

A. INTRODUCTION

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

- 1. Arts Programming 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 Festivals:** for arts festivals 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 Grant, 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 Programming and Arts Access 78%, Arts Education 15% and Arts and Cultural Heritage Festivals 5%.

B. ELIGIBILITY REQUIREMENTS AND GRANT AMOUNT

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. **Applications from individuals or for-profit businesses are not eligible.**

The ACH Grant requires the applicant to do more evaluation of the project and conduct a survey of the audience members or constituents it serves. The applicant group must have a board of directors or advisory committee that provides input on the proposal and oversight of the grant funds. 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, and survey and evaluation component; otherwise the applicant will not be considered eligible for funding.

In general, applicants should submit one grant each fiscal year (July 1–June 30) in this program, or a maximum yearly funded amount of \$6,500. If an additional application is submitted it must be for a different project.

C. GRANT DEADLINE, GRANT PERIOD AND MATCH

The first deadline is August 1, 2011. The application will be reviewed at the September 22, 2011 board meeting. The grant period is one year: Calendar year 2012 or the fiscal year the applicant designates. The second deadline is February 1, 2012. Grant 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 50% cash or other earned revenue. The grant may not exceed 50% of the Project Expenses. The exception is the Arts Education category, which has a 10% match and the Youth Scholarship has no match.

D. DESCRIPTION OF PROGRAM AREAS

The maximum an organization can receive in fiscal year 2012 is \$6,500. Arts and Cultural Heritage Grants are intended to support Minnesota artists and arts organizations, therefore grant funds should be paid primarily to Minnesota Artists in the proposal budget.

1. Arts Programming and Arts Access – Maximum proposal \$6,500. Cash match is 50%. If the total project expenses are \$13,000, then 50% or request may be \$6,500. If project expenses are \$6,000, grant maximum is 50% or \$3,000. Proposal 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** that enhances the artistic ability of the organization and includes but is not limited to: office equipment and software, instruments, risers, theater lighting, theater curtains, sound system, display cases, etc. (See page 7 in guidelines for details.) 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 \$3,500.** (Cash match is 10% in this category.) 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 \$3,500 (50% Match).**

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, senior citizen's organization, unit of government, etc.

C. **Youth Scholarship/Mentorship – Maximum \$300.** (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 applicant must have participated with an instructor, an organization or arts discipline for at least 2 years. 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. The Deadline is October 1, 2011 only.

3. Arts and Cultural Heritage Festivals – Maximum proposal \$3,500 (50% Match). 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. Arts celebrations in communities can use grant funds for music groups that are performing in a community setting, but not for marching band fees that are participating during a parade. If project expenses are \$7,000, grant maximum is 50% or \$3,500.

E. 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. All proposals must be computer generated. **No handwritten applications will be accepted.** Proposals should not occur prior to final grant approval, but exceptions may apply if the applicant just begins rehearsal or planning for the main event or concert. **Applicants must contact the staff prior to submitting an application to discuss their proposal and budget. This is especially important for new applicants.** Failure to do so will make the application ineligible. 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.

F. GOALS, SURVEYS AND EVALUATION

The ACH Grant requires the applicant to do more evaluation of the project and conduct a survey of the audience members or constituents it serves. Applicants need to list 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 page 9.)

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?

G. 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.

FY 2012 Grant Review Criteria Sheet for Arts & Cultural Heritage Grant

These criteria correspond to the applicants Narrative Questions of the application. The maximum score is 30 points.

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

Question A. Summary of proposed use of new grant funds.

- Is the organization's mission & proposal meritorious?
- Does the proposal have artistic impact relative to the community and public life?
- Are the planning processes, marketing and publicity appropriate?
- Is the management of their organization strong?
- Do the staff and volunteers have good qualifications?
- Is the proposal reaching other counties or communities?
- Are the expenses and income on the budget page appropriate for the project?
- Does the group appear to have sufficient initiative and ability?

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

Question B. Arts & Cultural Heritage Investment Summary.

- Does this proposal provide a high quality arts experience?
- Does this proposal instill the Arts into the community and public life?
- Does the proposal help to represent diverse ethnic and cultural arts traditions?
- Does the proposal help to develop knowledge, skills and understanding of the arts?
- Does this proposal help to overcome barriers so Minnesotans can access high quality arts experiences?

C. Artistic Need for the Project by the organization or community (0 - 10 points)

Questions C & D. Goal Statements and How They Correspond to Activities; and Outcome Evaluation.

- Are the goals reasonable and clearly described?
- Are the results reasonable and clearly described?
- Are the community benefits reasonable and clearly described?
- Does it contribute to the artistic development of the respective art form and/or audience?
- Is there community involvement and support for the project?
- Was the information regarding the target population clearly noted?
- What evaluation methods will they use such as creating a survey, distributing and tabulating results, increased

audience and/or participation numbers, etc.? Do they seem reasonable and specific? If Evaluation information is lacking in this area, the application may have to be tabled; so we can obtain more specific information and/or provide technical assistance to this applicant.

Based on these review standards the arts council shall make one of the following decisions:

(1) Full funding of the amount requested; (2) Partial funding; (3) No funding; or (4) Table the request, pending receipt of additional information or modification.

H. RESTRICTIONS AND NON-FUNDABLE PROPOSALS

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

1. Activities that do not have arts programming & activities, arts education or cultural heritage of the arts as their primary focus.
2. Funds are requested to produce fundraising activities involving the arts such as benefits, receptions, or if the intent is to donate the proceeds (earnings) to another non-profit.
3. Events or project where the purpose is re-granting monies to another event or non-profit group.
4. Funds are requested for non-Minnesota artist fees and costs.
5. The application form and all required materials are not postmarked by the deadline date specified in the grant program information.
6. The applicant has an overdue Final Report from a previous grant.
7. The applicant is not in compliance with any active contract with the arts council.
8. The applicant does not make all events open to the general public or whenever feasible, does not establish admission charges for the events.
9. Participants (youth) are required to pay a registration or participation fee and no scholarships are offered.
10. 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.
11. Funds are requested for proposals that are essentially historical, and lack a strong artistic component.
12. Funds are requested to support strictly commercial activities intended for mass-market distribution.
13. Funds are requested for activities that attempt to influence any state/federal legislation or appropriation.
14. Funds are requested to pay for endowment funds or capital costs, such as building improvements, construction, or property.
15. Payment for new building projects.
16. Funds are requested for payment of debts incurred before the grant application is approved.
17. 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).
18. Funds are requested to support activities in primary or secondary level parochial schools.
19. 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, summer marching band programs of the school, etc.
20. Funds are requested for an event which is a magic show, parade, or marching bands in a parade.
21. To supplant discontinued or nonexistent arts programs in schools.
22. 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 purchased equipment or improvements.
23. To compensate ongoing school personnel in full or in part.
24. 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.
25. For tuition for teachers to earn degrees, meet licensure requirements, or meet continuing education requirements to retain a teaching license.

26. 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.
27. The proposal budget contains combined funding from a regional arts council and the Minnesota State Arts Board (MSAB) that amount to more than one-half of the proposal's total cash expenses. No more than 50% of the income can be from State Grants; PLRAC and MSAB combined.
28. The proposal may not be eligible if the applicant's project could be funded through other Arts and Cultural Heritage funding sources such as the Regional Library System, Statewide County Fair Board, etc.

I. 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. Use grant 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 Legacy Logo for the Clean Water, Land & Legacy Amendment in all publicity, as listed above.

J. PAYMENT PROCESS

1. Payment of Grants is contingent upon the state budget being approved and grantees will be notified in their contract of payment dates.
2. 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 proposal will be modified in response to the reduced budget.)
3. The grantee indicates agreement with the contract terms and completes the Contract and Request for 80% Payment Forms, returning both to the PLRAC office.
4. 80% of the grant funds will be paid to the applicant one month prior to the event.
5. Within 60 days of completion of the proposal, the Final Report and Request for Final 20% Payment must be submitted. A copy of the Thank You letter sent to legislators, acknowledging the grant, must be attached to the Final Report. After approval of this 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.

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, 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 proposal. Individuals may not apply. The **Grants Manager** should be the person responsible for the day-to-day details of the proposal, 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 501©3 organization" do not complete this section. A Chamber of Commerce does need to use a Fiscal Agent when applying for a grant. A fiscal agent may be any non-profit corporation or governmental unit that agrees to handle the administration of your funds. However, this excludes religious organizations as a fiscal agent. For example: arts group that is non-profit, City, Community Education, Historical Society, 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 proposal 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.

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

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

1. **Minnesota 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 proposal, 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 activity.
5. **Salaries or Wages** - List may include project director, artistic director, clerical staff or other personnel assisting with the proposal and carrying out the arts activities. Estimate the amount of time they will spend on the activity, 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, royalties, postage, telephone, piano tuning, etc.; (costs for food or a reception are not allowed).
8. **Equipment** – items 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.)

*Describe the equipment, include timeline for completing and include at least two quotes or estimates for equipment. What other sources have been sought for funding this equipment if the PLRAC grant is only a part of the total cost? If you are applying for more than one item, prioritize your equipment expenses, with number one being the top priority.

*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. If the grantee is not a 501©3 non-profit, then technically the Fiscal Agent owns the equipment.
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 50% Cash or Income for organizations in the ACH Arts category and 10% for schools.

(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 proposal.
- 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 Proposal (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-E)
- _____ Supporting Materials / Resumes of paid staff and artists / 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)

Updated 7-1-11

FY 2012 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 Grants

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, 2012, 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.

Arts and Music Festivals & Public Art Projects – 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 \$3,500. 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 50% 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. List the name, city and music genre in the grant.
 - 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. Grant funds may not be used for non-Minnesota artists.

What is a Public Art Project?

Public Art is the creation of a sculpture, mural, etc. that will benefit the community. The applicant should identify a qualified artist to design and complete the work; working with a committee of citizens. In the ACH proposal the applicant would need to describe: Why this public art is needed, how it will represent the community or the community’s history, and what community input was solicited in the planning phase. Submit the artist’s resume and documentation of their professional capacity to complete a mural and examples of past work. The applicant would also have to identify and describe which organization would be responsible for the long-term upkeep of the public art.

Arts Education – School Information Page

Schools Grant – Maximum proposal \$3,500. 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 program is funded through the Arts Legacy Amendment.

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. Grants 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 proposal 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 proposal must include at least one hour of in-service for artist - teacher contact time. Also, describe how you will make a presentation of this proposal 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?

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

1. APPLYING ORGANIZATION

Grant Manager _____
Organization _____ Home Phone _____
Federal ID Number (required) _____
Address _____ Daytime Phone _____
Email 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 Programming** _____ **Arts Education** _____ **Arts Festivals**

3. FISCAL AGENT (When applicable: see page 6 of guidelines)

Contact Name _____ Organization Name _____
Federal ID Number (required) _____
Street _____ City _____
State _____ Zip _____ Phone _____ Email _____

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 Expenses 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 may not exceed 50% of Project Expenses. See guidelines for match requirements.

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

\$ _____ **Arts Programming** \$ _____ **Arts Education** \$ _____ **Arts Festivals**

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

Note: The Grant Amount must be matched with 50% (10% Education) Cash or Income

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>Organ. Exp.</u>	<u>ACH Grant</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 Programming \$ _____ Arts Education \$ _____ Arts Festivals

6. **BUDGET**

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

Note: the Grant Amount must be matched with 50% (10% Education) 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 Proposal \$_____ (3)

Note: Grant Amount must be matched with 50% (10% Education) 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 for Arts & Cultural Heritage Grant Proposal

Please answer the following questions on no more than 6 computer generated pages.

Use 12 point characters.

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 grant provides an opportunity to empower and strengthen our non-profit arts organizations. Type the name of your organization at the top of each page and do not use letterhead as it takes up too much space. 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 grant funds

1. Give a brief description of your yearly programming and how it fits within the area of Arts Programming and Arts Access. Note that 78% of grants are awarded in this category. 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. If you plan to present music groups, you must list the music genre per group and the city they are from, as noted on page 10 of the guidelines.

3. Provide in paragraph format ability of the organization to carry out the proposed request. Describe your organization's governing body and staffing:

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

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) and your efforts to gain participants/audiences around the region. Describe the community involvement and support for the proposal. Explain what benefits will result to your community from this proposal.

5. List the arts projects your organization has completed in the past three years; and list any previous PLRAC arts grants received from Prairies Lakes since 2008. (List the type of grant, year, and amount.) If your organization received a grant from PLRAC in the last three years how much risk or growth does this proposal represent.

B. Budget Clarification

1. Which cash expenses on the budget will grant funds be used for? These expenses collectively should equal your grant request. Be specific about how you would use these funds and prioritize them. If you are applying for equipment list how it matches to programming/goals, etc. How does this purchase of equipment coincide with the mission of the organization and how will it increase their artistic ability? Describe the equipment, include timeline for completing and include at least two quotes or estimates for equipment. What other sources have been sought for funding this equipment if the PLRAC grant is only a part of the total cost? If you are applying for more than one item, prioritize your equipment expenses, with number one being the top priority. See page 7 of guidelines for details.

2. List the income sources to match this grant and what are the amounts (i.e. cash budgeted by the organization, grants, earned income and community fundraising). These amounts should be reflected on your budget.
3. What profit or (loss) was made on the last proposal? Applicants should refer to their previous year's Arts and Cultural Heritage Final Report to Prairie Lakes. On the application budget page, account for the any profit earned the previous year, as part of the organizational funds budgeted for the proposal.
4. Provide audience numbers for the last three years.
Number of people and/or tickets sold _____ Number of performances _____ % of total capacity _____
5. Describe what methods you are using to breakeven on the expenses and revenue for this proposal (i.e. are you increasing participation by participants or audience, are you seeking additional financial support through community fundraising, registration fees, ticket sales or free-will offering at events?)

C. 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*)

D. Goal Statements and How They Correspond to Objectives:

List several different goals your arts organization will focus on in the next year and state which ones will be addressed in this proposal. 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 number of concerts.

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

Activities: 1. We will expand arts programming with one additional concert; 2. We will find and hire qualified teachers to add art classes; 3. We will increase paid hours to our staff to accomplish the new activities.

E. Outcome Evaluation

Which evaluation methods will the group use to measure the goals and outcomes? Who has been assigned to create the evaluation method, distribute it and tabulate the results? (i.e. survey, focus group, etc.)

Your evaluation plan should answer 5 questions. A full description of the “SMART” method of measuring outcomes and examples are listed on page 9 in the Guidelines.

In general, applicants must address the following 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?

Evaluation Methods for Arts and Cultural Heritage Grant

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

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 _____ Zipcode _____
 Day phone _____
 Email address _____
 Contact person name and title _____
 County _____ MN House district _____ U.S. Congressional district _____
 Fiscal agent name (if applicable) _____

2. SPECIAL CHARACTERISTICS:

For individuals applying (optional)
 Select any combination that applies describing your racial/ethnic characteristics. This information is not made public.

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

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 (includes public schools) | 08 Government-Municipal |
| 03 Organization-Profit | 06 Government-Regional | 09 Government-Tribal |
| | | 99 None of the Above |

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4. INSTITUTION:

Select the one code which best describe the applicant

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

Legal name of organization or individual _____

5. DISCIPLINE:

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

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- | | | |
|---|--|--|
| <ul style="list-style-type: none"> 01 Dance—general <ul style="list-style-type: none"> 01A ballet 01B ethnic/jazz/folk-inspired 01C modern 02 Music—general <ul style="list-style-type: none"> 02A band 02B chamber 02C choral 02D new-experimental, electronic 02E ethnic/folk-inspired 02F jazz 02G popular 02H solo/recital 02I orchestral 03 Opera/Musical Theater—general <ul style="list-style-type: none"> 03A opera 03B musical theater 04 Theater—general <ul style="list-style-type: none"> 04A theater, in general 04B mime 04C puppetry 04D theater for young people 04E storytelling 01C playwriting/scriptwriting | <ul style="list-style-type: none"> 05 Visual Arts —general <ul style="list-style-type: none"> 05A experimental 05B graphics (include drawing, cartooning, printmaking, book arts) 05D painting 05F sculpture 06 Design Arts —general <ul style="list-style-type: none"> 06A architecture 06B fashion 06D industrial 06E interior 06F landscape architecture 06G urban/ metropolitan 07 Crafts—general <ul style="list-style-type: none"> 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) | <ul style="list-style-type: none"> 09 Media Arts —general <ul style="list-style-type: none"> 09A film 09B audio 09C video 09D technology/experimental 09E screenwriting 10 Literature—general <ul style="list-style-type: none"> 10A fiction 10B non-fiction 10C playwriting/scriptwriting 10D poetry 11 Interdisciplinary (include collaborations & performance art) 12 Folklife/Traditional Arts, in general <ul style="list-style-type: none"> 12A Dance 12B Music 12C Crafts and visual arts 12D Oral traditions 13 Humanities 14 Multi-disciplinary 15 Non-arts/non-humanities |
|---|--|--|

PROJECT ACTIVITY

- 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.

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

11. **Plan Summary Description** (from Narrative Question A): _____

12. **Goal Statements and Measurable Outcomes** (from Narrative Question D): _____

13. **Evaluation Plan / Methods to Measure Outcomes** (from Narrative Question E): _____
