

**A. INTRODUCTION AND STRUCTURE OF GRANT PROGRAM**

The Prairie Lakes Regional Arts Council (PLRAC) is the state-designated Regional Arts Council, which serves the nine county area in south-central Minnesota including Blue Earth, Brown, Faribault, LeSueur, Martin, Nicollet, Sibley, Waseca, and Watonwan counties. With funding from the Minnesota State Legislature, Prairie Lakes plans to facilitate and encourage local arts development by providing grants to local arts organizations and community groups for the creation and presentation of arts activities. This may include but is not limited to dance, literature, media arts, music, theater and visual arts.

This program has been renamed “Art Project and Program Support Grant”. There are two categories for funding, the regular Art Project and the new Program Support, which is a 2-year length grant. The Program Support grant will assist established non-profit arts organizations and the organization would apply only once for the 2 year grant; and they would provide an Interim Report after one year. *“The grants described in these guidelines are dependent on an appropriation to the Prairie Lakes Regional Arts Council from the MN State Legislature.”* The level of the state appropriation has not been finalized and grant amounts and programs may change in FY 2010.

**B. GRANT AMOUNT, DEADLINES AND GRANT PERIOD**

The Program Support Grant is for established non-profit arts organizations and the amount is \$2,000 for year-round programming or a series of events over several months. The Art Project Grant is for arts organizations and community groups with a maximum of \$1,000 for a one time, one day or “limited days event”. Projects must be completed within one year of the awarding of the grant, unless an extension has been requested and granted by the Executive Director of PLRAC. There will be two review dates for this program and the grants will be sorted and grouped together for review: Art Project Grants will be reviewed on Sept. 24 and Program Support Grants will be reviewed on Oct. 22, 2009.

Application Deadline  
**September 1, 2009 ONLY**

Grants Reviewed  
**September 24 and Oct. 22, 2009**

Project May Begin  
**Oct 1 or Nov. 1, 2009**

*Additional deadlines may be added if new state funds are received from the Arts Legacy Amendment in 2010.*

**C. ELIGIBILITY AND RESTRICTIONS**

The PLRAC distributes matching grants to regional, non-profit tax-exempt 501© (3) arts organizations, non-profit community groups, units of government and non-parochial schools that are sponsoring an arts activity in the nine county area. The activity or project must primarily take place in the nine county area. No applications from individuals are eligible. The Council is one of eleven regional arts councils in the state, working in partnership with the MN State Arts Board. The grant is for specific activities which advance the organization’s artistic development, expand services offered, or contribute to the artistic life of the general community. Grants cannot be for general operating support, overhead or capital expenditures. Only one application may be submitted each fiscal year (July 1 - June 30) in this program.

**D. SUBMISSION OF PROPOSALS**

All proposals must be submitted on the official application form on or before the deadline date. Applications can be downloaded from our website www.plrac.org as a PDF file or a Microsoft Word document. The earliest starting date is approximately October 1 or November 1, 2009; depending upon the type of grant submitted. Projects should not occur prior to final grant approval, but exceptions may apply if the applicant just begins

rehearsal or planning for the main event or concert. Since Prairie Lakes is a distributor of a legislative appropriation, and requires that all printed materials acknowledge the legislatures as a funding source, grantees must wait until grant award notification before printing publicity materials. Staff analyzes the application for eligibility, budget accuracy, clarity and completeness; and contacts the applicant if changes are required. The Prairie Lakes board reviews and ranks all applications and makes final approval. No grant application will be considered complete without the signatures of the Project Director, Authorizing Official (an officer of your organization) and the Fiscal Agent (if applicable).

## **E. FUNDABLE PROJECTS**

The grant project refers to the production, creation, performance and exhibition of art by the applicant organization and can include the engagement of a guest artist to complement or enhance the applicant's production. Examples include (but are not limited to) community orchestras, community chorus, community theatre productions, dance activities, visual arts exhibitions and classes, etc. This category also includes arts activities produced by another organization and contracted for locally or produced by a local arts organization. Funds can be used to pay for professional artists, arts producing organizations and other programs that provide arts services and presentations. Examples include (but are not limited to) a performance by a professional orchestra or other music group, a professional dance company, readings by professional writers, etc.

## **F. NON-FUNDABLE PROJECTS**

Projects that will not be considered for funding are those in which:

1. Artists are required to pay excessive entry or exhibition fees in order to exhibit or perform in the project or program for which funding is sought.
2. Funds are requested for payment of debts incurred before the grant application is approved.
3. Funds are requested to support activities which are essentially for the religious socialization of the participants or audience (a religious service cannot be any part of a project).
4. Funds are requested to support activities in primary or secondary level parochial schools.
5. Funds are requested for support of "routine" school activities in theater, dance, music and visual arts. Activities such as school plays, one-act plays, dance line, pop concerts, music competitions, visual art classes and displays, etc.
6. Funds are requested for activities that attempt to influence any state/federal legislation or appropriation.
7. Funds are requested to pay for capital costs, such as improvements, construction, property, equipment or endowment funds.
8. Funds are requested to support strictly commercial activities intended for mass-market distribution.
9. The application form and all required materials are not postmarked by the deadline date specified in the grant program information.
10. The applicant has an overdue Final Report from a previous grant.
11. The applicant is not in compliance with any active contract with the arts council.
12. The applicant does not make all events open to the general public or whenever feasible, does not establish admission charges for the events.
13. The project budget contains combined funding from a regional arts council and the Minnesota State Arts Board that amount to more than one-half of the project's total cash expenses.
14. Participants (youth) are required to pay a registration or participation fee and no scholarships are offered.
15. Funds are requested to pay fees for touring costs, performances, or exhibitions carried out exclusively by student organizations or schools that do not include the public.
16. Funds are requested to produce fundraising activities such as benefits, reception, or if the intent is to donate the proceeds (earnings) to another non-profit.
17. Funds are requested for projects that are essentially historical, and lack a strong artistic component.

## G. REVIEW CRITERIA

The following criteria are used to evaluate applications and there are 10 points per category; total of 30 points.

1. Artistic quality and merit of the project. (0-10 points)
2. Ability of the organization to carry out the proposed project. (0-10 points)
3. Artistic need for the project by the organization and/or community. (0-10 points)

## H. PAYMENT PROCESS

1. A copy of the Contract, Request for Payment forms and a Final Report form are sent to the grantee. (In cases of partial funding, the grantee must also submit a revised budget and a letter explaining how the project will be modified in response to the reduced budget.)
2. The grantee signs the contract, indicating agreement with the contract terms, and completes the Request for Payment form, returning both to the PLRAC office.
3. Grant funds of 80% will be paid to the grantee one month prior to the event.
4. Within 60 days of completion of the project, the Final Report, and Request for Final Payment must be submitted. A copy of the Thank You letter sent to legislators, acknowledging the grant, must be attached to the Final Report. After approval of this report, the remaining 20% of the grant will be paid to the grantee. Failure to submit a report will result in the applicant being ineligible for the next two years.

## I. GRANTEE RESPONSIBILITIES - The Grant Recipient Must:

1. Not limit participation in the project on the basis of national origin, race, color, religion, age, sex, handicap, or ability to pay.
2. Expend granted funds only for the project described in the grant application.
3. Be responsible for completion of the project and for proper management of grant funds.
4. Maintain records and receipts showing evidence of grant expenses and income.
5. Submit the Final Report form within 60 days of completion of the project.
6. Include the following credit line in all advertising, news releases, printed programs, and promotional material: **"This activity is made possible by a grant provided by the Prairie Lakes Regional Arts Council, from funds appropriated by the Minnesota State Legislature."**

## J. APPEALS PROCESS

Groups and organizations applying to the PLRAC may appeal the recommendations of the grant review panel; however the appeal must be based on alleged procedural errors. Appeals on judgments of merit or quality or ability will not be heard. The appeals process is as follows:

1. Appellants must submit a formal letter of appeal to the Executive Director stating the reason(s) for the appeal. Letters of appeal must be received within 30 days of written notification of the board's decision on the original application. A copy will be sent to the Chair of the Board of Directors of PLRAC.
2. Appellants will receive written notification from PLRAC of receipt of their request for an appeal. This notification will include the date and time the request for appeal will be brought to the board.
3. The board will review the written appeal request at its first meeting following the receipt of the request. The board meets approximately ten times a year.
4. The board will take one of the following actions:
  - a. Determine that the appellant does not show sufficient cause for appeal;
  - b. Direct the staff to investigate the appellant's request and materials and present a recommendation to a subsequent board or executive committee meeting;
  - c. Request the appellant appear before the board or executive committee at a subsequent meeting and address his or her appeal at that time;
  - d. Determine that the appellant does show sufficient cause for appeal and offer settlement to the appellant;
  - e. Request that a 3-5 member appeal panel be put together to reconsider the application (discussion of the nature of the appeal will not be brought up during this meeting). The appeal panel decision is binding.

5. Within 45 days of receipt of a request for appeal, appellant will receive notification of the board's decision on the action that will be taken concerning the request.
6. Appellants will be notified in writing of the final board action or appeal panel decision.
7. Following the appeal to the board, if the appellant continues to dispute the decision of the board or appeal panel regarding his or her appeal from the board, this appeal will be conducted as a contested case pursuant to the Administrative Procedure Act, Minnesota Statutes, sections 14.48 to 14.62.
8. There is no right of appeal for disputes of decisions of the board and/or its advisory committees with respect to artistic quality or merit, artistic excellence and leadership.

## **INSTRUCTIONS FOR COMPLETING THE APPLICATION FORM**

1. Please read the entire packet to familiarize yourself with basic information about the scope of Prairie Lakes funding. The application form includes questions, which will aid the Council in determining the artistic quality and merit, ability, and artistic need for the project. If anything is unclear, contact the Executive Director at the PLRAC office (507) 833-8721, (800) 298-1254 or plrac@hickorytech.net.
2. If an organization has never applied for a grant they must contact staff prior to submitting a grant. Staff assistance is available to assist applicants in determining whether or not a project is eligible as well as helping applicants in developing a project idea. You may make a draft of your application and present the "bare bones" of it to the Executive Director if you have any questions about how to convey your intentions or if you want to check for eligibility. Assistance from the Council staff in no way implies that a grant request will be funded. The Council members make all recommendations. The completeness and accuracy of the application are solely the responsibility of the applicant.
3. Type or print legibly all information on the application form. Submit the Narrative Information in a concise, readable format, either typed or computer generated pages (Use 12 point characters). Applications must be postmarked on or before the deadline date TO BE ELIGIBLE FOR CONSIDERATION.

**Upon request, PLRAC grant application materials will be made available in an alternate format such as large type, disk or an audiotape. Please call the Prairie Lakes office in Waseca at 1-800-298-1254.** For individuals with a disability and in need of TTY, contact the Minnesota Relay Service at 1-800-627-3529.

## **GENERAL INFORMATION FOR APPLICATION FORM**

### **1. APPLYING ORGANIZATION**

The **Applying Organization** is the group that will be administering the actual project. Individuals may not apply. The **Project Director** should be the person responsible for the day-to-day details of the projects, the person to whom correspondence and telephone calls are to be directed, and someone who is readily available during regular business hours.

### **2. NON-PROFIT AND TAX-EXEMPT INFORMATION**

Attach Articles of Incorporation & MN Non-profit Corporation Certificate from the MN Secretary of State and the Federal Internal Revenue Service Tax-exempt notification letter, UNLESS you've previously submitted them to PLRAC's permanent file in the office. Please call to verify if we have them on file.

### **3. FISCAL AGENT**

Minnesota Statutes provide that public monies may be distributed to unincorporated organizations only through fiscal agents. If your organization is incorporated as a "non-profit 501c3 organization" do not complete this

section. A fiscal agent may be any non-profit corporation or governmental unit that agrees to handle the administration of your funds. For example: Chamber of Commerce, City Treasurer, Community Education, Historical Society, Library, MN Extension Service, etc. Applicants should enter into a specific contractual agreement with your fiscal agent prior to applying for grant money through that agent, and attach a copy of the contract to your grant application. An example of a fiscal agent contract is available from the PLRAC office. The fiscal agent will receive and dispense funds and is legally responsible for completion of the project and management of the grant funds. The PLRAC staff can also advise organizations on how to file articles of incorporation with the Minnesota Secretary of State and apply for tax-exempt status from the Federal Internal Revenue Service.

## **ART PROJECT GRANT BUDGET**

### **PROJECT EXPENSE** (Round all numbers to nearest \$10)

You should list all cash expenses related to the project under this heading. If an expense is not applicable please put N/A in the blank. In-kind contributions are no longer included on the budget form for this program.

1. **Artist(s) Fees, Contracts, and Honoraria** - List personnel involved and the total each are to be paid.
2. **Artist(s) Travel and Expenses** - Include local mileage for the administration or production of the project, as well as transportation and room and board for guest artists.
3. **Publicity** - List costs individually for advertising: radio, newspaper, printing of posters, handbills, etc.
4. **Rental Fees** - Rental of space or equipment specifically needed for the project.
5. **Salaries or Wages** - List may include project director, artistic director, clerical staff or other personnel assisting with the project. Estimate the amount of time they will spend on the project, and multiply by their hourly wage. (Do not include regular paid staff that normally performs this function as part of their job.)
6. **Expendable Supplies and Materials** - List may include: costumes, music, playbooks, supplies needed for project administration, audio and videotape, etc. Durable items or equipment cannot be included in a project grant (i.e. items that last three years or more).
7. **Miscellaneous** - List may include: royalties, piano tuning, insurance, telephone, postage, scholarships, etc. **(costs for food or a reception are not allowed).** Scholarships are required for youth projects that have a registration or participation fee. These should be noted in your narrative description of the project.

### **PROJECT INCOME** (Round all numbers to nearest \$10)

Identify and document amounts of Cash your organization has to "match" the project expenses.

1. **Cash**
  - a. List organizational funds committed or budgeted for the project, which may be "profits from the previous year's activities", as noted in your PLRAC Final Report.
  - b. List sources of grants other than the PLRAC request. Tell us whether these grants have been received or are anticipated.
  - c. List estimated earned income. Note: ticket sales and fees should show estimated number of people multiplied by the price of one ticket or fee. Other community fundraising may include city or county funding, donations from charitable gambling groups or service groups such as: the American Legion, Fireman's Association, Lions, Lutheran Brotherhood, Rotary, VFW, etc.

Total the **Cash Income** and enter the "**Grant Amount Requested**" from PLRAC.

**Total Support** for the project is the two figures added together.

Income (1) + Grant Amount Requested (2) = Total Support for the Project (3).

Note: Total Support for the Project (3) must equal Total Expenses (3).

Total Project Expenses and Grant Amount Requested should also be listed on the front page of the application.

## **QUESTIONS for ART PROJECT and PROGRAM SUPPORT GRANT**

This section details your justification for the use of public money in support of your project. **Questions 1-3 correspond with the three criteria on which the application will be reviewed.** REVIEW CRITERIA are each worth (0-10 points): 1. Artistic quality and merit of the project; 2. Ability of the organization to carry out the proposed project; and 3. Artistic need for the project by the organization and/or community. These criteria are used by the Prairie Lakes Board in scoring and ranking the grant applications. Grants are competitive and awarded in rank order until funds are exhausted. However, the board may award full funding, partial funding or no funding to applicants.

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- 1. Artistic Quality and Merit of the Project** - Description should give a broad picture of your project enabling the Arts Council to better understand what you intend to accomplish. List date(s), locations, schedule of activity and project duration. Include anticipated audience, ticket prices if applicable, and seating capacity of location. If the activity has a registration or participation fee, describe the availability of scholarships (how many and how will it be publicized), especially for youth projects.

Briefly describe the artistic impact of the project and the artistic mission of your organization. How will the proposed project help your organization fulfill that mission? List the specific goals and objectives for this project. Describe how your organization will assess its success. Will you survey board members, members of the community, participants in the event, etc.? Will you document these findings in a report or in the minutes of your board meeting? Do you keep records of audience size or participation in projects from year to year?

- 2. Ability of the organization to carry out the proposed project** - Please answer each of the questions about your organization. Management of the organization, track record of arts activities, planning, and publicity efforts are evaluated. The appropriateness of the budget regarding expenses and income are considered. What profit was made on the last project? Applicants refer to previous year's Final Report to Prairie Lakes.) On the budget page, account for this profit as part of the organizational funds budgeted for the project.

Describe what methods are you using to breakeven on the expenses and revenue for this project (i.e. are you increasing participation by participants or audience, are you seeking additional financial support through community fundraising, registration fees, ticket sales or free-will offering at events?)

- 3. Artistic Need for the project by the organization and/or the community** - Describe how your project meets specific needs, community involvement and support, and the counties and communities that are expected to be served by this project. Through the recent Prairie Lakes Needs Assessment we have identified several "under-served arts disciplines" and noted that organizations want to deepen the arts experience for their participants and also expand into new areas. The Arts Council is interested in funding projects that address such concerns.

- Under served art disciplines are: dance, ethnic music & dance, literature, and media arts.
- Original art forms; some examples include music composed specifically for your group; a theatrical work that has not been performed in this area; video art productions; and literature readings.
- A change from the usual art activities (i.e. community has a history of local theater, and you are now planning an exhibit of local visual art, presenting a touring group, etc.).

- d. A challenging arts production (i.e. community theater has produced several musicals. This year you are planning to work with an orchestral accompaniment with more challenging musical roles and/or produce a drama; an art center is now planning a festival, etc.).
  - e. Participation of community members (i.e. community theater, choir or band offers the opportunity to many in your community to practice and perform their art; an art center or dance school allows students the opportunity to participate in a variety of classes and local artists are utilized to teach the classes).
4. **Americans with Disabilities Act (ADA)** - These questions will assist the council in identifying accessibility of current arts programs and facilities used by arts organizations. It is the responsibility of each organization that receives public funding to comply with the ADA regulations.
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### **Prairie Lakes Board Member Grant Review Criteria Form for FY 2010**

These criteria correspond to the Grant Application Questions 1, 2 and 3.

1. **Artistic Quality and Merit of the project** (0-10 points)

Is the organization's project and mission meritorious? Does the project have artistic impact relative to the community? Does the project contribute to the artistic development of the respective art form and/or audience? Are the goals and objectives clear? What measurements of success will they use such as increased audience and/or participation numbers? Does the proposed project stand out among similar efforts?

2. **Ability of the organization to carry out the proposed project** (0-10 points)

Is the management of the organization strong? Are the qualifications of the personnel to be used in the project good? Does the group appear to have sufficient initiative and ability? Are the planning processes, marketing and publicity appropriate for the project? Are the expenses and income on the budget page appropriate for the project? Have they described what methods they are using to breakeven on the expenses and revenue for this project (i.e. are you increasing participation by participants or audience, are they seeking additional financial support through community fundraising, registration fees, ticket sales or free-will offering at events?) Is there financial need as exhibited in the proposed budget?

3. **Artistic Need for the Project by the organization and/or the community** (0-10 points)

Have they described the method used to determine that the project is needed? Is there community involvement and support for the project? Have they described how well the project meets specific needs including those identified by PLRAC; such as (a.) under served art disciplines are: dance, ethnic music & dance, literature, and media arts; (b.) exposure to original art forms; (c.) a change from the usual arts activities; or (d.) a more challenging arts production and is the project more challenging in terms of budget expenses; or (e.) an opportunity for community members to participate in the arts.

**Based on these review standards the arts council shall make one of the following decisions:** (1) Full funding of the amount requested; (2) Partial funding; (3) No funding; (4) To table the request, pending receipt of additional information or modification.

Prairie Lakes Regional Arts Council  
207 N. State St., Suite A, Waseca, MN 56093  
(507) 833-8721 or (800) 298-1254  
plrac@hickorytech.net \* www.plrac.org

**ART PROJECT AND PROGRAM SUPPORT GRANT**

**Fiscal Year 2010 Application**  
July 1, 2009 - June 30, 2010  
**One deadline only: Sept. 1, 2009**

Application # \_\_\_\_\_  
Date Received \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Date of Award \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Amount of Grant \$ \_\_\_\_\_

**1. APPLYING ORGANIZATION**

Project Director \_\_\_\_\_  
Organization \_\_\_\_\_ Home Phone \_\_\_\_\_  
Address \_\_\_\_\_ Daytime Phone \_\_\_\_\_  
E-mail Address \_\_\_\_\_ Website \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
County \_\_\_\_\_ Legislative District \_\_\_\_\_ U.S. Congressional Dist. \_\_\_\_\_

**2. TYPE OF GRANT (select one) \_\_\_\_\_ Program Support \$2,000 or \_\_\_\_\_ Art Project Grant \$1,000**

These are 50% matching grants and therefore, your budget must be at least \$4,000 and \$2,000 respectively.  
*If you overall budget is less than \$2,000 your organization should apply for a Small Arts Grant of \$500.*

**3. FISCAL AGENT (When applicable: see page 4 of guidelines)**

Name \_\_\_\_\_ Street \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

**4. NON-PROFIT INFORMATION**

- a. Forms already on file with PLRAC (call office to verify). \_\_\_\_\_ Yes \_\_\_\_\_ No [**Don't resubmit**]
  - b. Articles of Incorporation filed with the Secretary of State. \_\_\_\_\_ Yes \_\_\_\_\_ No
  - c. Internal Revenue Service Tax-exempt notification letter. \_\_\_\_\_ Yes \_\_\_\_\_ No
- (Attach Articles of Incorporation & Non-profit Certificate from Secretary of State and IRS letter)

**5. PROJECT DESCRIPTION**

Brief one or two sentence description of your project: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Project starting date and completion date \_\_\_\_\_ to \_\_\_\_\_

Total Annual Budget for your last fiscal year (Must include financial statement) \$ \_\_\_\_\_

(From your BUDGET page. Round to nearest \$10.) **Total Project Expenses** \$ \_\_\_\_\_

**Grant Amount Requested** \$ \_\_\_\_\_

6. **BUDGET** (You must round all numbers to nearest \$10.)

<u>PROJECT EXPENSE</u> (Clearly identify each item)	<u>Cash</u>	<u>Total</u>
1. Artist(s) fees _____	\$ _____	\$ _____
2. Artist(s) travel and expenses _____	\$ _____	\$ _____
3. Publicity expenses _____	\$ _____	\$ _____
4. Rental fees _____	\$ _____	\$ _____
5. Salaries or wages ( _____ hrs. at \$ _____ per hr.) _____	\$ _____	\$ _____
6. Expendable supplies and materials (list) _____	\$ _____	\$ _____
7. Miscellaneous (non-food) (list) _____	\$ _____	\$ _____
	<b>Total Expenses</b>	<b>\$ _____ (3)</b>

PROJECT INCOME (Match) **(Round all numbers to nearest \$10)**

<b>1. Cash</b>	
a. Organizational funds budgeted for the project and/or Profit from arts activity last year, funded by a grant from Prairie Lakes Regional Arts Council _____	\$ _____
b. Other grants (indicate source and whether anticipated or received) _____	\$ _____
c. Earned Income (ticket sales, fundraisers, concessions, etc.)	
* <u>Number of Performances</u> _____ <u>Seating Capacity</u> _____	
* <u>Number of tickets per performance</u> _____, \$ _____ per each ticket	
<b>Ticket sales/Registration fees</b> _____	\$ _____
Community fundraising _____	\$ _____
Other (list) _____	\$ _____
	<b>Total Project Income \$ _____ (1)</b>
(Grant Amount may not exceed 50% of Expenses)	<b>Grant Amount Requested \$ _____ (2)</b>
	<b>Total Support for the Project \$ _____ (3)</b>

Income (1) + Grant Amount Requested (2) = Total Support for the Project (3)

**Note:** Total Support for the Project (3) must equal Total Expenses (3).

7. **CERTIFICATION** - We certify that the information contained in this application is true and correct to the best of our knowledge.

\_\_\_\_\_  
Signature of Project Director

\_\_\_\_\_  
Board Member Name and Title

\_\_\_\_\_  
Date

## **FY 2010 ART PROJECT AND PROGRAM SUPPORT GRANT QUESTIONS**

Please answer the following questions on no more than six typed or computer generated pages. Use 12 point characters. Follow the outline below when developing your proposal, and use the appropriate letters and numbers to identify each section. Type the name of your organization at the top of each page and do not use letterhead as it takes up too much space. Failure to answer each and every question may result in your application being rejected.

### **1. Artistic Quality and Merit of the project**

A. Describe the project for which you are requesting funds. List dates(s), location, schedule of activity and project duration. Include anticipated audience, ticket prices if applicable, and seating capacity of location. If the activity has a registration or participation fee, describe the availability of scholarships, especially for youth projects.

B. Briefly describe the artistic impact of the project and the artistic mission of your organization. How will the proposed project help your organization fulfill that mission?

C. List the specific goals and objectives for this project.

D. How will you measure the success of your project, based on these specific objectives? (i.e. Will you survey board members, members of the community, participants in the event, etc.? Will you document these findings in a report or in the minutes of your board meeting?) Do you keep records of audience size or participation in projects from year to year – is the audience size increasing, yes or no and explain why?

### **2. Ability of the organization to carry out the proposed project**

A. Describe your organization's governing body and staffing:

1. Year the organization was started and when it became incorporated as a non-profit.
2. Number of board members, committee structure, etc.
3. Staffing: who coordinates the activities of the organization, are they volunteers or paid staff, and who's in charge of this project? Include the names of the directors, artists, and other salaried people for the project and include their resumes.
4. Is your organization a membership organization? If so, tell the number of members, how the membership drive is conducted, and the cost of membership. Are the fees generated by membership reflected in the budget (yes/no)?

B. Describe the publicity and/or marketing efforts, including how the participants and public will learn of the project. Include a description of the methods (news releases, posters, brochures, etc.) that will be used and range of distribution of the publicity.

C. Budget Clarification

1. Which cash expenses on the budget will grant funds be used for? These expenses collectively should equal your grant request. List any in-kind donated materials, labor, etc. that are committed to the project.
2. List the income sources to match this grant and what are the amounts (i.e. cash budgeted by the organization, grants, earned income and community fundraising). These amounts should be reflected on your budget.
3. What profit or (loss) was made on the last project? Applicants should refer to their previous year's Art Project Final Report to Prairie Lakes. On the application budget page, account for the any profit earned the previous year, as part of the organizational funds budgeted for the project.

4. Provide audience numbers for the last three years.  
Number of people and/or tickets sold \_\_\_\_\_ Number of performances \_\_\_\_\_ % of total capacity \_\_\_\_\_
5. Describe what methods are you using to breakeven on the expenses and revenue for this project (i.e. are you increasing participation by participants or audience, are you seeking additional financial support through community fundraising, registration fees, ticket sales or free-will offering at events?)

**3. Artistic Need for the project by the organization and/or the community**

A. Describe the community involvement and support for the project. Explain what benefits will result to your community from this project

B. List the arts projects your organization has completed in the past three years; and list any previous Art Project Grants, Small Arts Grant or McKnight grants received from Prairies Lakes since 2007. (List the type of grant, year, and amount.)

C. If your organization received an Art Project grant from PLRAC in the last three years how much risk or growth does this project represent. Describe how well the project meets specific needs including those identified by PLRAC; such as (a.) under served art disciplines are: dance, ethnic music & dance, literature, and media arts; (b.) exposure to original art forms; (c.) a change from the usual arts activities; or (d.) a more challenging arts production and is the project more challenging in terms of budget expenses; or (e.) an opportunity for community members to participate in the arts.

D. List the counties or communities your organization reaches (include participants and audience) and your efforts to gain participants/audiences around the region; and

E. Organizations requesting Program Support for year-round programming, or a season of activities or performances should submit a complete list of programs and/or services for the current and next year. Also list your needs for General Operating Support funds so the board and staff may plan for new Arts Legacy Funds in 2010. Be specific about how you would use these funds and prioritize them: i.e. add or keep current personnel, maintain on-going programs, services, utilities and/or facility.

**4. Americans with Disabilities Act (ADA)**

A. Is the facility you use for performances/exhibitions/events/etc. handicapped accessible? Explain. If it is not accessible are there reasons you continue to use it. Also, what is the seating capacity of this facility?

B. Are your programs, performances and/or services available to persons with a disability? How could you accommodate them? Explain.

**For your records only – checklist of items to submit with the application.**

Please keep a copy of all these documents for your records in addition to your signed application.

- \_\_\_\_\_ Questions: (1 - 4)
- \_\_\_\_\_ Supporting Materials / Resumes / etc.
- \_\_\_\_\_ RAC: Grant Data Collection Form
- \_\_\_\_\_ Financial Statement, from last completed year
- \_\_\_\_\_ Fiscal Agent Contract (if applicable)
- \_\_\_\_\_ Articles of Incorporation Certificate (new applicants only)
- \_\_\_\_\_ Tax-Exempt Letter of organization or fiscal agent

# RAC GRANT DATA COLLECTION FORM

**TO THE APPLICANT:** This form is used to gather information about grant applicants to the Minnesota Regional Arts Councils (RACs). The data is maintained by the Minnesota State Arts Board in cooperation with the RACs, and may be distributed to others in accordance with the Minnesota Data Practices Act. Complete information is necessary to ensure the reliability of our data. *Note: If you are using a fiscal agent, please fill out this first page as it pertains to the arts organization conducting the activity, not the fiscal agent.*

## 1. APPLICANT INFORMATION

Date \_\_\_\_\_

Legal name of organization or individual \_\_\_\_\_

Professional or other name \_\_\_\_\_

Address \_\_\_\_\_

City, state, ZIP \_\_\_\_\_

Day phone ( ) \_\_\_\_\_ E-mail address \_\_\_\_\_

Contact person and title \_\_\_\_\_

County \_\_\_\_\_ MN House district \_\_\_\_\_ US Congressional district \_\_\_\_\_

Fiscal agent name (if applicable) \_\_\_\_\_

## 2. SPECIAL CHARACTERISTICS:

For individuals applying (optional)

Select any combination that applies describing your racial/ ethnic characteristics

- American Indian/Alaska Native (N)
- Asian (A)
- Native Hawaiian/Pacific Islander (P)
- Black/African American (B)
- Hispanic/Latino (H)
- White (W)
- Other (describe) \_\_\_\_\_

For individuals, mark these items if they apply (optional)

- Disability (I)
- Older Adult - 60+ (S)
- Veteran (V)

For organizations applying

Select the one code that best represents **50% or more** of your staff or board or membership

## 3. STATUS:

Select the one code which best describe the applicant's legal status

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

## 4. INSTITUTION:

Select the one code which best describe the applicant

- |                                   |                                     |                                 |
|-----------------------------------|-------------------------------------|---------------------------------|
| 01 Individual artist              | 20 School-Parent/Teacher Assn       | 39 Government-Judicial          |
| 02 Individual non-artist          | 21 School-Elementary                | 40 Government-Legis (House)     |
| 03 Performing Group               | 22 School-Middle                    | 41 Government-Legis (Senate)    |
| 04 Performing Group-College/Univ  | 23 School-Secondary                 | 42 Media-Periodical             |
| 05 Performing Group-Community     | 24 School-Vocational or Technical   | 43 Media-Daily Newspaper        |
| 06 Performing Group-Youth         | 25 School-Other (incl Community Ed) | 44 Media-Weekly Newspaper       |
| 07 Performance Facility           | 26 College/University               | 45 Media-Radio                  |
| 08 Museum (Art)                   | 27 Library                          | 46 Media-Television             |
| 09 Museum (Other)                 | 28 Historical Society/ Commission   | 47 Cultural Series Organization |
| 10 Gallery/Exhibition space       | 29 Humanities Council/Agency        | 48 School of the Arts           |
| 11 Cinema                         | 30 Foundation                       | 49 Arts Camp/ Institute         |
| 12 Independent Press              | 31 Corporation/ Business            | 50 Social Service Organization  |
| 13 Literary Magazine              | 32 Community Service Organization   | 51 Child Care Provider          |
| 14 Fair/Festival                  | 33 Correctional Facility            | 99 None of the Above            |
| 15 Arts Center                    | 34 Health Care Facility             |                                 |
| 16 Arts Council/Agency            | 35 Religious Organization           |                                 |
| 17 Arts Service Organization      | 36 Seniors Center                   |                                 |
| 18 Union/Professional Association | 37 Parks & Recreation               |                                 |
| 19 School-District                | 38 Government-Executive             |                                 |

**APPLICANT INFO. CONTINUED**

Individual or Organization Name \_\_\_\_\_

**5. DISCIPLINE:**

Select one code which best describes the applicant's primary area of interest in the arts (e.g. ballet 01A)

- 01 Dance—general
  - 01A ballet
  - 01B ethnic/jazz/folk-inspired
  - 01C modern
- 02 Music—general
  - 02A band
  - 02B chamber
  - 02C choral
  - 02D new-experi-mental, elec-tronic
  - 02E ethnic/folk-inspired
  - 02F jazz
  - 02G popular
  - 02H solo/recital
  - 02I orchestral
- 03 Opera/Musical Theater—general
  - 03A opera
  - 03B musical theater
- 04 Theater—general
  - 04A theater, in general
  - 04B mime
  - 04C puppetry
  - 04D theater for young people
  - 04E storytelling
  - 10C playwriting/scriptwriting
- 05 Visual Arts —general
  - 05A experimental
  - 05B graphics (include drawing, cartooning, printmaking and book arts)
  - 05D painting
  - 05F sculpture
- 06 Design Arts —general
  - 06A architecture
  - 06B fashion
  - 06D industrial
  - 06E interior
  - 06F landscape architecture
  - 06G urban/ metropolitan
- 07 Crafts—general
  - 07A clay (includes ceramics)
  - 07B fiber (includes basketry)
  - 07C glass
  - 07D leather
  - 07E metal
  - 07F paper
  - 07G plastic
  - 07H wood
  - 07I mixed media
- 08 Photography (include Holography)
- 09 Media Arts —general
  - 09A film
  - 09B audio
  - 09C video
  - 09D technology/experimental
  - 09E screenwriting
- 10 Literature—general
  - 10A fiction
  - 10B non-fiction
  - 10C playwriting/scriptwriting
  - 10D poetry
- 11 Interdisciplinary (include collaborations and performance art)
- 12 Folklife/Traditional Arts, in general
  - 12A Dance
  - 12B Music
  - 12C Crafts and Visual Arts
  - 12D Oral Traditions
- 13 Humanities
- 14 Multi-disciplinary
- 15 Non-arts/non-humanities

**PROJECT ACTIVITY INFORMATION**

- 6. \_\_\_\_\_ **Adult Artists Participating** Record the number of adult artists expected to be directly involved in providing art or artistic services for these grant activities.
- 7. \_\_\_\_\_ **Adult Audience Benefiting** Record the number of adult audience expected to benefit directly from these grant activities (excluding employees, paid performers, artists participating, children/youth, and broadcast figures). Do not double-count repeat attendees.
- 8. \_\_\_\_\_ **Children/Youth Benefiting** Record the number of children and youth under the age of 18 expected to participate in and/or benefit directly from these grant activities, or were included in the audience (*excluding broadcast figures*). Do not double-count repeat attendees.
- 9. **Project Discipline** - Using the same discipline coding listed above, select one category which best describes the grant activity.

**TO BE COMPLETED BY REGIONAL ARTS COUNCIL STAFF ONLY**

Total Project Revenue <b>(cash only-include grant request)</b>	Total Project Cost (cash only)	In-Kind Contributions	Total Org. Expenses (most recently completed FY)
\$ _____	\$ _____	\$0 _____	\$ _____ FY _____

FISCAL YEAR <u>2010</u>	GRANT REQUEST \$ _____	FUNDING SOURCE
REGIONAL ARTS CNCL <u>9</u>	AMOUNT RECOMMENDED \$ _____	State \$ _____
APPLICATION # _____	AMOUNT AWARDED \$ _____	Federal \$ _____
		Other \$ _____

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Organization Arts Project/Production Assistance<br><input type="checkbox"/> Sponsorship Activity | <input type="checkbox"/> Organizational Management Support<br><input type="checkbox"/> General Operating Support<br><input type="checkbox"/> Arts in Education—Touring/Performance<br><input type="checkbox"/> Arts in Education-School Residency | <input type="checkbox"/> Individual Artist Participation<br><input type="checkbox"/> Other _____ |
|---|---|--|

APPLICATION WITHDRAWN • APPLICATION INELIGIBLE •  
 Reason for ineligibility or withdrawn application \_\_\_\_\_