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Community Arts Support Grant Program

Fiscal Years 2012-2013

This is a two-year award.
The next deadline will be 2014.

**Application Deadline:
February 15, 2012**



This activity is funded in whole or in part by a Region 2 Arts Council Grant through an appropriation by the Minnesota State Legislature, and the Arts and Cultural Heritage Fund passed by Minnesota voters on November 4, 2008.

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REGION 2 ARTS COUNCIL MISSION AND OVERVIEW

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

Mission: The Region 2 Arts Council (R2AC) 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 Mahnomen counties.

The R2AC offers granting programs funded by the Minnesota State Legislature as well as by the McKnight Foundation. The R2AC also offers information services, technical assistance, a free newsletter "Northern Arts News", workshops, and other arts programming throughout the five-county region. Contact the R2AC for more information.

The R2AC is one of a network of eleven regional arts councils in the state of Minnesota. The concept behind the regional arts council system is that local people are best able to respond to and evaluate the needs of arts organizations, artists, and audiences within their own region. The volunteer board of the R2AC is comprised of ten people, two from each of the region's five counties. The board meets seven to eight times per year to discuss new arts initiatives, evaluate existing programs, review grant applications, enact policies, and conduct other business. Individuals who are interested in serving a two-year term on the Board should contact the R2AC office.

R2AC Board members serve two-year terms, renewable to four years. Because the membership of the Board changes from year to year, applicants can expect professionalism but not consistency in R2AC Board decisions from grants round to grants round. Applicant organizations should **never assume** that the R2AC Board members are familiar with their organization. For this reason, information given on the grant application form should always be **clear, specific, and complete**.

PURPOSE OF PROGRAM

The purpose of the **R2AC Community Arts Support Grant** is to provide some measure of funding stability for arts organizations so that their energy can be better focused on increasing the quality and availability of the arts to their communities.

The R2AC will appropriate funds from the Arts & Cultural Heritage Fund and the State General Fund during its two-year biennial budgeting process.

R2AC Community Arts Support Grants are two year awards. If your organization is awarded a grant, it will receive the same award amount each year for two consecutive years, pending R2AC approval of your annual interim report and plan. Your organization must expend the grant funds and submit an annual report and plan by February 1st of the second year.

GRANT AMOUNTS

Community Arts Support Grants are based on the **average expenses** of your organization over the past two fiscal years as verified by the organization's board approved financial statements. Because this will be a very competitive grants round, approved proposals may be awarded less than the requested amount.

- Level 1** Organizations with annual expenses under \$5,000 may request up to \$2,000/year.
- Level 2** Organizations with annual expenses between \$5,000 - 20,999 may request up to \$3,000/year.
- Level 3** Organizations with annual expenses between \$21,000 - 34,999 may request up to \$4,000/year.
- Level 4** Organizations with annual expenses between \$35,000 - \$149,999 may request up to \$6,000/year.

GRANT REQUESTS

Community Arts Support Grants may be requested for:

- **Operating Expenses** such as rent, utilities, project or program coordinators, salaries, facility maintenance, etc.
- **Marketing and Publicity Plans** including advertising funds, media ads, brochures, website development, consultants, etc.
- **Arts programming** implementation or support of programs to serve all age groups with cultural diversity through classes, exhibits, performances, workshops, studio space, etc.
- **Small capital** such as equipment for office or facility, music or instruments, etc. Or requests for small renovation or rehabilitation projects, improving handicapped accessibility, etc.
- **Capacity building**, audience and board development, feasibility studies, facilitation of networking, collaborative projects, etc.
- **Developing and sustaining new and existing arts organizations or groups**.
 - Obtain 501(c)3 IRS non-profit designation for arts organizations with a mission and purpose focused solely on the arts.
 - Develop sustainable plans to implement arts programming.
 - Develop community arts centers to create, produce and present arts activities for all ages and provide exposure to cultural diversity. If a locality has indicated a need for a building, Region 2 Arts Council can help fund the planning assistance needed to carry out the project. Projects must have a clear, long-term sustainability plan. Community support is required for new art centers.
 - Arts groups and organizations that use public school facilities for classes, performances, or exhibitions could apply for grants. The grant would be made to the arts organization, not the school, even if the equipment or improvement is physically located in or on school property.

R2AC Community Arts Support Grants cannot be used toward endowment funds or to cover fund deficiencies incurred prior to the grant request.

The activity funded must take place within Minnesota.

The R2AC Board values indication of increasing self-sufficiency through financial growth and stability.

WHO IS ELIGIBLE TO APPLY?

- your organization must be located in and serve the people of Beltrami, Clearwater, Hubbard, Lake of the Woods, or Mahnommen Counties of Minnesota.
- your organization's purpose and mission statement must be focused clearly and solely on the arts.
- your arts organization is formed for non-profit purposes and needs assistance to obtain the 501(c)3 tax exempt IRS status.
- your organization must have produced or sponsored arts projects, events, or opportunities for the public **during each of the past two years**.
- your organization is a non-profit, tax-exempt **arts organization** with Articles of Incorporation on file with the State of Minnesota and you have documented **501(c) 3** tax-exempt status with the Internal Revenue Service.
- your organization's annual operating expenses for the last two fiscal years must average less than \$149,999. Grant amounts vary depending on the size of the applicants annual operating budget.

WHO MAY NOT APPLY

You are not eligible if:

- your organization does not meet the eligibility criteria listed above in "Who Is Eligible To Apply."
- your organization receives direct operating support from the McKnight Foundation or from the Minnesota State Arts Board in the form of an Institutional Support Grant.
- your organization has not turned in an overdue, unexcused Final Report from a previous R2AC grant, or if a Final Report has not been approved.
- your organization or its activities promote a particular political agenda or religious belief.

APPLICATION DEADLINE

Applications **MUST** be postmarked no later than the deadline date of **February 15, 2012**. **THERE WILL BE NO EXCEPTIONS**. You are responsible for determining how late your local post office will be open to postmark the mail with the necessary date. If you prefer to deliver your application directly to the R2AC office, you may do so, however, it must be received by **5:00 p.m.** of the deadline date. The next deadline date for this granting program will be in 2014.

An Application Form should be included with these Application Instructions. If you need an extra copy, they are available at the R2AC Office or on our website. The Application form **must** be typed.

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 Executive Director or Program Coordinator. Questions can be answered over the phone, or an in-person appointment can be made. Most applicants find it very helpful to have the application reviewed **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.

THE "RAC DATA COLLECTION FORM"

The information that you enter on the RAC Data Collection Form is very important because it 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.

REQUIRED ATTACHMENTS

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

1. The signed original of the Application Form and attached narrative answers to questions.
2. A copy of your letter from the IRS that certifies your status as a 501(c)3 organization.
3. A copy of your organization's Mission Statement and Bylaws.
4. A copy of your organization's Articles of Incorporation.
5. Evidence of a project that your organization offered to the public within the past year.
6. A copy of your organization's most recent financial statement reviewed and approved by your board.
7. A list of all current board members. Indicate officers.

8. Resumes for all personnel significantly involved with your organization. This would include any staff positions as well as Board Chairperson and Board Treasurer. Do not submit resumes that are over two pages in length.
9. 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 your organization.

Liability: R2AC is not responsible for the loss of or damage to required attachments or supporting materials. No materials will be returned unless you make prior arrangements with the R2AC staff.

THE GRANT REVIEW AND AWARDS PROCESS

A. How Does a Grants Round Work?

The R2AC Director logs in all applications submitted and reviews them to ensure that they are eligible. The Director 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.

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

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.

B. What Criteria Does R2AC Use in Reviewing My Application?

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

1. Quality and Excellence in the Field - (10 points)

Considerations:

- Does the organization show evidence of high artistic standards in its activities?
- In what way has the organization demonstrated artistic growth in the past several years?

2. Commitment to the Community - (10 points)

Considerations:

- Is the organization filling a need in the community that would otherwise be unmet?
- Does the organization have significant community involvement?
- How does the organization assess the needs of the community it serves? How has it responded to those needs?
- Is there evidence of on-going support from the community in terms of financial contributions, the contribution of volunteered time or materials, and attendance at projects or events?

3. Organizational Stability and Commitment to Sound Management - (10 points)

Considerations:

- Does the Board of the organization meet on a regular basis?
- Does the organization have a current short-range and/or long-range plan that it uses?
- Does the organization regularly evaluate its activities and by what means?
- Is the organization fiscally sound?
- Does the organization have an annual fundraising plan? Are the fundraising efforts successful? Is the Board actively involved in fundraising efforts?
- Does the organization demonstrate increasing self-sufficiency through financial growth and stability?

C. How Are Grant Applications Reviewed?

Applications are reviewed using the three criteria listed above and a motion is made to approve applicant organizations for funding. For those applications that are approved, Board Members rate each application on a 30-point scale, with 10 points being possible for each review criteria. The ratings are averaged and the applications are ranked from highest to lowest. Grant money is awarded based on consideration of the application's rating, the applicant organization's annual revenues, the number of approved applications, and the total amount of dollars available for regranting.

D. How Will I Know If My Grant Request Was Funded?

The grant administrator (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 funding 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.

Full payment of the award will be made to the applicant organization within 45 days after the receipt of the Request for Payment Form and Grant Contract.

APPEALS PROCESS

Any applicant who can show cause that established grant review procedures were not followed may file an appeal. Appeals must be based on alleged procedural errors. Appeals based on judgments of artistic standards, commitment to community or organizational stability 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 R2AC Board's decision on the original application.

IF I RECEIVE A GRANT AWARD WHAT ARE MY RESPONSIBILITIES:

A. THE GRANT CONTRACT

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

1. The funds must be used in accordance with the purposes indicated in the grant application.
2. If the organization should significantly change its Articles of Incorporation, bylaws, mission statement, operations, or planning documents, it must notify the R2AC immediately. The organization must keep R2AC informed about significant changes in its staffing or in Board membership.



3. The Legacy logo (downloadable at: <http://www.legacy.leg.mn/legacy-logo/legacy-logo-download>)

and the following credit line must appear on printed material and publicity: *"This activity is funded in whole or in part by a Region 2 Arts Council Grant through an appropriation by the Minnesota State Legislature, and the Arts and Cultural Heritage Fund passed by Minnesota voters on November 4, 2008."*

4. By February 1st of the second year of the award, a **final report** must be submitted to R2AC. The report will consist of a narrative plan and a budget.
5. 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, the R2AC shall have **access** to all books, documents, papers, and records related to the organization. The grantee must retain such records for a period of three years following submission of the last annual report.
6. 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 award 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.

PUBLICITY OF YOUR GRANT AWARD

You are required to publicize your project in the local media. Contact newspaper, radio and TV prior and during your event for adequate news coverage. Send the R2AC an email with news stories reported in your region.

R2AC will require photos, news articles, brochures, posters (etc.) and personal stories by participants and audience to be submitted in your final report.

Publicity and printed materials must include the required credit line and Legacy logo.

Logo:



(downloadable at: <http://www.legacy.leg.mn/legacy-logo/legacy-logo-download>)

Credit Line:

"This activity is funded in whole or in part by a Region 2 Arts Council Grant through an appropriation by the Minnesota State Legislature, and the Arts and Cultural Heritage Fund passed by Minnesota voters on November 4, 2008."



Community Arts Support 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 - Fiscal Years 2012-2013 **Deadline:** February 15, 2012

Please be certain you are using the correct form for the deadline date above. This application form must be postmarked by the deadline date; **THERE WILL BE NO EXCEPTIONS. Be sure to read the application instructions thoroughly before filling out this form.**

1. Applicant organization's name: _____

2. Address: _____

3. Grant administrator's name and title (This person will be the contact between R2AC and your organization for this grant and will be responsible for the proper handling of the grant award.)

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

5. Email Address: _____

6. A brief, one-sentence description of the proposed use of the grant funds:

Funds will assist (name) _____ to (activities/services)

7. What are the dates of your organization's fiscal year? Start Date: _____ End Date: _____

8. How long has your organization been in existence in its present form? _____

9. What year did your organization receive the 501(c)3 status? _____

10. What were your organization's annual expenses and revenues for your past two fiscal years?

(a) Your last full fiscal year:

(b) One fiscal year prior to (a):

(c) Average expenses and revenues for the last two years:

Total Expenses	Total Revenues
\$	\$

11. How much grant award money are you requesting? \$ _____/year
 (See Page 3, GRANT AMOUNTS for limit of request based on average expenses.) (Annual grant amount)

12. Explain in detail what expenses the grant award will be used for. (use a separate piece of paper.)

Date Received _____	Application # _____	Amount Requested _____
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IMPORTANT! Did you enclose the following materials with your application?

DON'T FORGET TO CHECK EACH ITEM OFF BEFORE MAILING THIS FORM:

- Completed **Application Form** and **attached narrative answers** to questions.
- A copy of the your organization's **IRS letter** granting 501(c)3 status.
- A copy of your organization's **Mission Statement and Bylaws**.
- A copy of your organization's **Articles of Incorporation**.
- If using a Fiscal Sponsor, enclose a **signed contract** between the applicant and the Fiscal Agent and include the Fiscal Sponsor's IRS letter.
- Evidence of a project** that your organization offered to the public within the past two years
- Your organization's **financial statements** for the past two years reviewed and approved by your board.
- A list of all **current board members**. Indicate officers.
- Resumes** for all personnel significantly involved with the applicant organization. This includes staff positions as well as Board Chair and Treasurer (2 page maximum each).
- Needs Assessment Questions**
- RAC Data Form**

EVALUATION CRITERIA:

On a separate page answer the questions listed below. Copy and paste or type each question EXACTLY as it appears below, and then follow with your response. Use as much space per question as you deem necessary to concisely yet accurately and thoughtfully answer the question. Be sure you offer enough information for the R2AC Board to use in discussing and evaluating your answers.

A. Quality and Excellence in the Field - (10 points)

1. How does your organization show evidence of high artistic standards in its activities?
2. In what way has your organization demonstrated artistic growth in the past several years?

B. Commitment to the Community - (10 points)

3. Is your organization filling a need in the community that would otherwise be unmet?
4. Does your organization have significant community involvement?
5. How does your organization assess the needs of the community it serves? How has it responded to those needs?
6. Is there evidence of on-going support from the community in terms of financial contributions, the contribution of volunteered time or materials, and attendance at projects or events?

C. Organizational Stability and Commitment to Sound Management - (10 points)

7. Does the Board of your organization meet on a regular basis?
8. Does your organization have a current short-range and/or long-range plan that it uses? If yes, enclose a copy of the plan with the application.
9. Does your organization regularly evaluate its activities, and if so, by what means?
10. Is your organization fiscally sound?
11. Does your organization have an annual fundraising plan? If yes, enclose a copy of the plan with the application. If not, why not?
12. Are your fundraising efforts successful? Is the Board actively involved in fundraising efforts?

CERTIFICATION: "We certify that the information in this Application is true and correct to the best of our knowledge."

AUTHORIZING OFFICIAL of Applicant Organization

(The person in the organization who is authorized to enter into legal contracts on behalf of the organization.)

Printed name

Title

Signature

Date

GRANT ADMINISTRATOR

(The person who will be responsible for the proper handling of the grant award funds.)

Printed name

Title

Signature

Date

EVALUATION METHODS AND OUTCOME EVALUATION

Money for this program comes in whole or part from the Arts & Cultural Heritage Fund, a fund created by the people of Minnesota to support the arts and preserve our heritage. Because our fellow citizens have made this commitment, we have an obligation to be much more intentional about how we work and measure the goals, impacts, results, and the community benefits. Therefore the outcome evaluation becomes an important part of a funding proposal.

Below are some examples of methods to help your organization develop measurable outcomes.

<ol style="list-style-type: none"> 1. Stories 2. Video/audio recordings 3. Surveys: online, on-site, mail-in 4. Focus Groups 5. Interviews 	<ol style="list-style-type: none"> 6. Behavior change (broaden, deepen, or diversify?) 7. Data collected: Number of people attending increased, the number of events we held increased, revenue increased.
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Submit a sheet titled **Outcome Evaluation Plan** and answer the following five questions. Rewrite the questions on your sheet as headings. Examples are provided, but please create outcomes that accurately reflect your grant activity and capture the information you require. When you answer the questions below, please be sure your answers are **SMART**.

S = Specific M = Measurable A = Achievable R = Realistic T = Time-bound	Here is a SMART example: The River Gallery is going to mount an exhibit, "Golden Years," which features art by and about older people. Specifically, the exhibit will attract at least 150 people over the age of 65 by June 20, 2012, and will be judged positively by 50% or more of those attending, as measured by an exit survey.
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1. **What are the goals of the project?** Example:
 - a. To feature work done by mature artists in our area.
 - b. To emphasize to viewers the diverse lifestyles of older people.
 - c. To demonstrate through art the contributions older people make to our community.
 - d. To encourage attendance of people over 65 at River Gallery
2. **Who specifically will be the target populations of your project?** Example:
 - a. People over 65 are the primary target.
 - b. At least 150 people over the age 65 will view the exhibit.
3. **How will they be affected by the project?** Example:
Viewing the exhibit will result in:
 - a. Having a positive experience overall.
 - b. Awareness of the roles seniors play in our community.
4. **How will you measure your goals?** Example:
 - a. An exit survey at the gallery: specifically 50% more of those completing the survey will agree that they had a positive experience, and will express positive attitudes about aging and the place of seniors in the community. The survey will include an item about the respondent's age.
 - b. Additional information about impact will be summarized from comments in the exhibit guest book.
5. **How will the larger community benefit?** Example:
Mounting an exhibit focused on senior citizens will widen the gallery's audience, raise public awareness of the place of older people in the community, and encourage the view that the arts are for everyone. Capturing the contact information of exhibit attendees will allow the gallery to create additional activities for seniors, perhaps also increasing this age group's participation in other art activities. Over time, this will be measured by future attendance and by collecting personal stories from the participants.

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.

For organizations applying

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

- 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)

3. STATUS:

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

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

Two empty boxes for status selection.

4. INSTITUTION:

Select the one code which best describe the applicant

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

Two empty boxes for institution selection.

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)

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

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 \$ _____	Federal \$ _____
		Other \$ _____
		ACHF Arts & Arts Access \$ _____
		ACHF Arts Education \$ _____
		ACHF Arts & Cultural Herit \$ _____

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