts, painting	09	Media Arts
01B	Dance, ethnic/jazz	05F	Visual arts, sculpture	09A	Media Arts, film
01C	Dance, modern	06	Design arts	09B	Media Arts, audio
02	Music	06A	Design arts, architecture	09C	Media Arts, video
02A	Music, band	06B	Design arts, fashion	09D	Media Arts, <del>tech / experimental</del>
02B	Music, chamber	06C	Design arts, graphic	09E	Media Arts, <del>science / architecture</del>
02C	Music, choral	06D	Design arts, industrial	10	Literature
02D	Music, new-experimental, elec	06E	Design arts, interior	10A	Literature, fiction
02E	Music, ethnic	06F	Design arts, landscape arch	10B	Literature, non-fiction
02F	Music, jazz	06G	Design arts, urban/metro	10C	Theater, playwriting
02G	Music, popular	07	Crafts	10D	Literature, poetry
02H	Music, solo/recital	07A	Crafts, clay	11	Interdisciplinary
02I	Music, orchestral	07B	Crafts, fiber	12	Folk/Traditional Arts
03	Opera/Musical Theater	07C	Crafts, glass	12A	Folk/Traditional dance
03A	Opera	07D	Crafts, leather	12B	Folk/Traditional music
03B	Opera, musical theater	07E	Crafts, metal	12C	Folk/Traditional crafts/vis arts
04	Theater	07F	Crafts, paper	12D	Folk/Traditional storytelling
04A	Theater, general	07G	Crafts, plastic	13	Humanities
04B	Theater, mime	07H	Crafts, wood	14	Multidisciplinary
04C	Theater, puppetry	07I	Crafts, mixed media	15	Non-arts/Non-humanities
04D	Theater for young audiences				
04E	Theater, storytelling				
05	Visual arts				
05A	Visual arts, experimental				