<u>**Arts and Cultural Heritage Grant**</u>
Fiscal Year 2024 Program Guidelines
July 1, 2023 - June 30, 2024
<u>**Application Deadlines:**</u>
August 1, 2023 and January 1, 2024

A. Eligibility Requirements and Grant Amount

<u>The applicant organization must have an address and provide arts programming within the Prairie Lakes Regional Arts Council region.</u> The counties are: Blue Earth, Brown, Faribault, LeSueur, Martin, Nicollet, Sibley, Waseca, or Watonwan County. Non-profit tax-exempt 501(c)(3) arts organizations, non-profit community groups, public organizations or units of governments that **produce or sponsor arts activities** within the region are eligible. An arts group located within the region, formed as a limited liability company (LLC) with a not-for-profit intent may be eligible to apply if they are using a fiscal sponsor. *Applications from individuals are not eligible.*

This program is made possible by the Arts and Culture Heritage Fund, created by the people of Minnesota to support the arts and preserve our heritage. The Clean Water, Land and Legacy Amendment funds this program, through the Minnesota State Legislature.

1. <u>The purpose of the Arts and Cultural Heritage (ACH) program is to provide funding for arts organizations directly engaged in the creation of art, the production of artistic performances, or the sponsorship of quality arts activities in our local communities.</u> Disciplines may include dance, literature, media arts, music, theater, visual art, folk and traditional art. A variety of activities including art and music festivals, community choirs, dance performances, literary readings, instrumental and vocal music concerts, public art projects, theater productions, visual art classes and exhibitions are eligible. The organization should describe their arts programming and request funds for those activities in the expense categories listed on the application budget. Funds may be used for on-going programs, in-person or virtual, and groups are encouraged to offer new and different activities with the grant funds or enhance their events.

2. <u>**Arts and Cultural Heritage Grant categories are Arts Project grant of $9,000; Arts & Music Festival grant of $6,000; and Education grant of $6,000.**</u>

<u>We are interested in receiving new applications for arts projects for BIPOC cultural activities and/or underserved populations. Details are listed on page 2.</u> The arts council encourages innovative programming and growth. Repeat projects may not always be funded.

a. <u>ACH applicants may only receive one grant each Fiscal Year (July 1-June 30)</u>. Projects must be completed within one year of the awarding of the grant unless an extension has been requested and granted by the Executive Director of Prairie Lakes. This grant does <u>not</u> have a cash match this year.
b. First time applicants must have two years' experience in their arts programming to qualify for an ACH project grant and must submit financial statements that document that. Otherwise, they must apply for a Small Arts Project Grant.
c. In-kind or travel expenses outside of Minnesota are <u>not</u> allowed on the budget page of the application. The maximum request should be the difference between the Total Project Expenses and the Total Income for the Project.

<u>**Grant Deadlines and Grant Period**</u>. **There are two deadlines of August 1, 2023 and January 1, 2024.**

The review dates are 8/24/23 and 1/25/24, and the grant period is one-year, from 9/23 to 9/24 or 2/24 to 2/25; or the time-period the applicant designates. Details are on pages 2-3.

<u>Grant Period</u>. Applicants are encouraged to complete their projects within 9 months and submit their Final Reports to be eligible again for the next deadline. Regardless, projects must be completed within one year of the awarding of the grant, unless an extension has been requested and granted by the Executive Director of Prairie Lakes.

3. <u>New applicants or groups with different projects</u> *(those not receiving a grant in FY 2023 or 2022)* **<u>must contact staff prior to submitting an application to review the project, budget and inquire about funds available; otherwise, the applicant will not be considered eligible for funding.</u>** Applications must be submitted online before 11:59 p.m., of the deadline date to be eligible for consideration. No grant will be considered complete without the electronic signatures of the Grant Manager and Board President (or officer of your organization) and Fiscal Sponsor (if applicable, see number 3 on page 8).

4. **The Small Arts Grant is a different program available to smaller arts organizations with smaller budgets with a maximum of $2,500.** <u>Arts Organizations will **not** be eligible to receive both an ACH Grant and a Small Arts Project Grant in the same fiscal year.</u> The organization must choose which one to apply for: the ACH Grant of $6,000 to $9,000 or the Small Arts Project Grant. **<u>Community Education offices will be limited to one Small Arts Grant or one Arts and Cultural Heritage Grant per fiscal year.</u>**

5. The School Arts Project Grant is a different program available to schools with a maximum of $2,500. <u>Schools will not be eligible to receive both an ACH Grant and a School Arts Project Grant in the same fiscal year.</u>

B. Equity and Inclusion in our policies, programs, and the community we serve.
Prairie Lakes values an equitable, diverse, and inclusive community and this is reflected in our policies, programs, and the community we serve. We are committed to countering systemic inequities that exclude individuals and communities from access to the arts based on race, gender, disability, national origin, sexual orientation, class, age, and geography. <u>This may include historically marginalized and underserved groups such as</u>: Black, Indigenous and People of Color (BIPOC), People with Disabilities, LGBTQ+ (Lesbian, Gay, Bisexual, Transgender, Queer, etc.), and Senior Citizens.

Therefore, a few questions are being asked about Equity and Inclusion in our grant applications if your project is to provide Access to the event. These questions encourage applicants to think broadly and plan intentionally to reach more people through their arts programming and activities.

If you need extra assistance in the application process, please contact the Prairie Lakes office at plrac@hickorytech.net or 800-298-1254 and we would be happy to assist you.

C. Description of Arts and Cultural Heritage (ACH) Grant.
These grants are for projects that involve the creation of performances, exhibitions of art, or activities which are intended to develop and enhance artists, art resources, or arts audiences within the community or region. Funds may be used to develop or deliver ways of meaningfully engaging students, participants, or audiences. This arts programming may be in person or through virtual activities and events. Expenses may include artist fees, artist expenses, publicity, rent, salaries, supplies, equipment and technology, evaluation, etc.

ACH Grants are intended to support Minnesota artists and arts organizations. We ask applicants to seek out Minnesota Artists for their projects if possible. Only one ACH grant can be received by an organization in Fiscal Year 2024.

<u>Arts Access activities that plan to reach new audiences and engage the public in new ways should also think about Equity and Inclusion.</u> Within the context of your community, describe how your project identifies and proactively addresses barriers to engaging historically marginalized, targeted, and underserved people and identities that may otherwise have limited access to your proposed activity.

Applicants presenting music groups must list the music genre per group, the city they are from, and the cost per group. The types of music genres that can be funded with grant money are bluegrass, blues, country, folk, hip hop, jazz, polka, rock, traditional and ethnic music (Czech, German, Irish, Native American, etc.). Prairie Lakes encourages the payment of fair market wages for all professional artists involved in projects seeking Council support. <u>Artist fees for DJ's or Karaoke are not eligible for grant money.</u> 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.

Projects may also include the sponsorship of touring artists from within our region, state, or nation. The artist fee for outstate artists is permitted but not their travel expenses in this state funded program. The state legislature has enacted a restriction on travel expenses outside of Minnesota.

1. **<u>ACH Arts Project Grant</u>. Arts Programming and Access – maximum request $9,000**.
<u>Eligibility</u>: Applicants must be a 501(c)(3) Arts Organization or use a fiscal sponsor for the application.

<u>Use of funds</u>: Arts programming may be in-person, online or through virtual activities and events. Expenses may include artist fees, artist expenses, promotion, rent, salaries, supplies, training, utilities, equipment, and technology, etc. *Equipment that improves the artistic capabilities of the organization may include sound equipment, lights, risers, office equipment, computer, monitor, software, etc.*

2. **<u>ACH Arts and Music Festival Grant</u>. Arts Programming – maximum request $6,000**.
Grants are for events and activities that represent the diverse ethnic and cultural arts traditions, including folk and traditional artists and art organizations, represented in Minnesota. This may include folk art classes, single performances, a series of cultural activities, arts/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.

<u>Arts and music festivals are defined as a celebration of art and culture that:</u>
   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. <u>List the name, city and music genre in the grant, and cost.</u>
   d. Contains many activities consolidated into a condensed time period.
   e. Has several different, yet related, arts activities happening simultaneously.
   f. Is open, inviting, and available to a diverse audience.

Arts and music festival grants are meant to involve Minnesota individual artists and performing groups into arts components of community-based festivals and celebrations. We suggest you use Minnesota artists if possible, but it is not required.

3. **<u>ACH Arts Education Grant</u>. Maximum request $6,000.**
Public Schools. This is available to all public or private <u>non-parochial</u> 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 schools.
1. To enhance school arts curriculum by providing artist residencies, live arts performances, mini-workshops, and arts related field trips. We suggest you use Minnesota artists if possible, but it is not required. Field trips must be within the state of Minnesota only.
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.

A. General information for school activities and projects
1. Grant funds must be used within one year from the date of funding.
2. No in-kind or travel expenses for artists/musicians from outside of Minnesota are allowed on the budget form.
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. <u>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.</u>

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 about $250 a day. 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 <u>not</u> include costs associated with food or beverages for participants.
2. Field trips must be within the state of Minnesota only. No travel expenses for travel outside of Minnesota.
3. Field trips should also involve the general community in some aspect. Examples: joint bus trips, slide show reviews, volunteer involvement as guides, participants, or chaperones. <u>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.).</u>

Non-profit and Community Groups. 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.

4. ACH Youth Scholarship for Students.
Youth Scholarships provide selected students the opportunity to study their chosen art with a practicing professional artist/instructor, by taking lessons, attend an arts workshop, series of classes or special training opportunity. The scholarship can also be used to take lessons or pay fees to a non-profit arts organization serving youth. There is a different online application for the Youth Scholarship program than the application organizations use to apply for funding. Students in grades 7-12 can apply for $300 and grades 3-6 can apply for $200. There is one deadline per year for all students, November 1.

D. How to Apply: Online Grant Process.

1. Go to our website www.plrac.org and click on **Applicant Login** button on the homepage, or on the ACH Grant Program page. Also, on the ACH Grant Program page you will see a link to a document which is a Tutorial for organizations explaining how to set up an account, apply for a grant, etc. and a Workshop PowerPoint document (PDF).

2. If your organization received an Arts and Cultural Heritage Grant in FY 2023, log into the account that is already created to apply for a new grant in FY 2024. A draft of your last year's grant can be copied by PLRAC staff. Please contact us to request this. **Don't create a new account!** Use the same login email address and **password** your group previously used. Don't Click on Apply at the top left margin; instead look below to your Applicant Dashboard. Click on **Edit Application**.

3. New applicants need to Register your organization online. If the organization is a first-time applicant, an online account will need to be created using an email address and a password.
   a. You will need your organization's IRS issued Employee Identification Number (EIN) number to complete the organizational registration.
   b. Register yourself as a user under that organization. Multiple contact people can be listed for your organization. However, only one email address and password will be associated with the account. You can share the email address and password with others, so they can log in and enter information prior to submitting an application.
   c. Important: The email address you use to register with will be your user login to get back into the system. You will need this login and a password you create for any future applications or follow-up materials. All automated communication for your grant will also come to this email address from administrator@grantinterface.com, so be sure to add it to your safe sender's email list. Once the registration process is completed and an account has been established, the application process can begin.

4. After Registering, you will see the Applicant Dashboard with a horizontal toolbar above the "Applicant Dashboard" title. The horizontal toolbar includes brown words that will highlight in tan when you scroll across them. Click on **Apply**, on the horizontal toolbar. Several different Grant Programs will be listed, and you will select "Arts and Cultural Heritage (ACH)" and click on **Apply** under that section.

   Tip: Clicking on the home icon anytime on the toolbar will bring you back to the Applicant Dashboard.

5. Start completing your application online by clicking Arts and Cultural Heritage Grant.
   a. We recommend that you write your answers in a Word document first; and then copy and paste them into the appropriate fields in the application. There is a word document of questions available on the ACH Grant page of the Prairie Lakes website www.plrac.org or within the online application.
   b. Keep in mind that formatting, such as bold, italics, bulleting, etc. do not transfer to the online application form. When working in Word, periodically do a character count to ensure your answer does not exceed the character limit for each question.
   c. The online application form allows you to save your work and come back to it later. The "Save" button is located at the bottom of the page. It is recommended that you save your work often, even while continuing to work on it, so as not to lose any work. Always save before exiting the online grant system, as any work you have done or any files you have uploaded may not have automatically saved. You are required to use the save button to finalize the uploading of the document into the application.
   d. We recommend that you create a separate folder in your computer, labeled for each particular application. In this folder store your word document draft of the questions, downloads, budgets, support documents, etc.

6. Submit the application online and include: Supporting materials which are essential to the project (i.e., artist resumes, staff resumes, ACH Art Project Budget Form, etc.). Supporting materials must be uploaded into the application.
   a. Answer all required questions on the grant application. You will be able to see all the questions and go in and out of the application as you collect answers and complete it. If you are missing items, you will not be able to submit the application and a message will pop up that shows what questions need to be answered.

   b. Download, save and complete your ACH Art Project Budget in an Excel file and then upload it to your grant application. Make sure it includes both estimated expenses you will pay with grant funds and what you will pay with organizational funds as well as the revenue. Your expense and revenue portions of your budget must "break even" with the grant award included in the revenue. If earned income through ticket sales or participant fees generates income, make sure your numbers are supported within other parts of your narrative and application.

   c. When you log back in to continue working, your draft application will be located at the bottom of your Applicant Dashboard, under your contact information.

7. Applicants are encouraged to call the Prairie Lakes office at 1-507-833-8721, 1-800-298-1254 or email plrac@hickorytech.net to discuss eligibility. If you need extra assistance in the application process, please contact the PLRAC staff and we would be happy to assist you.

   a. **Applications must be submitted by 11:59 p.m. on the deadline date.**
   b. Applications received after the deadline are ineligible. There are no exceptions to this policy.
   c. The application records the date of submission so make sure that you meet the deadline date for submission online.
   d. A pre-review of the application, budget, narrative, etc. is available prior to the deadline date; two weeks prior to our deadline is best. Contact our office to ask for a review of your application in its draft form within the online grant system. We can view your application as you are completing it. Staff assistance does not guarantee or imply that a grant request will be funded. The content and accuracy of an application are solely the responsibility of the applicant.

The projects should not occur prior to final grant approval, but exceptions may apply if the applicant just begins rehearsal or planning for the main event or concert. New applicants must contact the staff prior to submitting an application to discuss the project and budget. 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 Prairie Lakes Board reviews and scores all applications and makes final approval.

E. Goals, Surveys and Evaluation.
The goal of our Arts and Cultural Heritage grant program is that Minnesotans of all ages, abilities, economic backgrounds, cultural heritages, and geographic areas can participate in the arts. Proposed projects must address at least one of the five main goals listed in the Outcome Evaluation Plan and Minnesota Legacy Goals section in the application, as identified by the Minnesota State Arts Board. Applicants will need to select at least one or two different goals and outcomes your arts organization will focus on in the next year and will be addressed in your project. **The Arts and Cultural Heritage Grant requires the applicant to do more evaluation of the project and conduct a survey of the audience members or constituents it serves, and/or focus groups, etc.** (An example survey with the 7 required questions is on page 14.)

The applicant's evaluation plan should answer 5 questions: (See example on page 15.)
1. What are the goals of the project? 2. Who specifically will be the target populations of your project?

3. How specifically will they be affected by the project? 4. How will you know? and 5. How will the larger community benefit?

F. Restrictions and Non-Fundable Arts and Cultural Heritage Project Grants.
The following activities or use of funds are **not** allowed:

1. Activities that do not have arts programming and arts 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 projects where the purpose is re-granting monies to another event or non-profit group.
4. Applicants have listed travel expenses outside of the state of Minnesota as a Prairie Lakes grant expense (use of funds) on their budget.
5. The application form and all required materials are not submitted online 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 the projects that are essentially historical and lack a strong artistic component.
12. Funds are requested to support strictly commercial activities intended for retail or mass-market distribution (i.e., limited-edition prints, note cards, copies of CD or DVDs for musicians and performers).
13. Funds are requested for activities that attempt to influence any state or federal legislation or appropriation.
14. Funds are requested to pay for endowment funds, property acquisition, new construction or major building improvements that are not directly related to arts programming, are not eligible.
15. Funds are requested for new building projects.
16. Funds are requested for payment of debts incurred before the grant application is approved.
17. Funds are requested for activities that are essentially for the religious socialization of the participants or audience.
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, spat camp or summer choral camp, 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. Applicant cannot 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 project budget contains combined funding from a regional arts council and the Minnesota State Arts Board (MSAB) that amount to more than 90% of the project's total cash expenses. Grantees should keep track of the funds separately, and funds should be used for different expenses.
28. The project <u>may not be eligible</u> if the applicant's project could be funded through other Arts and Cultural Heritage funding sources such as the Children's Museums of MN block grant, Minnesota Historical Society, Regional Library System, Statewide County Fair funding, etc. It is up to the applicant to describe how the arts project and use of funds are different, if they are the recipient of other ACH Funding through another agency.
29. State funding restriction: Funds are requested for costs for relocating the applicant's legal address/residence outside the state of Minnesota.
30. Funds are requested to pay for costs for projects that will take place outside the geographic boundaries of the nine-county PLRAC region.

G. Grant Review Criteria.

Three criteria are used by the Prairie Lakes Board to evaluate and score applications and there are 10 points per category, total of 30 points. Applicants do not answer these questions; we are only providing them for your information.

1. <u>Artistic Quality and Merit</u>. Does the project support one of the 5 Main Goals of Minnesota Arts Legacy Funding? Do the qualifications of the artists and the proposed activities meet the project goals? Does the project increase access to the arts? Does the project help to develop knowledge, skills and understanding of the arts? If applicable, does the project help to represent diverse ethnic and cultural arts traditions?

2. <u>Need for the Project.</u> Does the applicant discuss community interest and involvement in the project? Does the project contribute to the artistic development of the respective art form? Does the project meet artistic needs of the community? Does the applicant mention if there is community support for the project? Does the budget demonstrate financial need?

3. <u>Ability of the Organization to Accomplish the Project</u>. Is the leadership of the organization strong? Is the budget feasible and fiscally responsible? Does the organization demonstrate appropriate planning? Does the organization have a marketing plan that includes the necessary inclusion of the Legacy Logo and reference to PLRAC? Does the organization articulate clear goals, outcomes, and an evaluation plan?

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. An application with an average score of 15 points or more out of 30 total points, may be funded. Applications that do not score at least half of the points possible (average board score) will not be funded.

H. Grantee Responsibilities. The grant recipient must:
1. Not limit participation in the project based on race, gender, disability, national origin, sexual orientation, class, age, geography, 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 project and for proper management of grant funds.
4. Include the Legacy Logo for the Clean Water, Land and Legacy Amendment in all publicity, as shown below.

5. Include the following credit line in all advertising, news releases, newspaper ads, printed programs, and promotional material: **"This activity is made possible by the voters of Minnesota through a grant from the Prairie Lakes Regional Arts Council, thanks to a legislative appropriation from the Arts and Cultural Heritage Fund."**
6. Maintain financial records showing evidence of grant expenses and income.
7. Submit the Final Report form within 60 days of completion of the project. All future grants will be contingent upon completion compliance with the terms of this grant.
8. The grantee agrees to comply with all federal; state; and local; laws, rules, regulations and ordinances in its use and expenditure of these funds. Failure to comply may result in the termination or forfeiture of the grant.

I. Payment Process. <u>Note</u>: Payment of ACH Grants is contingent upon State funds received.
1. A Contract and a Final Report are assigned to the grantee and will be accessed through the online account. (In cases of partial funding, the grantee must also submit a revised budget and a letter explaining how the project will be modified in response to the reduced budget.)
2. The grantee indicates agreement with the contract terms and completes the Contract. The Contract will be electronically signed and submitted online.
3. 100% of the grant funds will be paid to the applicant one month prior to the event.
4. Within 60 days of completion of the project, the Final Report must be submitted online. A copy of each Thank You letter sent to legislators, acknowledging the grant, must be uploaded into the Final Report. Failure to submit a Final Report will result in the applicant not being considered for funding for the next two years.

J. General Information for the Arts and Cultural Heritage Grant.
1. Applying Organization.
The **Applying Organization** is the group that will be administering the actual the project. Individuals may not apply. The **Grants Manager** 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. This person is responsible for the timely submission of all required forms and reports to Prairie Lakes.

2. Non-Profit and Tax-Exempt Information.
Attach Articles of Incorporation and Minnesota Non-profit Corporation Certificate from the MN Secretary of State and the Federal Internal Revenue Service Tax-exempt notification letter, UNLESS you have previously submitted them to Prairie Lakes' permanent file in the office. Please call to verify if we have them on file.

3. Fiscal Sponsor.
Minnesota Statutes require that public money may be distributed to unincorporated organizations only through a Fiscal Sponsor, which is a non-profit 501(c)(3), tax-exempt organization, according to the Federal IRS. If your organization is incorporated as a "non-profit 501(c)(3), organization" do not complete this section. <u>If you need a Fiscal Sponsor, your organization should enter into a specific contractual agreement with the non-profit 501(c)(3) fiscal sponsor prior to applying for grant funds and attach a copy of the contract to your grant application</u>. A Chamber of Commerce (501c4) <u>does need</u> to use a Fiscal Sponsor when applying for a grant. A Fiscal Sponsor may be any non-profit 501(c)(3), corporation or governmental unit that agrees to handle the administration of your funds. For example: An organization that is non-profit 501(c)(3), City, Historical Society, Library, Public School, etc.

<u>An example of a Fiscal Sponsor Contract is available from the Prairie Lakes office or download it from the online grant application.</u> The Fiscal Sponsor will receive and dispense funds and is legally responsible for completion of the project and management of the grant funds. The Prairie Lakes 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 (IRS).

K. Arts and Cultural Heritage Art Project Budget Form.
Project Expenses
Applicants should list all cash expenses related to the project under this heading. If an expense is not applicable, please put NA or $0 in the blank. <u>The grant does not require a cash match</u>. **In-kind contributions or travel expenses outside the State of Minnesota <u>are not allowed</u> on the budget form.** <u>An Excel document called Art Project Budget Form is included in the application to be downloaded, completed, saved and uploaded into the grant application.</u> Round all numbers to nearest $10.

<u>Headings on the budget expense</u>: **Organization** = arts organization's expenses; **Grant** = how the grant funds will be used, listed under each category; then add the two amounts together for the **Total** column. Use the following expenses.

1. <u>Artist(s) Fees</u>- List each group and their individual artist fee or stipend for the music groups, artists, etc. that will be part of the project and budget. Put the total fee or stipend in the column that the organization will pay and the total amount that will be paid with the ACH Grant.
   Note: The artist fee for outstate artists is permitted, but not their travel expenses in this state funded program. The state legislature has enacted a restriction on travel expenses outside of MN.

2. <u>Artist(s) Travel and Expenses</u> - Include transportation, hotel and food for guest artist(s); may include local mileage for the administration or production of the project. *(Mileage maximum is $.65 per mile.)*

3. <u>Publicity</u> - List costs individually for advertising: radio, newspaper, printing of brochures or posters, etc. *Prorate or list only a portion of the Publicity expenses, if this project is part of a larger community celebration.*

4. <u>Rental Fees</u> - Rental of space or equipment specifically needed for the activity.

5. <u>Salaries or Wages</u> - May include project director, artistic director, clerical staff, or other personnel assisting with specific arts activities 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 that normally performs this function as part of their job.)*

6. <u>Expendable Supplies and Materials</u> - List may include costumes, music, playbooks, supplies needed for festival coordination, supplies needed for project administration, audio and videotape, etc. Music stands, microphones and some equipment that directly relates to the arts programming you are doing is eligible.

7. <u>Miscellaneous</u> – office supplies, postage, telephone, royalties, piano tuning, insurance, scholarships, **pro-rated amount for utilities,** etc. <u>Scholarships are required for youth projects that have a registration or participation fee.</u> These should be noted in your narrative description of the project. <u>Note: No food expenses are allowed on the budget: costs for receptions, cast parties or other food/snacks.</u>

8. <u>Equipment</u> – items which improve and increase the artistic capabilities of the organization are eligible. This may include but is not limited to sound equipment, lights, risers, office equipment, computer, monitor with web camera, software, online software for virtual meetings i.e., Zoom, Go To Meeting, etc.
   a. Describe the equipment, include timeline for completing and include at least two quotes or estimates for equipment if the value is over $500 for a single item. <u>Otherwise, one quote will be sufficient</u>. Also, when a second specialized quote is difficult to obtain, Prairie Lakes staff may approve one quote.
   b. List the other sources that have been sought for funding this equipment if the Prairie Lakes grant is only a part of the total cost. <u>If you are applying for more than one item, prioritize your equipment expenses, with number one being the top priority</u>.
   c. Prairie Lakes 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 Prairie

Lakes. Prairie Lakes will donate the property to another arts organization. If the grantee is not a 501(c)(3) non-profit, then technically the fiscal sponsor owns the equipment.

9. <u>Evaluation</u> – A person will need to create a survey, distribute it and tabulate the results. An example survey is provided on page 14. Groups may set aside 5% of their ACH grant for this expense. *(The exception is: if there is other paid staff within the organization that will perform these evaluation duties (without extra expense) an amount does not have to be included in the budget.)*

Project Income
Identify and document amounts of cash for the project expenses. Use the list below. Round all numbers to nearest $10.

1. List organizational funds committed or budgeted for the project. This may also include profits from the previous year's Arts and Cultural Heritage (ACH) Grant, which was noted on last year's Final Report.

2. List sources of other grants, other than the ACH Grant amount requested. Tell us whether these grants have been received or are anticipated.

3. List estimated Earned Income and details. For instance, ticket sales and fees should show the estimated number of people multiplied by the price of one ticket or fee.

4. 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. Tell us whether this income has been received or is anticipated.

<u>Total the **Project Income** and enter the **"Grant Amount Requested"** from Prairie Lakes.</u>

Total Support for the project is the two figures added together. Income + Grant Amount Requested = Total Support for the Project. Note: Total Income for the Project should equal Total Expenses. The Grant Amount Requested and Total Project Expenses from the Budget need to be entered in the first section of the ACH grant application.

L. Appeals Process.
Groups and organizations applying to Prairie Lakes 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 President of the Board of Directors of Prairie Lakes.
2. Appellants will receive written notification from Prairie Lakes 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.

M. Artistic Discipline Codes.
These grants are for projects that involve the creation, performance, or exhibition of art. The list of discipline codes for the art project is listed on page 13.

N. Survey.
A survey is required for the Arts and Cultural Heritage (ACH) Grants, and the example survey is provided on page 14. Arts Organizations should personalize their audience survey form with their organization name and use the seven questions listed in all their audience surveys. At least one audience survey should be conducted during the time period of your grant. The surveys can be longer (personalized to your organization) and have ten questions or more, but all ACH Grants must use the same seven required questions for the audience survey. The Exception to use a different survey format is allowed for Youth Activities, classes or equipment purchase. Contact the Prairie Lakes office to discuss.

O. Accessibility of Programs and Materials.

If any of the information in the guidelines is unclear, contact the Prairie Lakes office at (800) - 298-1254, (507) 833-8721 or plrac@hickorytech.net.

Upon request, Prairie Lakes grant application materials will be made available in an alternate format such as **large print**, computer flash drive or on audiotape. Please call the Prairie Lakes office in Waseca at 1-800-298-1254. For TTY, contact the Minnesota Relay Service at 1-800-627-3529.

For your records only – checklist of items to submit with your online application.
Please keep a copy of all these documents for your records.

1. Online application form can be downloaded and saved on your computer.
2. The project budget, as an Excel document
3. Supporting materials / resumes of paid staff and artists / bids for equipment / etc.
4. Financial statements required (income and expenses and balance sheet)
    a. For K-12 Schools – submit last year's financial statement that shows the school account for the art project activity (expenses and income) from the previous year.
    b. Organizations that are new applicants should contact the Prairie Lakes office to inquire what is required.
    c. Units of government (city, county, etc.) are exempt from having to submit financial statements.
5. Fiscal Sponsor Agreement (if applicable)
6. Articles of Incorporation Certificate (new applicants only)
7. Tax-Exempt Letter for organization or fiscal sponsor (new applicants only)

DISCIPLINE CODES

01 Dance—general
    01A ballet
    01B ethnic/jazz/folk-inspired
    01C modern

02 Music—general
    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
    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 (includes drawing, cartoon-ing,
          printmaking, 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 (includes collaborations
    & performance art)

12 Folklife/Traditional Arts—general
    12A Dance
    12B Music
    12C Crafts and visual arts
    12D Oral traditions

<u>Audience Survey Form - For Arts and Cultural Heritage Grants</u>

Arts Organizations should <u>personalize their audience survey form with their organization name</u> and use these seven questions in all of their audience surveys. At least one audience survey should be conducted during the time period of your grant. The surveys can be longer (personalized to your organization) and have ten questions or more, but all Arts and Cultural Heritage Grants must use these same questions for the audience survey. <u>The Exception to use a different survey format is allowed for Youth Activities, classes or equipment purchase. Contact the Prairie Lakes office to discuss.</u>

Organization Name _____

1. **Is this the first time you have been to one of our (Organization name) arts events?**
   Yes ___   No ___   If you have attended other events, how many? _____

2. **How would you rate the quality of the arts activity, exhibit or concert?**
   ___ Excellent   ___ Fair
   ___ Good   ___ Poor

3. **How did you find out about this (Organization name) arts event or concert?**
   ___ Newspaper   ___ At last event or concert   ___ Email note from group
   ___ Radio   ___ Poster or flyer   ___ Website or Facebook
   ___ Cable TV/TV   ___ Direct mailing from group   ___ Word of mouth/friend
   ___ Other (please specify) _____

4. **In order to know the distance you traveled to this arts event or concert, please provide your zip code.**
   Town _____ Zip code _____

5. **We'd like to know the age range of our audience**.
   Please check your age group.
   ___ children/youth 0-18   ___ adults age 25-40   ___ age 65 and over
   ___ young adults 19-24   ___ adults age 41-64

6. **What is your ethnicity?** Please check the race/ ethnicity to which you most identify.
   ___ White/not Hispanic   ___ Middle Eastern/North African
   ___ Asian   ___ American Indian/Alaska Native
   ___ Black/African American   ___ Native Hawaiian/Pacific Islander
   ___ Hispanic/Latino   ___ Multiracial or Biracial
                                             ___ Other (please specify) _____

7. **Are you part of a special group?** Please check all that apply, or check NA (not applicable).
   ___ I am a Veteran   ___ I have a disability
   ___ I live in Assisted Living or Nursing Home   ___ I am a youth at risk
   ___ I live below the Poverty Line   ___ I have Limited English Proficiency
   ___ PreK, children 5 and under   ___ Other (please specify) _____
                                                    ___ NA – not applicable

<u>Add other questions that pertain to your funded arts activity. Suggestions include:</u> *Select from one of these options or suggest others.
8. What types of events or concerts would you most like to see available? List 3-5 examples.
9. What type of workshops or other events would you most like to see available?
10. What is your time preference for events or concerts? Weekday evenings, Sunday afternoon, etc.
11. Would you like to see more opportunities for youth to be involved? List 3-5 new youth activities.

Thank you for your assistance in completing this survey form!

Arts and Cultural Heritage Goals and Evaluation Information Page.

Arts organizations can use this information to assist with their goals and outcome evaluation.

A. Evaluation Methods and Outcome Evaluation

Evaluation Methods for Arts and Cultural Heritage Grants

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

B. An Example Survey Form is provided by Prairie Lakes on page 13.

C. Below is an example to help your organization develop goals and measurable outcomes. When you answer the questions please be sure your answers are SMART:
S = Specific, M = Measurable, A = Achievable, R = Realistic, and T = Time-bound.

D. In general, applicants must address the following questions:
1. What are the goals of the project? 2. Who specifically will be the target populations of the project? 3. How specifically will they be affected by the project? 4. How will you know? and 5. How will the larger community benefit?

E. Here are two SMART goal examples:
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, 2023, and will be judged positively or "very good" by 50% or more of those who attend, as measured by an audience survey.

Q1. What are the goals of the project?
1. To feature work done by mature artists in our area and demonstrate their contribution to our community
2. To increase attendance of people over 65 at the River Gallery and 50% will say the event was "very good".

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:
1. The audience having a positive experience overall, and 50% will say the event was "very good".
2. Awareness of the roles seniors play in our community and a positive attitude about aging.
3. At least 150 people over the age of 65 will view the exhibit and we will measure this by attendance numbers.

Q4: How will you know?
1. An audience 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.
2. Additional information will be summarized from comments in the exhibit guest book or survey form.

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 through a survey 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.