

## FY20 Changes Impacting Region 2 Arts Council Grants

Updated 8/12/19

- **First grant deadline for organizations** = September 15 (no longer August 15)
- **Deadlines** are all 11:45 p.m. (not 11:59). If you go past 11:45 p.m. YOU WILL NOT BE ABLE TO SUBMIT YOUR APPLICATION.
- **5 Criteria** for Arts and Cultural Heritage Grants (used to be 4), showing up as Access, Learning, Cultural Traditions in the Arts specific prompts = 25 points total
  1. **Arts Access/Arts Access for Small Towns:** Artistic Quality, Artistic Merit of the Project, Community Impact, Arts Access, and Planning and Management (added an Arts Access criteria)
  2. **Arts Learning:** Artistic Quality, Artistic Merit of the Project, Community Impact, Arts Learning, and Planning and Management (added an Arts Learning criteria)
  3. **Cultural Traditions in the Arts Grants:** Artistic Quality, Artistic Merit of the Project, Community Impact, Arts and Cultural Heritage, and Planning and Management (added an Arts and Cultural Heritage criteria)
- **More demographic questions** in applications (same as in final reports: different groups making up 25% or more of populations directly benefiting from project).
  1. **Population to benefit by age**
  2. **Population to benefit by distinct groups** (Individuals with disabilities, individuals in institutions, individuals below the poverty line, individuals with limited English proficiency, Military veterans/active duty personnel, youth at risk, pre-K, children 5 and under)
  3. **Population to benefit by race/ethnicity**
- **Contracts/Grant Agreements:** will be issued via the grant portal. Contracts will be significantly longer, including the application/revised application, outcomes form, contract.
- **Misuse of Funds Policy:** all 11 regional arts councils and the Minnesota State Arts Board adhere to the new Misuse of Funds Policy. Grantees will be required to indicate that they have read the misuse of funds policy as part of signing their contract. There will always be consequences when misuse of funds occurs, from returning the funds to being ineligible for receiving funds within the state.
- **Required expense documentation on application:** for travel, lodging, equipment over \$500.00, workshop and consulting services
- **Change forms:** if an organization changes project dates, contracted artists, expected expenditures, the content of the project or program, or other, the applicant will be expected to submit a change form. Specifically:
  1. **Budget amendments 20% or more on budget items that were originally \$1000 or more.**
  2. **Artist changes**
  3. **Contractor changes**

4. **Authorizing official and/or project director changes**
5. **Revised start/end dates**
6. **Revised project dates**
7. **Other significant changes in location, vendors**
8. **Other changes, please contact our office**

- **Meeting the Cash Match Requirement:**

1. Whenever a cash match requirement exists, meeting the 20% cash match on the total project cost and/or a 25% match on any equipment costs is the responsibility of the grantee. Once the actual budget is complete, if the project has been completed under the estimated budgeted amount, and final calculations show that there was no or partial need for the organization's cash match, this sum will not be considered a profit for the organization, but will be considered a debt that must be paid to Region 2 Arts Council in order for the organization to meet its cash match.
2. When a cash match requirement exists and a grantee recognizes that there will be no need for contributing income to the project because the awarded amount will be sufficient to complete the project, the grantee should contact Region 2 Arts Council to discuss the ways in which the full grant award amount can be utilized AND the commitment to supplying the full cash match can be upheld.

- **Receipts Required on Final Report**

1. Arts Project, Arts Access, Arts Learning and Cultural Traditions in the Arts grantees must submit receipts for all items or groups of like-items, including goods and services (such as equipment, graphic design, sheet music, carpentry work, lumber, etc) that cost \$500 or more with their final reports
2. Arts Project, Arts Access, Arts Learning and Cultural Traditions in the Arts grantees must submit receipts and/or documentation for all travel. This includes receipts for airfare or other transportation tickets, car rental, and/or mileage vouchers or documentation. Mileage vouchers or documentation must include the name of the mileage recipient, travel departure point and destination, total mileage, and the amount reimbursed per mile or amount of travel stipend.
3. Arts Project, Arts Access, Arts Learning, and Cultural Traditions in the Arts grantees must submit in-kind documentation by the contractor/service provider, such as a pro-bono invoice or contract

- **Project Audits**

1. R2AC will conduct **two audits per year** of funded projects (**beginning in FY20 with FY20 granted projects**). Funded projects to be audited will be **selected at random**, unless misuse of funds have been detected or reported. In the event of a project audit, R2AC will request financial documentation from the grantee to determine exactly how funds were spent, such as accounting records, books, receipts, cancelled checks, bank statements, etc.

2. **Additionally, R2AC will audit the projects of any organization that has been awarded \$25,000 or more** in grant funds over the course of an R2AC fiscal year (July 1 – June 30). These audits will occur after the organization’s final Final Report for granted projects in that fiscal year has been turned in. **(Beginning with FY20 granted projects, this larger audit may occur in FY20 or 21. Depending on when the last final report from a FY20 grant is complete).**
  3. **Final reports that have triggered a misuse of funds concern are subject to audits (beginning in FY20 with FY19/20 granted projects)**
- **Enhanced R2AC practices to support grant management** from the application process to final report
    1. Quality of support during application process will remain steady. We’re here to help!
    2. Grant reviews: For applicants attending grant reviews, handouts that explain what’s going on will be available.
    3. Outcomes support for grant recipients: grant recipients of any Arts and Cultural Heritage Grant (as listed above) will receive notice that they have been awarded, followed by an outcomes form on which they will need to name the outcomes they aim to achieve by doing this arts project or program. R2AC will support/work with any applicant in the writing of the outcomes. Once R2AC has approved the submitted outcomes, the grant recipient will receive a contract. (NEW: Contracts will not be issued until the outcomes have been approved)
    4. Outreach: Grant recipients can expect more outreach from R2AC leading up to the project’s program dates.
    5. Final Reports: a back and forth approach
  - **Grantee Support at r2arts.org:** coming soon! Easy access page on our website to include logos, credit lines, travel voucher templates, links, etc.
  - **Conflict of interest:** Staff are now also required to declare any conflicts-of-interest with applicants/grantees, and applicants in which a conflict with a staff member exists may expect to receive application support, outreach, final report review from another staff member