INTRODUCTION

Community Arts Support Grant – 2020-2022

**Deadline:** February 15, 2020 by 11:45 pm  
**Review Date:** March 16, 2020  
**Earliest Start Date:** April 15, 2020  
**Interim Report Deadline:** February 15, 2021  
**Interim Report Approval/2nd Payment:** mid-March, 2021  
**Final Report Deadline:** January 15, 2022

Funding Source
Region 2 Arts Council (R2AC) Community Arts Support (CAS) Grants are made possible by the voters of Minnesota thanks to a legislative appropriation from the Arts and Cultural Heritage Fund (ACHF). The CAS grant program is also funded, in part, by an appropriation from the Minnesota State Legislature with money from the State's general fund.

Grant Awards
Two-year award amounts between $2,000 and $7,000 per year are based on an applicant organization’s averaged expenses for the two completed fiscal years previous to the application deadline. Payout of the 1st year award amount is contingent on completion and R2AC approval of the organization’s outcomes and evaluation measures. Pay out of the 2nd year of this grant award is contingent upon a completed interim report (February 15, 2021 deadline) including evidence of expenditure of the first year of funding, and a renewed commitment to the organization’s proposed outcomes, organizational growth, and stability as evidenced in the original application. Awarded organizations must expend the grant funds and submit a final report by January 15, 2022.
New Funding Levels in 2020!

Average Annual Expenses under $5,000 receive $2,000/year funding support

Average Annual Expenses between $5,000-$10,999 receive $3,000/year funding support
$11,000-$20,999 receive $4,000/year funding support
$21,000-$34,999 receive $5,000/year funding support
$35,000-$90,999 receive $6,000/year funding support
$91,000-$173,999 receive $7,000/year funding support

Note: Organizations with two-year averaged expenses of $174,000 and over are eligible to apply for a Minnesota State Arts Board (MSAB) operating support grant, but are NOT eligible for an R2AC Community Arts Support grant. Due to a difference between the fiscal years that R2AC and MSAB request, you may find your organization in between eligible funding levels. If your organization is in this situation, please contact us at staff@r2arts.org or call us at 218-751-5447.

Eligible Organizations

Eligible arts organizations are physically located with a legal address in one of the five counties of the Region 2 Arts Council service area (Beltrami, Clearwater, Lake of the Woods, Mahnomen, Hubbard), have arts programming at the center of their mission, and have been providing arts programming to our Region 2 Arts Council communities for a minimum of two full years prior to application for this grant award. Organizations that fit these criteria but do not hold 501(c)3 status must dedicate their first granted year to application for 501(c)3 status.

Groups without 501(c)3 nonprofit tax status must be formed for non-profit purposes, must have the equivalent of a governing body similar to a board of directors or advisory council, and must use a Minnesota-based non-profit, tax-exempt 501(c)3 organization as a fiscal sponsor.

Eligible Proposals

NEW! R2AC CAS operating support funds may not be used to cover an organization’s arts programming and project costs. This funding is designated for an organization’s operational costs; those costs that support an organization’s ability to provide arts programming.

An arts organization’s proposal must show both a commitment to the organization’s mission and the communities it serves by using this funding for initiatives that support expanded and/or new arts programming that is accessible and open to the public. Arts and Cultural Heritage Funds shall not cover costs for activity or operations that have formerly been funded in another way, nor may funds be used to supplant/replace an organization’s traditional funding sources. Arts and Cultural Heritage Funds may, however, be used to supplement those funding sources if programming and expected outcomes are new and or expanded.
R2AC CAS operating support funds may not be used in lieu of the 20%-25% cash match for other R2AC grants.

Community Arts Support Grant Eligible Uses for Funding

- Administrative and operating expenses such as rent, utilities, wages/salaries, facility maintenance that support an organization’s growth, expansion, and improvement.
- Capital improvement projects, which support arts access, education, and arts and cultural heritage activity, made to property owned by the applicant arts organization.
- Training for staff and board to expand and/or improve an organization’s accessibility and equity in its programming and practices.
- Development/improvement of diversity, equity, inclusion, and/or accessibility plans.
- Development/improvement of marketing and publicity plans including website development, engagement of consultants, etc. that will support an organization’s new or updated initiatives.
- Free standing equipment for an arts organization’s office or facility, or non-expendable items, such as instruments, easels, computers, updated technology.
- Capacity building, audience and board development, feasibility studies, strategic planning, facilitation of networking, collaborative projects, outreach.
- Expenses associated with obtaining 501(c)3 tax exempt status for arts organizations or groups with a mission and purpose focused solely on the arts, to prepare organizations for increased arts programming.

Instructions

- Items marked with an asterisk (*) are required and must be answered by all applicants before submitting. To allow for flexibility some items NOT marked with an asterisk are still required. Work Samples, for example, require uploaded or linked content to be eligible for funding, even though these items are not marked with an asterisk. Other examples are rental agreements, travel documentation, etc. Read all instructions carefully.
- When uploading a file, make sure it is in one of the accepted formats listed (pdf, jpg, xlsx) and that it does not exceed the file size (1 MB) specified.
- You may save and return to your application as many times as you like before the deadline. The system automatically saves your work. Please note, the system will log you out due to inactivity. If this happens simply log back in and your answers will be waiting for you.
• Do not press "SUBMIT APPLICATION" unless you are sure your application is complete. (If you submit your application in error, please contact R2AC staff. We can revert your application status to draft so you can access it and make changes before the deadline if needed.)

• The grant application has a hard deadline of 11:45 pm. All submissions are locked as of 11:45 pm on the deadline date. The system does not provide a warning that the deadline cut-off is coming, so please watch the clock if you are down to the last few minutes. We suggest submitting by 11:30 pm in case your clock and the grant system clock do not agree.

• 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.

GENERAL ORGANIZATION INFORMATION

My organization is:*

Choices
a nonprofit arts organization
a group formed for nonprofit purposes providing arts programming

My organization's membership is:*
Choose zero if your organization does not have membership.

Choices
0
1-5
5-10
10-20
20-50
50-100
100-200
More than 200

**Membership Information**
If your organization has members, use this space to share additional information about your organization's membership.
*Character Limit: 500*

**Funded Activity Description**
Briefly describe your proposed use of these funds in one sentence. (Example: Funds will assist Organization Name to proposed use.)
*Character Limit: 250*

**Grant Administrator**
Please list the contact information for the Grant Administrator who will be responsible for administering the proposed use of these general operating support funds. 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 your response to any of the statements below is "False", your organization and/or your proposal may be ineligible for funding from this grant. Please take time to pay special attention to statements marked as "NEW!" because eligibility criteria often change.

Once you have answered "True" (or N/A) for all of the eligibility criteria statements, the Authorizing Official, Grant Administrator, 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 organization's eligibility for this grant and, if needed, recommend a different grant to better suit your needs.
**Mission**
The primary purpose and mission of the arts organization I am applying on behalf of is focused clearly and solely on the arts.

**Choices**
True
False

**Two Years of Arts Programming**
The arts organization I am applying on behalf of has produced or sponsored arts projects, events, or opportunities for the public during each of the past two years.

**Choices**
True
False

**Service Area**
The arts organization I am applying on behalf of primarily serves the people of one or more of the following Minnesota counties: Beltrami, Clearwater, Hubbard, Mahnomen, Lake of the Woods.

**Choices**
True
False

**Location of Organization**
The organization I am applying on behalf of is physically located in one of the following Minnesota counties: Beltrami, Clearwater, Hubbard, Lake of the Woods or Mahnomen and will retain that location as their legal 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.)*

**Choices**
True
False

**Relocation**
The organization I am applying on behalf of does not intend to use Community Arts Support 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.

**Choices**
True
False

**Location of Funded Activity**
The activity proposed for funding will occur within the state of Minnesota.
**Choices**
- True
- False

**5-county Impact**
The activity proposed for funding 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.

**Choices**
- True
- False

**Tax Exempt Status**
The organization I am applying on behalf of has 501(c)3 tax exempt status or is applying for this grant in order to cover expenses associated with obtaining 501(c)3 tax exempt status.

**Choices**
- True
- False

**Averaged Annual Operating Expenses**
The averaged annual operating expenses from the past two completed fiscal years of the arts organization I am applying on behalf of is not greater than $173,999.

**Choices**
- True
- False

**NEW! Other General Operating Support**
The arts organization I am applying on behalf of will not be receiving operational support funding from the Minnesota State Arts Board between March 2020 – February 2021.

**Choices**
- True
- False

**NEW! Use of Operating Support Funds**
The arts organization I am applying on behalf of does not intend to cover arts project and programming production costs other than administrative or operational support costs associated with arts projects and programming. (Community Arts Grant funding is designated for an organization’s administrative or operational costs; those costs that support an organization’s ability to provide arts programming).

**Choices**
- True
- False
**NEW! Support for Accessible and New/Expanded Arts Activity**

The arts organization I am applying on behalf of intends to use Community Arts Support Grant funding to support arts programs or services that provide accessible and new and/or expanded arts education, arts access, and arts and cultural heritage activity as stipulated by the Clean Water, Land, and Legacy Amendment which provides funding for this grant.*

**Choices**
- True
- False

**NEW! Misuse of Funds**

The organization I am applying on behalf of has not misused granted funds and has not been deemed ineligible to receive funds from R2AC, the Minnesota State Arts Board, or any other regional arts council due to the misuse of funds.*

**Choices**
- True
- False

**Grant Administrator 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.)

**Choices**
- True
- False

**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.

**Choices**
- True
- False

**Internal Conflict of Interest**

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

**Choices**
- True
- False
Ineligible Organizations*
The arts organization I am applying on behalf of is NOT a for-profit business, an organization intending to influence public policy, or a religious organization.

Choices
True
False

Objectionable Content*
The organization I am applying on behalf of and the proposed project or activity does not promote violence and/or racism and any activity supported with these funds does not include pornographic content. *(Please note it is at the board’s discretion to deem an activity objectionable.)*

Choices
True
False

Proselytizing*
The organization I am applying on behalf of and the activity proposed for funding does not proselytize a belief or involve the religious socialization of an audience or participants.

Choices
True
False

Attempt to Influence State or Federal Legislation or Appropriation*
This request does not include activity that is an attempt to influence any state or federal legislation or appropriation.

Choices
True
False

Fundraising*
This request does not include activity that is intended to raise funds for an organization, charity, or cause or to start or build an endowment.

Choices
True
False

Unreasonable Fees for Artists*
This request does not include activity that requires artists to pay an unreasonable entry fee in order to exhibit, perform, or be included in the project.

Choices
True
False
**Purchase of Food or Drink**
The request is not intended to fund the purchase of food or drink for events.

**Choices**
- True
- False

**Unallowable Capital Improvements**
This request is not intended to cover capital improvement projects made to property which is not owned by the applicant arts organization.

**Choices**
- True
- False

**Allowable Capital Improvements**
This request does not include capital improvements that do not support one or more of the following: new and/or expanded arts access, arts education, arts and cultural heritage activity.

**Choices**
- True
- False

**Requests for Funding After the Fact**
This request is not intended to cover funding deficiencies in a project that was already completed or to cover purchases made prior to March 1, 2020.

**Choices**
- True
- False

**Already funded by R2AC**
This request is not meant to cover costs associated with a project or activity that is currently receiving funding from an R2AC grant award.

**Choices**
- True
- False

**NEW! Not for Use as Cash Match on Future R2AC Grants**
These operating support funds will not be used for any cash match required on Region 2 Arts Council grant applications.

**Choices**
- True
- False
**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.

**Choices**
- True
- False

**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.

**Choices**
- True
- False

**Unfinished Projects***
The organization I am applying on behalf of does not have any past CAS grant final reports that are either incomplete or in extension.

**Choices**
- True
- False

**Public Art**
If public art is a part of this request, the funded activity falls within the parameters of the Public Art Policy.

**Choices**
- True
- False
- N/A

**Literary Arts***
If literary arts are part of this request, the funded activity falls within the parameters of the Literary Art Policy.

**Choices**
- True
- False
- N/A

**Film/Television/Media Arts***
If film, television or other video media are part of this request, the funded activity falls within the parameters of the Film/Media/Television Art Policy.

**Choices**
- True
- False
Academic Coursework Expenses*
This request does not include expenses associated with receiving academic credit, tuition for academic coursework, teaching license, or continuing education requirements (CEUs) to retain a teaching license.

Choices
True
False

Compensation for School Personnel*
This request does not include compensation for school personnel to complete work in the school where they are employed.

Choices
True
False

Public Access to School/College/University Activities*
This request does not serve K-12 schools, university students, or faculty only.

Choices
True
False

School/College/University Arts Programs*
This request 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.

Choices
True
False

Over 80% Funded*
This request, if approved, will not put CAS grant award funds toward any activity in which the total project cost is being supported with up to 80% Arts and Cultural Heritage or State General Funds provided by any State/Arts and Cultural Heritage funding sources such as Minnesota State Arts Board, Library Legacy, Historical Legacy, Department of Agriculture, etc. and will not become over 80% funded if awarded this grant.

Choices
True
False

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 all of our funded 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."

**Signature and Title of Authorizing Official**
(Board Chair/President or Artistic/Executive Director. This cannot be the same individual that signs as the Grant Administrator. If the Executive/Artistic Director is also the Grant Administrator, the Board Chair/President needs to sign as Authorizing Official to ensure eligibility.)

**Date of Authorizing Official's Signature**

**Grant Administrator Signature**

**Date of Grant Administrator's Signature**

**Fiscal Sponsor Signature (if applicable)**

**Date of Fiscal Sponsor's Signature**

**COMMITMENT TO SOUND MANAGEMENT AND FISCAL RESPONSIBILITY**

Below you will need to upload documents about your organization. *Please make sure all uploaded spreadsheets are Excel compatible (.xls or .xlsx) and all uploaded documents are .pdf,* so they can be easily read by our reviewers. You can export to Excel format from most spreadsheet programs such as Apple's Numbers or Open Office's Calc. Contact the Grants Manager if you need help. Pdf, or portable document format, can be accessed by the free Acrobat Reader from Adobe. You can also save, export, or print as a pdf from most word processing programs.

If your pdf is larger than the 1MB allowed, optimize it using Adobe Acrobat Pro or save it in a format for email or the web from your word processing program. Acrobat Pro can also be used to create multiple page pdf documents from many smaller single/double page documents, or to...
delete unnecessary pages from an existing pdf document.

If you are scanning a document through a copier, printer or scanner, make sure to choose black and white at 150-200 dpi (dots per inch), especially for multiple page documents, to ensure a file size of under 1MB. If you do not have a scanner, remember you can also take a photo of the document with your phone or digital camera and save it as a jpg or pdf.

If you have questions or need assistance with your documents, including resizing, combining multiple pages, or any other formatting or uploading issues, please contact the Grants Manager or call our office at 218-751-5447 or 1-800-275-5447.

Website
Please enter the URL (Universal Resource Locator or web address) of your organization's website, and make sure to include a complete URL with https:// or http:// as appropriate. Also make sure to include www if that is part of your URL. 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

Mission and Purpose*
Please provide your organization's mission statement and/or describe its purpose.

Character Limit: 500

Commitment to Sound Management and Fiscal Responsibility*
Describe your organization's practices contributing to sound management and fiscal responsibility.

Character Limit: 1000

Notable Changes*
Describe any notable changes that have taken place with the applicant organization in the past year, or changes that are anticipated to take place, and comment on the effect these have had or perceived effect they will have on your organization. (Such as a move, changes/additions to staff/board, new strategic plans, etc.)

Character Limit: 1000

Board/Council Contact Information*
Please upload (.pdf) contact information for your board of directors/council members/trustees and your organization's staff. Include their job title or office (Chair, Executive Director, President, Artistic Director, Treasurer, etc.) and a current email address and phone number for each person listed.

File Size Limit: 1 MB
**Resumes**
Upload the resumes (.pdf) of your organization’s executive director or equivalent, key staff (when relevant to the proposal), and board chair/president. (Limit of 6 pages per file and 2 pages max per resume - excess pages will be removed by staff prior to review by the panel). If you need additional room to upload resumes, use the "Supplemental Information" section.

*File Size Limit: 1 MB*

*File Size Limit: 1 MB*

*File Size Limit: 1 MB*

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

**Choices**
2018
2019
2020

**Annual Arts Expenses**
Total annual expenses for your arts organization's most recently completed fiscal year.

*Character Limit: 20*

**Board Approved Statements of Financial Activity**
Upload your organization’s board approved statements of financial activity, showing income and expenses, for the most recently completed fiscal year AND previously completed fiscal year.

*File Size Limit: 2 MB*

*File Size Limit: 2 MB*

**Revenue and Expense Breakdown**
Complete and upload the revenue and expenses template with information from your organization’s financial records from the two most recently completed fiscal years.

*File Size Limit: 1 MB*

**Board Approved Balance Sheets (when available)**
Upload your organization’s board approved Balance Sheets (or equivalent, when available) that include the final month of both the most recently completed fiscal year AND previously completed fiscal year. This document typically includes assets, liabilities, and net assets and should indicate whether they are unrestricted, temporarily restricted, or permanently restricted.

*File Size Limit: 2 MB*
**Dates of Board Approval**
In the textbox provided, please list the dates on which the statements of financial activity and balance sheets were approved by the organization’s board of directors.
*Character Limit: 250*

**Additional Financial Narrative**
If you feel that any information provided in the uploaded financial documents requires further explanation, please upload an additional financial narrative.
*Character Limit: 1000*

**Levels of Funding Support**
Choose one of the levels of funding support based on your organization's average expenses over the past two completed fiscal years as verified by your statements of financial activity.

**New funding levels in 2020**

**Choices**
- Average Annual Expenses under $5,000 receive $2,000/year funding support
- Average Annual Expenses between $5,000-$10,999 receive $3,000/year funding support
- Average Annual Expenses between $11,000-$20,999 receive $4,000/year funding support
- Average Annual Expenses between $21,000-$34,999 receive $5,000/year funding support
- Average Annual Expenses between $35,000-$90,999 receive $6,000/year funding support
- Average Annual Expenses between $91,000-$173,999 receive $7,000/year funding support

**Amount Requested**
Type in the amount you requested per year.
*Character Limit: 20*

**Fundraising Plan**
Upload a copy (.pdf) of your organization's current/annual fundraising plan (if applicable)
*File Size Limit: 1 MB*

**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 proposed as part of your use of Community Arts Support Grant funds.
*File Size Limit: 1 MB*

**No Expenses Paid Prior to Earliest Start Date Certification**
This request for funding does not include any 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.
**Arts Activity in the most recently completed fiscal years**
Please provide evidence of arts activity your organization has sponsored in each of the past two years. Examples should demonstrate the strongest artistic product, performance and/or programming that your organization produces or provides.

These can be uploads of photos of arts activities/performances/events (.jpg), posters, programs from a performance, news articles, promotional brochures, (.pdf) etc. These may also be in the form of links via YouTube, Vimeo, SoundCloud, or DropBox to video or sound recordings of events or performances, or to websites featuring workshops/training/conferences your organization has attended or offered.

Provide a description of each sample in either the "Descriptions of Linked Work Samples" section or the "Descriptions of Uploaded Work Samples" section below.

**Links to Facebook, Instagram, Twitter, Pinterest or other social media are not allowed.**
You must include at least two work samples, whether uploads or links. 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.

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**501(c)3**

**501(c)3 Determination Letter**
Upload a copy of the federal non-profit, tax-exempt 501(c)3 determination letter (.pdf) for your organization.

*File Size Limit: 1 MB*

**By-Laws**
Upload a copy (.pdf) of your organization's bylaws.

*File Size Limit: 1 MB*

**Articles of Incorporation**
Upload a copy (.pdf) of your organization's articles of incorporation

*File Size Limit: 1 MB*

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**FISCAL SPONSOR**

**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 Minnesota-based non-profit, tax-exempt 501(c)3 organization, or other tax exempt entity such as a school, institution of higher learning, or city, town, county, or tribal government.

*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 of a Fiscal Sponsor Agreement.

*File Size Limit: 1 MB*

**Fiscal Sponsor 501(c)3 determination letter**

Upload a copy of the federal non-profit, tax-exempt 501(c)3 determination letter (.pdf) for the organization acting as your fiscal sponsor. *(If a school, institution of higher learning, or city, town, county, or tribal government is acting as your fiscal sponsor you are exempt)*

*File Size Limit: 1 MB*

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**COMMUNITY TO QUALITY AND EXCELLENCE IN THE ARTS**

**Does this request for funding include public art?**

If this request for funding results in art or art-making that resides in a public place such as a sculpture walk, a mural, a community place-making project, a street festival, a performance in a park, art displayed in government buildings, etc. you will need to adhere to our Public Art Policy and provide specific documentation.

**Choices**

Public Art Project
Not a Public Art Project

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**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. *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 "Description of Linked Work Samples" question below.*

**Link 1**

*Character Limit: 2000*
Description of Linked Work Samples
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.

Character Limit: 1000

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. Remember to include descriptions of each work sample you have uploaded under "Description of Uploaded Work Samples" question 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

Description of Uploaded Work Samples
You must provide a description of each uploaded work sample 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.

Character Limit: 1000
**Overall Quality***
Describe your organization’s overall arts programming and activity in terms of the ways the artistic choices demonstrate one or more of the following: your organization’s creativity, distinct artistic vision, desire to highlight or promote artistic mastery for audiences and participants.

*Character Limit: 1000*

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**COMMITMENT TO ORGANIZATIONAL GROWTH**

**Short- and Long-Range Plans***
Describe your organization’s short- and long-range plans and upload your organization’s strategic plan, minutes, or other documentation reflecting your short- and long-range plans.

*Character Limit: 1000 | File Size Limit: 1 MB*

**Proposal***
Taking into account the Community Arts Support Grant Eligible Uses of Funding listed at the beginning of this application, describe the ways in which your organization intends to grow, develop, or shift utilizing Community Arts Support Grant Funds in the next two years. How will the use of these funds support accessible arts programming and align with your organization’s mission and short- and long-range plans? Highlight barriers to engagement that your organization has experienced and may be aiming to reduce for artists, audiences, participants, or board members over the next two years of operational support such as geographic barriers, barriers due to disability/varying abilities, cultural or racial barriers, economic barriers, or other barriers. Describe how the use of these funds will help build new initiatives to support expanded arts programming to engage more Minnesotans in the arts through your organization.

*Character Limit: 3500*

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**PUBLIC ART**
If your use of funds for administrative or operating support specifically results in 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.

**Public Art Project Planning***
If your use of funds for administrative or operating support specifically results in public art, it must adhere to our Public Arts Policy. Please describe where the public art 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 public art is temporary or will be installed in more than one location, please include a timeline.

*Letter of Permission/Agreement*
Utilizing the upload button below, submit (pdf, jpg) at least one letter of agreement/permission (emails are acceptable) outlining the details of the resulting public art. The artist, the project director, and the site owner or city official in charge of overseeing the site will all need to state their approval of the public art and agreement to the terms of governing the public art in that location. *(Include multiple letters if there are multiple sites or multiple stakeholders)*

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

*Preliminary Sketch or Script (if available)*

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**COMMITMENT TO COMMUNITY**

*Needs Assessment*
Explain the process by which your organization assesses and responds to the artistic needs of the community it serves.

*Target Audience*
What audience do you identify as the primary group to be impacted by your organization’s use of these funds?

*Impact*
What kind of outcomes/impacts are you seeking for your organization that will result in benefits for the communities you serve/intend to serve?

*Estimated Number of Adult Artists Participating - Year 1*
Estimate the number of adult artists (19 years of age and older) expected to be directly involved in providing art or artistic services for your organization.
Estimated Number of Adult Artists Participating - Year 2*

*Character Limit: 10

Estimated Children/Youth Engagement - Year 1*

Estimate the number of children/youth (0-18 years of age) who will directly engage with the arts through your organization, 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

Estimated Children/Youth Engagement - Year 2

*Character Limit: 12

Estimated Adult Audience Engagement - Year 1*

Estimate the number of adults (19 years of age and older) who will directly engage with the arts through your organization, 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

Estimated Adult Audience Engagement - Year 2*

*Character Limit: 12

Estimated Population to benefit by age.*

Select all categories that, by your best estimate, will make up 25% or more of the population that will benefit as a result of the award during the period of support. These responses should refer to populations reached directly, rather than through broadcasts or online programming.

**Choices**

1. Children/Youth (0-18 years)
2. Young Adults (19-24 years)
3. Adults (25-64 years)
4. Older Adults (65+ years)
5. No single age group made up more than 25% of the population.

Estimated Population to benefit by distinct groups.*

Select all categories that, by your best estimate, will make up 25% or more of the population that will benefit as a result of the award during the period of support. These responses should refer to populations reached directly, rather than through broadcasts or online programming.

**Choices**

1. Individuals with Disabilities
2. Individuals in institutions
P  Individuals below the Poverty Line
E  Individuals with Limited English Proficiency
M  Military Veterans/Active Duty Personnel
Y  Youth at Risk
S  Pre-K, children 5 and under
G  No single distinct group made up more than 25% of the population.

**Estimated Population to benefit by race/ethnicity.***
Select all categories that, by your best estimate, will make up 25% or more of the population that will benefit as a result of the award during the period of support. These responses should refer to populations reached directly, rather than through broadcasts or online programming.

**Choices**
N  Native American/Alaskan Native
A  Asian
P  Native Hawaiian/Other Pacific Islander
B  Black/African American
H  Hispanic/Latino
M  Middle Eastern/North African
W  White/not Hispanic
G  No single racial/ethnic group made up more than 25% of the population.

**SUPPLEMENTAL INFORMATION**

You may provide links or upload files to further document, demonstrate or highlight:
- the artistic merit of your proposed use of funds such as resumes/bios for any performers/presenters/project directors/organizers or a link to the website of any organizations/groups whose partnership is integral to your proposal
- additional documentation that supports your use of funds, such as your organization’s strategic plan, instructional materials, etc.,
- your organization's annual report
- needs assessment documentation that supports your organization’s proposed use of funds

*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
*Character Limit: 1000*

DATA COLLECTION

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. Region 2 Arts Council uses this information only for the assessment and evaluation of our programs and services. 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

**Fundied Activity Discipline**
Select a discipline from the drop down menu that best describes the kind of art that will be created, performed, taught, or showcased as a result of funded activity.

**Choices**
01 - Dance
01A - Dance - Ballet
01B - Dance - Ethnic/Jazz
01C - Dance - Modern
02 - Music
02A - Music - Band
02B - Music - Chamber
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

**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 participant totals 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 participant totals for extracurricular and supplemental arts programming ONLY.

*Character Limit: 10