

Artists Engage Community Grant - 2024

Region 2 Arts Council

INTRODUCTION

Artists Engage Community Grant Application - 2024

Maximum Award: \$6,000

Deadline: April 15, 2024 by 11:59 pm

Review Date: May 7, 2024

Approval Date: May 16, 2024

Earliest Start Date: May 24, 2024



Funding Source

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



Values Statement

Region 2 Arts Council is here to spark an idea, offer a point of contact, add strength to your existing network, or offer fuel for a creative project. Our values show the kind of culture that we wish to embody through our work. Our culture of respect and responsiveness means we will meet you where you are at, and work with what you have to share. Our culture of inclusivity and equity offers a place for you in what we have to offer. Our culture of curiosity gives us the opportunity to witness, listen, and celebrate creativity in its many forms.

Eligible Applicants

Open to artists or culture bearers in all arts disciplines, 21 years of age or older, living and working in one of the five Region 2 Arts Council counties of Beltrami, Clearwater, Lake of the Woods, Mahnomen, or Hubbard.

Eligible Proposals

Artists Engage Community grants support the creation, production, and presentation of high quality arts activities that help instill the arts into the community and public life in our region. Eligible grant proposals must connect and engage with audiences, participants, students, and/or communities to provide new and/or expanded arts programming to residents of our region's counties, and/or remove barriers that audiences may have to accessing arts activities. These grants offer funding for a variety of artist led arts projects including costs associated with public art, participatory arts, arts festivals, camps, workshops, exhibitions, readings, classes, concerts, theatrical productions, and other arts performances that will benefit the residents of Beltrami, Hubbard, Clearwater, Lake of the Woods, or Mahnomen counties. Arts activities proposed for funding must be artist led, accessible by the public, and connect with community members through the arts.

Arts and Cultural Heritage Fund Use Requirements for Artists Engage Community Grants

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

IMPORTANT: Any project for which project-specific expenses have been incurred and paid prior to the earliest start date is not eligible for funding from this grant.

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. **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. If you need assistance reducing file size or converting your files to a different format, please contact staff@r2arts.org. We have software you might not have access to like Adobe Photoshop and Adobe Acrobat Pro and we are happy to help.
- When preparing narrative text, we strongly encourage you to work in your own preferred word processing format and then copy and paste text into text boxes provided in the application form. Then there is a backup of your answers in case your application form does not save properly and your answers are also in a better format to be easily reused in future applications. Avoid unnecessary formatting and be aware that text limits are measured in characters, not words, and this includes punctuation and spaces between words.
- You may save and return to your application as many times as you like before the deadline. The system automatically saves your work every few seconds, but this can be disrupted by an unstable internet connection. It helps to create a document with all your answers on it to transfer to and from your application. Also, the system will log you out due to inactivity. If this happens simply log back in and your answers should 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 11:59 pm. All submissions are locked as of 11:59 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 to allow for any technology glitches. You will receive an automated email to confirm your application was submitted successfully.
- 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. To reduce scrolling, try clicking on the gray arrows at the beginning of each section of the application form (>) 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. Helping applicants is part of the services we provide.

Email: staff@r2arts.org **Voice:** 218-751-5447 or 1-800-275-5447 **Text:** 218-407-2507

You may request staff to read through your application at anytime before the deadline and provide feedback (9 am - 5 pm, Mon.-Fri.) as time allows. To request *a thorough review* of your

application prior to submission, contact staff *at least a two weeks prior to the deadline*. Please review our Grant Writing Support Policy. **Disclaimer:** *A review of your application does not guarantee that your request will be funded.*

GENERAL PROJECT INFORMATION

Project Name*

Please provide a very brief title or name for your arts activity. 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. Do not use your first or last name in the title for your application, instead use words that describe what you are using the grant funds to accomplish. (e.g. Community Mural, Community Concert Series, Teaching Beginning Watercolor Workshops for Kids, etc.)

Please be aware that R2AC staff will be adding an R2AC Grant Number (e.g. AEC-2024-01) 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 *Artist's Name* to *brief description of proposed arts 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, 2025.

Character Limit: 10

Program Dates*

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

Character Limit: 250

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. *(Note: Art displayed or performed at an Art Center, Gallery, Theater, Arena, Museum, Library, College Campus, Public School, etc. is not necessarily considered public art - the art must be in a place that is accessible to the public at any time or is owned by a public entity such as public streets, parks, municipal buildings, etc.)*

Choices

Public Art Project

Not a Public Art Project

Will you be using a fiscal sponsor?*

A fiscal sponsor is a nonprofit entity that lends you their nonprofit status and provides some financial oversight for funds received from a grant award. Often they charge a flat fee or request a percentage of granted funds for this service. If awarded, your grant award check would be made out to your fiscal sponsor, they would relay the funds to you in one large check or series of smaller payouts for your each of your expenses as you ask for/report them. The granted funds would be part of the fiscal sponsor's tax reporting, removing the tax burden from you. As an individual grantee, you will be asked to fill out a W-9 tax form and the grant award will be considered extra income for you in that tax year. Because this is a grant for individuals, you cannot shift the tax burden to any limited liability companies/corporations you may own for your arts business.

Choices

Yes, I will be using a fiscal sponsor

No, I will not be using a fiscal sponsor

FISCAL SPONSOR

I am not applying as a representative of an organization.*

I understand that this is a grant program for individuals. Although I am utilizing a fiscal sponsor, I am not part of the organization acting as my fiscal sponsor. To avoid conflict of interest, I am not on the executive committee of the organization, a board member, executive director, artistic director, employee, contractor, member, or frequent volunteer of the organization acting as my fiscal sponsor.

Choices

I certify that the above statement is true.

Fiscal Sponsor*

If you are 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 you are using a Fiscal Sponsor, you must have a signed agreement with the Fiscal Sponsor organization. Upload a copy of the contractual agreement (.pdf) between you and your Fiscal Sponsor. For your convenience, you can click [here](#) to download a template for 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

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.

Read through the entire list and make sure that your project fits within all of the listed eligibility guidelines. Then type your name in the signature box below. (If you are using a Fiscal Sponsor, a representative of that entity will also need to type their name below) Typing your name acts as an electronic signature and verifies that you and your project are 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 staff@r2arts.org (**Voice:** 218-751-5447 or 1-800-275-5447 **Text:** 218-407-2507) 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 Access

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

Accessibility:

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

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.

Age and Citizenship Status

I am 21 years of age or older and am a U.S. citizen or have resident alien status.

Residency

I am a resident of the state of Minnesota, as determined by the address I use for voting and the payment of taxes, and I live in one of the following counties: Beltrami, Clearwater, Hubbard, Lake of the Woods or Mahnomen. I have lived there for at least six months prior to deadline/submission date of this application.

Relocation

I will not use Artists Engage Community Grant funds to relocate my legal address/residence outside of the state of Minnesota.

Status as a Student

I am not enrolled as a full or part-time student in my artistic discipline at any institution of higher learning such as a college or university.

Academic Credit or retention of teaching licensure

I am not seeking funding for classes, workshops or projects resulting in academic credit, tuition for academic coursework, teaching licensure, or continuing education requirements (CEUs) to retain my teaching licensure.

Indian Arts and Crafts Act

I am in compliance with the Indian Arts and Crafts Act and am only promoting my art as Native American/Indian art if I am a member of a federally recognized tribe, or I am an individual certified as an Indian artisan by a federally recognized tribe.

Two applicants seeking funding for the same activity

I am not seeking funding for the same proposed activity as another applicant - such as two band members applying to fund the same recording session or an artist and an arts organization applying to fund the same arts workshop - in an effort to obtain more than \$6,000 in funding from R2AC for one activity. *(i.e. Multiple individuals/entities cannot apply for grants to fund activities that include the same artists doing the same activity at the same time/date/location.)*

Requests for Funding After the Fact

This request is not intended to cover funding deficiencies for activity that was already completed or to cover purchases made prior to the project's Earliest Start Date.

Starting Prior to Earliest Start Date

I will not start my proposed arts activity 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.

Objectionable Content:

The proposed project or activity does not promote use of illegal substances, violence, and/or racism and will 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.

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).

Current or Past R2AC Grant Awards

I have not received an Artist Support Grant, Anishinaabe Arts Initiative (AAI) Grant, Anishinaabe Arts Initiative Fellowship, or R2AC Artist Fellowship this year.

Final Report status from previous R2AC grants

If I have received any Individual Artist Grants, Artist Support Grants, Anishinaabe Arts Initiative Grants or Fellowships from R2AC, I have submitted and received approval for all Final Reports connected with those grant awards.

Past contractual agreements with R2AC

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

Terminated R2AC grant contracts/agreements

I have not failed to return grant funds to R2AC after having any R2AC grant contracts/agreements terminated or funding revoked.

Arts Activities in Schools

The proposed arts activity does not fund discontinued or nonexistent art programs in the schools or pay an artist or organization to provide essentially the same services a school art teacher/professor/instructor or arts specialist 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.**

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.

Project at place of employment and employee conflict of interest

I am not seeking to fund an arts activity that will occur at my place of employment or fund arts activities that will involve any organization from whom I receive a W-2 or 1099 tax form for my services.

Misuse of Funds

I have not misused granted funds and have 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, plagiarism, or misrepresentation on a grant application.

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.

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.

Note: *Your typed name constitutes a legal signature and all parties undersigned must agree to the following statement:*

"I certify that all information provided in this application is, to the best of my knowledge, true and factual and I have not plagiarized another artist's work or otherwise knowingly misrepresented myself, as described in the R2AC Plagiarism Policy. My 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."

Artist Signature*

Character Limit: 100

Fiscal Sponsor Signature (if you are utilizing one)

Character Limit: 100

MY QUALIFICATIONS AND ARTISTIC VISION FOR THE PROJECT

Artist Resume or Biography*

Please upload an Artist Resume or Biography that tells us the chronological story of your work as an artist. Provide a written list of your arts learning experiences (workshops, classes, work with a mentor or master artists, certificates or degrees, etc.), as well as awards, significant works (commissions, publications, recordings, etc.) and/or the venues where you have exhibited/sold/performed, etc. Include descriptions and dates for when you completed works or engaged in arts marketing, selling, training, presenting, performing, or exhibiting. You are allowed 2 pages. Excess pages will be removed prior to grant review.

File Size Limit: 1 MB

WORK SAMPLES:

In support of your proposal, you must provide digital samples of your current works of art. Work done within the last five years is preferred. Please follow these minimum/maximum requirements depending on your arts discipline.

Choose **one** of the following options:

- Visual or Craft Artists (2-D or 3-D) provide 5 work samples (.jpg/.jpeg/.png/.heic)
- Literary Artists provide 5 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 links and/or uploads as best suits the work, but cannot exceed 5 work samples. (Each photo, each page of writing, each video or audio link equals one work sample.)

Please Note: Links to Facebook, Instagram, Twitter, Pinterest or other social media are not allowed. Links to news media coverage are not allowed as work samples. You may upload scanned articles or link to news coverage (Articles in the local newspaper, Common Ground episodes, etc.) in the Supplemental Information section.

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

UPLOADS:

Please upload visual (.jpg/.jpeg/.png/.heic) or literary (.pdf) samples below. If you are having trouble re-sizing your images or documents 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 below. Do not exceed the allowable number of work samples listed above by using the Links section and the Uploads section in conjunction. As stated above, excess samples will be deleted prior to review. ***Remember to include a description for each image or document in "Descriptions of Uploaded Work Samples" prompt below.***

Artist Sample 1

File Size Limit: 1 MB

Artist Sample 2

File Size Limit: 1 MB

Artist Sample 3

File Size Limit: 1 MB

Artist Sample 4

File Size Limit: 1 MB

Artist Sample 5

File Size Limit: 1 MB

Descriptions of Uploaded Work Samples

You must provide a description of each uploaded sample in the text box provided.

Include:

- Title of each work
- Date of completion
- Dimensions or approximate size
- Medium or materials used to create the piece
- Names of any collaborators and their role in the work
- For commissioned work include information on who the work was commissioned for and/or the purpose of the piece, such as an illustration or promotion
- For writing samples include a brief synopsis if included pages are from a longer work
- For photos of artistic activity, please explain the activity pictured and your role in the activity

Character Limit: 1000

LINKS:

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 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, or plug-ins. ***Remember to include a description for each link in "Description of Linked Work Samples" prompt below.***

Artist Link 1

Character Limit: 2000

Artist Link 2

Character Limit: 2000

Artist Link 3

Character Limit: 2000

Description of Linked Work Samples

You must provide a description of each link in the text box provided.

Include:

- Title of the work
- Name of the artist/author/performer/director/composer

- Dates of completion, performance or recording
- List of performers and their instruments or roles (e.g. Robin Miller as Mercutio or Emery Jones on Trombone)
- 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

Artistic Vision*

Based on your qualifications and the artistic quality of the work you've shared with us, please discuss your artistic vision for this project. Focus your description on creativity, originality, artistic process, and techniques. How does engaging with the community in this way deepen your artistic practice or inform your work as an artist?

Character Limit: 500

Collaboration*

Will you be collaborating with other artists or arts groups? If you are, we would like you to tell us about them. If you click "Yes" to this question, another section of the form will appear for you to enter information on your collaborators.

Choices

No, I am doing this activity independently

Yes, I will be collaborating with other artists or groups

COLLABORATING ARTIST QUALIFICATIONS

You may be collaborating with other artists on this project and we would like to know their qualifications. To save yourself some work and to help your collaborators have a voice in your project, remember we have the **Collaborate** button on the top right of your screen. When you click that button a new window will pop-up. You can send a friendly email to collaborators. The email will contain a link for them to access this grant application. You can ask artists you are working with to upload their own work samples and resumes/bios.

Collaborating Artist Resumes or Bios*

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 and experience of the artists involved in this project. **Dates are important!** Make sure resumes or bios are updated and current.

Do not include a full Curriculum Vitae. Pages will be deleted from any resume that is longer than two pages, leaving incomplete information for the review committee. If you have more

than three artists you can combine more than one resume 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

Collaborator Work Samples

Work Sample Guidelines

Provide digital samples of current artistic work (*work done within the last five years is preferred*) for the artist(s) you plan to work with. You can also include photos or links about past arts activities if you are collaborating with an organization or group. 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.

Choose **one** of the following options:

- Visual or Craft Artists (2-D or 3-D) provide 1-3 work samples (.jpg/.jpeg/.png/.hicc) If you have multiple literary artists, pick your top three and provide 1 sample each.
- Literary Artists provide 1-3 pages of writing (.pdf) (*Please read our Literary Arts Policy*) If you have multiple literary artists, pick your top three.
- 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*) If you have multiple performing artists or groups, pick your top three.
- Multimedia or Multidisciplinary Artists may provide a combination of linked and/or uploaded work samples as best suits the work, but cannot exceed 3 work samples. (*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. 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:

- Title of the work
- Name of the artist/author/performer/director/composer
- Dates of completion, performance or recording
- List of performers and their instruments or roles (e.g. Robin Miller as Mercutio or Emery Jones on Trombone)
- 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. ***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

Description of Uploaded Work Samples

You must provide a description of each uploaded sample in the text box provided.

Include:

- Title of each work
- Date of completion
- Dimensions or approximate size
- Medium or materials used to create the piece
- Names of any collaborators and their role in the work
- For writing samples include a brief synopsis for pages from a longer work
- For photos of artistic activity, please explain the activity pictured and the organization's role in the activity

Character Limit: 1000

COMMUNITY IMPACT & EVALUATION OF THE PROJECT

Artistic Engagement*

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

Connection*

What is your connection to the community you intend to engage with? Do you live there? Do you work there? Did you grow up there? Do your children go to school there? Are you authentically part of the same culture, race, or ethnicity? Do you share a similar socioeconomic status? How have you built a relationship with the community you are seeking to serve with this project?

Character Limit: 1000

Clean Water, Land, and Legacy Amendment Funding Goals*

Please choose one of the following goals that most exemplifies your 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

Minnesotans believe the arts are vital to who we are

Target Audience*

Who have you identified as your key or target audience for this project? This is the group you 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

Publicity*

Keeping in mind your target audience and the arts activity 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. These responses should refer to populations reached directly, rather than through broadcasts or online programming *UNLESS* broadcasting via radio/tv or live-streaming via the internet is how you intend to reach the majority of your audience or participants.

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. These responses should refer to populations reached directly, rather than through broadcasts or online programming *UNLESS* broadcasting via radio/tv or live-streaming via the internet is how you intend to reach the majority of your audience or participants.

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. These responses should

refer to populations reached directly, rather than through broadcasts or online programming *UNLESS* broadcasting via radio/tv or live-streaming via the internet is how you intend to reach the majority of your audience or participants.

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.

Proposed Outcomes for Target Audience*

An outcome should describe a change in knowledge, skill, attitude, awareness, behavior, or condition in your target audience. Effective project outcomes are specific, measurable, and can be reasonably achieved by the proposed activity. Please describe your outcomes in 1-3 sentences.

Sample sentence structure: As a result of this program, _____ (target audience) will experience a _____ (expected degree of change; numerical or descriptive) in _____ (arts related impact) in/about _____ (specific area) through _____, _____, and _____ .(activity or aspects of the activity that will encourage change).

Example: As a result of this program, participants in the after-school art club will experience increased knowledge and awareness of visual art and artists in Renaissance Italy through individual characterization of a selected Renaissance artist and preparation for and participation in an interactive art fair presentation that includes this character.

Character Limit: 500

Evaluation Format*

It is important that you measure and document progress made in achieving the proposed outcome(s) for the target audience. You may wish to consult *Getting Started with Program Evaluation* - a guide published by the National Assembly of State Arts Agencies for information on outcomes evaluation. Choose the format of your program evaluation from the list below, choose all that apply.

Choices

- Participant Survey
- Audience Survey
- Artist Survey
- Follow-up Meeting with Project Planners
- Interviews
- Focus Groups
- Participant/Audience Voting
- Capturing Target Audience impressions through artistic expression, journaling, etc.

Evaluation Timing*

Select when your evaluation method(s) will be administered.

Choices

- Pre and post activity
- Post –activity only
- Pre and during the activity
- During and post the activity
- Pre, during, and post the activity
- During the activity only

Evaluation Questions or Prompts*

What questions will you ask or prompts will you use to gather the data you are seeking? When applicable, please indicate which evaluation questions or prompts are for pre/post/during the activity.

Character Limit: 1000

Evaluation Summary*

Please summarize the evaluation format, timing, and types of questions in 1-3 sentences.

Sample sentence structure: Evaluation methods include _____ (evaluation format) administered _____ (timing) to measure _____ (summary of questions) in _____ (target audience).

Character Limit: 800

ARTS ACCESS

Access to the Arts*

How will this project provide better access to arts in our region?

Character Limit: 500

Which barriers to participation are you specifically working to reduce in this project?*

(Check all the apply)

Choices

- Geographic Barriers
- Barriers due to disability/varying abilities
- Cultural Barriers
- Racial Barriers
- Economic Barriers
- Other

If you chose "Other " above, please name and describe the barrier you are hoping to reduce.

Character Limit: 500

How will you improve access to your arts activity?*

What specific structures will you put in place to reduce the barrier(s) you selected for participation in your arts activity?

Character Limit: 500

Access Documentation

Upload (.pdf or xlsx) any documentation such as contracts with sign language interpreters or transportation providers, information on scholarships or sliding scale registration fees, letters of participation or support from partner organizations that serve individuals for whom your activity intends to reduce barriers, etc.

File Size Limit: 1 MB

Access Documentation 2

File Size Limit: 1 MB

Access Documentation 3

File Size Limit: 1 MB

ABILITY TO CARRY OUT THE PROJECT

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. Tell us how your arts project or activity helps instill the arts into the community and public life in our region. How will you connect and engage with audiences, participants, students, and/or communities to provide new and/or expanded arts programming to residents of our region's counties? Detail the change this project aims to achieve in audiences and participants in terms of arts knowledge, skill, attitude, awareness, behavior, or condition.

Character Limit: 3500

Community Support*

Describe the community support you are receiving for this project in terms of direct involvement by community members or other entities such as schools, community groups, or nonprofit organizations, as well as any non-monetary donations (goods or services) and/or financial support they intend to provide. Do you have dedicated volunteers from the community? How do you know your proposed art activity is needed or wanted by your proposed target audience?

Character Limit: 500

Letter of Support

If you are partnering with a local school, college, community education program, Tribal Council, Boys and Girl's Club, care facility, or other community organization, please upload a letter (or email) of support from that organization.

File Size Limit: 1 MB

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

Estimated Budget

Please read our Budget Guidelines which include important information on unallowable expenses, in-kind donations, and more. The categories below are suggested categories for your expenses. You do not need to include expenses in each category. Only fill in the rows and columns that pertain to expenses for your arts activity. Contact staff if you have questions.

Categories	Description (Be detailed and specific!)	Amount \$ (Numbers Only)
Artist Fees - Your or other Artists' Labor (\$/hour), Contracts, Stipends, Honoraria, etc.		
Contractor Fees - ASL interpretation, Graphic Design, Marketing, etc. (MUST be project specific)		
Travel - Mileage, Air Fare, Lodging, Meals, etc.		
Publicity - Ads (print, broadcast, internet), Printing (posters, tickets, programs, etc.)		

Equipment Rental - Sound Equipment, Tables, Tents, etc.		
Venue Rental - Performance Space, Classroom Space, etc.		
Supplies and Materials (expendable items only)		
Equipment - Projector, Open Captioning, Light/Sound Board, Portable Stage, etc.		
Administrative Expenses - Insurance, Fiscal Sponsor Fees, etc. (MUST be project specific)		
Other		
Total Estimated Project Expenses		

Income

Use this table to show any income that you intend to use or generate through this project. If you are using personal funds, or funds from other grants or donations, show us. If you plan to generate income through workshop fees, ticket sales, or other, show us.

Categories	Descriptions	Amount \$ (Numbers Only)
Earned Income (Ticket Sales, Registration fees, etc.)		

Other Grants or Donations (Grants, Private Donations, Corporate Sponsorships, etc.)		
Applicant Funds (Savings, Cash on Hand, etc.)		
Total Income		

Amount Requested*

Subtract the Total Income from the Total Estimated Project Expenses above to calculate the amount of your request. The amount requested may not exceed \$6,000.

Character Limit: 20

In-kind Donations (if any)

Please list all in-kind donations you expect to receive as part of your proposed arts activity and where the donation is coming from. In-kind donations are non-cash donations of goods, rent, or specialized services by an individual, corporation/business, governmental agency or nonprofit organization. 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

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 a 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 you 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 and the site owner or city official in charge of overseeing the site will 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:

- collaborators for your proposed project, such as resumes/bios for additional performers/presenters/organizers, a link to the website of any organizations/groups you plan to partner with for this project, or additional letter of support.
- your ability to carry out your proposed project, such as lesson plans, syllabi, or other teaching materials, charts or graphs, a timeline, or articles, reviews, press releases, news coverage, posters or other promotional materials which document past community arts activities you have been involved in.
- your use of the funds such as detailed descriptions of equipment, software, or services you intend to purchase.

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 My Qualifications and Artistic Vision for the Project 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 using a fiscal sponsor, please fill out this information as it pertains to you, not the fiscal sponsor.

Choices

I understand

County*

Choose the county you live in.

Choices

Clearwater
 Beltrami
 Hubbard
 Lake of the Woods
 Mahnommen

Project Discipline*

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

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

How did you hear about our this grant opportunity?*

Check *a//*that apply.

Choices

Region 2 Arts Council Website

Region 2 Arts Council Email

Interaction with Region 2 Arts Council staff member

Interaction with Region 2 Arts Council board member

Interaction with Anishinaabe Arts Initiative Council member

Facebook Post

Instagram Post

Arts Fair or Festival

Word of Mouth

Are there other ways you found out about our grant opportunities or interacted with us?

Character Limit: 500