# Arts Learning Grant - 2021

*Region 2 Arts Council*

## INTRODUCTION

Arts Learning Grant Application - 2021

**Maximum Award:** $3,000
**Deadline:** December 15, 2020 by 11:45 pm
**Review Date:** January 19, 2021
**Earliest Start Date:** February 2, 2021



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

**Eligible Proposals**
These grants support high-quality arts education for Minnesotans of all ages to develop knowledge, skills, and understanding of the arts. Arts learning projects and programs must begin within 12 months of the earliest start date, and must be completed by June 30, 2022. Eligible proposals must show new and/or expanded elements from similar arts activity that an organization has done in the past.  Previously awarded arts activity that did not occur because of COVID-19 must also contain new and/or expanded elements in order to be eligible.

Funds may be used for artists-in-residence programs, educational performances, educational arts field trips, or to provide arts training or workshops. Arts activities proposed for funding must be open to the public (not exclusively serving faculty, staff, students, board or organization membership), display a strong community component, and benefit the residents of Beltrami, Hubbard, Clearwater, Lake of the Woods, or Mahnomen Counties. Eligible proposals must be realistic, adaptive to restrictions that exist during this global pandemic, and adhere to state mandated COVID-19 restrictions and guidelines. (*View Rubric*)

*Note:* 501(c)3 non-profit organizations may include equipment and non-expendable item purchases that are necessary to the project within their budgets, with no cash match required. Equipment and non-expendable item purchases for all other applicants must be covered directly by the applicant and must not appear on the budget.

### Eligible Organizations

Organizations must be nonprofit and physically located within one of the five Region 2 Arts Council counties of Beltrami, Clearwater, Lake of the Woods, Mahnomen, or Hubbard. Eligible organizations include:

- schools (parochial schools are ineligible)

- community education programs*

- institutions of higher learning (colleges or universities)

- non-profits providing arts programming

- local city, town, county government entities

- tribal government entities

- Groups without 501(c)3 nonprofit tax status are eligible to apply, but 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 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 as a fiscal sponsor.

*_Based on Minnesota Statute 124D.19, Community Education Programs will be assumed to be operated by the school district and **will be subject to all grant guidelines that apply to schools**._

### Arts and Cultural Heritage Fund Use Requirements for Arts Learning Grants

- To produce, present, and offer arts education programming and projects that provide new and/or expanded arts activity and are accessible to the public.

- To support arts education 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 education projects and programming, especially in schools/colleges/universities.

- To support only those arts learning 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, a series of arts workshops for which there are expenses that will have been paid prior to the earliest start date, such paying ahead for publicity costs for the series or artist fees for one of the workshops, would render the series *ineligible for funding* from this grant program. However, one of the workshops within the series with its own goals, outcomes, audiences, and budget may be eligible for funding if it meets all funding and eligibility requirements. The workshop would be described in this grant application as an arts education project or program, with its own budget, specific public audience, arts learning 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. 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. Due to the pandemic, there will be no in-person appointments at this time. We are happy to schedule Zoom conferencing to respond to your questions face-to-face.

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 & PROJECT INFORMATION

### My organization is:*
#### Choices
a nonprofit arts organization

a nonprofit providing arts programming

a school, community education program, or institution of higher learning

a tribal government

a local city, town, county government

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*

## 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. ACHA-2020(A)-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 June 30, 2022.

*Character Limit: 10*

## Program Dates*

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

*Character Limit: 250*

## Project Director*

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

*Character Limit: 500*

## *ELIGIBILITY CERTIFICATION*

Please read the eligibility criteria statements below carefully. These statements will help you discern if your project is eligible for funding through this grant. 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.

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

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

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

### Location of Arts Activity:
The proposed project or activity will occur within the state of Minnesota.

### 5 County Impact:
The proposed project or activity will primarily impact residents in one or more of the following Minnesota counties: Beltrami, Clearwater, Hubbard, Lake of the Woods or Mahnomen.

### Relocation:
The organization I am applying on behalf of does not intend to use Arts Learning 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 Minnesota-based nonprofit 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 entity as a fiscal sponsor.

### 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 501(c)3 nonprofit organizations only.

### 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.

## Granted Projects in Open Modification:
The organization I am applying on behalf of does hot 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.

## 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.

## 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 for 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. **NOTE:** The proposed project or activity may **supplement** activities that are meant to fulfill a standard, but **may not be used to fulfill a standard**.

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*

## *ARTISTIC QUALITY*

## Artistic Quality*

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

*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).

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

## Link 1
*Character Limit: 2000*

## Link 2
*Character Limit: 2000*

## Link 3
*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*

## 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 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*

## 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 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*

# ARTISTIC MERIT OF THE PROJECT

## 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.

*Character Limit: 500*

## Artist Resumes*
Upload (.pdf) current resumes or bios, containing no more than 2 pages each, of any artists who will be paid through this project. Resumes provide evidence to the review committee of the artistic quality, merit, and experience of the artists 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*

# ARTS EDUCATION

## What will participants learn?*
Please choose which of the following describes the change in skill, knowledge, attitude, behavior or condition that your arts learning activity hopes to achieve:

### Choices
Participants learn new arts skills & techniques.
Participants gain knowledge, awareness, and appreciation for an artistic discipline or medium.

## How will participants learn?*
Describe how your arts learning activity will lead to the impact you have selected from the drop-down menu above:

*Character Limit: 500*

**Show Us Your Plan**
Upload lesson/workshop/activity plans that will lead to the impact you have selected from the drop-down menu.

## Plan*
*File Size Limit: 1 MB*

Upload samples of supplemental materials such as design templates, descriptions of techniques, mediums, tools, instruments, pedagogy, etc. that will help support your activity plans. (If you have more supplemental materials than fit in the megabyte available here, utilize the Supplemental Information Section that appears later in the application.)

## Plan Samples
*File Size Limit: 1 MB*

# COMMUNITY IMPACT

## 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

## Target Audience*
Who has your organization identified as your key or target audience 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. (Please concentrate on **only one audience** for this question, the one you would most like to impact)

*Character Limit: 500*

## 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? *For Public Schools,*

*Community Educations Offices, and publicly-funded Colleges and Universities this question is required.*

*Character Limit: 500*

## Publicity*

Keeping in mind your target audience, public participation beyond your organization, and the arts education experience you intend to provide, describe your publicity plans.

*Character Limit: 500*

## Population to benefit by age.

Select all categories that, by your best estimate, will make up 25% or more of the population that will directly benefit from the award during the period of support.

### Choices

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

## 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 directly benefit from the award during the period of support.

### Choices

D  Individuals with Disabilities
I   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
5   Pre-K, children 5 and under
G   No single distinct group made up more than 25% of the population.

## 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 directly benefit from the award during the period of support.

### 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.

## *PROJECT PROPOSAL*

**IMPORTANT:** These Arts and Cultural Heritage Funds may be used to **supplement,** but never **substitute,** for traditional sources of funding.

**For schools, colleges, and universities:** You **may not** use these funds for arts projects, or for any part of the arts project or program, that has been funded by the school, college, or university in the past. In order to be eligible for funding, this project or program must be new, and go above and beyond activity that your school or your instructors would normally be contracted to do. The proposed project or activity may **supplement** activities that are meant to fulfill a standard, but **may not be used to fulfill a standard.**

**For all applicants:** If your organization has done a version of this arts project or program in the past (and for schools, colleges, and universities, if the project meets the above requirements), or if this activity had been previously funded by an R2AC grant but was not carried out due to COVID-19, or for some other reason, in order to receive this grant funding, **the project must be expanded or enhanced from the former project.**

### New and Expanded Programming*
Describe how this project or program is expanded or enhanced from similar projects or programs your organization has done in the past, or have previously been awarded funding by R2AC.

*Character Limit: 500*

### 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.

*Character Limit: 3500*

### Resources Needed and Costs of Larger Related Project (if applicable)
If the arts project or program you are requesting funding for exists within the context of a larger related arts project or activity for which your group or organization is responsible, enter the total cost of the larger arts project or activity below *minus* the total cost of the specific project you are requesting funding for. Describe how your organization will pay for the larger

arts activity and explain what resources (artistic, personnel, other) your organization will draw on to ensure the larger activity will also be completed.

*Character Limit: 1000*


# *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*


# *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*

## PLANNING & MANAGEMENT

### Does this project include public art?*

If this is a public art project, where the art or art-making 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 for your project.

#### Choices

Public Art
Not Public Art

### Community Support*

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

*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.

*Character Limit: 500*

### COVID-19 Planning*

Explain the ways in which your proposed project is flexible, adaptive and realistic in the face of current or potential COVID-19 restrictions (Examples of COVID-19 restrictions could include travel, conferences, workshops, performances, or possibly cancellations of speakers or venues closing). In what specific ways would you need to alter your proposal, such as changing to an online format, if the duration or intensity of the COVID-19 pandemic lengthens or worsens?

*Character Limit: 1000*

### Resumes of Key Project Personnel*

Upload (.pdf) resumes for specific personnel, containing no more than 2 pages each, that your organization deems key to carrying out the project. This will include the project director, unless that individual's artist resume appears in the Artistic Merit section. This may include the authorizing official, depending on that individual's direct involvement in the project or the position that individual holds with the organization, such as Board President, Department Chair, Executive Director, or Principal. It does include resumes for those key individuals contracted for their specialized skills, and resumes for those specific professionals offering in-kind services that appear on the budget. NOTE: Do not upload any one individual's resume more than once for this grant application.

*File Size Limit: 1 MB*

*File Size Limit: 1 MB*

*File Size Limit: 1 MB*

## Proposal Budget*

Please read our 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, inkind, 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*

## Amount Requested*

This amount may not exceed $3,000 and must match the Total Amount Requested field in your budget.

*Character Limit: 20*

## 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 are 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*

## Travel Expense Documentation

You must upload (.pdf, .jpg) documentation for plane/train/bus tickets, car rental, and hotel or other lodging fees if they are listed as an expense on your proposed budget, such as screenshots of an online reservation search that clearly show pricing or an email from from the provider with pricing.

*File Size Limit: 1 MB*

*File Size Limit: 1 MB*

## Equipment Expense Documentation

You must upload (.pdf, .jpg) documentation for any piece of equipment costing over $500 listed as an expense on your proposed budget, such as a screenshot of an online shopping cart or scan/photo of a catalog listing where pricing is clearly visible.

*File Size Limit: 1 MB*

*File Size Limit: 1 MB*

## Workshop and Consulting Service Fees Documentation

You must upload (.pdf, .jpg) documentation for workshop fees and/or consulting services if they are listed as expenses on your proposed budget, such as an email/letter of understanding or a contract in which the price is listed.

*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.

*Character Limit: 500*

## 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.

## PUBLIC ART

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.

*Character Limit: 1500*

### Public Engagement and Input*

Describe the ways in which your organization will seek and ensure public engagement and input in the planning (and, when applicable, implementation) of this public art project.

*Character Limit: 1000*

### 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 project. 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 project and agreement to the terms of the project. (*Include multiple letters if there are multiple sites)*

*File Size Limit: 1 MB*

*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

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 additional 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

## Description of Supplemental Links
Character Limit: 1000

## Supplemental Upload 1
File Size Limit: 1 MB

## Supplemental Upload 2
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

## 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
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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*

## Fiscal Year*

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

### Choices
2018
2019
2020

## 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*

## 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*

## Board/Council Members*

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

*Character Limit: 1000*

## Board/Council Contact Information*

Please upload (.pdf) contact information for your top three members, especially executive committee members such as the chairperson, the president, the vice chair or vice-president, the treasurer, secretary, etc. Include a current email address and phone number for each person listed.

*File Size Limit: 1 MB*