

A. INTRODUCTION

The Arts and Cultural Heritage Fund was established for three specific purposes:

- 1. Arts and Arts Access:** to support Minnesota artists and arts organizations in creating, producing, and presenting high-quality arts activities; to overcome barriers to accessing the arts; and to instill the arts into the community and public life in this state.
- 2. Arts Education:** to support life-long learning and appreciation of the arts, including support for K-12 activities that enhance but not replace school arts curriculum.
- 3. Arts and Cultural Heritage:** for events and activities that represent the diverse ethnic and cultural arts traditions, including folk and traditional artists and art organizations, represented in this state.

This program is made possible by the Arts and Culture Heritage Fund, a fund created by the people of Minnesota to support the arts and preserve our heritage. The Prairie Lakes Regional Arts Council (PLRAC) grant programs and services will address these areas: Arts and Arts Access 78%, Arts Education 15% and Cultural Heritage 5%.

B. ELIGIBILITY REQUIREMENTS

Prairie Lakes Regional Arts Council will fund proposals from 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 dance, literature, media arts, music, theater and visual arts. The applicant or organization must have an address and provide programming within the nine county region PLRAC serves. Counties include: Blue Earth, Brown, Faribault, LeSueur, Martin, Nicollet, Sibley, Waseca, or Watonwan County. Applicants must contact staff prior to submitting application to discuss proposal, budget an evaluation component; otherwise the applicant will not be considered eligible for funding.

C. GRANT DEADLINE, GRANT PERIOD AND MATCH

The grant period is one year: Calendar year 2010 (January 1 - December 31, 2010) or the fiscal year the applicant designates. Grants 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. This grant must be matched with at least 10% cash or other earned revenue. The exception is the Youth Scholarship/Mentorship.

D. DESCRIPTION OF PROGRAM AREAS

Proposals are encouraged to address more than one of the three program areas. Currently there is not an overall maximum an organization can receive in fiscal year 2010, since this is a new program.

1. Arts and Arts Access – Maximum proposal \$6,000. Proposals can include **Capacity Building** for an arts organization; defined as maintaining on-going programs, services, paid staff, hiring new staff, administrative costs, facilities, utilities, etc.; and equipment grants which improve and increase the artistic capabilities of the organization. **Equipment** includes but is not limited to: office equipment and software, instruments, risers, theater lighting, theater curtains, sound system, display cases, etc. This also includes **Public Art**, sculpture, murals, etc; and activities that plan to reach **New Audiences** such as youth, ethnic groups, senior citizen groups, etc. and engage the public in new ways.

2. Arts Education - There are three categories of support.

A. **Schools – Maximum proposal \$4,000.** This is available to all public or private non-parochial elementary, middle or secondary schools (K-12) in the nine county area. The focus is to provide educational partnerships between local and regional professional artists, arts organizations and (K-12) schools.

1. To enhance school arts curriculum by providing artist residencies, live arts performances, mini-workshops and arts related field trips.
2. To enhance programs and curriculum design through visits to professional artists' studios, performances by professional theatre, dance or musical groups, readings by writers, visits to art galleries, exhibitions and other locations pertinent to the creation and exhibition of art.
3. To collaborate with arts organizations in the region to perform in their school and/or community.

B. Non-profit and Community Groups – Maximum proposal \$4,000.

To support life-long learning and appreciation of the arts, through arts activities conducted by a non-profit arts organization, community group, early childhood education, community education, library, senior citizen's organization, unit of government, etc.

C. Youth Scholarship/Mentorship – Maximum \$500. (No match is required.)

Youth Scholarships and Mentorships provide selected students in grades 7-12, the opportunity to study their chosen art with a practicing professional artist, attend an arts workshop, series of classes or special training opportunity or performance. The scholarship can also be used to take lessons or pay fees to a non-profit arts organization serving youth (i.e. Arts Center of Saint Peter, Dance Conservatory of Southern MN, Mankato Ballet Company, Mankato Children's Chorus, Mankato Area Youth Symphony Orchestra, Mankato or New Ulm Suzuki School of Music, other art centers which offer classes to youth, etc.). Applicants should contact staff directly for a separate application.

3. Arts and Cultural Heritage – Maximum proposal \$4,000. Grants are for events and activities that represent the diverse ethnic and cultural arts traditions, including folk and traditional artists and art organizations, represented in this state. This may include folk art classes, single performances, a series of cultural activities, arts and music festivals, etc.

D. SUBMISSION OF PROPOSALS

All proposals must be submitted on the official application form on or before the deadline date. Applications are available on our website www.plrac.org. The document is a PDF file and a Microsoft Word document. Applicants must contact the staff prior to submitting an application to discuss their proposal and budget. This is especially important for new applicants. Staff analyzes the application for eligibility, budget accuracy, clarity and completeness; and contacts the applicant if changes are required. The PLRAC reviews and ranks all applications and makes final approval. Applications must be postmarked on the deadline date or be delivered to the PLRAC office before 4:30 p.m. of the deadline date to be eligible for consideration. No grant will be considered complete without the signatures of the Grant Manager and Board President (or officer of your organization) and Fiscal Agent.

E. GOALS AND EVALUATION METHODS

List several different goals your arts organization will focus on in the next year. This may include: maintaining current personnel or adding part-time staff, increased programming, publicity or audience attendance, increasing membership, fundraising, developing partnerships with other arts organizations, etc.

Your evaluation plan should answer 5 questions: (See example on application form.)

1. What are the goals of the proposal?
2. Who specifically will be the target populations of your proposal?
3. How specifically will they be affected by the proposal?
4. How will you know?
5. How will the larger community benefit?

F. REVIEW CRITERIA

Three criteria are used to evaluate applications and there are 10 points per category; total of 30 points. They are: Artistic quality and merit; Ability of the organization to carry out the proposal; and Artistic need by the organization and/or community.

G. RESTRICTIONS AND NON-FUNDABLE PROPOSALS

The following activities or use of funds are **not** allowed:

1. Activities that do not have arts/culture as their primary focus.
2. Payment for new building projects.
3. Purchase equipment for or improve facilities within K-12 public schools. The exception will be, if a nonprofit arts group uses the school facility for rehearsal, classes, performances, or exhibitions, and it needs equipment or facility improvements for its own work. The arts organization could apply for and receive a grant and could develop a cooperative agreement with the school that spells out how the school could also benefit from the purchase items or improvements.
4. To compensate ongoing school personnel in full or in part.
5. To pay an artist or arts organization to provide essentially the same services that an ongoing teacher or arts specialist would be expected to provide.
6. For tuition for teachers to earn degrees, meet licensure requirements, or meet continuing education requirements to retain a teaching license.
7. To supplant discontinued or nonexistent arts programs in schools.

In addition, proposals 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 proposal).
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 endowment funds or capital costs, such as building improvements, construction, or property.
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 proposal budget contains combined funding from a regional arts council and the Minnesota State Arts Board that amount to more than one-half of the proposal'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 proposals that are essentially historical, and lack a strong artistic component.

H. GRANTEE RESPONSIBILITIES - The grant recipient must:

1. Not limit participation in the proposal on the basis of national origin, race, color, religion, age, sex, handicap, or ability to pay.
2. Expend granted funds only for the expenses described in the grant application.
3. Be responsible for completion of the proposal and for proper management of grant funds.
4. Maintain records showing evidence of grant expenses and income.
5. Submit the final report form within 60 days of completion of the proposal. All future grants will be contingent upon completion compliance with the terms of this grant.
6. Include the following credit line in all advertising, news releases, newspaper ads, printed programs, and promotional material: "This activity is made possible by a grant provided by the Prairie Lakes Regional Arts Council and is funded, in part, by the Minnesota arts and cultural heritage fund as appropriated by the Minnesota State Legislature with money from the vote of the people of Minnesota on November 4, 2008."
7. Include the logo for the Minnesota arts and cultural heritage fund in publicity (*currently being developed*).

I. PAYMENT PROCESS

1. A copy of the Contract, Request for Payment Form and a Final Report Form are sent to the grantee.
2. The grantee indicates agreement with the contract terms and completes the Contract and Request for 80% Payment Forms, returning both to the PLRAC office.
3. 80% of the grant funds will be paid to the applicant when the contract is returned.
4. Within 60 days of completion of the proposal, the Final Report and Request for Final 20% Payment must be submitted. After approval of this information, the remaining 20% of the grant is paid to the grantee. Failure to submit a final report will result in the applicant not being considered for funding for the next two years.

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, and 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.

Upon request, PLRAC grant application materials will be made available in an alternate format such as large type, disk or on audiotape. Please contact the PLRAC 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 **Grants Manager** 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. This person is responsible for the timely submission of all required forms and reports to PLRAC.

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: arts group that is non-profit, City, 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 PROPOSAL GRANT BUDGET

PROPOSAL EXPENSE (Round all numbers to nearest \$10)

You should list all cash expenses related to the proposal under this heading. If an expense is not applicable please put N/A in the blank. In-kind contributions cannot be included on the budget page for this program. You must attach your complete list of yearly expenses if this budget does not include all of those expenses.

Headings on the Budget

Your Exp. = Arts Groups Expenses

ACH funds = How the grant funds will be used, listed under each category

Add the two amounts together for the **Totals** column

1. **Artist(s) Fees-** Contracts or Honoraria's - 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. (Mileage maximum is .50 per mile.)
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 festival

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 festival coordination, audio and videotape, etc. Durable items and equipment cannot be included in an arts or music festival grant (i.e. items that last three years or more).
7. **Miscellaneous** – office supplies, piano tuning, postage, telephone, etc.; (costs for food or a reception are not allowed).
8. **Equipment** – Grants which improve and increase the artistic capabilities of the organization are eligible. This may include but is not limited to: office equipment and software, instruments, risers, theater lighting, theater curtains, sound system, display cases, computer etc. (This excludes the purchase or major renovation of buildings.) The PLRAC retains secondary ownership of any or all property purchased with these funds. Should the applicant organization dissolve, all property purchased with these funds will be transferred to the PLRAC. Prairie Lakes will donate the property to another arts organization.
9. **Evaluation** – A person may need to create a survey, distribute it and tabulate the results. Set aside 5% of your budget for this expense, i.e. a \$4,000 grant would be \$200 for evaluation expenses.

PROPOSAL INCOME Grant Amount must be matched with 10% Cash or Income.

(Round all numbers to nearest \$10)

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

1. **Cash**

- a. List organizational funds committed or budgeted for the project.
- b. List sources of grants other than the ACH Grant Amount Requested. 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 proposal is the two figures added together.

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

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

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

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.

- _____ Signed Application Form and Budget
- _____ Proposal Questions: (A-D)
- _____ Supporting Materials / Resumes / Bids for Equipment / etc.
- _____ RAC: Grant Data Collection Form
- _____ Financial Statement, from last completed year
- _____ Fiscal Agent Agreement (if applicable)
- _____ Articles of Incorporation Certificate (new applicants only)
- _____ Tax-Exempt Letter of organization or fiscal agent (new applicants only)

Arts Education – School Information Page

Schools Grant – Maximum proposal \$4,000. This is available to all public or private non-parochial elementary, middle or secondary schools (K-12) in the nine county area. The focus is to provide educational partnerships between local and regional professional artists, arts organizations and (K-12) schools.

4. To enhance school arts curriculum by providing artist residencies, live arts performances, mini-workshops and arts related field trips.
5. To enhance programs and curriculum design through visits to professional artists' studios, performances by professional theatre, dance or musical groups, readings by writers, visits to art galleries, exhibitions and other locations pertinent to the creation and exhibition of art.
6. To collaborate with arts organizations in the region to perform in their school and/or community.

I. Arts Education Program Details for Schools

Additional information is being provided to schools since this new Arts and Cultural Heritage Application is broad and covers many areas. This information is similar to our other program called Arts-In-Education, which is funded with state general fund dollars. This new program is funded through the Arts Legacy Amendment, with new funding starting in July 2009.

A. General Information for School Activities and Projects

1. Grant funds must be used within one year from the date of funding.
2. This grant must be matched with at least 10% cash or other earned revenue. No in-kind in this program.
3. Residencies, mini-workshops, live arts performances and field trips must include at least one hour of in-service for artist - teacher contact time.
4. Schools should select artists that have credentials that meet their needs. Their quality of work will be considered as part of the application process.
5. Grant funds cannot be used for equipment, capital investments, or solely for production costs associated with the creation of an arts event, such as costumes, sets, matting and framing. Funds can't be used for support of "routine" school activities in theater, dance, music and visual arts such as: school plays, one-act plays, dance line, pop concerts, music competitions, visual art classes and displays, etc.

B. Artist Residencies

1. Residencies must allow at least one core group or class of students to work with the artist daily throughout the residency.
2. A teacher must be present in the classroom at all times during a residency.
3. Artist's fees should be at least \$250 a day and may need to follow the MN State Arts Board (MSAB) guidelines, presently \$250/day plus expenses, if the artist is on the MSAB roster of artists. Exceptional costs may be considered where reasonable justification is included in the application. (Schools may be willing to pay a higher fee based on the artist's credentials.) Given these guidelines, fees and expenses are negotiable between the artist(s) and the school.
4. Residencies must involve the general community in some significant aspect. Examples: receptions, poetry readings, exhibitions of the artist or students' work, or a public performance.

C. Mini-workshops and Live Art Performances

1. These activities must involve a significant number of the students at the school, and involve the general community in some significant aspect (i.e. parents and community members notified and invited to the performance, information in school newsletter or letter to the editor in paper, etc.).

2. Must show artistic quality and represent one of these art areas: dance, literature, music, theater, or visual art.

D. Arts Related Field trips

1. Field trips may not include costs associated with food or beverages for participants.
2. Field trips must also involve the general community in some significant aspect. Examples: joint bus trips, slide show reviews, volunteer involvement as guides, participants or chaperones. Students and teachers can share the program with other students or community groups following a field trip (i.e. Rotary, senior citizens group, school newsletter, letter to the editor in paper, etc.).

II. Schools should answer these questions for the Arts and Cultural Heritage Grant, under letter A.

A. Summary of proposed use of grant funds

1. Give a brief description of your yearly programming and how it fits within the area of Arts and Arts Access. If you plan to use funds for another area, like Arts Education or Arts and Cultural Heritage, state that now.

Schools -will state “**we are planning youth activities in the Arts Education area**”. Explain why you have decided to apply for funds now. Describe any past activities like artist residencies, etc. that are similar to this proposal, or if this is something new for your school.

2. List the individual activities and programs you will undertake in this proposal and for which you need Arts & Cultural Heritage funding. This list of activities will also be expenses on the proposal’s budget.

Schools - Briefly describe your activity or project and include the dates, times, rooms, and locations. Include an artist resume, brochure and/or other support materials. Which expenses on the budget will the grant funds be used for?

***Residency**: What core group or class of students will work daily with the artist; how will this be integrated into the current arts curriculum; how will you present the teacher in-service training and set up the schedule.

***Live Arts Performance or Mini-workshop**: Will this activity be presented to the entire school and in what location? How do you plan to invite the general public to this activity?

***Field-trip**: What group or class of students will participate and what preparation will be done prior to the field-trip?

3. Provide in paragraph format information on the mission of the organization, list of board members, committee structure, whether or not you have volunteer or paid staff, and list the arts activities you have completed in the last year.

Schools – This does not particularly apply to you so instead briefly describe the planning process by school staff and goals you have - for this residency, live arts performance, mini-workshop or field trip. Your project must include at least one hour of in-service for artist - teacher contact time. Also, describe how you will make a presentation of this project to your school and community during or after its completion. For example: reception, exhibition of artist or students’ work, public performance, information reported in school newsletter, letter to the editor in the paper, etc.

4. Describe publicity you plan to do and methods (news release, posters, brochure, etc.) List the counties or communities your organization reaches (include participants and audience).

Schools – How will you promote this activity to student, parents and the community? Will information be reported in school newsletter, news release to media, letter to the editor in the paper, etc.

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

Arts and Cultural Heritage Fund

Fiscal Year 2010 Program Guidelines
July 1, 2009 - June 30, 2010
Application Deadlines:
November 2, 2009 and January 2, 2010

Arts and Music Festivals – Information Page

If you are an Arts Organization, Community Group, or City and you want to plan an arts or music festival in your community – here are some helpful guidelines.

Arts and Cultural Heritage Grant – Maximum proposal \$4,000. Grants are for events and activities that represent the diverse ethnic and cultural arts traditions, including folk and traditional artists and art organizations, represented in Minnesota. This may include folk art classes, single performances, a series of cultural activities, arts and music festivals, etc.

This grant must be matched with at least 10% cash or other earned revenue.

What is an Arts or Music Festival?

1. Arts and Music festivals are defined as a celebration of art and culture that:
 - a. Has a significant focus on the Arts
 - b. Has a mission statement of why the festival exists and what they hope to promote
 - c. Provides a showcase of Minnesota artists
 - d. **May have a variety of media or be focused on one artistic area**
(i.e. music genres – bluegrass, blues, country, ethnic (Czech, German, Irish, Native American, etc.), folk, old-time/traditional, jazz, etc.) Artist fees for rock n’ roll or country bands typically seen in a Bar are not eligible for grant money; nor are DJ’s, Karaoke, etc.
 - e. Contains many activities consolidated into a condensed time period
 - f. Has several different, yet related, arts activities happening simultaneously
 - g. Is open, inviting, and available to a diverse audience
2. Arts and Music festival grants are meant to involve Minnesota individual artists and performing groups into arts components of community-based festivals and celebrations.

Prairie Lakes Regional Arts Council
207 N. State St., Suite A, Waseca, MN 56093
plrac@hickorytech.net * www.plrac.org

Arts & Cultural Heritage Fund
Fiscal Year 2010 Application
July 1, 2009 - June 30, 2010
Deadlines: 11/2/09 and 1/2/10

Application # _____ Date Received ____ / ____ / ____
Date of Award ____ / ____ / ____ Amount of Grant \$ _____

1. APPLYING ORGANIZATION

Grant Manager _____

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 all that apply) *Please refer to guidelines for grant maximums.*

_____ Arts Access _____ Arts Education _____ Arts and Cultural Heritage

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. PROPOSAL DESCRIPTION

Brief one or two sentence description: _____

Proposal 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 Proposal Expenses** \$ _____

Grant Amount Requested \$ _____

Note: the Grant Amount must be matched with 10% Cash or Income

Amount of Grant used from which area: (Dollar Amount per area)

\$ _____ Arts Access \$ _____ Arts Education \$ _____ Arts and Cultural Heritage

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

Please attach your complete list of yearly expenses if this budget does not include all of those expenses.

<u>PROPOSAL EXPENSES</u> (Clearly identify each item)	<u>Your Exp.</u>	<u>ACH funds</u>	<u>Totals</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)			
_____	\$ _____	\$ _____	\$ _____
8. Equipment			
_____	\$ _____	\$ _____	\$ _____
9. Evaluation (<i>must be 5% of expenses-ACH funds</i>)			
_____	\$ _____	\$ _____	\$ _____
Total Expenses	\$ _____	\$ _____	\$ _____ (3)

The Amount of AHC Grant must match what you put on the first page of your application.

\$ _____ Arts Access \$ _____ Arts Education \$ _____ Arts and Cultural Heritage

6. BUDGET

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

Note: the Grant Amount must be matched with 10% Cash or Income

1. Cash

- a. Organizational funds budgeted for the proposal

_____ \$ _____

- b. Other grants (indicate source and whether anticipated or received)

_____ \$ _____

- c. Earned Income (ticket sales, fundraisers, concessions, etc.)

* Number of Performances _____ Seating Capacity _____

* Number of tickets per performance _____, \$ _____ per each ticket

Ticket sales/Registration fees _____ \$ _____

Community fundraising _____ \$ _____

Other (list) _____ \$ _____

Total Proposal Income \$ _____ (1)

Grant Amount Requested \$ _____ (2)

Total Support for the Project \$ _____ (3)

Note: Grant Amount must be matched with 10% Cash or Income

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

Total Support for the Proposal (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.

Name of Grant Manager

Signature of Grant Manager

Date

Name of Board Member/Title

Signature of Board Member

Date

Application Questions Arts & Cultural Heritage Grant Proposal

Please answer the following questions on no more than 4 computer generated pages.

Follow the outline below when answering the questions, and use the appropriate numbers and letters to identify each section. The new state Arts and Cultural Heritage funds provide an opportunity to empower and strengthen our non-profit arts organizations. We encourage you to assign a person to track this new Arts and Cultural Heritage Grant. You may want to consider paying them a stipend, or extra hours to insure that the Evaluation Process & Final Report are completed; and 5% of your Expenses should be for evaluation. This new grant will require more paperwork than past grants.

A. Summary of proposed use of new grant funds

1. Give a brief description of your yearly programming and how it fits within the area of Arts and Arts Access. If you plan to use funds for another area, like Arts Education or Arts and Cultural Heritage, state that now.
2. List the individual activities and programs you will undertake in this proposal and for which you need Arts & Cultural Heritage funding. This list of activities will also be expenses on the proposal's budget.
3. Provide in paragraph format information on the mission of the organization, list of board members, committee structure, whether or not you have volunteer or paid staff, and list the arts activities you have completed in the last year.
4. Describe publicity you plan to do and methods (news release, posters, brochure, etc.) List the counties or communities your organization reaches (include participants and audience).

B. Arts & Cultural Heritage Investment Summary

Your answers to the following questions will be used to evaluate the impact of your proposal.

1. How does this proposal instill the Arts into your community and public life?
2. How does this proposal provide a high quality arts experience?
3. How does this proposal overcome barriers so Minnesotans can access high quality arts experiences?
4. How does this proposal help to develop knowledge, skills, and understanding of the arts?
5. How does this proposal help to represent diverse ethnic and cultural arts traditions? (*Optional*)

C. Goal Statements and How They Correspond to Activities

List several different goals your arts organization will focus on in the next year. This may include: maintaining current personnel or adding part-time staff, increased programming, publicity or audience attendance, increasing membership, fundraising, developing partnerships with other arts organizations, etc. Examples:

Goal 1: We will increase the professionalism of our organization.

Goal 2: We will have higher quality performances, arts classes and/or activities.

Activities: 1. We will increase paid hours to our staff; 2. We will find and hire qualified teachers; 3. We will expand arts programming with one additional concert; 4. We will create a brochure about our organization.

D. Outcome Evaluation

Money for this program comes in whole or part from the Arts & Cultural Heritage Fund, a fund created by the people of Minnesota to support the arts and preserve our heritage. Because our fellow citizens have made this commitment, we have an obligation to be much more intentional about how we work: the goals, impacts, results, and community benefits. Therefore outcome evaluation becomes an important part of a funding proposal. A person may need to create a survey, distribute it and tabulate the results. Set aside 5% of your budget for this expense, i.e. a \$6,000 grant is \$300 and a \$4,000 grant would be \$200 for evaluation expenses.

The following questions will be used to set your projected evaluation goals and outcomes.

Your evaluation plan should answer 5 questions:

1. What are the goals of the proposal?;
2. Who specifically will be the target populations of your proposal?;
3. How specifically will they be affected by the proposal?;
4. How will you know?;
- and 5. How will the larger community benefit?

FY 2010 Arts & Cultural Heritage Grant Information Page

Arts Organizations can use this information to assist with their Goals and Outcome Evaluation.

Evaluation Methods & Outcome Evaluation

Evaluation Methods for Arts and Cultural Heritage Funds

1. Stories
2. Video/audio recordings
3. Surveys: on-line, on-site, mailed
4. Focus groups
5. Interviews
6. Behavior change (broaden, deepen, or diversify?)
7. Data collected: Number of people attending increased, the number of events we held increased, revenue increased

Below is an example to help your organization develop goals and measureable outcomes.

When you answer the questions please be sure your answers are SMART:

S = Specific

M = Measurable

A = Achievable

R = Realistic

T = Time-bound

Here is a SMART example: The River Gallery is going to mount an exhibit, "Golden Years," which features art by and about older people. Specifically, the exhibit "Golden Years," will attract at least 150 people over the age of 65 by June 30, 2010, and will be judged positively by 50% or more of those who attend, as measured by an exit survey.

Q1. What are the goals of the proposal?

- a. To feature work done by mature artists in our area
- b. To emphasize to viewers the diverse lifestyles of older people
- c. To demonstrate through art the contributions older people make to our community
- d. To encourage attendance of people over 65 at the River Gallery.

Q2: Who specifically will be affected? People over 65 are the primary target

Q3: How will these populations be affected?

Viewing the exhibit will result in:

- a. Having a positive experience overall
- b. Awareness of the roles seniors play in our community
- c. A positive attitude about aging.
- d. At least 150 people over the age of 65 will view the exhibit

Q4: How will you know?

- a. An exit survey at the gallery: specifically 50% or more of those completing the survey will agree that they had a positive experience, and will express positive attitudes about aging and place of seniors in the community. The survey will include an item about the respondent's age.
- b. Additional information about impact will be summarized from comments in the exhibit guest book.

Q5: How will the larger community benefit?

Mounting an exhibit focused on senior citizens will widen the gallery's audience, raise public awareness of the place of older people in the community, and encourage the view that the arts are for everyone. Capturing the contact information of exhibit attendees will allow the gallery to mount additional activities for seniors, perhaps also increasing this age group's participation in other art activities. Over time, this will be measured by future attendance and by collecting personal stories from the participants.

Updated 3-17-10

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/University | 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.

10. For organizations applying, **total organization expenses** for most recently completed fiscal year: \$ _____ **FY** _____

TO BE COMPLETED BY REGIONAL ARTS COUNCIL STAFF ONLY

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

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

GRANT PROGRAM

- Production Assistance
- Sponsorship Activity
- Organizational Management Support
- APPLICATION WITHDRAWN
- General Operating Support
- Organization Arts Project
- Arts in Education-School Residency
- APPLICATION INELIGIBLE
- Individual Artist
- Arts Scholarship
- Other _____

Reason for ineligibility or withdrawn application _____

All information on this form has been reviewed and is complete and correct.