

# Arts Access Grant for Small Towns 2019

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*Region 2 Arts Council*

## *INTRODUCTION*

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### Arts Access Grant for Small Towns Application - Spring 2019

**Maximum Award:** \$6,000

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

**Review Date:** May 20, 2019

**Earliest Start Date:** May 31, 2019



#### **Funding Source**

Region 2 Arts Council Arts Access Grants are made possible by the voters of Minnesota thanks to a legislative appropriation from the Arts and Cultural Heritage Fund.

#### **Eligible Organizations**

Organizations must be Minnesota 501(c) 3 tax-exempt organizations or governmental units physically located in a *town with a population under 2,000* within one of the five Region 2 Arts Council counties of Beltrami, Clearwater, Lake of the Woods, Mahnomon, 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**

Arts Access grants support the creation, production, and presentation of high quality arts activities that help instill the arts into the community and public life in our region by removing barriers that audiences may have to accessing these activities. Eligible grant proposals must display a commitment to reaching wider audiences through providing new and/or expanded arts programming to residents of our region's counties, and/or by supporting accessibility initiatives through the project. 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 activities proposed for funding must be accessible by the public, displaying a strong community component.

### **Arts and Cultural Heritage Fund Use Requirements for Arts Access Grants**

- To produce, present, and offer arts programming and projects that provide accessible, new and/or expanded arts activity.
- To support arts programming and projects that take place within the state of Minnesota.
- To support arts projects and programming for which measurable outcomes have been established, and a plan for evaluating the outcomes and results is in place.
- To supplement, but never substitute, for traditional sources of funding for arts projects and programming, especially in schools/colleges/universities.
- To support only those arts projects and programming for which no expenses have been paid prior to the earliest start date.

***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 Arts and Cultural Heritage Fund Use Requirements above and 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. ACHAT-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**

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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.

**Arts Focus:**

The proposed project or activity has arts or arts and culture as its primary focus.

**Accessibility:**

The proposed project or activity will be accessible to the public.

**Access:**

The proposed project or activity supports Arts Access as stipulated by the Clean Water, Land, and Legacy Amendment which provides funding for this grant.

**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 in one or more of the following Minnesota counties: Beltrami, Clearwater, Hubbard, Lake of the Woods or Mahnomen.

**5 County Impact:**

The proposed project or activity will primarily impact residents of one or more of the five Region 2 Counties.

**Relocation:**

The organization I am applying on behalf of does not intend to use Arts Access 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.)

**Capital Improvements:**

The proposed project or activity does not seek funding for a new building project, capital improvement, building renovation, or 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 schools, community education programs, colleges or universities.

**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.

**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 Equipment Restriction:**

The proposed project or activity is not seeking funding for equipment for a school, community education program, college or university.

**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 an 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*

## **DATA COLLECTION**

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### **RAC Grant Data Collection\***

The information you provide below is used to gather data about grant applicants. The data is maintained by the Minnesota State Arts Board (MSAB) in cooperation with the Minnesota Regional Arts Councils (RACs), the Minnesota Citizens for the Arts (MCA), and the McKnight Foundation, and may be distributed to others in accordance with the Minnesota Data Practices Act. Information collected in this section of the grant application is not shared with the review panel. Please see our Data Privacy Policy. Complete information is necessary to ensure the reliability of our data. Note: If you are an organization using a fiscal sponsor, please fill out this information as it pertains to the organization conducting the activity, not the fiscal sponsor.

#### **Choices**

I understand

### **County\***

Choose the county in which your organization is located.

#### **Choices**

Clearwater

Beltrami

Hubbard

Lake of the Woods

Mahnomen

### **Race/Ethnicity (optional)**

**For Individuals:** Please select up to two options regarding your racial/ethnic characteristics.

**For Organizations:** Please select the option that best represents 50% or more of your staff or board or membership.

### Choices

American Indian/Alaska Native  
 Asian  
 Native Hawaiian/Pacific Islander  
 Black/African American  
 Hispanic/Latino  
 Middle Eastern/North African  
 White  
 Other

If you chose "Other" and would like to provide a short description, type it below:

*Character Limit: 100*

### Special Characteristics (optional)

**For Individuals:** select if any of the categories below describe you.

**For Organizations:** select the *one category* below that best represents 50% or more of your staff, board, or membership.

### Choices

Disability  
 Older Adult - 60+  
 Veteran

### Status\*

Select a legal status from the drop down menu that best describes you, if applying as an individual, or your organization, if you are applying on behalf of an organization.

### Choices

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

### Institution\*

Select a category from the drop down menu that best describes you, if applying as an individual artist, or your organization, if you are applying on behalf of an organization.

### Choices

01 - Individual - Artist

- 02 - Individual - Non-artist
- 03 - Performing Group
- 04 - Performing Group - College/University
- 05 - Performing Group - Community
- 06 - Performing Group for 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 Association
- 21 - School - Elementary
- 22 - School - Middle
- 23 - School - Secondary
- 24 - School - Vocational/Technical
- 25 - School - Other
- 25A - School - Preschool
- 25B - School - Community Education
- 25C - School - Homeschoolers
- 26 - College/University
- 27 - Library
- 28 - Historical Society/Commission
- 29 - Humanities Council/Agency
- 30 - Foundation
- 31 - Corporation/Business
- 32 - Community Service Organization
- 33 - Correctional Institution
- 34 - Health Care Facility
- 35 - Religious Organization
- 36 - Senior Center
- 37 - Parks & Recreation
- 38 - Government - Executive
- 39 - Government - Judicial
- 40 - Government - Legislative (House)
- 41 - Government - Legislative (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

## Discipline\*

Select a discipline from the drop down menu that best describes your art form, if applying as an individual, or the kind of art/arts your organization works with, if you are applying on behalf of an organization.

### Choices

- 01 - Dance
  - 01A - Dance - Ballet
  - 01B - Dance - Ethnic/Jazz
  - 01C - Dance - Modern
- 02 - Music
  - 02A - Music - Band
  - 02B - Music - Chamber
  - 02C - Music - Choral
  - 02D - Music - Electronic/Experimental
  - 02E - Music - Ethnic
  - 02F - Music - Jazz
  - 02G - Music - Popular
  - 02H - Music - Solo/Recital
  - 02I - Music - Orchestral
- 03 - Opera/Musical Theater
  - 03A - Opera
  - 03B - Opera - Musical Theater
- 04 - Theater
  - 04A - Theater - General
  - 04B - Theater - Mime
  - 04C - Theater - Puppetry
  - 04D - Theater for young audiences
  - 04E - Theater - Storytelling
- 05 - Visual Arts
  - 05A - Visual Arts - Experimental
  - 05B - Visual Arts - Graphics
  - 05D - Visual Arts - Painting
  - 05F - Visual Arts - Sculpture
- 06 - Design Arts
  - 06A - Design Arts - Architecture
  - 06B - Design Arts - Fashion
  - 06C - Design Arts - Graphic
  - 06D - Design Arts - Industrial
  - 06E - Design Arts - Interior
  - 06F - Design Arts - Landscape Architecture
  - 06G - Design Arts - Urban/Metro
- 07 - Crafts

- 07A - Crafts - Clay
- 07B - Crafts - Fiber
- 07C - Crafts - Glass
- 07D - Crafts - Leather
- 07E - Crafts - Metal
- 07F - Crafts - Paper
- 07G - Crafts - Plastic
- 07H - Crafts - Wood
- 07I - Crafts - Mixed Media
- 08 - Photography
- 09 - Media Arts
- 09A - Media Arts - Film
- 09B - Media Arts - Audio
- 09C - Media Arts - Video
- 09D - Media Arts - Tech/Experimental
- 09E - Media Arts - Screen/Scriptwriting
- 10 - Literature
- 10A - Literature - Fiction
- 10B - Literature - Nonfiction
- 10C - Theater - Playwriting
- 10D - Literature - Poetry
- 11 - Interdisciplinary
- 12 - Folk/Traditional Arts
- 12A - Folk/Traditional Dance
- 12B - Folk/Traditional Music
- 12C - Folk/Traditional Crafts/Visual Art
- 12D - Folk/Traditional Storytelling
- 13 - Humanities
- 14 - Multidisciplinary
- 15 - Non-arts/Non-humanities

### **Project Discipline\***

Select a discipline from the drop down menu that best describes the art you are creating for this project, if applying as an individual, or the kind of art that will be created, performed, taught, or showcased as part of this project, if you are applying on behalf of an organization.

### **Choices**

- 01 - Dance
- 01A - Dance - Ballet
- 01B - Dance - Ethnic/Jazz
- 01C - Dance - Modern
- 02 - Music
- 02A - Music - Band
- 02B - Music - Chamber
- 02C - Music - Choral
- 02D - Music - Electronic/Experimental
- 02E - Music - Ethnic
- 02F - Music - Jazz
- 02G - Music - Popular

02H - Music - Solo/Recital  
02I - Music - Orchestral  
03 - Opera/Musical Theater  
03A - Opera  
03B - Opera - Musical Theater  
04 - Theater  
04A - Theater - General  
04B - Theater - Mime  
04C - Theater - Puppetry  
04D - Theater for young audiences  
04E - Theater - Storytelling  
05 - Visual Arts  
05A - Visual Arts - Experimental  
05B - Visual Arts - Graphics  
05D - Visual Arts - Painting  
05F - Visual Arts - Sculpture  
06 - Design Arts  
06A - Design Arts - Architecture  
06B - Design Arts - Fashion  
06C - Design Arts - Graphic  
06D - Design Arts - Industrial  
06E - Design Arts - Interior  
06F - Design Arts - Landscape Architecture  
06G - Design Arts - Urban/Metro  
07 - Crafts  
07A - Crafts - Clay  
07B - Crafts - Fiber  
07C - Crafts - Glass  
07D - Crafts - Leather  
07E - Crafts - Metal  
07F - Crafts - Paper  
07G - Crafts - Plastic  
07H - Crafts - Wood  
07I - Crafts - Mixed Media  
08 - Photography  
09 - Media Arts  
09A - Media Arts - Film  
09B - Media Arts - Audio  
09C - Media Arts - Video  
09D - Media Arts - Tech/Experimental  
09E - Media Arts - Screen/Scriptwriting  
10 - Literature  
10A - Literature - Fiction  
10B - Literature - Nonfiction  
10C - Theater - Playwriting  
10D - Literature - Poetry  
11 - Interdisciplinary  
12 - Folk/Traditional Arts  
12A - Folk/Traditional Dance

- 12B - Folk/Traditional Music
- 12C - Folk/Traditional Crafts/Visual Art
- 12D - Folk/Traditional Storytelling
- 13 - Humanities
- 14 - Multidisciplinary
- 15 - Non-arts/Non-humanities

### Fiscal Year\*

What is your most recently **completed** fiscal year?

#### Choices

- 2016
- 2017
- 2018
- 2019

### Annual Adult Participation\*

Total number of adults (19 years of age and older) who participated in arts activities within your organization's most recently completed fiscal year. Please include **all** arts activities not just those funded by R2AC. (Do not include broadcast/internet audience) **Public Schools, Community Educations Offices, and publicly-funded Colleges and Universities: Please provide participation numbers for extracurricular and supplemental arts programming ONLY.**

*Character Limit: 10*

### Annual Youth Participation\*

Total number of children/youth (0-18 years of age) who participated in arts activities within your organization's most recently completed fiscal year. Please include **all** arts activities not just those funded by R2AC. (Do not include broadcast/internet audience) **Public Schools, Community Educations Offices, and publicly-funded Colleges and Universities: Please provide participation numbers for extracurricular and supplemental arts programming ONLY.**

*Character Limit: 10*

### Annual Arts Expenses\*

Total annual arts-related expenses for your organization's most recently completed fiscal year. For arts organizations this would be your total expenditures and for non-arts organizations this would be annual expenses for all arts programming or services for your organization. **Public Schools, Community Educations Offices, and publicly-funded Colleges and Universities: Please provide expenses for extracurricular and supplemental arts programming ONLY.**

*Character Limit: 20*

### Board Members\*

Please provide a list of Board Members, School Board Members, Council Members or Trustees governing your organization. Enter first and last name only.

*Character Limit: 1000*

## Website

Please enter the URL of your organization's website, and make sure to include a complete URL with https:// or http:// or www. as appropriate. A link to Facebook or other social media is not acceptable. If your organization does not have a web page, please leave this question blank.

*Character Limit: 2000*

<http://survey.constantcontact.com/survey/a07eb8crbqjibmhkaut/start>**Needs Assessment**

Please fill out a short survey to help us better serve our grant applicants and our communities.

## ARTISTIC QUALITY

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### Artistic Quality\*

Please describe the artistic quality of the activity you are seeking to fund. Focus your description on creativity, originality, and artistic technique. (Limit of 500 characters)

*Character Limit: 500*

### Artist Selection\*

Describe the process used to select the artist or artists that you have provided samples for. Describe the procedures followed to avoid conflict of interest between the board/staff and the selected artist(s). (Limit of 500 characters)

*Character Limit: 500*

### Work Samples

#### Work Sample Guidelines

In support of your proposal, you must provide digital samples of current artistic work (*work done within the last five years is preferred*) for the artist(s) you plan to commission a work of art from or plan to invite to teach, perform or present as part of the proposed arts project. These samples should help show the artistic quality you described above. Please follow the minimum/maximum requirements below depending on the arts discipline of your project and the number of artists or groups you are working with.

For an Individual Artist or a Performing Arts Group choose **one** of the following options:

- Visual or Craft Artists (2-D or 3-D) provide 5-10 work samples (.jpg)
- Literary Artists provide 5-10 pages of writing (.pdf) (*Please read our Literary Arts Policy*)
- Performing Artists or Musicians provide link(s) to 1-3 work samples of 2-4 minutes each via YouTube, Vimeo, SoundCloud, or DropBox. (*Please read our Film/Media/Television Policy if applicable*)

- Multimedia or Multidisciplinary Artists may provide a combination of linked and/or uploaded work samples as best suits the work, but cannot exceed 10 work samples. *(Each photo, each page of writing, each video or audio link equals one work sample.)*

For Multiple Artists or Performing Arts Groups choose **one** of the following options:

- Visual or Craft Artists provide 2-5 work samples (.jpg) per artist/group. If you have more than 5 artists working on this project, pick your top five with two work samples from each artist.
- Literary Artists provide 3-5 pages of writing (.pdf) per artist/group. If you have multiple literary artists, pick your top 3 and provide at least three pages of writing for each.
- Performing Artists or Musicians provide 1-3 links to work samples of 2-4 minutes each. If you have more than 3 performing artists or groups, pick your top three with one sample of each.
- Artists from Multiple Arts Disciplines may provide a combination of linked and/or uploaded work samples, but cannot exceed 10 work samples. If you are utilizing artists from multiple disciplines include samples from each arts discipline if possible. *(Each photo, each page of writing, each video or audio link equals one work sample.)*

**Please Note:** News media about past performances are not allowed as work samples. You may upload/link to these kind of promotional items in the Supplemental Information section. Links to Facebook, Instagram, Twitter, Pinterest or other social media are not allowed.

To ensure a fair process, staff will remove any work samples beyond the maximum allowed. Any applicant that fails to submit the minimum number of work samples jeopardizes the eligibility of their grant application. Questions? Consult the Work Sample Submission Policy or contact R2AC staff.

#### **LINKS TO WORK SAMPLES:**

You can use these link boxes to provide music and video samples that require more bandwidth than our grant software can provide. You can also use them to share visual art samples via Dropbox if you find our file size requirements too small for your purposes, however, the number of images need to fit within the minimum/maximum requirements and must appear as a curated set of images. **Follow the Work Sample Guidelines Above.** *All links must be able to be viewed by any browser without use of a subscription, special software, passwords, or plug-ins. Remember to include a description for each link in "Descriptions of Links" section below.*

#### **Link 1**

*Character Limit: 2000*

#### **Link 2**

*Character Limit: 2000*

### Link 3

*Character Limit: 2000*

#### Description of Links

You must provide a description of each link in the text box provided. Include the title of the work, the name of the artist/author/performer/director, and the dates of completion, performance or recording, as well as a list of performers, instruments, or any other necessary information. If the link is to a music or video file over 4 minutes, please indicate which 2-4 minutes you would like the panel to review to best showcase your work. (Limit of 1,000 characters)

*Character Limit: 1000*

#### Workshop, Arts Presenter, or Arts Field Trip Link

If you are planning to use grant funds to attend a workshop or conference, hire an arts presenter that is not an artist, or are taking a group on a field trip to a museum or arts performance, you will need to provide a link to the promotional website of the presenter, program, or venue.

*Character Limit: 2000*

#### 2nd Workshop, Arts Presenter, or Arts Field Trip Link

*Character Limit: 2000*

#### UPLOADED WORK SAMPLES:

Please upload visual (.jpg) or literary (.pdf) samples below. If you are having trouble re-sizing your jpgs or pdfs to fit the 1MB size requirements, please contact the Grants Manager at least a week before the submission deadline for help. You may also want to link to larger images via Dropbox using the Links section above. **Follow the Work Sample Guidelines Above. Remember to upload a separate document that lists descriptions of each work sample you have uploaded under "Description of Uploads" section below.**

#### Sample 1

*File Size Limit: 1 MB*

#### Sample 2

*File Size Limit: 1 MB*

#### Sample 3

*File Size Limit: 1 MB*

#### Sample 4

*File Size Limit: 1 MB*

#### Sample 5

*File Size Limit: 1 MB*

## Sample 6

*File Size Limit: 1 MB*

## Sample 7

*File Size Limit: 1 MB*

## Sample 8

*File Size Limit: 1 MB*

## Sample 9

*File Size Limit: 1 MB*

## Sample 10

*File Size Limit: 1 MB*

## Description of Uploads

You must provide a description of each sample in a work sample description page (.pdf), which you can upload below. Include the title of each work, the name of the artist/author/performer/director, and the dates of completion, performance or recording, as well as the dimensions, medium or materials, performers, instruments, or any other necessary information.

*File Size Limit: 1 MB*

## ARTISTIC MERIT OF THE PROJECT

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### Resumes\*

Upload (.pdf) current resumes, containing no more than 2 pages each, of key project personnel and of the pertinent artists involved in your project. Resumes provide evidence to the review committee of the artistic quality, merit, and experience of the key individuals involved in this project. Pages will be deleted from any resume that is longer than two pages, leaving incomplete information for the review committee. If necessary, combine resumes into a single pdf or upload additional resumes in the Supplemental Information section.

*File Size Limit: 1 MB*

*File Size Limit: 1 MB*

*File Size Limit: 1 MB*

### Artistic Merit\*

Please describe how your proposed arts activity contributes to the vibrancy of the arts in our region by deepening or extending participants' understanding or value for the arts, or how it might foster new connections or spark creativity and innovation in your community. (Limit of 500 characters)

*Character Limit: 500*

## **PROJECT PROPOSAL**

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### **Proposal\***

Describe all arts activities involved in your proposal and the roles of participating artists and audiences. Include an approximate timeline with dates, times, and locations of your project. If your project is related to a larger project or program, provide some details of the other project and describe the relationship between the two. Tell us how your arts project or activity helps instill the arts into the community and public life in our region. Detail the change this project aims to achieve in audiences and participants in terms of arts knowledge, skill, attitude, awareness, behavior or condition. Describe the ways in which this project supports your organization's mission or goals. (Limit of 3,500 characters)

*Character Limit: 3500*

## **COMMUNITY IMPACT**

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### **Target Audience\***

Who has your organization identified as your key or target audience(s) for this project? This is the group your organization will intentionally reach out to, provide access to, and strive to impact positively in terms of arts knowledge, skill, attitude, awareness, behavior, or condition. You may have more than one target audience. (Limit of 500 characters)

*Character Limit: 500*

### **Community Access to the Arts\***

In what ways does this project remove barriers for your target audiences so that they can more easily participate in the arts? (Limit of 500 characters)

*Character Limit: 500*

### **Clean Water, Land, and Legacy Amendment Funding Goals\***

Please choose one of the following goals that most exemplifies your organization's intent for this project.

#### **Choices**

The arts are interwoven into every facet of community life  
People of all ages, ethnicities, and abilities participate in the arts  
The arts thrive in Minnesota

## Public Participation

What plans do you have in place to ensure public participation in the proposed art activity beyond your school, university, college or organization's membership?

*Character Limit: 500*

## Children/Youth Benefiting\*

Estimate the number of children/youth (0-18 years of age) who will directly engage with the arts through this project, whether attending an arts event, participating in arts learning, or participating in other types of activities in which people will be directly involved with artists or the arts. (Please exclude repeat attendees, paid performers, and those reached through TV/Radio/Internet or other media).

*Character Limit: 10*

## Adult Audience Benefiting\*

Estimate the number of adults (19 years of age and older) who will directly engage with the arts through this project, whether attending an arts event, participating in arts learning, or participating in other types of activities in which people will be directly involved with artists or the arts. (Please exclude repeat attendees, employees, paid performers, artists participating, children/youth, and those reached through TV/Radio/Internet or other media).

*Character Limit: 10*

## Adult Artists Participating\*

Estimate the number of adult artists (19 years of age and older) expected to be directly involved in providing art or artistic services for these grant activities.

*Character Limit: 10*

## PLANNING & MANAGEMENT

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### Community Support\*

Describe the community support you are receiving for this project in terms of direct involvement, non-monetary donations, and financial support. (Limit of 500 characters)

*Character Limit: 500*

### Publicity\*

Describe the publicity efforts you will put in place to reach your target audiences. (Limit of 500 characters)

*Character Limit: 500*

### Planning & Execution\*

Provide evidence supporting your ability to plan and successfully execute this project. If you have done a similar project in the past, please describe what made it successful. If you are a

school applying for an artist in residence or extra curricular arts opportunity, also include lesson plans or teaching materials in the Supplemental Information Section. (Limit of 500 characters)

*Character Limit: 500*

### **Proposal Budget\***

Please read our **NEW** Budget Guidelines which include important information on unallowable expenses, in-kind, cash matches and more. We have provided a Budget Template spreadsheet which includes the elements we expect to see in a budget such as itemized expenses, income, in-kind, cash match, etc. and automatically calculates totals for each category. Download the Budget Template, read all instructions, follow the budget guidelines, and fill in all the information pertinent to your project then upload the completed budget to the grant application.

If you choose to use your own budget format, you must include the elements that appear on the Budget Template. *(If you do not have Excel or other spreadsheet software capable of utilizing this budget template, please contact the R2AC staff for a .pdf file. Additionally if you cannot export your budget to an .xls or .xlsx file, then print/export/scan or take a photo and save as .pdf)*

*File Size Limit: 1 MB*

### **Explanation of In-kind Donations**

Please list all in-kind donations you have received, or expect to receive, as part of your proposed arts activity and where the donation came from.

In-kind donations are non-cash donations of goods, rent, or specialized services by an individual, corporation/business, governmental agency or another nonprofit. According to accounting rules, in-kind services require specialized skills, are provided by individuals possessing those skills, and would typically need to be purchased. Examples of those providing specialized services are accountants, doctors, lawyers, teachers, etc.

Unallowable expenses not allowed as in-kind donations. Please check our Budget Guidelines for a list of unallowable expenses. Artist fees are not allowable *in-kind* expenses nor are they an allowable source of *in-kind* income.

*Character Limit: 500*

### **Rental Agreement**

You must upload a copy of the rental agreement (.pdf) if renting a performance venue or if rental of office/studio/workshop/meeting space is part of your proposed budget.

*File Size Limit: 1 MB*

### **Budget Certification\***

This project does not include any project specific expenses that have been incurred and paid prior to the Earliest Start Date, as listed at start of this grant application.

### Choices

I certify this statement is true.

### Additional Information

Share any additional information that will help the review panel understand your budget or plans for your proposed project. (Limit of 500 characters)

*Character Limit: 500*

### Amount Requested\*

This amount may not exceed \$6,000 and must match the Total Amount Requested field in your budget.

*Character Limit: 20*

### If I receive partial funding of my grant request I would like R2AC to do one of the following:\*

#### Choices

Do not contact me. Please give my partial award to the next applicant in line to be funded.

Please contact me and allow me to decide whether the partial award is enough to fund my project.

I will accept a partial award no matter how small. Please send me a revised budget form immediately.

### 501(c)(3) Determination Letter

Upload a copy of the federal non-profit, tax-exempt 501(c)(3) determination letter (.pdf) for either your organization or the group acting as your fiscal sponsor. If your organization is a public school, college or university, tribal entity, or unit of government, you are exempt from providing this documentation.

*File Size Limit: 1 MB*

### Fiscal Sponsor

If your organization is using a Fiscal Sponsor, enter their name, address, city, zip code and daytime phone number, as well as the name of a contact from the organization who is authorized to sign off on your application and proposed project expenses.

Your Fiscal Sponsor must be a federal non-profit, tax-exempt 501(c)(3).

*Character Limit: 500*

### Fiscal Sponsor Agreement

If your organization is using a Fiscal Sponsor, upload a copy of the contractual agreement (.pdf) between you and your Fiscal Sponsor. For your convenience, [click here to download a template for a Fiscal Sponsor Agreement](#).

*File Size Limit: 1 MB*

## ***PUBLIC ART (only required for public art projects)***

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If your project involves art in a public space, such as a commissioned sculpture, a community mural, an arts festival, concert, or performance held on a city street or in a public park, or any other form of public art, you must provide the information requested below. Failure to do so could effect the eligibility of your application. Please contact the Grants Manager before filling out this section if you are unsure whether your project is public art project.

### **Public Art Project Planning**

Any project involving public art must adhere to our Public Arts Policy. Please describe where this project will happen, who owns the space, who is responsible for installation, who is responsible for maintenance, who owns the artwork, and if there are special considerations, such as the historical significance of the site or permitting or zoning issues. If the project is temporary or will be installed in more than one location, please include a timeline of when and where this piece of public art will appear. (Limit of 1,000 characters)

*Character Limit: 1000*

### **Letter of Permission/Agreement**

Utilizing the upload button below, submit a letter of agreement/permission (*emails are acceptable*) 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 multiple letters if there are multiple sites*)

*File Size Limit: 1 MB*

### **Photo of site where public art will be installed/performed**

*File Size Limit: 1 MB*

### **Preliminary Sketch or Script (if available)**

*File Size Limit: 1 MB*

## **SUPPLEMENTAL INFORMATION**

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You may provide links or upload files to further document, demonstrate or highlight:

- the artistic merit of your proposed project, such as resumes/bios for additional performers/presenters/project directors/organizers or a link to the website of any organizations/groups you plan to partner with for this project.
- your ability to carry out your proposed project, such as lesson plans, syllabi, or other teaching materials, charts or graphs, a timeline, or articles, reviews, press releases, news coverage, posters or other promotional materials which document past projects your organization has accomplished.

These items help give the review panel a better understanding of you and your project.

**NOTE: Work samples uploaded to this section will be removed. (See Work Sample Guidelines in the Artistic Quality Section of the application)**

*If you have questions about whether the items you are uploading or linking to are allowable in this section, please contact the Grants Manager.*

### **Supplemental Link 1**

*Character Limit: 2000*

### **Supplemental Link 2**

*Character Limit: 2000*

### **Supplemental Link 3**

*Character Limit: 2000*

### **Description of Supplemental Links**

*Character Limit: 1000*

### **Supplemental Upload 1**

*File Size Limit: 1 MB*

### **Supplemental Upload 2**

*File Size Limit: 1 MB*

### **Supplemental Upload 3**

*File Size Limit: 1 MB*

### **Description of Supplemental Uploads**

*File Size Limit: 1 MB*