

Application deadline: August 3, 2009

A. INTRODUCTION

The focus of this grant program is on excellence in our established Arts Organizations. It will assist non-profit arts organizations, which serve as a resource and model to smaller community arts organizations. Arts organizations may request support for small capital expenses related to their building, programs or services. This program is made possible by funds provided by the McKnight Foundation under a program designed and administered by the Prairie Lakes Regional Arts Council (PLRAC). We are 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.

B. GRANT DEADLINE, AMOUNT AND GRANT PERIOD

The deadline is August 3, 2009, the grant maximum is \$1,500 and a total of \$4,500 is available. The grant will be reviewed by the board on August 27, 2009. This is not a cash match grant program however, the PLRAC will review the ability and willingness of the applicant to commit its own resources, in whatever form, to the project. Projects must be completed within one year of the awarding of the grant, unless an extension has been requested and granted by PLRAC.

C. FUNDABLE CAPITAL PURCHASES

Capital grants which improve and increase the artistic capabilities of the organization are eligible. This may include but is not limited to: equipment, 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 McKnight funds. Should the applicant organization dissolve, all property purchased with McKnight funds will be transferred to the PLRAC. Prairie Lakes will donate the property to another arts organization.

D. ELIGIBILITY REQUIREMENTS

1. The organization must be located in Blue Earth, Brown, Faribault, LeSueur, Martin, Nicollet, Sibley, Waseca or Watonwan counties.
2. The focus of the organization or the project must be arts, as is described either in the organization's application for non-profit status or in the proposal.
3. Organizations not incorporated as a nonprofit, tax exempt 501© (3) agency, are required to use a Fiscal Agent. A contractual letter stating the responsibilities of the Fiscal Agent needs to be included with the application.
4. The arts organization must show quality in their arts programming, and been active for two or more years as demonstrated by the expenses listed in their financial statements.
5. The organization must show evidence of community support and improved artistic capabilities in regard to capital grants. (Note: Questions answered in project description should document this.)

E. RESTRICTIONS

1. McKnight funds may not be used as a match for other PLRAC or MN State Arts Board grants.
2. Organizations applying for other PLRAC state funds may also apply for and receive McKnight funds, but the projects must be clearly identifiable and budgeted separately.
3. Organizations are limited to one capital grant per two-year period.

G. SUBMISSION OF PROPOSALS

All proposals must be submitted on the official application form on or before the deadline date. Applications can be requested as an email attachment, or downloaded from our website www.plrac.org. The document is Microsoft Word, with .5 margins on all sides. Please call the PLRAC office to see if the document can be sent in a compatible format for your computer. The earliest starting date is approximately 6 weeks after the deadline. Staff analyzes the application for eligibility, budget accuracy, clarity and completeness; and contacts the applicant if changes are required. No grant will be considered complete without the signatures of the Project Director, Authorizing Official (Board President or an officer of your organization) and the Fiscal Agent (if applicable). The PLRAC board reviews and ranks all applications and makes final approval.

H. REVIEW CRITERIA - The following criteria are used to evaluate applications:

1. Artistic Quality and Merit of the capital purchase
 - * How much does this capital purchase coincide with the mission of the organization and will it increase their artistic quality?
2. Ability of the organization to carry out the proposed capital purchase
 - * Is the organization's planning process described well?
 - * Is there a history of successful activities/projects by the organization?
3. Artistic Need for the capital purchase by the organization and/or the community
 - * Is the need for this capital purchase explained well and would the artistic quality of the group be greatly improved?
 - * Will the community benefit from this capital purchase in some way?

I. PAYMENT PROCESS

1. A copy of the Contract, Request for Payment Form, 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 reduced budget.)
2. The grantee indicates agreement with the contract terms and completes the Contract and 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 purchase.
4. Within 60 days of completion of the project, the Final Report Form and Request for Final 20% Payment must be submitted. After approval of this report, the remaining 20% of the grant will be 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. 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 expenses 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.
5. Submit the Final Report form within 60 days of completion of the project. All future grants will be contingent upon the completion compliance with the terms of this grant.
6. Include the following credit line in all advertising, news releases, printed programs, and promotional material: **"This activity is made possible by a grant from the Prairie Lakes Regional Arts Council, with funds provided by the McKnight Foundation."**

K. 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.

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 or 1-800-298-1254.

For individuals with a disability and in need of TTY, contact the Minnesota Relay Service at 1-800-627-3529.

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

PLRAC/McKnight Capital Grant

Fiscal Year 2010 Application

July 1, 2009 - June 30, 2010

Deadline: August 3, 2009

For Office Use Only

Application # _____

Date Received ____ / ____ / ____

Date of Award ____ / ____ / ____

Amount of Grant \$ _____

1. APPLYING ORGANIZATION

Project Director _____

Organization _____ Home Phone _____

Address _____ Daytime Phone _____

E-mail Address _____ Fax _____

City _____ State _____ Zip _____

County _____ Legislative District ____ U.S. Congressional Dist. _____

2. FISCAL AGENT (If applicable)

Name _____ Street _____

City _____ State _____ Zip _____ Phone _____

3. 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)

4. PROJECT DESCRIPTION

Brief one or two sentence description of your capital purchase _____

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 Capital Expenses** \$ _____

Grant Amount Requested \$ _____

(Maximum of \$1,500)

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

Project Director Title Date

Authorizing Official/Fiscal Agent Title Date

6. BUDGET (Round all numbers to nearest \$10)

EXPENSES	<u>Cash</u>	<u>Total</u>
1. Capital Expense (i.e. equipment, lights, sound system, etc.)		
_____	_____	
_____	_____	
_____	_____	\$ _____
2. Supplies and Materials (list)		
_____	_____	
_____	_____	
_____	_____	\$ _____
3. Miscellaneous (list)		
_____	_____	
_____	_____	
_____	_____	\$ _____

Indicate "N/A - Not Applicable" if a line item does not pertain to your request.

Total Capital Expenses \$ _____

Grant Amount Requested \$ _____

7. CHECK WHICH OF THE FOLLOWING ARE ENCLOSED:

- | | |
|---|--|
| <input type="checkbox"/> Project Description: Questions A-D | <input type="checkbox"/> Fiscal Agent Contract (if applicable) |
| <input type="checkbox"/> Supporting Materials-Quotes or Estimates | <input type="checkbox"/> Articles of Incorporation Certificate (new applicants only) |
| <input type="checkbox"/> RAC: Grant Data Collection Form | <input type="checkbox"/> Tax-Exempt Letter of organization or fiscal agent |
| <input type="checkbox"/> Financial Statement from last completed year | |

PLRAC/McKnight Capital Grant

Please answer the following questions (A-D) on no more than four typed or computer generated pages, using 12 point characters and .5 margins. Follow the outline below when developing your grant proposal and use the appropriate letters and numbers. Please type or print the name of your organization at the top of the first page only. Do not use letterhead. Failure to answer each and every question may result in your application being rejected.

A. Description of Organization

1. Briefly describe your organizations governing body and staffing:
 - a. year the organization was started and when it became incorporated as a non-profit.
 - b. names of board members, volunteer or paid staff, committee structure, mission, goals, etc.

B. Artistic Quality and Merit of the Capital Purchase

1. Describe the capital purchase for which you are requesting funds. Include the timeline for completing the project, dates, and any other information that will help the Arts Council understand your project.
2. Attach supporting materials and at least two quotes or estimates for the capital purchase and indicate the date and source of the quote or estimate.

C. Ability of the organization to carry out the proposed capital purchase

1. Describe the planning process and who will be involved in the capital purchase.
2. List the arts projects your organization has successfully completed in the past three years. Also list any McKnight grants received from Prairie Lakes since 2007. (List the type of grant, year, and amount.)

D. Artistic Need for the Capital Purchase by the organization and/or the community

1. Briefly describe the needs of your organization for these capital expenditures and how did you determine these needs?
2. How will this capital purchase assist your organization and meet the artistic needs of your organization?
3. What other sources have been sought for funding this project? What has been the response? If your project is more than \$1,500 how will the group raise the additional funds?
4. If you are applying for more than one item, prioritize your proposed expenditures for this project, with number one being the top priority.

****Keep This Page for Your Records****

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 | |

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 screenwriting
 - 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 (cash only-include grant request) \$ _____	Total Project Cost (cash only) \$ _____	In-Kind Contributions \$ _____	Total Org. Expenses (most recently completed FY) \$ _____ FY _____
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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
<input type="checkbox"/> Organization Arts Project/Production Assistance
<input type="checkbox"/> Sponsorship Activity | <input type="checkbox"/> Organizational Management Support
<input type="checkbox"/> General Operating Support
<input type="checkbox"/> Arts in Education—Touring/Performance
<input type="checkbox"/> Arts in Education-School Residency | <input type="checkbox"/> Individual Artist Participation
<input type="checkbox"/> Other _____ |
|--|---|--|

APPLICATION WITHDRAWN APPLICATION INELIGIBLE

Reason for ineligibility or withdrawn application _____

Comments _____