

# Arts Project Grant 2019

---

*Region 2 Arts Council*

## *INTRODUCTION*

---

### Arts Project Grant Application - 2019

**Maximum Award:** \$2,500

**Deadline:** March 15, 2019 by 11:59 pm

**Review Date:** April 15, 2019

**Earliest Start Date:** May 1, 2019

#### **Funding Source**

Region 2 Arts Council Arts Project Grants are funded by an appropriation from the Minnesota State Legislature with money from the State's general fund.

#### **Eligible Organizations**

Organizations must be Minnesota 501(c) 3 tax-exempt organizations or governmental units physically located within one of the five Region 2 Arts Council counties of Beltrami, Clearwater, Lake of the Woods, Mahnommen, or Hubbard. Eligible organizations include non-profits, arts organizations, schools, community education programs, institutions of higher learning, local city, town, and county government or tribal offices. Groups without 501(c) 3 status are eligible to apply, but must be formed for non-profit purposes and must use a Minnesota 501(c) 3 tax-exempt or governmental unit fiscal sponsor.

#### **Eligible Proposals**

These grants offer funding for a variety of arts projects and programming including costs associated with public art, arts festivals, engagement of guest artists, arts field trips, workshops, exhibitions, presentations, or performances that will benefit the residents of Beltrami, Hubbard, Clearwater, Lake of the Woods, or Mahnommen counties. Arts organizations may also apply to fund consultation projects in board development, fiscal management, fundraising, public relations, audience development, or assistance in designing arts programming. Arts activities proposed for funding must be accessible by the public, displaying a strong community component.

***IMPORTANT:*** Any project or program for which project-specific expenses have been incurred and paid prior to the earliest start date is not eligible for funding from this grant. However, an arts project that exists within the context of or due to the existence of a larger project may be eligible for funding if it meets the Eligibility Requirements below.

For example, an entire theater production for which there are expenses specific to the production itself that will have been paid prior to the earliest start date *would not* be eligible for funding from this grant program; however, the development of a matinee performance with its own goals, outcomes, audiences, and budget may be eligible for funding if it meets all funding and eligibility requirements. The matinee performance or performance series would be described in this grant application as an arts project or program, with its own budget, specific public audience, accessibility initiatives, and intended outcomes or impacts for the designated target audience.

## Instructions

- Items marked with an asterisk (\*) are required and must be answered by all applicants before submitting. Work Samples and some specific kinds of projects, such as public art, **require** uploaded or linked content to be eligible for funding, even though these items may not be marked with an asterisk. **Read all instructions carefully.**
- When uploading a file, make sure it is in one of the accepted formats listed and that it does not exceed the file size specified.
- You may save and return to your application as many times as you like before the due date. Although the system does have an auto-save feature, we suggest you always scroll to and click the "SAVE APPLICATION" button at the bottom of the application before exiting the system. Please note, the system will log you out due to inactivity.
- Do not press "SUBMIT APPLICATION" unless you are sure your application is complete.
- Once your application is submitted, **NO CHANGES OR CORRECTIONS WILL BE ALLOWED.** Please see our Grant Submission Policy

We suggest that you also click on all links to policies and guidelines to get more clarification on what is expected in your grant application. We also suggest clicking on the gray arrows at the beginning of each section to collapse or expand that section. This helps you more easily navigate to the section of the application you need to work on.

If you have any questions or problems in filling out the online application, please feel free to contact R2AC staff (phone: 218-751-5447 or 1-800-275-5447) If you would like to discuss your grant or project ideas please contact our office in Bemidji for an appointment.

To request a thorough review of your application prior to submission, contact staff **at least two weeks prior to the deadline.** After that you may request staff assistance and we will provide feedback (9 am - 5 pm, Mon.-Fri.) as time allows. Please review our Grant Writing Support Policy. **Note:** A review of your application does not guarantee that your request will be funded.

## Project Name\*

Please provide a very brief title or name for your proposed project. The name you choose will appear at the top of your application and also in your dashboard when you login to refer to this

application.

*Please be aware that R2AC staff will be adding an R2AC Grant Number (e.g. APG-2019-01) at the beginning of your project name after you have submitted your grant to help us better refer to and search for your grant application in our database.*

*Character Limit: 250*

### **Project Description**

Briefly describe your proposed project in one sentence. (Example: Funds will assist *Organization Name* to *proposed activity*.)

*Character Limit: 250*

### **Start Date\***

The start date should be approximately one month before your project is to take place or before you have to contract for services and may fall between the Earliest Start Date (listed at the beginning of this application form) and one year after the Earliest Start Date.

*Character Limit: 10*

### **End Date\***

Final reports must be submitted within 45 calendar days of the project end date you have indicated here. Keep in mind your project end date may be no later than 18 months from the Earliest State Date listed at the beginning of this application form.

*Character Limit: 10*

### **Program Dates\***

Please enter the proposed dates of your performance, exhibition, workshop, festival, or other arts programming.

*Character Limit: 250*

### **Project Director\***

Please list the contact information for the Project Director who will be responsible for administering the proposed arts project. Include name, title, address, city, zip code, phone numbers and an email address.

*Character Limit: 500*

## **ELIGIBILITY CERTIFICATION**

---

Please read the eligibility criteria statements below carefully. These statements will help you discern if your project is eligible for funding through this grant. If you have applied for other R2AC grants in the past, please take time to pay special attention to statements marked as

" **NEW** " because eligibility criteria often change.

Once you have read through the entire list and are sure that your project fits within all of these eligibility guidelines, the Project Director, Authorizing Official, and Fiscal Sponsor (if applicable) will need to type their name and title below. Typing your name acts as an electronic signature and verifies that your project is in compliance with all eligibility criteria and that responses to all questions in this application and any documents included with this application are true and factual. Your electronic signature holds you legally responsible for any false or fraudulent information.

If you have any questions on any of the eligibility criteria, please email or call the R2AC office (218-751-5447 or 1-800-275-5447) to discuss eligibility. We can help you determine your proposed project's eligibility for this grant and, if needed, recommend a different grant to better suit your needs.

**Location of Organization:**

The organization I am applying on behalf of has a physical address located in one of the following Minnesota counties: Beltrami, Clearwater, Hubbard, Lake of the Woods or Mahnomen and will retain that address throughout the grant period. (*Note: Organizations that relocate outside of our service area during the grant period will be asked to return all grant funds received.*)

**Location of Arts Activity:**

The proposed project or activity will occur within the state of Minnesota.

**5 County Impact:**

The proposed project or activity will occur within one or more of the following Minnesota counties: Beltrami, Clearwater, Hubbard, Lake of the Woods or Mahnomen, or will primarily impact residents of one or more of those counties.

**Relocation:**

The organization I am applying on behalf of does not intend to use Arts Project Grant funds to relocate their legal address outside the geographic boundaries of Beltrami, Clearwater, Hubbard, Lake of the Woods or Mahnomen Counties or outside the state of Minnesota.

**Tax exempt status:**

The organization I am applying on behalf of has Minnesota 501(c)3 tax exempt status or has retained the services of a fiscal sponsor with 501(c)3 tax exempt status that has a physical address located in Minnesota and has either Minnesota 501(c)3 tax exempt status or is a Minnesota tax exempt government entity.

**Ineligible Organizations:**

I am not applying on behalf of a for-profit business, an organization intending to influence public policy, a parochial school, or a religious organization.

**Requests for Funding for Expenses Paid Prior to the Earliest Start Date:**

This request is not intended to cover funding deficiencies in a project that was already completed or to fund a project or activity for which project-specific expenses have been incurred and paid prior to the earliest start date.

**Already Funded by R2AC:**

The proposed project or activity is not currently receiving funding from an R2AC grant award, seeking to use funding from more than one R2AC grant, or seeking to cover costs of a project or activity that are specifically being covered through another R2AC grant award.

**Two Applicants Seeking Funding for the Same Project:**

The organization I am applying on behalf of is not seeking funding for the same proposed project as another applicant in an effort to obtain more funding for the joint project from R2AC. (i.e. Multiple organizations cannot apply for grants to fund projects that include the same artists and activities which occur at the same date, time and location.)

**Equipment or Nonexpendable Items**

The proposed project or activity does not seek funding for any equipment or other non-expendable items.

**Capital Improvements:**

The proposed project or activity does not seek funding for a new building project, capital improvement, building renovation, or building construction costs.

**Projects started prior to Earliest Start Date:**

The proposed project or activity will not have started prior to the Earliest Start Date listed at the beginning of this application form. R2AC funds do not cover expenses incurred and paid prior to the Earliest Start Date.

**Funding from Clean Water, Land & Legacy Amendment:**

The proposed project or activity is not over 80% funded by Minnesota State Arts Board, Library Legacy, Historical Legacy, Department of Agriculture or other grant awards funded by the Clean Water, Land & Legacy Amendment and will not become over 80% funded if awarded this grant.

**Out of State Travel Costs**

The proposed project or activity does not seek funding, of more than 10% of the total grant award, to be used for costs related to travel outside of the state of Minnesota, either for Minnesota performing groups or individuals whose destination is outside the state or for groups or individuals coming into the state for performances or presentations.

**Objectionable Content:**

The proposed project or activity does not promote violence and/or racism and does not have pornographic content. (Please note it is at the board's discretion to deem an activity objectionable)

**Proselytizing:**

The proposed project or activity does not proselytize a belief or involve the religious socialization of the audience or participants.

**Attempt to Influence State or Federal Legislation or Appropriation:**

The proposed project or activity is not an attempt to influence any state or federal legislation or appropriation.

**Fundraising:**

The proposed project or activity is not intended to raise funds for an organization, charity, or cause or to start or build an endowment.

**Unreasonable Fees for Artists:**

The proposed project or activity does not require artists to pay an unreasonable entry fee in order to exhibit, perform, or be included in the project.

**Purchase of Food or Drink:**

The proposed project or activity is not seeking funding for the purchase of food or drink for events.

**Grant Writer Conflict of Interest:**

I am not a current member of the Anishinaabe Arts Initiative Council, the R2AC board or staff, or a member of their immediate family (Immediate family is defined as: spouse, domestic partner, parent, child, child's spouse, brother, brother's spouse, sister, or sister's spouse.)

**Organizational Conflict of Interest:**

The organization I am applying on behalf of does not have a current member of the Anishinaabe Arts Initiative Council or the R2AC board or staff holding the position of Executive Director, Artistic Director, or the position of Chair, President, Vice Chair, Vice President, Treasurer, or Secretary of our board of directors.

**Internal Conflict of Interest:**

The organization I am applying of behalf of does not have any internal conflicts of interest as defined by Minnesota State statute 317A.255

**Unfinished Projects:**

This proposed project or activity is not the same as a previously grant-funded project, which has either not been completed or for which the final report deadline has been extended, such as an annually occurring arts activity.

**NEW Granted Projects in Open Modification:**

The organization I am applying on behalf of does not have a grant project in the state of open modification, in which the grantee has mentioned that a project needs to be modified, but specific modifications have not been requested or approved.

**Past Contractual Agreements with R2AC:**

The organization I am applying on behalf of is not in violation of any past contractual agreement with R2AC, such as an overdue final report from a previous R2AC grant.

**Terminated Grant Contract/Agreements with R2AC:**

The organization I am applying on behalf of has not failed to return grant funds to R2AC after having any R2AC grant contracts/agreements terminated or funding revoked.

**Public Art Projects:**

If public art is a part of this project then the proposed project or activity falls within the parameters of the Public Art Policy.

**Literary Arts Projects:**

If literary arts are the focus of this project, the proposed project or activity falls within the parameters of the Literary Art Policy.

**Film/Television/Media Arts Projects:**

If the focus of this project is film, television or other video media, the proposed project or activity falls within the parameters of the Film/Media/Television Art Policy.

**Academic Credit or Retention of Teaching License:**

The proposed project or activity is not seeking funding for arts activity resulting in academic credit, tuition for academic coursework, teaching license, or continuing education requirements (CEUs) to retain teaching license.

**Compensation for School Personnel:**

The proposed project or activity does not provide compensation for personnel to complete work in the institution where they are employed.

**Public Access to School/College/University Activities:**

The proposed project or activity does not serve students or faculty only, but includes an activity specifically designed to be easily accessible to the general public, such as an evening performance or an art exhibit.

**School/College/University Arts Programs:**

The proposed project or activity does not fund discontinued or nonexistent arts programs or pay an artist or organization to provide essentially the same services as arts

teacher/instructor/professor or arts specialist employed by the institution would be expected to provide.

Type in the names and titles of the following lead positions for this application, with the consent of all signatories, as electronic signatures. Note that the typed name constitutes a legal signature and all parties undersigned must agree to the following statement:

"We certify that all information provided in this application is, to the best of our knowledge, true and factual and that our proposed arts activity is in compliance with all the eligibility criteria stated above, as well as with all applicable federal, state, and local laws, rules, regulations, and ordinances in relation to the use of these funds."

### **Authorizing Official Signature\***

(Board Chair/President, Artistic/Executive Director, or Principal/Superintendent. This should not be the same individual as the Project Director.)

*Character Limit: 100*

### **Project Director Signature\***

*Character Limit: 100*

### **Fiscal Sponsor Signature (if applicable)**

*Character Limit: 100*