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## Arts and Cultural Heritage Grant Program



**FY15 Application Deadlines:**

**August 14, 2014**

**January 14, 2015**

*This activity is made possible by the voters of Minnesota, through a grant from the Region 2 Arts Council, thanks to a legislative appropriation from the Arts and Cultural Heritage Fund.*

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## Arts & Cultural Heritage Grant Application and Guidelines

This FY15 grant application form is effective June 30, 2014 – June 30, 2015. All current Region 2 Arts Council (R2AC) grant application forms are available at [r2arts.org](http://r2arts.org)

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

**Mission:** 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 Mahnomen counties.

**Credit Line:** This activity is made possible by the voters of Minnesota, thanks to a legislative appropriation from the Arts and Cultural Heritage Fund.

**Deadlines:** August 14, 2014 and January 14, 2015.

**Grant Review Dates:** September 15, 2014 and February 16, 2015

**Funding Limits:** \$3,000 for individual artists / \$6,000 for organizations and non-profits, government offices, schools, community education programs.

### ELIGIBLE APPLICANTS

Arts organizations, schools, non-profits, government offices, or cultural heritage groups located in one of the following Minnesota counties: Beltrami, Clearwater, Hubbard, Lake of the Woods, or Mahnomen.

**Arts Organizations with a non-profit 501(c)3 status** who have the arts as a primary focus can apply for up to \$6,000 per proposal. Art groups without 501(c)3 status must apply through a fiscal sponsor.

**Non Profit 501(c)3 organizations** who do not have arts as a primary focus (such as schools, youth clubs, senior and health care facilities, etc.) can apply for up to \$6,000 per proposal for arts focused activities.

**Cultural Heritage groups** may apply for up to \$6,000 per proposal for arts/cultural activities. Established groups without 501(c)3 status must apply through a fiscal sponsor.

**Schools, community education programs, institutions of higher education, local governments, cities, townships and counties** can apply for up to \$6,000 per proposal for arts focused activities.

**Individual artists** who have established residency six months prior to the application deadline date in one of the following Minnesota counties: Beltrami, Clearwater, Hubbard, Lake of the Woods, or Mahnomen.

Individual Artists, 18 years or older, who seek help with creating, producing or presenting high quality art can apply for up to \$3,000.

Individual artist applicants must be a U.S. citizen or have permanent resident alien status and must be a resident of Minnesota as determined by address used for voting and/or payment of taxes.

Individual artist applicants must live in the five-county region for six months out of the calendar year.

## ELIGIBLE PROJECTS

- The activity to be funded must occur within the state of Minnesota; primarily in the R2AC service area.
- The Arts and Cultural Heritage Fund will support only activities in these three key areas: Arts and Arts Access, Arts Education, and Arts and Cultural Heritage.
- Examples of projects that are eligible include, but are not limited to:

Public Art

School artist residences.

Creation and production of arts activities such as artistic films, performances, exhibitions, arts and cultural fairs / festivals

Presentation of touring exhibitions of qualifying films, projects, or performances within our five-county region.

Readings, lectures and demonstrations, and the presentation of workshops open to registration or participation by the public

## R2AC ASSISTANCE

- R2AC staff offer grant writing workshops in each county designed to assist applicants in the grant writing process.
- Applicants may request one-on-one assistance from R2AC staff before submitting their grant applications.
- Applications submitted two weeks prior to the deadline date, or earlier, will be reviewed by R2AC staff for accuracy, completeness, and eligibility.
- Applications submitted less than two weeks prior to the deadline date will be reviewed only as staff time allows.
- R2AC staff will no longer review grants for completion after the deadline date.



**Note: Assistance neither guarantees nor implies that the grant request will be funded.**

## SUBMISSION PROCEDURES



- Only applications submitted in their complete form by the deadline date, including all necessary signatures and items outlined in the application checklist, will be considered eligible and sent to the grant review panel.
- All mailed applications **must be postmarked no later than the deadline date.**
- All hand-delivered applications **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.**
- **Emailed or faxed grant applications, late applications, and applications slipped under the door at R2AC will be marked ineligible.**
- Applicants may not initiate communication with R2AC board members or panelists regarding a submitted application until the grants have been awarded, or the application will be ineligible for funding consideration.
- R2AC staff, board members, or panelists may solicit input from an applicant following a grant deadline and before the board has acted on an application.
- Paper files of the grant applications are kept in the Region 2 Arts Council office and are open to the public for viewing for six years.

## THE ARTS AND CULTURAL HERITAGE GRANT APPLICATION

The application portion of this grant packet is divided into three parts: The Application Form, Required Narrative Attachments, and Required Support Documents and Materials.

### PART 1: THE GRANT APPLICATION FORM

**Contact Information and Data Collection:** The information that you enter on this application is used to collect and compile statistics on grant activity from the eleven regional arts councils for the Minnesota State Arts Board and The Legislative Coordinating Commission for the purpose of reporting back to the voters of Minnesota on the use of Legacy Amendment funding through their website, <http://www.legacy.leg.mn/>.

#### Proposed Project Instructions

##### **Project Start Date:**

Submitted by August 14, 2014

Earliest Project Start Date: October 9, 2014

Submitted by January 14, 2015

Earliest Project Start Date: March 11, 2015

**Note:** Rehearsals and auditions may start prior to the earliest project start date. Publicity cannot be finalized until after the grant is awarded because the Legacy credit line and logo must be included on all promotional materials.

**Project Start Date and Award Payments:** Your project must start within one year of the grant award. Unless otherwise requested, grant awardees will be mailed their award check 30 days prior to the project start date indicated on their application.

**Project End Date:** Your project end date may be no later than 18 months from the grant award date. All final reports must be submitted within 45 days of the indicated project end date. See the Final Report Policy at the back of this packet for more information on project end dates and final report due dates.

**One Sentence Summary:** This sentence provides information about the artist (s) and/or organization and the proposed grant activity. It will be used in all R2AC media releases regarding your grant award. Please be complete and concise.

#### Proposal Budget Instructions

**Areas of Priority Designation:** Projects funded by Arts and Cultural Heritage Grants must constitute arts activity that can be described as Arts and Arts Access, Arts Education, and/or Arts and Cultural Heritage activity. See the Guidelines at the back of this application packet for more information on these three key areas. **On your budget page, write a single sentence for each area your project covers.**

**Project Expenses:** Put each of your budget items under the area of priority designation that best corresponds to the use of the item. If a budget item corresponds to more than one area of priority designation, list the item under each appropriate heading, assigning a portion of the total cost of the item to each. You will need to provide documentation for the prices of the materials and services you have listed on your budget. (*See Pricing Documentation in Part 3: Required Support Documents and Materials*)

**Festival Project Costs:** Grant budget and income for a proposed festival project must only be for the arts portion of the overall festival activity. If rentals or other items will be shared by arts and non-arts events at the festival, indicate in your project budget only the percentage of the rental expenses that will be used for the arts portion of the festival activity.

**Indirect or overhead costs necessary to support this project** may be included in your budget. Accounting, clerical support, supervisory personnel, facilities management, human resources, telephone services, office supplies, utilities, technology services, communications, insurance, legal services, rent/lease, and security are examples of indirect or overhead costs. **Eligible overhead costs for staff salaries** are only those which compensate staff for **work directly related to this project** and go above and beyond their regular hours. These costs must be **itemized and totaled** and must fall within a range of **5 - 15% of the overall project budget** indicated on this grant application.

**Fees for a consultant** who works specifically on a grant project should be listed as a separate line item in the budget.



**Fees for an Artist in Residence:** R2AC recommends schools pay artists in residence at the rate of \$300 per 4 contact hours.

**Mileage:** The current IRS rate may be used when calculating mileage.

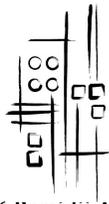
**20% Cash Match:** The applicant is required to secure a cash match equal to 20% of the total project cost, minus any equipment purchases.

**25% Cash Match:** Equipment or “non-expendable” item purchases require a cash match of 25% of the cost of the equipment. The sum of the 20% cash match and 25% cash match will equal the total cash match.

**Project Income:** Your cash match can be secured through any combination of income listed in lines A-D. Line D indicates funds you have available to use toward this project if needed or desired. The project income, the sum of lines A-D, must be equal to or greater than the total cash match required for your proposed project.

**Net-Profit:** If you have received a letter from the R2AC Board approving a net profit from a prior Arts & Cultural Heritage grant, list the amount of the net profit in section C in the Project Income section of your budget proposal.

**Donated/In-Kind Contributions:** These contributions show community or organizational support for your project. Please include a list of items and the total estimated dollar amount below or on separate piece of paper if necessary. (ie. volunteer hours, donated supplies, etc.)



REGION 2  
**ARTS**  
COUNCIL

# Arts and Cultural Heritage 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: August 14, 2014 & January 14, 2015

### INDIVIDUAL ARTISTS *(Answer questions in this section only if you are applying as an individual)*

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_  
 Alias/Former Name: \_\_\_\_\_ Use alias in publicity?  Yes  No  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: MN Zip: \_\_\_\_\_ County: \_\_\_\_\_  
 Email: \_\_\_\_\_ Website: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Ext. #: \_\_\_\_\_ 2<sup>nd</sup> Phone: \_\_\_\_\_ Ext. #: \_\_\_\_\_

### ORGANIZATIONS *(Answer questions in this section only if you are applying as an organization)*

Organization Name: \_\_\_\_\_  
 Alias/Former Name: \_\_\_\_\_ Use alias in publicity?  Yes  No  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: MN Zip: \_\_\_\_\_ County: \_\_\_\_\_  
 Email: \_\_\_\_\_ Website: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Ext. #: \_\_\_\_\_ 2<sup>nd</sup> Phone: \_\_\_\_\_ Ext. #: \_\_\_\_\_  
 Project Director's Name: \_\_\_\_\_ Title: \_\_\_\_\_  
 Authorizing Official's Name: \_\_\_\_\_ Title: \_\_\_\_\_

**Federal Tax Identification Number (EIN)** \_\_\_\_\_

**Fiscal Sponsor:** (501(c)3 non-profit responsible for proper use of grant funds) **Note:** Fiscal Sponsor Agreement **must** be enclosed.

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: MN Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

### PROPOSED PROJECT INFORMATION

Project Name: \_\_\_\_\_ Start/End Dates: \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_  
month / day / year month / day / year

**One-sentence description of proposed project:**

*Please format your sentence as follows: Funds will assist (Your Name) to (describe your activity)*

\_\_\_\_\_  
\_\_\_\_\_

*For Office Use Only:*

Date Received \_\_\_\_\_ Application # \_\_\_\_\_ Amount Requested \_\_\_\_\_

**Note:** The information you provide on this page is not made public or shared with the grant review panelists. This information is only used to collect and compile statistics on grant activity for the Minnesota State Arts Board.

## DEMOGRAPHICS

### For Individual Applicants:

Select any combination of the demographic categories below to describe yourself:

- |   |  |                                  |
|---|--|----------------------------------|
| <input type="checkbox"/> American Indian/Alaska Native    | <input type="checkbox"/> Black/African American  | <input type="checkbox"/> Asian   |
| <input type="checkbox"/> Native Hawaiian/Pacific Islander | <input type="checkbox"/> Hispanic/Latino         | <input type="checkbox"/> White   |
| <input type="checkbox"/> Other _____                      |  |                                  |
| <input type="checkbox"/> Disability                       | <input type="checkbox"/> Adult older than age 60 | <input type="checkbox"/> Veteran |

### For Organizational Applicants:

Select the one demographic category that represents 50% or more of your staff and board members:

- |   |   |                                |
|---|---|--------------------------------|
| <input type="checkbox"/> American Indian/Alaska Native    | <input type="checkbox"/> Black/African American | <input type="checkbox"/> Asian |
| <input type="checkbox"/> Native Hawaiian/Pacific Islander | <input type="checkbox"/> Hispanic/Latino        | <input type="checkbox"/> White |
| <input type="checkbox"/> Other _____                      |   |                                |



## PARTICIPATION/AUDIENCE ESTIMATE

For activities proposed in this application, please project the number of artists who will be involved in providing art or artistic services, and estimate the number of individuals who will make up the audience, participants, or students.

Enter the number of artists who will be directly involved in providing art or artistic services specifically associated with these grant activities.

\_\_\_\_\_ **Adult Artists Participating** (# of artists directly involved in providing art or artistic services)

Estimate the number of children and youth under the age of eighteen expected to be in the audience, participate in, or benefit directly from these grant activities. Do not count anyone more than once.

\_\_\_\_\_ **Child/Youth Audience** (# attending or participating – not performing – under 18 years old)

Estimate the total number of adults expected to be in the audience, participate in, or benefit directly from these grant activities (excluding employees, paid performers, participating artists, and children/youth). Do not count anyone more than once.

\_\_\_\_\_ **Adult Audience** (# of adults attending – Excluding employees/paid performers/artists)

The following **other audience estimates are optional**. These figures are not intended to estimate marketing or promotion efforts; use only if these mediums will be used to distribute actual project content. Enter zero into each field if estimate is unavailable.

Estimate the total audience for radio, television, recordings, and large public events such as festivals or fairs. Do not count anyone more than once.

\_\_\_\_\_ **Broadcast Audience**

Estimate the number of visitors anticipated to visit the digital artwork or Web site. Do not count repeat visitors more than once.

\_\_\_\_\_ **Electronic Audience**

**STATUS**

Select the one category that best describes you or your organization's legal status:  
*(Individual applicants check "Individual")*

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Individual               | <input type="checkbox"/> Government - Federal                                | <input type="checkbox"/> Government - County    |
| <input type="checkbox"/> Organization - Nonprofit | <input type="checkbox"/> Government - State <i>(includes public schools)</i> | <input type="checkbox"/> Government - Municipal |
| <input type="checkbox"/> Organization - Profit    | <input type="checkbox"/> Government - Regional                               | <input type="checkbox"/> Government - Tribal    |
| <input type="checkbox"/> None of the Above        |  |   |

**INSTITUTION**

Select the one category that best describes you or your organization:  
*(Individual applicants check "Individual artist" or "Individual non-artist")*

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Individual artist                     | <input type="checkbox"/> School of the Arts                  | <input type="checkbox"/> Health Care Facility               |
| <input type="checkbox"/> Individual non-artist                 | <input type="checkbox"/> School - Homeschoolers              | <input type="checkbox"/> Religious Organization             |
| <input type="checkbox"/> Performing Group                      | <input type="checkbox"/> School - District                   | <input type="checkbox"/> Social Service Organization        |
| <input type="checkbox"/> Performing Group - College/University | <input type="checkbox"/> School - Parent/Teacher Association | <input type="checkbox"/> Community Service Organization     |
| <input type="checkbox"/> Performing Group - Community          | <input type="checkbox"/> School - Preschool                  | <input type="checkbox"/> Cultural Series Organization       |
| <input type="checkbox"/> Performing Group - Youth              | <input type="checkbox"/> School - Elementary                 | <input type="checkbox"/> Union/Professional Assn.           |
| <input type="checkbox"/> Performance Facility                  | <input type="checkbox"/> School - Middle                     | <input type="checkbox"/> Seniors Center                     |
| <input type="checkbox"/> Museum (Art)                          | <input type="checkbox"/> School - Secondary                  | <input type="checkbox"/> Parks & Recreation                 |
| <input type="checkbox"/> Museum (Other)                        | <input type="checkbox"/> School - Community Education        | <input type="checkbox"/> Government - Executive             |
| <input type="checkbox"/> Gallery/Exhibition space              | <input type="checkbox"/> School - Vocational/Technical       | <input type="checkbox"/> Government - Judicial              |
| <input type="checkbox"/> Cinema                                | <input type="checkbox"/> School - Other                      | <input type="checkbox"/> Government - Legis <i>(House)</i>  |
| <input type="checkbox"/> Independent Press                     | <input type="checkbox"/> College/University                  | <input type="checkbox"/> Government - Legis <i>(Senate)</i> |
| <input type="checkbox"/> Literary Magazine                     | <input type="checkbox"/> Library                             | <input type="checkbox"/> Media - Periodical                 |
| <input type="checkbox"/> Fair/Festival                         | <input type="checkbox"/> Historical Society/Commission       | <input type="checkbox"/> Media - Daily Newspaper            |
| <input type="checkbox"/> Arts Center                           | <input type="checkbox"/> Humanities Council/Agency           | <input type="checkbox"/> Media - Weekly Newspaper           |
| <input type="checkbox"/> Arts Council/Agency                   | <input type="checkbox"/> Foundation                          | <input type="checkbox"/> Media - Radio                      |
| <input type="checkbox"/> Arts Service Organizations            | <input type="checkbox"/> Corporation/Business                | <input type="checkbox"/> Media - Television                 |
| <input type="checkbox"/> Arts Camp/Institute                   | <input type="checkbox"/> Correctional Institution            | <input type="checkbox"/> Child Care Provider                |
| <input type="checkbox"/> None of the Above                     |  |   |

**DISCIPLINE**

Select the one category that best describes you or your organization's primary focus in the arts:

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Dance - General               | <input type="checkbox"/> Visual Arts - General           | <input type="checkbox"/> Photography                          |
| <input type="checkbox"/> Dance - Ballet                | <input type="checkbox"/> Visual Arts - Experimental      | <input type="checkbox"/> Media Arts - General                 |
| <input type="checkbox"/> Dance - Ethnic/Jazz/Folk      | <input type="checkbox"/> Visual Arts - Graphics          | <input type="checkbox"/> Media Arts - Film                    |
| <input type="checkbox"/> Dance - Modern                | <input type="checkbox"/> Visual Arts - Painting          | <input type="checkbox"/> Media Arts - Audio                   |
| <input type="checkbox"/> Music - General               | <input type="checkbox"/> Visual Arts - Sculpture         | <input type="checkbox"/> Media Arts - Video                   |
| <input type="checkbox"/> Music - Band                  | <input type="checkbox"/> Design Arts - General           | <input type="checkbox"/> Media Arts - Technical               |
| <input type="checkbox"/> Music - Chamber               | <input type="checkbox"/> Design Arts - Architecture      | <input type="checkbox"/> Media Arts - Screen/Scriptwriting    |
| <input type="checkbox"/> Music - Choral                | <input type="checkbox"/> Design Arts - Fashion           | <input type="checkbox"/> Literature - General                 |
| <input type="checkbox"/> Music - Experimental/Electric | <input type="checkbox"/> Design Arts - Graphic           | <input type="checkbox"/> Literature - Fiction                 |
| <input type="checkbox"/> Music - Ethnic/Folk           | <input type="checkbox"/> Design Arts - Industrial        | <input type="checkbox"/> Literature - Non-fiction             |
| <input type="checkbox"/> Music - Jazz                  | <input type="checkbox"/> Design Arts - Interior          | <input type="checkbox"/> Literature - Playwriting             |
| <input type="checkbox"/> Music - Popular               | <input type="checkbox"/> Design - Landscape Architecture | <input type="checkbox"/> Literature - Poetry                  |
| <input type="checkbox"/> Music - Solo/Recital          | <input type="checkbox"/> Design Arts - Urban/Metro       | <input type="checkbox"/> Interdisciplinary                    |
| <input type="checkbox"/> Music - Orchestral            | <input type="checkbox"/> Crafts - General                | <input type="checkbox"/> Folk/Traditional Arts - General      |
| <input type="checkbox"/> Opera/Musical Theater         | <input type="checkbox"/> Crafts - Clay                   | <input type="checkbox"/> Folk/Traditional Arts - Dance        |
| <input type="checkbox"/> Opera                         | <input type="checkbox"/> Crafts - Fiber                  | <input type="checkbox"/> Folk/Traditional Arts - Music        |
| <input type="checkbox"/> Musical Theater               | <input type="checkbox"/> Crafts - Glass                  | <input type="checkbox"/> Folk/Traditional Arts - Visual Arts  |
| <input type="checkbox"/> Theater - General             | <input type="checkbox"/> Crafts - Leather                | <input type="checkbox"/> Folk/Traditional Arts - Storytelling |
| <input type="checkbox"/> Theater in general            | <input type="checkbox"/> Crafts - Metal                  | <input type="checkbox"/> Humanities                           |
| <input type="checkbox"/> Theater - Mime                | <input type="checkbox"/> Crafts - Paper                  | <input type="checkbox"/> Multidisciplinary                    |
| <input type="checkbox"/> Theater - Puppetry            | <input type="checkbox"/> Crafts - Plastic                | <input type="checkbox"/> Non-Arts/Non-Humanities              |
| <input type="checkbox"/> Theater for Young Audiences   | <input type="checkbox"/> Crafts - Wood                   |   |
| <input type="checkbox"/> Theater - Storytelling        | <input type="checkbox"/> Crafts - Mixed Media            |   |

**PROJECT DISCIPLINE**

Write one category from the list above that best describes your proposed grant activity:

\_\_\_\_\_

## APPLICATION CHECKLIST

You must include the following items:

- Completed Application Form
- Proposal
- Outcome Evaluation
- Needs Assessment
- Work samples
- Work sample description page
- Artist Statement (*Individual Artists Only*)
- Resumes (2 page maximum each) of key project personnel and artist(s)
- List of Board Members or Equivalent (*Organizations Only*)
- Pricing documentation for the items in your budget (*1 estimate each*)
- Comparative pricing documentation for equipment that costs \$500 or more (*2 estimates each*)
- Submission requirements if proposal is for public art projects
- 501(c)3 letter or signed Fiscal Sponsor Agreement (*Organizations – not required for schools or government*)
- Resident Alien Card if you are not a U.S. Citizen (*Individual Artists Only*)

**Optional:** R2AC has permission to use my work samples on the following electronic media:

- R2AC e-newsletter    R2AC website    Facebook    Twitter    other \_\_\_\_\_

## PERSONAL ASSURANCES (*For Individual Artists Only*)

- I am an artist, applying as an individual, not for a group or organization.
- I am a U.S. citizen, or have attained permanent resident alien status.
- I will be at least eighteen years of age on or before the deadline date for this application.
- I am currently residing in Region 2 and have been for six months prior to the application deadline.

## CERTIFICATION

I/We certify the information in this application is true and correct to the best of our knowledge.

"My signature below certifies that I have read the application instructions, met all of the eligibility requirements, have submitted a complete application and that all of the information contained in this application and its attachments is true and correct to the best of my knowledge. I understand that if my application is incomplete or is received after the deadline date it will be marked ineligible and it will not be reviewed."

**Individual Artist**

OR

Typed Name	Title	Signature	Date
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**Authorizing Official**

(For Organizations Only)

Typed Name	Title	Signature	Date
------------	-------	-----------	------

**Fiscal Sponsor Official**

(For Organizations Only)

Typed Name	Title	Signature	Date
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**Project Director**

(For Organizations Only)

Typed Name	Title	Signature	Date
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**PROPOSAL BUDGET**

**AREAS OF PRIORITY DESIGNATION**

Your **BUDGET** will be a direct reflection of the Area or Areas of Priority Designation your project addresses. In the space provided, write concise **one-sentence summaries** of the proposed activity addressed in your proposal.

**Arts & Arts Access Activities:**

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**Arts Education Activities:**

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**Arts & Cultural Heritage Activities:**

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**PROJECT EXPENSES**

Spread your expenses into the Areas of Priority Designation that you chose above. Include all expenses directly related to the project such as: Artist Fees, Travel Expenses, Publicity, Rental Fees, Expendable Supplies & Materials, Equipment, Printing, Etc.

**Please Note:** Food and Drink for events are NOT allowable expenses.

1)	<b>Arts and Arts Access Activities:</b>		<b><u>Totals</u></b>
	A. _____	\$ _____	
	B. _____	\$ _____	
	C. _____	\$ _____	
	D. _____	\$ _____	
			\$ _____
2)	<b>Arts Education Activities:</b>		
	A. _____	\$ _____	
	B. _____	\$ _____	
	C. _____	\$ _____	
	D. _____	\$ _____	
			\$ _____
3)	<b>Arts &amp; Cultural Heritage Activity:</b>		
	A. _____	\$ _____	
	B. _____	\$ _____	
	C. _____	\$ _____	
	D. _____	\$ _____	
			\$ _____
	<b>TOTAL ESTIMATED PROJECT COST:</b>		<b>\$ _____</b>

**CASH MATCH**

Total of all equipment expenses \$ \_\_\_\_\_ x .25 = \$ \_\_\_\_\_  
 Total Est. Project Cost *minus* equipment expenses \$ \_\_\_\_\_ x .20 = \$ \_\_\_\_\_  
**TOTAL CASH MATCH:** \$ \_\_\_\_\_

**PROJECT INCOME**

Cash match can be secured through any combination of income listed in lines A-D. Line D indicates funds you have available to use toward this project if needed or desired. The project income, the sum of lines A-D, must be equal to or greater than the total cash match required for your proposed project.

A. Earned Income  
 (i.e. Ticket Sales, Fundraisers, Registration Fees, etc.) \$ \_\_\_\_\_  
 B. Other grant funds, contributions or cash donations to this project \$ \_\_\_\_\_  
 C. Net Profit from prior ACH grant \$ \_\_\_\_\_  
 D. Applicant's funds budgeted for this project \$ \_\_\_\_\_  
**TOTAL ESTIMATED PROJECT INCOME: (Add lines A-D)** \$ \_\_\_\_\_

**GRANT AMOUNT REQUESTED:** \$ \_\_\_\_\_

(Total Estimated Project Cost *minus* Estimated Project Income = Grant Amount Requested)

**DONATED IN-KIND CONTRIBUTIONS**

These show community or organizational support for your project. Please include a list of items and the total estimated dollar amount below or on separate piece of paper if necessary. (ie. volunteer hours, donated supplies, etc.)

**Description of In-Kind Contributions:** \_\_\_\_\_

---

**TOTAL IN-KIND CONTRIBUTIONS:** \$ \_\_\_\_\_

**PART 2: REQUIRED NARRATIVE ATTACHMENTS**

**1. Proposal (1-2 pages maximum)**

Submit a document entitled "Proposal." Your proposal must be written in narrative form. It is a **detailed description** of your intended project including

- an overview of your plan for the intended activity,
- the Arts and Cultural Heritage Areas of Priority Designation present in the project activity (*see descriptions of the Areas of Priority Designation under Guidelines*),
- the intended impact on the communities served through this project,
- specific details of your project such as times, dates, locations, any fees, the names of artists participating and how they were selected for this activity and intended audiences,
- mention of the items appearing in your budget.

The grant review panel will be looking specifically for the ways in which your proposed project

- develops knowledge, skills, and an understanding of the arts,
- instills the arts into your community and public life,
- provides a high quality arts experience,
- helps Minnesotans access a high quality art experience,
- and represents diverse ethnic and cultural art traditions (if applicable).

**Note:** If your project is funded, you must contact Region 2 Arts Council for approval before making any significant changes in your proposed activity.

**Important:** Access to participate in the project shall not be limited on the basis of national origin, race, religion, age, or gender. Applicants must 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 access to the content of the project. For more information on staying in compliance with the Americans with Disabilities Act, contact: VSA Minnesota, 528 Hennepin Avenue - Suite 305; Minneapolis MN 55403; 1-800-801-3883; info@vsamn.org; <http://www.vsamn.org/>.

## 2. Outcome Evaluation Plan (2 paragraphs)

Your Outcome Evaluation Plan is entered directly into the Region 2 Arts Council grants database and is shared with the Legislative Coordinating Commission for the purpose of reporting back to the voters of Minnesota on the use of Legacy Amendment funding. These two paragraphs must be detailed and concise. Please adhere to the character limits.

### 1<sup>st</sup> Paragraph: Measurable Outcomes (limited to 255 characters)

**State the ways in which your project will impact your participants and the communities your project serves.** Your outcomes must show a **measurable impact on, or change in your target audience(s)** in terms of knowledge, skill, attitude, awareness or behavior. Be sure to name your target audience(s). Target audiences may be defined as traditional audiences, artists, performers, backstage crews, workshop participants, and others impacted by your grant activity.

### 2<sup>nd</sup> Paragraph: Evaluation Methods (limited to 255 characters)

Describe which methods you plan to use to measure your specific outcomes. Possible evaluation methods include surveys, focus groups, talk back sessions, recorded observations, texting polls, and interviews.

## 3. R2AC Needs Assessment (1 page maximum)

Submit a separate sheet entitled **Needs Assessment** on which you have answered the following question. To ensure your comments will not influence the review of your application, your response to the needs assessment question will not be sent to the board along with your application for review. Your response will be shared with the board anonymously along with the needs assessment responses of other applicants at a later date. Thank you, your comments will help us respond to the needs in our Region.

**What, other than funding, could R2AC provide to artists and organizations that would help strengthen the presence of the arts and support opportunities for arts creation, promotion and education in our communities?**

## PART 3: REQUIRED SUPPORT DOCUMENTS AND MATERIALS

**Work Samples:** Please submit work samples showing high artistic quality and merit.

- For projects involving visual artists: submit up to 12 images of the artist's work on a CD.
- For projects involving literary artists: submit up to 10 pages of poetry or prose.
- For theatrical performances: submit a DVD or relevant links showing 2-4 minutes of a past production. You may submit a CD of up to 12 images of a past production, in cases where copyright has inhibited videotaping.
- For concerts or other audio-performances: submit a CD of music or a list of links.
- For film projects: Submit 2-3 film segments on a DVD of approximately 5 minutes each.

**Note:** R2AC will not be responsible for loss or damage of work samples. If you do not intend to pick up your work samples at the R2AC office, please include a self-addressed envelope with sufficient postage and protection for the artwork(s) to be sent through the U.S. mail. *Work samples not claimed within six months will be disposed of.*

**Work Sample Description page:** (1 page maximum)

List your work samples in the order in which they are to be presented. Include:

- Titles
- Dates of completion/ performance/ recording
- Dimensions/ medium /materials/ performers/ instruments

**Artist Statement** for individual artist applicants only (1 page maximum)

Your artist statement is a thoughtful exploration of yourself and your art. Your artist statement may explore your creative vision and your motivation to do art, state your goals as an artist, describe your style, and/or share the ideas behind your art.

**Resumes** of key project personnel and artist(s) (2-page maximum each)

**Board of Directors, School Board or equivalent:** Organizations must include a list of their current board members.

**Pricing Documentation:** Pricing documentation is required for the **items listed on your budget** excluding artist fees, mileage, and per diem. This documentation can be a quote, a price list, an email from a provider listing costs, or an itemized printout from a provider's website.

**Theater Companies** are exempted from providing pricing documentation for **materials and supplies** only. Pricing documentation for other items listed in their budget, such as equipment purchases and facility rental or other services, must be provided.

**Equipment** purchases of **\$500 or more** require comparative pricing documentation from **two providers** for all applicants.

**Public Art Project support documents and materials:**

Public Art involves partnerships, whether it is a performance in a public park or a mural on the side of a downtown establishment. Understanding who is involved in the partnership is an important first step toward planning a successful public art project and securing the appropriate permissions for your project. All necessary support documents and materials must be included in your grant application to Region 2 Arts Council.

- *What is the site location?* Include a photograph of the location of the project.
- *Who is/are the artist(s) involved?* Include resumes and work samples of the artist(s).
- *Who is responsible for the installation of the art?*
- *Who will maintain ownership and maintenance responsibility?* Submit a short letter from the individuals who are responsible for maintenance of the artwork or the site.
- *What are the legal concerns or city permitting procedures?* Submit copies of all secured permits.
- *Is the site publicly owned or privately owned?* Submit a letter of agreement outlining the details of the project. Obtain signatures from the artist, the project director, and the site owner or city official in charge of overseeing the site. This agreement will state their approval of the project and agreement to the terms of the project. Include answers to the following questions:
  - Does the site have any special considerations, such as historical status?*
  - Is the art permanent or temporary?*
  - How will the site be maintained?*
  - Who owns the artwork?*

For more answers to your public art questions, please follow this link to The Public Art Toolkit <http://forecastpublicart.org/toolkit/tools.html>.

**501(c)3 letter or Fiscal Sponsor Agreement:** If you are an individual artist or if your organization is already a 501(c)3 organization, a public library, a public school or university, or a unit of government, you do not need 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 a sample Fiscal Sponsor contract on our website or we will provide a printed copy upon request. The Fiscal Sponsor must sign the grant application form and, if a grant is received, sign the grant contract and review and sign the final report

## GUIDELINES

**The Arts and Cultural Heritage Fund will support activities in three key Areas of Priority Designation.**

**Arts & Arts Access:** The ACH fund will support Minnesota artists and arts organizations in creating, producing, and presenting high-quality arts activities, to overcome barriers to accessing high-quality arts activities, and to instill the arts into the community and public life in this state. Such activities may be, but are not limited to:

- Investing in activities that make the arts available to persons who might not otherwise have access due to economic, geographic, or physical barriers;
- Ensuring that Minnesota's artists and arts organizations have sufficient financial support to create art;
- Investing in the long-term health and vitality of Minnesota's arts sector by supporting capacity-building and professional development;
- Investing in efforts that enable Minnesotans to more easily connect with arts and arts experiences;
- Investing in efforts to fully integrate the arts into local community development efforts;
- Investing in efforts to fully integrate the arts into local and state economic development planning;
- Investing in public art that is available throughout the state;
- Recognizing and rewarding artists/arts organizations/arts providers for exceptional artistic quality and service to their audiences and/or the state.

**Arts Education: Investing in lifelong learning in the arts:** The ACH fund will support high-quality, age-appropriate arts education for Minnesotans of all ages to develop knowledge, skills, and understanding of the arts. Such activities may be, but are not limited to:

- Investing in efforts that enable Minnesotans to more easily connect with arts learning opportunities;
- Ensuring that artists/arts organizations/arts providers are able to provide high-quality experiences for Minnesotans of all ages by investing in professional development;
- Ensuring that arts learning opportunities are achieving intended outcomes through on-going assessment and evaluation.

**Arts & Cultural Heritage: Building bridges between Minnesotans through arts and culture:**

The ACH fund will support events and activities that represent the **diverse ethnic and cultural arts traditions, including folk and traditional artists and art organizations**, represented in this state. Such activities may be, but are not limited to:

- Providing Minnesotans with opportunities to celebrate our cultural heritage through events and activities that represent the range of Minnesota's **ethnic and cultural arts traditions**.
- Ensuring that Minnesotans are able to experience **folk/traditional arts of diverse cultures** by supporting the work of folk and traditional artists / arts organizations.

## **INELIGIBILITY**

### **Who is NOT eligible:**

- For profit businesses.
- Individuals whose primary focus is not the creation of art.
- Individual artists applying for funding for activities at their place of employment.
- Organizations with an overdue Final Report from a previous R2AC grant.
- Religious organizations and parochial schools or any organizations requesting funds to support activities that are essentially for the religious socialization of the participants.
- Organizations intending to influence public policy.
- Organizations having a current member of the R2AC Staff, Board, or AAI council in a position of authority (defined as Board Officer, Artistic Director, or Executive Director).
- Current members of the R2AC Staff, Board, AAI Council, and their immediate family members. **Immediate family members** may be engaged with an organization, school, or local government office that applies for a grant, but they **may not write the grant or be the project director of an ACH grant project**. Immediate family is defined as: spouse, domestic partner, parent, child, child's spouse, brother, brother's spouse, sister, or sister's spouse.

### **What is NOT eligible:**

- Purchase of food and drink **for events**.
- Projects that are intended to raise funds for an organization, charity or cause.
- Projects that have already received a Region 2 Arts Council grant award.
- Projects that are over 80% funded by Minnesota State Arts Board, Library Legacy, Historical Legacy, or Department of Agriculture Legacy grant awards.
- Two or more organizations applying for funding for the same project.
- Activities that do not have arts / culture as their primary focus.
- Compensation of school personnel to complete work in the school of their employment.
- Payment for an artist or arts organization to provide essentially the same services that a school art teacher or arts specialist would be expected to provide.
- Activity which serves the school students and teachers only.
- Tuition for academic credit coursework. Teachers may not use grant funds to meet licensure or continuing education requirements to retain a teaching license.
- Funds for discontinued or nonexistent arts programs in schools.
- Purchase of equipment for facilities within K-12 public schools.
- Payment for new building projects.



- Funds for capital improvement, building renovation, and building construction costs. *Note:* Freestanding capital equipment, defined as equipment that does not alter the property, is not permanently affixed to the property, and does not change the value of the property, is an allowable budgetary expense for all applicants except public school applicants. Arts organizations seeking funds for capital improvement projects may apply to the R2AC Community Arts Support grant in 2016.
- Literary works with the primary purpose to relay information, such as journalism, history, biography, and scholarly manuscripts.
- Translation of another person's literary work.
- Films, television or related media featuring live recordings, coverage of current events, reports, news and talk shows; reality shows, music videos, game shows, quiz shows; instructive and "how-to" programs not related to art; commercials, documentaries promoting tourism, shows that solicit funds, projects used for religious socialization, works of a promotional nature; gala presentations or awards shows, shows featuring a sporting event or sports activity; works promoting violence and/or racism and/or with pornographic content.

## GRANT REVIEW PROCESS AND CRITERIA

**At the Grant Review:** Grants are reviewed in the order of the date in which they are received.

**Review Date:** Grants are reviewed between 4-6 weeks after the grant deadline date. Grant reviews take place at Region 2 Arts Council board meetings on the third Monday of the month.

**Conflict of Interest:** R2AC Board members are required to declare any conflicts of interest with grant applicants at the start of a grant review session. The board member with a conflict will leave the room for the duration of the discussion and voting on that grant.

**Open Meetings:** The public is invited to grant review meetings; however, public commentary is neither allowed nor solicited during grant reviews.

**Work Samples and Additional Materials:** Staff share work samples, quotes for budget items, brochures and materials that cannot be easily copied, and any amended or corrected application materials with review panelists.

**Board Comments:** Each application package is discussed in detail based on the scoring criteria. Staff record board comments to be summarized and shared verbally with applicants upon request.

**Full, Partial and No Funding:** A motion is made concerning the level of funding for each application immediately after it is discussed: full, partial, or no funding.

**Full Funding:** A motion of full funding is made when a grant application is complete and eligible for funding in the form in which it was submitted.

**Partial Funding:** When a motion of partial funding is made, a revised budget amount must be specified.



**No Funding:** The Board reserves the right to make a motion of "no funding" on any project based on their perception of the applicant's readiness to fulfill the grant requirements as presented in the grant application, or on the quality of the work samples submitted with the application.

**Rating:** The funding level is voted on and individual board members rate the grant. Grants receiving a vote of full funding are rated in the form in which they were submitted. Grants receiving a vote of partial funding are rated with the board's recommended revisions. Grants receiving a vote of no funding are not rated.

**Criteria:** Applications are rated on a 60-point scale using the following criteria:

**Artistic Merit of the Project (30 points)**

Considerations:

- How does this proposal help instill the Arts into your community and public life?
- How does this proposal help provide a high quality arts experience?
- How does this proposal help Minnesotans access high quality arts experiences?
- How does this proposal help to develop knowledge, skills, and understanding of the arts?
- What is the quality of the artistic content of the project?
- How, and to what degree, does this project advance the artistic goals of an organization or an individual artist applicant?

**Need for the Project (20 points)** Demonstrated need by artists, arts organizations or the public.

Considerations:

- The degree of community support for the project in terms of direct involvement and/or financial or donated contributions.
- The way in which this project is different from other similar projects currently available. Does the project meet the artistic needs of the community?
- To work toward equitable distribution of the funds for underserved communities in the R2AC service area (Clearwater, Mahnomon, Lake of the Woods).

**The Ability of the Applicant to Accomplish the Project (10 points)**

Considerations:

- The scope and quality of the planning and evaluation process.
- The qualifications of the project director or artist.
- 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.

**Ranking:** The ratings are averaged and grant applications are ranked from the highest to the lowest based on the averaged rating. Grant money is awarded, in order of highest to lowest grant ranking, until the money is depleted.

**APPEALS PROCESS**

Any applicants 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, commitment, or project feasibility will not be heard. Applicants can only appeal their own grant for procedural errors.

Appellants must submit a formal letter of appeal to the R2AC Executive Director 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.

**NOTIFICATION PROCESS**

Each applicant will be notified, in writing, of the results of the grants review within 8 weeks of the application deadline date. Applicants that are awarded full funding for their proposed project plan will receive a Request for Payment form and a Grant Contract. Applicants awarded partial funding will receive a Revised Budget form, which must be completed and returned within 10 days of receipt.

The Request for Payment Form and Grant Contract must be signed and returned to the R2AC office within 30 days of receipt. Full payment of the award will be made to the applicant (or to the Fiscal Agent) 30 days prior to the beginning date of the project.

### **FINAL REPORT POLICY**

Final reports are due 45 business days after the project end date stated by the grantee in the grant application.

- Grantees may call, email or send a letter requesting an extension of the final report deadline. The Executive Director must approve the request.
- Letters reminding the grantee of their final report's overdue status and the potential consequences of noncompliance will be sent 2 months, 4 months and 6 months after the final report deadline.
- All grantees are ineligible to apply for all R2AC grants if their final report is overdue.
- Eligibility will be reinstated when the final report is received and approved.
- 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.