

**SMALL ARTS PROJECT and
ARTS-IN-EDUCATION GRANT**

**Fiscal Year 2010 Program Guidelines
July 1, 2009 – June 1, 2010
Deadline: 1st of each month**

A. GRANT DEADLINES & POLICY INFORMATION

- 1. The deadlines are: March 1 and April 1 only.** Applicants may only receive one grant per fiscal year. Applicants should submit an application at least 60 days in advance of the project starting date. The review and notification process takes approximately 4 weeks; payment is one month prior to the event. The arts council encourages innovative programming and growth. Repeat projects may not always be funded. **An organization must choose between the Art Project Grant or Small Arts Grant Program, as only one grant application per year will be awarded to each organization due to reduced state funds in FY 2010.**

B. INTRODUCTION

- 1. Small Arts Project Grants - Matching grants of up to \$500.** The purpose of the Small Arts Project Grant Program is to provide funding for quality arts projects and activities in our local communities. This may include but is not limited to dance, literature, media arts, music, theater, and visual arts activities. Non-profit tax-exempt 501© (3) arts organizations, community groups, or public organizations that produce or sponsor arts activities within the nine county region are eligible. These small arts grants enable a group to sponsor or produce a community arts activity that may have a smaller budget or occur outside the main timeline for the regular Art Project Grant deadline, Sept. 1, 2009. (General information is on page 3. Application is on page 7.)
- 2. Arts-In-Education Grants - Matching grants of up to \$500.** The purpose of the Arts-In-Education Grant Program is to provide educational partnerships between local and regional professional artists and (K-12) schools within the nine county area. Projects can be for artist residencies, live arts performances, mini-workshops and arts related field trips.

The grant program is open to all public or private non-parochial elementary, middle or secondary schools (K-12) in the nine county area. Cooperation between parochial and public schools is encouraged.

One Arts-In-Education (AIE) grant per school building is allowed each fiscal year. When a school district is located in more than one county, the grant is credited to the county of the school building site where the grant will be performed. If you have any questions about the county your grant is credited to, contact the PLRAC staff. (General information is on page 5. Application is on page 10.)

C. SMALL ARTS & ARTS-IN-EDUCATION GRANT PROGRAM STRUCTURE

Grants may not exceed 50% of the Total Project Expenses. The maximum request should be the difference between the Total Project Expenses and the Total Income (Match) for the Project. Projects must be completed within one year of the awarding of the grant, unless an extension has been specifically requested and granted.

1. Applicants must submit information on the official application form and attach a typed or computer generated written response to the questions. Attachments include resumes, supporting materials, non-profit information, etc. by the deadline date. Applications can be requested as an email attachment. The document is in 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.
2. The Small Arts Project Grant and Arts-In-Education Grant Programs are funded by state money designated for each county. The combined funds for both programs are \$1,500 per county in FY 2010. This totals an allotment of \$13,500 for both programs. Applicants are encouraged to contact staff prior to submitting an

application to review the project and inquire about funds available. In the event that the money designated for this program is not granted by Oct. 1, 2009 within a county, it may be available to other counties for grants. Early application is recommended. Applicants may only receive one of these grants per fiscal year.

3. The Prairie Lakes Regional Arts Council serves Blue Earth, Brown, Faribault, LeSueur, Martin, Nicollet, Sibley, Waseca, and Watonwan counties. This program is made possible by funds provided by the Minnesota State Legislature, under a program designed and operated by PLRAC.

D. APPLICATION REVIEW PROCEDURE

Small Arts Project and Arts-In-Education grant applications will be reviewed on a monthly basis. Applications must be postmarked by the 1st of each month to be eligible for review that month. Those received after that date will be reviewed the following month. The board may recommend approval at the full amount requested, a partial grant, or denial of funding. On occasion the board may request clarification or modification of the grant application; prior to approval. **Notification is approximately 4 weeks after the grant deadline.** The arts council encourages innovative programming and growth. Repeat projects may not always be funded.

E. PAYMENT PROCESS

Upon notification of acceptance, the grantee receives a Contract, Request for Payment Form, and a Final Report Form. Full payment of the grant is made to the organization one month prior to the event after they submit their signed Contract and Request for Payment forms to the PLRAC office. The Final Report is due 60 days after the completion of the project. Failure to submit a final report will result in the grantee not being considered for funding for the next two years.

F. 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. Use grant funds only for the expenses described in the project grant application.
3. Be responsible for completion of the project and for proper management of the grant.
4. Maintain records and receipts showing evidence of grant expenses and income.
4. Submit the Final Report form within 60 days of completion of the project.
5. 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."**

G. FISCAL AGENT

Minnesota Statutes provide that public money may be distributed to unincorporated organizations only through Fiscal Agents. If your organization is incorporated as a non-profit tax-exempt organization, Item d. under the Non-Profit Information section does not apply to your group. However, if you need a Fiscal Agent your organization should enter into a specific contractual agreement with the non-profit Fiscal Agent prior to applying for grant funds. Attach a copy of the contract to your grant application. A Fiscal Agent may be any non-profit corporation or governmental unit that agrees to handle the administration of your funds. For example: City Treasurer, Community Education, Historical Society, Library, MN Extension Service, etc. 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 and apply for tax-exempt status.

NOTE: Upon request, PLRAC grant application materials will be made available in an alternate format such as large type, disk or on audiotape. Please call 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 SMALL ARTS PROJECTS

A. Fundable Small Arts Project

Projects that involve the creation, performance or exhibition of art. Activities which are intended to develop and enhance artists, art resources or arts audiences within the community or region. This could include, but is not limited to, dance, literature, media arts, music, theater and visual arts. Projects may also include the sponsorship of touring artists from within our region, state or nation. Only one grant per fiscal year is allowed.

B. Non-Fundable Small Arts Project

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 activities that attempt to influence any state or federal legislation or appropriation.
6. Funds are requested 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, etc.
7. Funds are requested to pay for capital costs such as equipment and/or improvements, construction, property acquisition or endowment funds.
8. 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.
9. Funds are requested to support strictly commercial activities intended for mass-market distribution.
10. The applicant has any overdue Final Report from a previous grant.
11. The applicant is not in compliance with any active grant 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 amounts 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 for projects that are essentially historical, and lack a strong artistic component.
17. The application form and all required materials are not postmarked by the 1st of the month. Small Arts Project Grants received late will be reviewed the following month.

C. Instructions for Small Arts Application

1. Please read the entire packet to familiarize yourself with the program structure. 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 and preparing the grant application. However, assistance from the PLRAC staff in no way implies that a grant request will be funded. The council members make all recommendations. The completeness and accuracy of an application are solely the responsibility of the applicant.
2. Type or print legibly all information on the application form. Submit the narrative questions (6.a.-g.) in a concise, readable format, either typed or on computer generated pages. No more than two typed pages are allowed, using 12 point characters.
3. 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 project, the person to whom correspondence and telephone calls are to be directed, and someone who is readily available during regular business hours.
4. Complete the Fiscal Agent information only if applicable.

5. Briefly describe the project and indicate project dates. Applicants must apply at least 60 days in advance of the project starting date. The project must be completed within one year of the grant award. List your organization's total annual budget for the previous fiscal year.
6. 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.

D. Application Review Criteria for Small Arts Grant (10 points per category)

1. Artistic Quality and Merit of the project.
2. Ability of the organization to carry out the proposed project.
3. Artistic Need for the project by the organization and/or community.

E. Small Arts Grant Budget

PROJECT EXPENSE (Round all numbers to the nearest \$10.)

Applicants should list all Cash and In-Kind expenses related to the project under this heading. If an expense is not applicable, please put N/A in the blank. **Grant requests require a 50% Match, both Cash and In-Kind contributions will be allowed in this program in FY 2010; however, not more than 25% of the match can be in-kind. (See Budget on page 8.)**

1. Artist(s) Fees - List personnel involved and the total each are to be paid. The Arts Council encourages the payment of fair market wages for all professional artists involved in projects seeking Council support.
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 artist(s).
3. Publicity - List individual costs for advertising: radio, newspaper, printing of brochures, posters, 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 specifically with this project. Estimate the amount of time they will spend on the project and multiply by their hourly wage. (Do not include regular paid staff who normally performs this function as part of their job.)
6. Expendable Supplies and Materials - List may include: costumes, music, play books, audio and videotape, supplies needed for project administration, 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 receptions or other food 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 the nearest \$10)

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

1. Cash
 - a. Organizational funds committed or budgeted for the project, which may be "profits from the previous years' activities", as noted in your PLRAC Final Report.
 - b. Other grants, not including the PLRAC request. Tell us whether these grants have been received or are anticipated.
 - c. Earned Income. List the details. For instance, ticket sales and fees should show the estimated number of people multiplied by the price of one ticket/fee. Other community fundraising may include city or

county funding, donations from charitable gambling groups or service groups such as: the American Legion, Eagles, Fireman's Association, Lions, Lutheran Brotherhood, Rotary, VFW, etc.

2. In-Kind is allowed in FY 2010, up to 25% of the total expenses.

Total the Cash Income and In-Kind and enter the "Grant Amount Requested" from PLRAC.

Total support for the project is the two figures added together.

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

Total Income for the Project should also equal Total Expenses.

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

GENERAL INFORMATION FOR ARTS-IN-EDUCATION GRANTS

A. Arts-In-Education Program Rules

1. Grant funds must be used within one year from the date of funding.
2. **Arts-In-Education grant requests require a 50% Match, both Cash and In-Kind contributions will be allowed in this program in FY 2010; however, not more than 25% of the match can be in-kind.** (See Budget on page 8.) The maximum request should be the difference between the Total Income (Match) for the Project and the Total Project Expenses.
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, construction, purchases of real estate, endowment funds, purchase or commission of works of art, 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.
6. Applicants must submit a schedule for the residency, mini-workshop, live arts performance or field trip in addition to the application form.
7. Grantees must 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."**

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.).

E. Arts-In-Education Application Review Criteria

1. **Artistic Quality and Merit of the project**, demonstrated by:
 - * the artistic quality of the artist to perform the activity (schools must submit the required support materials as outlined below);
 - * the merit of the activity and stated goals;
 - * the involvement of parents and community in the activity; and
 - * effective use of artist - teacher contact time.
2. **Ability of the school to accomplish the project**, demonstrated by:
 - * budget feasibility / fiscal responsibility;
 - * how the activity will be publicized, documented, and evaluated; and
 - * feasibility of the plan and schedule.
3. **Artistic Need for the Project**
 - * enhancement to the current arts curriculum.
 - * availability of arts experiences in the area.

F. Required Support Material for Arts-In-Education

1. Resumes of artists involved in residency, mini-workshop or live arts performance. Preferably no more than two pages, including artist's educational and professional background and teaching or residency experience.
2. Support material for field trip locations. This should include fliers from professional institutions, scheduling times and dates, performance or exhibition information, etc.

Prairie Lakes Regional Arts Council

207 N. State St., Suite A, Waseca, MN 56093-2930
(507) 833-8721 or (800) 298-1254
plrac@hickorytech.net * www.plrac.org

SMALL ARTS PROJECT GRANT

Fiscal Year 2010 Application
July 1, 2009 – June 1, 2010
Deadline: 1st of each month

-- APPLY AT LEAST 60 DAYS IN ADVANCE OF PROJECT --

Set margins to .5 on all sides for form to print out correctly.

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 (When applicable: see page 2 of guidelines)

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. 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 project: _____

Project starting date and completion date _____ to _____
Total Annual Budget for your last fiscal year (Include financial statement) \$ _____
(From your BUDGET page. Round to nearest \$10.) **Total Project Expenses** \$ _____
(The GRANT may not exceed 50% of the Project Expenses up to a maximum of \$500.)
Grant Amount Requested \$ _____

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, Principal, or Fiscal Agent Title Date

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

<u>PROJECT EXPENSE</u> (Clearly identify each item)	<u>Cash</u>	<u>In-Kind:</u> Must not exceed 25% of project expenses	<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) _____	\$ _____	\$ _____	\$ _____
Total Expenses			\$ _____ (3)

<u>PROJECT INCOME</u> (Match) (Round all numbers to nearest \$10)	<u>Totals</u>
1. Cash	
a. Organizational funds budgeted for the project _____	\$ _____
b. Other grants (indicate source and whether anticipated or received) _____	\$ _____
c. Earned Income (ticket sales, fundraisers, concessions, etc.)	
Ticket sales/Registration fees _____	\$ _____
* Number of Performances _____ Seating Capacity _____	
* Number of tickets per performance _____, \$ _____ per each ticket	\$ _____
Community fundraising _____	\$ _____
Other (list) _____	\$ _____
Total Income \$ _____	
2. In-Kind Contributions (must equal itemization in expense section above.)	\$ _____
Total Income & In-Kind Contributions \$ _____ (1)	
(May not exceed 50% of the Project Expenses, maximum of \$500) Grant Amount Requested	\$ _____ (2)
Total Support for the Project (3) \$ _____ (3)	

[Must equal Total Expenses: Income (1) + Grant Request (2) = (3)]

7. PROJECT & ORGANIZATIONAL DESCRIPTION

Please answer the following questions (6.a. – g.) on no more than two typed or computer-generated pages, using 12 point characters. Please type the name of your organization at the top of each page. 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.

- a. Describe the project for which you are requesting funds. Which cash expenses on the budget will grant funds be used for? List any in-kind donated materials, labor, etc. that are committed to the project.
- b. List date(s), location, schedule of activity and project duration. Include anticipated audience, ticket prices if applicable, and seating capacity of location. What is the registration or participation fee and are scholarships available for youth projects?
- c. Briefly describe planned publicity and cost. (i.e. news release, newspaper ads, posters, brochure, etc.)
- d. List names of individuals coordinating the activity and artists/directors/salaried people for the project and their qualifications. Qualifications can be summarized in a paragraph or a resume may be included.
- e. Briefly describe the applicant group. Include names of board members, volunteer or paid staff, committee structure, mission, goals, past arts projects, etc.
- f. List any PLRAC arts grants you've received in the past three years, and the amount. Was there a profit or (loss) on the last project? (Applicants refer to previous year's Final Report to Prairie Lakes.)

Provide audience numbers for the last three years.

Number of people and/or tickets sold _____ Number of performances _____ % of total capacity _____

If this application is for a repeat project, funded by PLRAC, please note how much change and growth it represents and are you working towards making this a self-sufficient activity? (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?)

- g. Is the facility you use for performances/exhibitions/events/etc. handicapped accessible? Explain. Are your programs, performances and/or services available to persons with a disability? How could you accommodate them?

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

Please keep a copy of these documents for your records.

___ Project Description – Questions 6. a.- g.
___ Supporting Materials/Resumes/etc.
___ RAC: Grant Data Collection Form
___ Financial Statement

___ Fiscal Agent Contract (if applicable)
___ Articles of Incorporation Certificate (new applicants only)
___ Tax-Exempt Letter of organization or fiscal agent

Prairie Lakes Regional Arts Council

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plrac@hickorytech.net * www.plrac.org

ARTS-IN-EDUCATION GRANT

Fiscal Year 2010 Application
July 1, 2009 - June 1, 2010
Deadline: 1st of each month

-- APPLY 60 DAYS IN ADVANCE OF PROJECT --

For Office Use Only

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

1. APPLICANT

Name of School _____ School District # _____ Legislative District _____
Address _____ County _____
City _____ State _____ Zip _____
Project Director _____ Title _____
Phone (daytime) _____ E-Mail _____ FAX _____
Street _____ City _____ State _____ Zip _____

2. PROJECT INFORMATION

Names of Artist(s) _____
(or) Field Trip Location _____
Address _____ Phone (daytime) _____
City _____ State _____ Zip _____
Approximate dates of activity (M/D/Y) _____
Brief description of project and type of art featured _____

Have you done this type of activity before? ____ yes ____ no
If yes, what school year did the activity take place _____

		<u>In your school</u>	<u>In your district</u>
Participants involved:	Number of students	_____	_____
	Number of art/music teachers	_____	_____
	Others participating	_____	_____

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

(The GRANT may not exceed 50% of the Project Expenses, up to a maximum of \$500.)

Grant Amount Requested \$ _____

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

<u>PROJECT EXPENSE</u> (Clearly identify each item)	<u>Cash</u>	<u>In-Kind:</u> Must not exceed 25% of project expenses	<u>Totals</u>
1. Artist(s) Wages (____ hours @ \$____ per hour or (____ per day X ____ days)	\$ _____	\$ _____	\$ _____
2. Artist(s) mileage, meals, lodging	\$ _____	\$ _____	\$ _____
3. Supplies / Materials	\$ _____	\$ _____	\$ _____
4. Miscellaneous (non-food) (list)	\$ _____	\$ _____	\$ _____
5. Field Trip Transportation	\$ _____	\$ _____	\$ _____
6. Field Trip Ticket / Admission Fees	\$ _____	\$ _____	\$ _____
Total Expenses			\$ _____ (3)

<u>PROJECT INCOME</u> (Match) (Round all numbers to nearest \$10.)	<u>Totals</u>
1. Cash	
a. School funds budgeted for the project	\$ _____
b. Other grants (indicate source and whether anticipated or received)	\$ _____
c. Community fundraising (i.e. VFW, Legion, businesses, etc.)	\$ _____
d. Earned Income (ticket sales, fundraisers, concessions, etc.)	\$ _____
Total Cash Income	\$ _____
2. In-Kind Contributions (must equal itemization in expense section above.)	\$ _____
Total Income & In-Kind Contributions	\$ _____ (1)
(May not exceed 50% of the Project Expenses, maximum of \$500) Grant Amount Requested	\$ _____ (2)
Total Support for the Project (3)	\$ _____ (3)

[Must equal Total Expenses: Income (1) + Grant Request (2) = (3)]

4. CERTIFICATION

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

Principal - TYPED NAME

SIGNATURE

DATE

Project Director/Teacher -TYPED NAME

SIGNATURE

DATE

5. PROJECT DESCRIPTION

Please type your answers to the following questions (lettered 5.a.- d.) on a separate piece of paper and attach it to your application.

a. Briefly describe the activity/project. (*see items below)

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?

Note: The dates, times, rooms, locations should also be reflected on a schedule, see attached example. You may also create your own schedule on computer, using the form provided, as a guide.

b. Briefly describe the planning process by school staff and goals you have - for this residency, live arts performance, mini-workshop or field trip.

c. 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.

d. List any PLRAC arts grants you've received in the past three years and the amount.

If this application is for a repeat project, previously funded by PLRAC, please note how much change or growth it represents and how it enhances the current arts curriculum.

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

- ___ Project Description: Questions 5.a.- d.
- ___ Artist Resume, Brochure of Performing Group or Field Trip Location
- ___ Schedule for Residency, Activity or Field Trip
- ___ RAC Grant Data Collection Form

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

Arts-In-Education Program

School _____ Date _____

Residency, Mini Workshop or Arts Performance Schedule

Residency: Include the following schedule information in the Project Description section of your grant application form:

- Teacher's name
- Grade level
- Class meeting time
- Room number
- Number of students
- Any special concerns or class topics

Please give a brief outline of your schedule information on this page.

	Monday	Tuesday	Wednesday	Thursday	Friday
First Class A.M.					
Second Class A.M.					
Third Class P.M.					
Fourth Class P.M.					

Please note in-service workshop time & describe: _____

Arts-In-Education Program

Date: _____

Date: _____

Field Trip Schedule

Location of Activity (be specific)

Artist and/or Contact Person

Name _____

Phone _____

Community Event

Date _____ Time _____

Location _____

In-Service Workshop

Date _____ Time _____

Location _____

7:00 a.m.		
8:00 a.m.		
9:00 a.m.		
10:00 a.m.		
11:00		a.m.
12 Noon		
1:00 p.m.		
2:00 p.m.		
3:00 p.m.		
4:00 p.m.		
5:00 p.m.		
6:00 p.m.		
7:00 p.m.		
8:00 p.m.		

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 | |
| | 37 Parks & Recreation | |
| 18 Union/Professional Association | 38 Government-Executive | |
| 19 School-District | | |

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 (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 _____