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Arts Project Grant Program

FY 12 Application Deadlines:

September 14, 2011

March 14, 2012

The Region 2 Arts Council Arts Project Grants Program is made possible through funds provided by the Minnesota State Legislature.

This Program is subject to change based on available funds, action by the Minnesota State Legislature and/or R2AC Board action. Any significant changes in the Program Information will be publicized.

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These Application Instructions are effective from July 1, 2011, through June 30, 2012. Please be sure your Application Instructions and Application Form are current.

The Program Guidelines and Application Form for our Grants Program changes periodically as new policies are enacted. You are responsible for reading these Instructions thoroughly before filling out the Application Form.

OUR VISION AND MISSION

Vision: Creating a thriving arts culture that enhances the quality of life in our communities.

The Region 2 Arts Council strengthens the presence of the arts by supporting opportunities for arts creation, promotion, and education for the people of Beltrami, Clearwater, Hubbard, Lake of the Woods, and Mahnommen counties.

SOME THINGS YOU NEED TO KNOW ABOUT OUR ARTS PROJECT GRANTS

R2AC Arts Project Grants may be requested to help your organization create or produce an arts project or event such as an arts workshop, a play, an exhibit, a performance, a collaborative work, etc. Funds may be requested for developmental assistance for your arts organization, such as help with long-range planning or board development. Funds may be requested to help your organization bring into your community a “prepackaged” touring arts performance or exhibition. Artist-in-Residence projects that use local or non-local artists for school or community residencies are also included in this category. The maximum amount that you can request cannot exceed 50% of the total project cost. The other 50% must be contributed as cash and in-kind.

You have **two** years from the date of the grant award within which to **complete** your project. The project, however, must be **started** within **one** year of the grant award.

You should be aware that submitted grant applications are accessible to the public and can be reviewed at the R2AC office.

According to R2AC bylaws, R2AC Board members may only serve a maximum of two two-year terms. Because of this, the membership of the Board changes from year to year. As a result, applicants can expect professionalism but not consistency in R2AC Board opinions and decisions from grants round to grants round. Applicant organizations should **never assume** that the R2AC Board members are familiar with them or with their project. For this reason, information given on the grant application form should always be **clear, specific, and complete**.

If a project is funded in one year, this in no way guarantees it will be funded in subsequent years. Our granting programs are very competitive and are not intended to provide ongoing support for any specific project or to any applicant organization.

Organizations are cautioned against applying for assistance if their project starts before the date of the grants round. There have been situations in the past where an organization has made financial and other commitments to a project **before** knowing if their grant request to R2AC was approved or denied. If the R2AC grant was denied, the organization was put in a crisis situation, scrambling to find funds at the last minute. Don't put yourself in this situation.

R2AC requires its grantees to work with persons with disabilities to facilitate their access to projects that receive funding through an R2AC grant award. Furthermore, R2AC encourages arts organizations to develop a policy and a plan that works toward compliance with the Americans With Disabilities Act. For more information, contact: VSA Minnesota (Craig Dunn) 528 Hennepin Avenue - Suite 305; Minneapolis MN 55403; 1-800-801-3883.

WHO MAY APPLY FOR A GRANT FROM R2AC?

1. 501(c)3 ORGANIZATIONS

Any non-profit, tax-exempt **501(c)3** organization may apply, whether they are an **arts** or a **non-arts organization**. Organizations are required to submit a copy of their **IRS letter** which identifies them as having 501(c)3 status. Established groups or temporary coalitions that are formed for non-profit purposes and do not have a 501(c)3 status from the IRS may apply for a grant if they use a **Fiscal Sponsor** (defined below).

Schools and units of government may also apply; this includes community education offices, cities, townships, elementary and secondary schools, etc. These types of organizations do not need to submit an IRS letter.

2. WHAT IS A FISCAL SPONSOR?

A Fiscal Sponsor is any non-profit, tax-exempt 501(c)3 organization or any school or unit of government that agrees to handle and account for funds granted to another group or organization. The Fiscal Sponsor will receive and distribute the grant award. The Fiscal Sponsor is **legally responsible** for the completion of the project and for the proper management of the grant funds. The Fiscal Sponsor is responsible for verifying that the Final Report is accurate.

The applicant organization must have a **written contract** with the Fiscal Sponsor that specifies the responsibilities of each party. This contract must be submitted as part of the grant application package. R2AC has samples of Fiscal Sponsor contracts that we will provide to you upon request. The Fiscal Sponsor must sign the grant application form and, if a grant is received, sign the grant contract.

If you are a 501(c)3 organization, or are a school or unit of government, **you do not need a Fiscal Sponsor**.

3. INELIGIBLE APPLICANTS

An organization is not eligible to apply for an R2AC grant if it has not turned in an overdue Final Report from a previous R2AC grant. Even after such a Final Report is received, the grantee may be ruled ineligible to apply for future R2AC grants for a period of one year.

In compliance with advice from the Minnesota Attorney General's office regarding 1985 rulings of the U.S. Supreme Court, the R2AC may not provide grants using state money (ie. APG grants) to parochial or other religious schools serving grades K-12.

This APG grant application must be submitted on behalf of an organization. (Individuals are not eligible to apply to this grants program, but are eligible to apply to our Individual Artist Grant Program.)

WHAT TYPES OF PROJECTS WILL WE CONSIDER FUNDING?

The following list will give you some idea as to the types of projects that are eligible for funding. This list is in no way meant to be all-inclusive of the types of projects that are eligible.

R2AC Arts Project Grants may be requested for:

- a. **Production costs:** Costs related to the creation and production of arts activities such as performances or exhibitions. Costs may relate to the commission of new works or to the planning and preparation of productions or locally curated exhibitions. Applicants may request funds for **specific programs** of an arts fair or festival; general operating support is not available through this granting program.
- b. **Outreach projects:** Costs related to the development of productions or exhibitions to be toured.
- c. **Engagement of guest artists:** Contracting a professional artist who does not regularly work with the applicant organization and who is engaged for the artistic development of the organization or of artists in the community.

- d. **Publications:** Costs for special arts publications such as exhibition catalogs, visual arts and literary materials, or dialogues on arts issues. Contributing writers may be paid. Literary magazines and small press books are eligible only after they have been published at least once. (Publication projects which are not a part of an ongoing series are eligible without the stipulation of previous publication.) Applicants should provide as much information as possible on proposed content and format of publications. Any publication that is distributed only to an organization's membership is not eligible for funding.
- e. **Arts awareness projects:** Activities or materials that are developed and/or disseminated to educate the public in the arts or arts-related issues. This may include classes, conferences or workshops, publications, films, exhibitions and other presentations.
- f. **Administration or consultation services:** Managerial or consultant projects that improve existing programs or develop new programs for the applicant. Most grants for administration or consultation services are normally awarded on a one-time only basis. A second request may be considered, but the applicant must demonstrate significant need and commitment. Eligible services include public relations, audience development, program design assistance, fiscal management, fundraising, and other management activities.
- g. **Touring:** Costs related to the presentation of touring exhibitions or performances.
- h. **Artists:** Costs related to readings, lecture/demonstrations, and workshops. Activities must be open to registration or participation by the public.
- i. **Artists-in-Residence:** Costs related to a school or community residency by a local or non-local artist. School residencies must have a component that is specifically designed for and accessible to the **general public**, such as an evening performance or exhibit.

WHAT TYPES OF PROJECTS ARE NOT ELIGIBLE?

In addition to some situations mentioned above, applications will be considered **ineligible** when one of the following conditions exist:

- a. Artists are required to pay a significant **entry or exhibition fee** in order to exhibit, perform, or be included in the project.
- b. Funds are requested for **capital** improvement, construction costs, renovation costs, the purchase of any type of real properties (non-expendable items) such as uniforms, equipment, books, framing; or for endowment funds.
- c. Funds are requested to account for **fund deficiencies** in projects that were completed prior to the date of the grants round.
- d. Funds are requested to support a project that is itself intended to be a **fund-raising** endeavor.
- e. **Religious organizations and parochial schools** or any organizations requesting funds to support activities that are essentially for the **religious socialization** of the participants are not eligible.
- f. Funds are requested for a project that is limited in access to or only serves those attending **schools**, including staff. Such proposals **must** include a component specifically designed and accessible to the general public, such as an evening performance or exhibit.
- g. The project does not benefit the **residents of Region 2**.
- h. The first edition of a publication is not eligible.
- i. The project is **not accessible** to participation by the public. (Administration or consultation service grants are the exception.)
- j. The project has already received a R2AC grant award. (You may not use more than one R2AC grant award to support one project.)
- k. More than 50% of the total project cost would be funded by a combination of R2AC and Minnesota State Arts Board grants.

WHAT WE'D LIKE TO SEE IN YOUR GRANT APPLICATION

You should note that R2AC is **particularly interested** in grant applications that address one or more of the needs identified through R2AC's Needs Assessment. These needs are identified below:

- (1) **Publicity** about arts events and opportunities should be significantly increased. Publicity efforts should be well-planned and include media within the five-county Region 2 area. (R2AC can provide you with a mailing list.)
- (2) The base of **financial support** for arts activities needs to be **increased and diversified**. In addition to your organization's own budget and the grant requested from R2AC, you should make every reasonable attempt at securing partial funding from other sources.
- (3) The region needs more **workshops** that provide skills-building opportunities or creative growth to individual artists and/or arts organizations in the region.
- (4) Innovative, arts-related opportunities for **students** and/or arts teachers should be increased.
- (5) If projects include a performance, an **admission fee** should be charged.
- (6) The following issues are also considered important to R2AC:
 - The goal of your project must focus on being artistic, rather than an emphasis on being educational or therapeutic.
 - Cultural inclusiveness in the arts.
 - Arts events that foster joint participation by children and adults.
 - The use of "block-booking" when scheduling touring events so that travel costs can be minimized.
 - The availability of arts opportunities in the under-served counties of Clearwater, Mahanomen, and Lake of the Woods.
 - The encouragement of new arts groups and the growth of relatively small arts groups.
 - The need for evening and weekend hours for events and exhibits.
 - The need for increased publicity of the arts within the region.
 - Improved accessibility to arts activities and facilities by persons with disabilities.

HOW TO APPLY FOR AN R2AC GRANT

1. APPLICATION DEADLINES

R2AC holds two grants rounds per year for R2AC Arts Project Grants. Application deadlines are:

FY12 Application Deadlines: September 14, 2011 & March 14, 2012

IMPORTANT!

Applications that are mailed in to the R2AC Office MUST be postmarked no later than the deadline date. IN FAIRNESS TO ALL APPLICANTS, THERE ARE ABSOLUTELY NO EXCEPTIONS TO THIS RULE.

You are responsible for determining how late your local post office will be open to postmark your application with the necessary date.

If you prefer to deliver your application directly to the R2AC office, you may do so, however, it must be brought to the R2AC Office and received by a member of the R2AC staff by 5:00 p.m. of the deadline date. We do not accept applications that are slipped under our door after the office closes at 5:00 p.m.

2. STEP-BY-STEP: FILLING OUT THE APPLICATION FORM

You can **download** the application form from our website (r2arts.org).

An Application Form should be included with these Application Instructions. If you need an extra copy, they are available at the R2AC Office.

Submit the signed original of the Application Form. Be sure to **keep a copy** for your records; you will need to refer to it if we call you with any questions.

Because grant rounds are competitive, it is to your advantage to be sure that your responses to the questions on the Application Form are complete, accurate, and are of sufficient quality and scope.

You are encouraged to request assistance from the R2AC staff. Questions can be answered over the phone, or an in-person appointment can be made. Most applicants find it very helpful to have the staff review the application **before** it is formally submitted on the deadline date. This assistance should be requested well in advance, however, so that you will have time to make any suggested changes to your application. Be sure to get your request for help in **early**. Assistance from the staff does not guarantee nor imply that the grant request will be funded.

The following numbered items correspond to the numbered items on the Application Form. This section is designed to “walk you through” the Application Form.

1. **Organization name.** Fill in the name of your organization AND your street and mailing address(es).
2. **Project director.** Fill in the name of the project director. This is the person who is ultimately responsible for overseeing the project. This is also the person who will be informed as to whether or not the grant request was funded. If a grant is awarded, this person is responsible for the timely submission of all forms and reports to the R2AC. This person should be knowledgeable in all aspects of the proposed project, as R2AC may need to contact this person with questions specific to the application, the budget, or the project itself.
3. **Mailing Address.** The address to which the R2AC will send all correspondence. This may be the applicant organization’s address or the address of the project director.
4. **Phone.** Provide a day, evening, and/or cell phone number where the project director can be reached.
5. **Email Address.** Provide an email address where the project director can be reached.
6. **Project Dates.** Provide the start and end dates of your proposed project. Do not include planning or evaluating time in these dates. Use the actual dates of the event. Project start date must be at least eight weeks after the grant deadline date. You have two years from your proposed start date to complete your project.
7. **One-sentence description.** Provide a brief, one-sentence description of your project. Try to be both concise and descriptive. Use the names of primary artists involved. This sentence is used by the R2AC to define your project on in-house materials and reports to state agencies.
Example: Funds will assist the Bemidji Community Arts Council, in collaboration with Bemidji State university, to present the 9th Annual “It’s Only Clay” National Juried Ceramic Competition and Exhibit.
8. **Address.** Provide the address where the activities will take place. If the activities will take place at more than one address, list the primary and secondary address.
9. **Fiscal Sponsor.** Provide the name, address, phone number and contact person of your Fiscal Sponsor. **Remember, a Fiscal Sponsor is not always necessary!** Fill in this line **only** if you are required to have a Fiscal Sponsor. (See Section IV: “Who May Apply For A Grant From R2AC”.)
10. **Project description.** Be **clear, specific and complete.** Provide names, dates, schedules, and descriptions. What are the **goals** of your project? We often advise applicants to give their application to another person who has no idea of what the project is about. You’ll know your project description is done well if that person can understand **exactly** what it is you are proposing to do. (Please read Section III: “Something You Need To Know About Our Granting Programs”.)
11. **Need. Why** are you doing this project? Is there a **need** for it? How did you **determine** that there was a need? Is anyone else in the area filling this need? If so, how does **your** project differ from theirs? How do the **goals** of your project fill this need? Does your project meet any of the needs that R2AC has identified? (See Section VII, “What We’d Really Like to See in Your Grant Application”.) You may attach support letters that confirm the need for your project.
12. **Planning.** We want to make sure your project is well thought out. We want to know the **process** that you used to pull this idea together. When did the idea form? How did you decide on the structure of your project? How many meetings were held and who attended? (We like to know that more than one individual was involved in putting this idea together.) Be sure to include the **names** of the primary people that were involved in the planning of your project.

13. Selection process. We want to know the thought process that went into the selection of the personnel involved in the project. If there are artists involved, **how** did you choose them? Where did you get their names? If you are using artists as panelists or teachers, how were they selected? Are they **qualified** to do what you want them to do? **Who** made the final decision as to what artists were selected for the project? What **criteria** was used in the selection process? If your project involves an exhibit or performance, the same types of questions apply ... how did you make your selection and who made the final decision?

Important: There are rare instances when you may not have all of the personnel selected for your project at the time the grant application is due. If this is the case, you must, at the very least, tell us **who** will be making the selection, what their qualifications are, and **what criteria** will be used in the selection process. You should be aware that the lack of names of selected personnel, exhibits, etc., will weaken your grant application.

14. Ticket and audience information. Some of these items may or may not apply to you. Fill in what is appropriate to your project. Item f. asks you how you determined your ticket prices. Please note we feel quite strongly that **admission fees should be charged** for arts events, especially performances. If you are not charging an admission, explain why not.

15. Publicity. Because we are a five-county **regional** arts council, we like to see all projects that we fund publicized on a **regional** level. (We have a mailing list of all regional media that you can use in your publicity efforts.) How will you publicize this project throughout Region 2? Be specific. Will you use news releases? Posters? Display ads? List the **names** of the media that you will use. What non-media publicity efforts will you use?

16. Evaluation. Any project worth doing is worth evaluating. How will you determine if your project was a success? How will you know whether or not your goals (as stated in Question # 10) were met? Who will be responsible for doing the evaluation?

17. Your organization's goals. We would like to know if this project is helping your organization achieve its own goals. If yours is an **arts organization**, what are your artistic goals? If yours is a **non-arts organization**, how do the goals of this project help you to work toward some specific goals that your organization has set for itself? (Some people are not sure if theirs is an "arts" or "non-arts" organization. Just look at your mission statement. If the focus is clearly and solely on arts, yours is an arts organization.)

18. Longevity. How long has your organization been operating in its present format?

19. History. What types of projects have you done in the past that will convince us of your ability to do the proposed project? If there are no similar **projects** in your past, describe similar **experiences and responsibilities**. This question should be answered from the viewpoint of **both** the project director **and** the applicant organization.

20. Past Grants. If you've received grant awards from us (or from the Minnesota State Arts Board) within the past two years, we want you to list the name of the project and the amount you received.

21. Organizational Budget. For the years listed, how much in revenues does your organization take in and how much does it spend?

22. For school-related projects only. You must be sure that a portion of your project is specifically designed for the general public, otherwise, your project is ineligible for funding. Be sure that the time of day and location of the event offers reasonable accessibility to the public. Activities held in a classroom during the middle of the school day are not considered reasonably accessible.

23. Signatures. The **authorizing official** is that person who is empowered to enter into contracts for your organization. This is usually an executive director, a board chairperson, or a board treasurer. The authorizing official may or may not be the **project director**. Remember, a **Fiscal Sponsor** signature may **not** be needed. Please check with Section IV to see if you need a Fiscal Sponsor.

3. YOUR PROJECT'S BUDGET

a. The Budget Pages. The budget pages of the Application Form must be completed in such a way that it is **unquestionably clear** what the expenses are for. **PLEASE, round your figures to the nearest dollar.** Back up all your figures with short **calculations**. For example, if a \$256.00 travel expense is reported, the line item should show where travel was to and from, and what the rate of reimbursement was:

“Artist Mary Doe: Round trip Mpls. to Bemidji: 512 miles @ 50¢ per mile = \$256.00”

If necessary, you may attach a separate sheet of paper to fully explain any budget items. Avoid using technical jargon in describing your budget items. Remember, it is your responsibility to describe and estimate as accurately as you can the expenses of your proposed project. **No portion of a pre-existing salary or fixed overhead shall be included in your budget.**

NEW!

b. Equipment, materials, music production and self-publishing require two bids. Please use the **comparable bid form** provided in the application to **list the items and bids** from each business provider.

c. Matching Requirements. You cannot request more than 50% of the total cost of your project from R2AC. The other 50% that you need will be made up from a combination of cash and donations from the applicant organization or other organizations.

Types of **cash** sources may include grants from other organizations, personal or business contributions, earned income from your project (ticket sales), or money your organization is budgeting towards the project. **Profits from a previous R2AC Arts Project Grant must be reported in the Cash Match.**

Donated contributions are *donated* materials, services, labor, or space that can be given a dollar value. For example, if the project director is **donating** his/her time to the project, the value of that person's time is considered “donated” and should have a dollar figure given to it. If, on the other hand, that person is being **paid** to do the project, this is not considered “donated”; rather, it would be considered part of the match. Use this rule of thumb: If actual dollars are changing hands, it is *not* donated. The 50% match for a project cannot be made up entirely of donated contributions from the applicant organization or other organizations.

If you are committing the **donated** space or the significant services of another group or person as part of your donated match, you must **include a signed letter** in your application materials from that person or group that substantiates the donation from them that you are claiming.

If you are using **Minnesota State Arts Board (MSAB)** money as part of your project's support, the combined total of MSAB money and R2AC money cannot exceed 50% of the total project cost.

d. What About Profit? We encourage you to make your project financially profitable. If you receive a grant award, the Final Report that you fill out will identify any profit that you have made. If yours is an arts organization we will want to know what the profit will be used for. **If yours is a non-arts organization, we may ask you to return to R2AC a cash amount that is equal to or less than the grant ward you received.** This requirement may be waived if you can guarantee that the profit will be used for future arts activities. The R2AC will evaluate such requests on a case-by-case basis.

4. THE “RAC DATA COLLECTION FORM”

The information that you enter on this form is very important. This information is used to collect and compile statistics on grant activity from the eleven regional arts councils (RACs) around the state. If you have any questions regarding this form, please call the R2AC office for assistance.

5. REQUIRED ATTACHMENTS

Be **absolutely certain** that you have included the following items with your application materials:

a. A copy of your **letter from the IRS** that certifies your status as a **501(c)3** organization. If you don't have 501(c)3 status and are using a Fiscal Sponsor, you must include a copy of your Fiscal Sponsor's IRS letter certifying **their** 501(c)3 status. If you are a public **school** or a **government** organization, you do **not** need to submit an IRS letter.

- b.** If you are using a **Fiscal Sponsor**, you must include a **signed contract** between your organization and your Fiscal Sponsor which specifies the responsibilities of each organization in the implementation of your project. (Contact the R2AC office for sample contracts.)
- c.** If you are committing the **donated** space, materials, or services of another person or organization as part of your donated match, the donor must substantiate this support intent in a **signed letter** to be included with your application materials.
- d.** You must include **resumes** for all personnel significantly involved with your project. This includes the **project director, artists, jurors and teachers**. Resumes should contain information about the individual's career or experience that pertain to the project you are proposing. **Do not submit resumes that are over two pages in length.** If your resume is longer, summarize the most pertinent information onto two pages. If we receive resumes over two pages in length, we only use the first two pages and discard the remainder.
- e. Work samples.** Remember, the R2AC Board places heavy weight on the **artistic merit** of your project. **If there is no material submitted with which to evaluate the artistic merit of your project, there is a reduced chance that your grant request will be approved.**
- f. Other materials.** You may submit other supporting materials with your application, such as brief copies of promotional materials, newspaper reviews, videos, audiotapes, flyers, posters, newsletters, or other items that provide information directly related to the proposed project or to your organization.
- g. Liability:** R2AC is not responsible for the loss or damage to required attachments or supporting materials. No materials will be returned unless you make prior arrangements with R2AC staff.

HOW ARE GRANT APPLICATIONS REVIEWED?

1. HOW DOES A GRANTS ROUND WORK?

The R2AC staff logs in all applications submitted and reviews them to ensure that they are eligible. The staff may request further or clarifying information from the applicant.

The R2AC Board members receive copies of all applications prior to the review meeting. At the meeting, the Director may introduce any amended or corrected application materials, or provide any materials that could not be reasonably duplicated, such as work samples from artists.

Grants review meetings are open to the public, however, no oral presentation, discussion, or statements will be allowed from the public during the meeting.

Conflict of Interest: R2AC Board members who have a conflict of interest with a grant application must declare that conflict of interest and abstain completely from discussion and voting during the grants review.

2. WHAT CRITERIA WILL THE R2AC BOARD USE IN REVIEWING MY GRANT APPLICATION?

Grants are reviewed by the 10-member R2AC Board using the following criteria:

a. Artistic merit of the project.

Considerations:

- The artistic content of the project.
- The degree to which your project contributes positively to one or more art forms.
- The degree to which your proposed resources (artists, facilities, activities, etc.) work to meet the goals of your project.
- The degree to which your project advances the artistic goals of your organization.
- The degree to which the goal of your project focuses on being artistic rather than an emphasis on being educational or therapeutic.

b. Demonstrated need for project by artists, arts organizations, arts resources, or the public.

Considerations:

- The degree of community support for the project in terms of direct involvement and financial or donated contributions.
- The degree to which the project meets regional needs identified by the R2AC Needs Assessment.
- The way in which this project is different from other similar projects currently available.
- To work toward equitable distribution of the funds for underserved counties.

c. The ability of the applicant organization to accomplish the proposed project.

Considerations:

- The scope and quality of the planning and evaluation process.
- The qualifications of the project director.
- The feasibility of the project's budget.
- The scope and quality of publicity efforts.
- The quality of past projects.
- Past compliance with R2AC policies and Grant Contract terms.

3. HOW ARE GRANT APPLICATIONS REVIEWED?

a. Discussion is based on the three review criteria of (1) artistic merit, (2) demand or need for the project, and (3) ability of the organization to accomplish the project.

A motion is made concerning the level of funding for each application immediately after it is discussed: Full, partial, or no funding. If a motion is made for partial funding, the amount must be specified. Motions for partial funding are rare. However, when they occur they are usually based on things such as budget errors, perceived unreasonable amounts for budget items, ineligible budget items, etc.

b. Each Board member rates each application on a 60-point scale, with 30 points being possible for artistic merit, 20 points being possible for demonstrated need, and 10 points being possible for ability of the organization. The ratings are averaged and the grant applications are ranked from the highest to the lowest based on the averaged rating.

c. Grant money is awarded, in order of highest to lowest grant ranking, until the money is depleted.

4. HOW WILL I KNOW IF MY GRANT REQUEST WAS FUNDED?

The project director (as listed on your grant application form) will be notified, in writing, of the results of the grants review within 45 days of the application deadline date. Organizations that are awarded **full funding** for their project will receive a Request for Payment form and a Grant Contract. Both forms must be returned to the R2AC office within 30 days of receipt.

Organizations awarded **partial funding** will receive a Revised Budget form which must be completed and returned before the Request for Payment form and Grant Contract are sent. The Revised Budget form must be completed and returned within 30 days of receipt.

Full payment of the award will be made to the applicant organization (or to the Fiscal Sponsor) **30 days prior** to the beginning date of the project.

APPEALS PROCESS

Any applicant who can show cause that established grant review procedures were not followed on their grant request may file an appeal. Appeals must be based on alleged procedural errors. Appeals based on judgments of artistic merit, demonstrated need, or ability to accomplish the project will not be heard. Applicant can only appeal their own grant for procedural errors.

Appellants must submit a formal letter of appeal to the Executive Director of the Region 2 Arts Council stating the reason(s) for the appeal. Letters of appeal must be received within 10 days of written notification of the Region 2 Arts Council Board's decision on the original application.

IF I RECEIVE AN AWARD, WHAT ARE MY RESPONSIBILITIES?

1. THE GRANT CONTRACT

The grantee will sign a **Grant Contract** with R2AC which holds the grantee to the following terms:

1. The project must be carried out in compliance with the project description, budget, and date, as entered on the grant application form. The grantee **must notify** R2AC immediately if the project is changed from the description, date, and/or the budget.
2. The following credit line must appear on all printed material and publicity related to the project: *"This activity is made possible, in part, by a grant provided by the Region 2 Arts Council through funding from the Minnesota State Legislature."*
3. Within 45 days after completion of the project, a **Final Report**, consisting of a narrative and budget report must be submitted to R2AC on forms which R2AC will provide. The Final Report **must** include at least one piece of publicity or promotional material that exhibits the credit line from Item #2. Grantees with long-term projects will provide in-progress information as requested by R2AC.
4. The R2AC may conduct random **spot audits** of grant recipients. The purpose of these audits is to establish accountability for public funds received by the grantee. In the case of an audit or a project evaluation, the R2AC shall have **access** to all books, documents, papers, and records related to the granted project. The grantee must retain such records for a period of three years following submission of the Final Report.
5. Access to participate in the project shall not be limited on the basis of national origin, race, religion, age, or sex.
6. The grantee will accommodate requests from persons with disabilities who wish to access the funded project. Requests may involve an individual's access to a facility or to the content of the project.
7. Other contractual terms may be added by R2AC on a case-by-case basis.

Non-compliance with terms of the Grant Contract will be just cause for:

- (a) **The grantee returning the entire grant award back to R2AC; and/or**
- (b) **Lower ratings on future grant applications to the R2AC.**

A grant project may be terminated at any time upon request of the grantee, but such termination does not necessarily relieve the grantee of its responsibilities as set forth in the Grant Contract. R2AC may terminate a Grant Contract at any time upon failure of the grantee to comply with one or more conditions of the Grant Contract. The Grant Contract may be terminated by mutual written agreement of the R2AC and the grantee.

EVALUATION OF YOUR PROJECT BY R2AC

For purposes of **evaluation**, the grantee must provide R2AC with **two free passes** to all activities related to the grant project. Passes will be sent to the R2AC evaluator in advance, or arrangements should be made for R2AC evaluators to claim free admission at the door.



Arts Project Grant Program

426 Bemidji Avenue, Bemidji, MN 56601 phone: (218) 751-5447 or toll free: 1-800-275-5447 email: staff@r2arts.org website: r2arts.org

Application Form - Application Deadlines: September 14, 2011 & March 14, 2012

1. Applicant organization's name: _____

Applicant organization's street address: _____

Applicant organization's mailing address: _____

2. Project director's name: _____

3. Address correspondence should be sent if different from organization address:

4. Day phone: _____ Evening phone: _____ Cell phone: _____

5. Email: _____

6. Project start date (month, day, year): _____ Project end date (month, day, year): _____

(Please Note: Project start date should occur at least 8 weeks after the grant deadline)

7. A brief, one-sentence description of the project for use in news releases.

Funds will assist (name) _____ to (activity/venue)

8. Address of location where grant activities will take place.

9. Fiscal Sponsor name, address, contact person and day phone number.

(Only if applicable! See instructions)

For Office Use ONLY:

Date Received _____	Application # _____	Amount Requested _____
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Application Checklist

**IMPORTANT!
DID YOU ENCLOSE THE FOLLOWING MATERIALS WITH YOUR
APPLICATION?**

_____ Completed Application Form. (Do NOT staple your documents.)

_____ Resumes (2 pages maximum, each) of the project director, artists, jurors, teachers, and other significant personnel.

_____ A letter from the donor(s) substantiating donations if there are a significant amount of donations.

_____ Needs Assessment Questions

_____ RAC Grant Data Collection Form

_____ Work samples from artists. Briefly itemize what you are submitting (i.e. CD, DVD, VHS or cassette tapes, slides, photographs, brochures, etc.):

If not using a Fiscal Sponsor:

_____ A copy of the applicant organization's IRS letter granting 501(c)3 status.

If USING a Fiscal Sponsor:

_____ A signed contract between applicant organization and its Fiscal Sponsor.

_____ A copy of the Fiscal Sponsor's IRS letter granting 501(c)3 status.

10. Give a concise and specific summary of the proposed project. Clearly list the goals of the project. Include names of personnel, artists, and jurors. Include specific schedules, agendas, and locations.

Proposed Project:

Goals:

Personnel/Artists/Jurors:

Schedule/Location:

17. If the applicant organization is an arts organization: List its artistic goals.
If the applicant organization is a non-arts organization: Describe how this arts project will enable the organization to meet one or more of its organizational goals.
18. How long has the applicant organization existed in its present form?
19. What types of similar projects have the project director and the organization undertaken that demonstrates the capability of both to complete this project as planned?
20. List previous financial support that the applicant organization received from the Region 2 Arts Council or from the Minnesota State Arts Board within the past two years.

Description of Project

Year Funded

Grant Amount

21. Applicant organization’s annual budget. (Public schools and government units may omit.).

<u>Year prior to Grant Application</u>	<u>Year of Grant Application</u>
--	----------------------------------

A. Revenues: \$ _____	\$ _____
-----------------------	----------

B. Expenses: \$ _____	\$ _____
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22. **FOR SCHOOL-RELATED PROJECTS ONLY:** Your project must include some component specifically designed for and easily accessible to the general public, such as an evening performance or exhibit. Please describe below what component of your project meets this requirement. Include the location of this activity, the date, and the time.

23. **CERTIFICATION:** “We certify that the information in this application and on the attached Project Budget is true and correct to the best of our knowledge.

AUTHORIZING OFFICIAL of Applicant Organization

_____ Printed Name	_____ Title
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_____ Authorizing Official's Signature	_____ Date
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FISCAL SPONSOR’S Authorizing Official (ONLY if required)

_____ Printed Name	_____ Title	_____ Organization Name
-----------------------	----------------	----------------------------

_____ Fiscal Sponsor's Signature	_____ Date
-------------------------------------	---------------

PROJECT DIRECTOR

_____ Printed Name	_____ Title
-----------------------	----------------

_____ Project Director's Signature	_____ Date
---------------------------------------	---------------

PROJECT BUDGET *(round to the nearest dollar)*

EXPENSES Clearly identify and itemize each item. Attach a separate sheet if needed.

	Cash Expenses	Donated
1. Artist Fees or Honoraria, Donated Salaries or Volunteer Services		
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
2. Travel Expenses (Mileage, Lodging, Meals) _____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
3. Publicity (Advertising, Printing, etc.) _____		
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
4. Rental Fees _____		
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
5. Expendable Supplies or Materials (2 bids required) _____		
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
6. Other _____		
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____

FORMULA: Cash <i>plus</i> Donated Expenses = Total Project Cost	* \$ _____
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TOTAL PROJECT COST: \$ _____

PROJECT BUDGET continued (round to the nearest dollar)

CASH MATCH

Below is a list of ideas on how to meet the match requirement. Not every item will be needed.

- 1. Other grants, or monetary contributions to this project:**
(indicate source and whether anticipated or received)

_____ \$ _____
 _____ \$ _____

- 2. Earned Income:**
(ticket sales, registration fees, fundraisers, goodwill donations, etc.)

Itemized Example: Ticket Sales Income = # of performances x estimated audience x ticket price

_____ \$ _____
 _____ \$ _____
 _____ \$ _____

- 3. List the Net-Profit, if any, from previous R2AC Arts Project Grants**

_____ \$ _____

- 4. Applicant organization's funds budgeted for this project** (It is not required that you use your organization's funds for the Cash Match.)

_____ \$ _____

TOTAL CASH: \$ _____

Using Donated Contributions for your Match: Your Match must primarily come from Cash. However, if you have not reached your Match with cash, the remainder may come from donated contributions.

_____ \$ _____

TOTAL MATCH: \$ _____

* **FORMULA: Cash Expenses minus Total Match = Grant Request**

CASH EXPENSES: \$ _____

TOTAL MATCH: - \$ _____

GRANT REQUEST: \$ _____

Note: Grant Request is limited to \$1,500 and may not exceed 50% of the Total Project Cost.

COMPARABLE BID FORM

Use the form below to list chosen and secondary bids and the business provider for each item or service you wish to purchase. Duplicate this form as necessary to accommodate the number of bids. **In addition, please include official documentation for each bid from the provider** such as a copy of the quote, invoice, catalog page, price list, or itemized print out from the web site's shopping cart.

Item/Service: _____

Chosen Provider _____ Bid \$ _____

Secondary Provider _____ Bid \$ _____

Item/Service: _____

Chosen Provider _____ Bid \$ _____

Secondary Provider _____ Bid \$ _____

Item/Service: _____

Chosen Provider _____ Bid \$ _____

Secondary Provider _____ Bid \$ _____

Item/Service: _____

Chosen Provider _____ Bid \$ _____

Secondary Provider _____ Bid \$ _____

Item/Service: _____

Chosen Provider _____ Bid \$ _____

Secondary Provider _____ Bid \$ _____

Item/Service: _____

Chosen Provider _____ Bid \$ _____

Secondary Provider _____ Bid \$ _____

Item/Service: _____

Chosen Provider _____ Bid \$ _____

Secondary Provider _____ Bid \$ _____

Item/Service: _____

Chosen Provider _____ Bid \$ _____

Secondary Provider _____ Bid \$ _____

TOTAL of Chosen Providers \$ _____

RAC GRANT DATA COLLECTION FORM

TO THE APPLICANT: This form is used to gather information about grant applicants to the Minnesota Regional Arts Councils (RACs). The data is maintained by the Minnesota State Arts Board in cooperation with the RACs, and may be distributed to others in accordance with the Minnesota Data Practices Act. Complete information is necessary to ensure the reliability of our data. *Note: If you are using a fiscal agent, please fill out this first page as it pertains to the arts organization conducting the activity, not the fiscal agent.*

1. APPLICANT INFORMATION

Date _____

Legal name of organization or individual _____
 Professional or other name _____
 Address _____
 City _____ State _____ Zipcode _____
 Day phone _____
 E-mail address _____
 Contact person name and title _____
 County _____ MN House district _____ U.S. Congressional district _____
 Fiscal agent name (if applicable) _____

2. SPECIAL CHARACTERISTICS:

For individuals applying (optional)
 Select any combination that applies describing your racial/ ethnic characteristics. This information is not made public.

- American Indian/Alaska Native (N)
- Asian (A)
- Native Hawaiian/Pacific Islander (P)
- Black/African American (B)
- Hispanic/Latino (H)
- White (W)
- Other _____

For individuals, mark these items if they apply (optional)

- Disability (I)
- Older Adult - 60+ (S)
- Veteran (V)

For organizations applying
 Select the one code that best represents 50% or more of your staff or board or membership

3. STATUS:

Select the one code which best describe the applicant's legal status

- | | | |
|---------------------------|---|-------------------------|
| 01 Individual | 04 Government-Federal | 07 Government-County |
| 02 Organization-Nonprofit | 05 Government-State (includes public schools) | 08 Government-Municipal |
| 03 Organization-Profit | 06 Government-Regional | 09 Government-Tribal |
| | | 99 None of the Above |

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4. INSTITUTION:

Select the one code which best describe the applicant

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- | | | |
|--|-------------------------------------|---------------------------------|
| 01 Individual artist | 18 Union/Professional Association | 36 Seniors Center |
| 02 Individual non-artist | 19 School-District | 37 Parks & Recreation |
| 03 Performing Group | 20 School-Parent/Teacher Assn | 38 Government-Executive |
| 04 Performing Group-College/University | 21 School-Elementary | 39 Government-Judicial |
| 05 Performing Group-Community | 22 School-Middle | 40 Government-Legis (House) |
| 06 Performing Group-Youth | 23 School-Secondary | 41 Government-Legis (Senate) |
| 07 Performance Facility | 24 School-Vocational or Technical | 42 Media-Periodical |
| 08 Museum (Art) | 25 School-Other (incl Community Ed) | 43 Media-Daily Newspaper |
| 09 Museum (Other) | 26 College/University | 44 Media-Weekly Newspaper |
| 10 Gallery/Exhibition space | 27 Library | 45 Media-Radio |
| 11 Cinema | 28 Historical Society/ Commission | 46 Media-Television |
| 12 Independent Press | 29 Humanities Council/Agency | 47 Cultural Series Organization |
| 13 Literary Magazine | 30 Foundation | 48 School of the Arts |
| 14 Fair/Festival | 31 Corporation/ Business | 49 Arts Camp/ Institute |
| 15 Arts Center | 32 Community Service Organization | 50 Social Service Organization |
| 16 Arts Council/Agency | 33 Correctional Facility | 51 Child Care Provider |
| 17 Arts Service Organization | 34 Health Care Facility | 99 None of the Above |
| | 35 Religious Organization | |

Legal name of organization or individual _____

5. DISCIPLINE:

Select one code which best describes the applicant's primary area of interest in the art (e.g. ballet 01A)

--	--	--

- | | | |
|--|---|--|
| <p>01 Dance—general</p> <p>01A ballet</p> <p>01B ethnic/jazz/folk-inspired</p> <p>01C modern</p> <p>02 Music—general</p> <p>02A band</p> <p>02B chamber</p> <p>02C choral</p> <p>02D new-experimental, electronic</p> <p>02E ethnic/folk-inspired</p> <p>02F jazz</p> <p>02G popular</p> <p>02H solo/recital</p> <p>02I orchestral</p> <p>03 Opera/Musical Theater—general</p> <p>03A opera</p> <p>03B musical theater</p> <p>04 Theater—general</p> <p>04A theater, in general</p> <p>04B mime</p> <p>04C puppetry</p> <p>04D theater for young people</p> <p>04E storytelling</p> <p>10C playwriting/scriptwriting</p> | <p>05 Visual Arts —general</p> <p>05A experimental</p> <p>05B graphics (include drawing, cartooning, printmaking, book arts)</p> <p>05D painting</p> <p>05F sculpture</p> <p>06 Design Arts —general</p> <p>06A architecture</p> <p>06B fashion</p> <p>06D industrial</p> <p>06E interior</p> <p>06F landscape architecture</p> <p>06G urban/ metropolitan</p> <p>07 Crafts—general</p> <p>07A clay (includes ceramics)</p> <p>07B fiber (includes basketry)</p> <p>07C glass</p> <p>07D leather</p> <p>07E metal</p> <p>07F paper</p> <p>07G plastic</p> <p>07H wood</p> <p>07I mixed media</p> <p>08 Photography (include holography)</p> | <p>09 Media Arts —general</p> <p>09A film</p> <p>09B audio</p> <p>09C video</p> <p>09D technology/experimental</p> <p>09E screenwriting</p> <p>10 Literature—general</p> <p>10A fiction</p> <p>10B non-fiction</p> <p>10C playwriting/ scriptwriting</p> <p>10D poetry</p> <p>11 Interdisciplinary (include collaborations & performance art)</p> <p>12 Folklife/Traditional Arts, in general</p> <p>12A Dance</p> <p>12B Music</p> <p>12C Crafts and visual arts</p> <p>12D Oral traditions</p> <p>13 Humanities</p> <p>14 Multi-disciplinary</p> <p>15 Non-arts/non-humanities</p> |
|--|---|--|

PROJECT ACTIVITY

6. _____ **Adult Artists Participating** Record the number of adult artists expected to be directly involved in providing art or artistic services for these grant activities.
7. _____ **Adult Audience Benefiting** Record the number of adult audience expected to benefit directly from these grant activities (excluding employees, paid performers, artists participating, children/youth, and broadcast figures). Do not double-count repeat attendees.
8. _____ **Children/Youth Benefiting** Record the number of children and youth under the age of 18 expected to participate in and/or benefit directly from these grant activities, or were included in the audience (excluding broadcast figures). Do not double-count repeat attendees.
9. **Project Discipline** Using the same discipline coding listed above, select one category which best describes the grant activity.

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10. For organizations applying, **total organization expenses** for most recently completed fiscal year: \$ _____ FY _____

TO BE COMPLETED BY REGIONAL ARTS COUNCIL STAFF ONLY

Total Project Revenue (cash only-include grant request)	Total Project Cost (cash only)	In-Kind Contributions
\$ _____	\$ _____	\$ _____
FISCAL YEAR _____	GRANT REQUEST \$ _____	SOURCE OF FUNDS
RAC _____	RECOMMENDED \$ _____	State General Fund \$ _____
APPLICATION # _____	AWARDED \$ _____	ACHF Arts & Arts Access \$ _____
	Other \$ _____	ACHF Arts Education \$ _____
		ACHF Arts & Cultural Herit \$ _____

- | | | |
|---|---|--|
| GRANT PROGRAM | <input type="checkbox"/> Individual Artist | <input type="checkbox"/> Anishinaabe Arts Initiative Individual Artist |
| <input type="checkbox"/> Arts Project | <input type="checkbox"/> Community Arts Support | <input type="checkbox"/> Arts Legacy Designation |
| <input type="checkbox"/> Arts & Cultural Heritage | <input type="checkbox"/> Artist Mentor | <input type="checkbox"/> Career Development Fellowship |
| <input type="checkbox"/> Other _____ | | |

APPLICATION WITHDRAWN APPLICATION INELIGIBLE

Reason for ineligibility or withdrawn application _____

Comments _____

ALL INFORMATION ON THIS FORM HAS BEEN REVIEWED AND IS COMPLETE AND CORRECT.