



NONPROFIT CAPITAL ARTS GRANT GUIDELINES

220 4th Avenue North, PO Box 458
Foley, MN 56329

320-968-4290

866-345-7140

fax: 320-968-4291

www.centralmnartsboard.org

PROGRAM OVERVIEW

The Capital Grant for Nonprofit Arts Organizations provides funds of up to \$3,500 with a 15% match requirement for the purchase of equipment and related non-consumable supplies and services to make capital improvements. Such purchases must advance the mission of the organization and have the potential for significant long-term impact.

Capital purchase funds are used to acquire or upgrade physical assets such as property, features within buildings or equipment. **Items proposed for capital purchase must have a minimum unit price of \$300** with a useful life greater than one year. Bulk purchases of capital items with a combined price of \$300 or more are considered one unit.

Program Goal: Increase resources to enhance arts programming in public schools and arts organizations

Objectives/Outcomes:

- Arts learning opportunities increase
- Students have access to specialized equipment
- Increased access to the arts for those with differing needs and abilities

WHO CAN APPLY

Nonprofit 501(c)(3) Arts Organizations with a primary focus in the arts, and located in the Minnesota counties of Benton, Sherburne, Stearns or Wright (Region 7W).

APPLICANTS NOT ELIGIBLE

- For-profit businesses
- Nonprofit organizations without an arts focused mission statement
- Schools
- CMAB grant recipients with any overdue final reports

PROPOSALS ELIGIBLE

- Purchase of arts equipment such as musical instruments, lighting board, sound equipment, kilns, etc.
- Facility improvements to increase accessibility
- Improvements to performance, display or studio space
- Purchase of computer hardware or software
- Improvements to performance, display or studio space
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PROPOSALS NOT ELIGIBLE

- Those that do not have arts as the primary focus
- Purchases that will not be housed within the boundaries of Region 7W
- Payments for new building projects
- Consumable supplies and materials
- Items already purchased and/or paid for prior to the CMAB review date
- Administrative salaries and wages or fees for professional consultants
- Any other item CMAB Directors find to be outside the scope of this program

HOW TO APPLY

Click the Manage GRANTS button in the upper right corner of the page. First-time applicants need to create an account using an email address and a password. Once logged in, Click on “Apply” in the Dashboard menu.

Applicants are encouraged to call the CMAB office at 320.968.4290 to discuss eligibility or to have a draft of the application reviewed at least two weeks prior to the deadline date.

- Applications must be submitted **by 11:59 pm on the deadline date**.
- Applications received after the deadline are ineligible. **There will be no exceptions to this policy.**

APPLICATION CONTENT

RAC Data Information

The following questions are required for data collection purposes by the Minnesota State Arts Board and the MN Legislature. **This information is for reporting purposes only and is not visible to reviewers.** To use the district poll finder, [Click Here](#). For a definition of the RAC Data codes [Click Here](#).

- **Summary of Capital Purchase**
- **Capital Purchase Completion Date** –
 - Actual purchase must not occur prior to CMAB review date.
 - Purchase must be made within 12 months of the CMAB Review date
- **Measurable Outcomes Summary** – Briefly describe outcomes for the proposal
- **Evaluation Plan/Methods Summary** – Briefly describe evaluation plans to measure outcomes
- **Publicity** - Does the applicant have an alternate name, to be used for publicity purposes? (i.e. news releases)
- **Publicity Name** - If yes, indicate the name to be used for publicity purposes. (Indicate N/A if not applicable)
- **Adult Artists Participating** - directly involved in or providing art or artistic services.
- **Adult Audience** - benefiting directly from grant activities: Excludes employees, paid performers, artists participating, children/youth, broadcast audience. Do not double-count repeat attendees.
- **Youth Audience** - number of children and youth under the age of 18 participating in and/or benefiting directly from these grant activities, or included in an audience.
- **Applicant’s Discipline** - Select one code that best describes the organization's primary area of interest in the arts
- **Capital Purchase Discipline** - Select one category which best describes the category of the expenditure.
- **Applicant Type** – Select one that describes your organization.
- **Status** - Legal status code describing applicant.
- **Institution** - Select the one code that best describes the organization
- **Applicant Street Address** – Use abbreviations, but not punctuation (i.e. St Cloud and not St. Cloud)
- **County** - where the organization is located as listed on the 501(c)(3) letter
- **MN House District** - MN legislative house district where the organization is located
- **Congressional District** - MN congressional district where the organization is located
- **Ethnic Characteristics** - Select the one code that best represents 50% or more of their staff, board or membership. N = American Indian/Native American; A = Asian; P = Native Hawaiian/Pacific Islander; B = Black/African American; H = Hispanic/Latino; W = White; 99 = when no single group applies; O = Other
- **Board of Directors** - List current board members and their roles. Enter information in one block of text, formatted as follows:
Example: Jason Harding: chair; Melissa Frank: board member; William Jones, Jr: treasurer

PROPOSAL NARRATIVE

ARTISTIC MERIT & QUALITY

Panel members use the following criteria when reviewing this section of the application:

1. Purchase aligns with the organization's mission and will assist in accomplishing stated artistic goals.

1) Organization's mission statement

2) Describe the capital purchase.

3) What are the organization's artistic goals as they relate to the proposed purchase?

DEMONSTRATED NEED

Panel members use the following criteria when reviewing this section of the application:

1. The capital purchase has been linked to a compelling challenge or need within the organization
2. The capital purchase will enhance accessibility and/or audience experiences

4) Describe how the need for this capital purchase was determined.

5) How will your audience, students, staff or other members of the public benefit from these improvements or acquisitions?

6) Will the capital purchase be utilized by anyone outside the organization? If so, explain, or indicate "n/a".

OUTCOMES AND EVALUATION

Panel members use the following criteria when reviewing this section of the application:

1. Outcomes describe measurable and achievable change in knowledge, attitude, skill, behavior or condition that will result from the capital purchase
2. The evaluation plan includes appropriate methods to measure and document the impact of the capital purchase

7) Measurable Outcomes – What will change or improve as a result of these expenditures?

8) Evaluation Plan/Methods – How will the outcomes achieved through this purchase be observed, measured or recorded?

ORGANIZATIONAL ABILITY

Panel members use the following criteria when reviewing this section of the application:

1. Qualified personnel will be responsible for purchase, installation, maintenance and use of the purchase.
2. A plan for maintaining or replacing the capital purchase is in place.

9) Capital Purchase Coordinator

- **Coordinator Name**
- **Coordinator Email**
- **Coordinator Phone**

10) Primary Personnel Involved - List the names of the primary personnel involved in the installation, use and maintenance of this capital purchase and their roles/responsibilities within the organization.

11) Where will the purchase be used and stored?

- If the answer indicates some place other than the organization's location, explain.
- An organization that uses a school as their principle venue should develop an agreement that spells out how the school could also benefit from the purchased items or improvements. Organizations applying must have a proven history of a relationship with the school and the school must agree to publicly acknowledge how the purchase was funded.

12) Describe the plan for maintaining/replacing the purchase. (i.e. replacement cycles for computers/software)

13) Americans With Disabilities Act (ADA) Access Plan

All organizations receiving public funding from the CMAB are required by the federal Section 504 Regulations and the ADA to facilitate access for people with disabilities. Requests may involve an individual's access to a facility or to the content of the project. An access plan should describe accomplishments related to ADA, and outline any future goals for making facilities, programs, or services accessible to persons with disabilities.

The CMAB does not require or enforce ADA compliance. Organizations are encouraged to consider access issues and develop a plan to accommodate requests for specialized access to events.

PROPOSAL BUDGET

When developing the budget, identify each item, show method of calculations and round to the nearest dollar.

14) Budget Upload - Download the [Excel Budget Template](#), complete, save as a .PDF, and upload. The budget template includes a second worksheet that will be required to complete the final report if awarded. Save for future use.

15) Grant Amount Requested from CMAB - Cannot exceed 85% of total capital purchase expenses or \$3,500, whichever is less. Round up to the nearest dollar.

16) Total Capital Purchase Expenses – Amount taken from the budget attached to the application. This amount will be greater than grant amount requested.

Retail Quotes

15) Attach TWO retail quotes for each proposed purchase in one .PDF document. Quotes should contain only the items you intend to purchase.

- **1st Item** to be Purchased - Upload 2 (Two) Itemized Retail Quotes [4 MB(s) allowed]
 - **2nd Item** to be Purchased - Upload 2 (Two) Itemized Retail Quotes [4 MB(s) allowed]
 - **3rd Item** to be Purchased - Upload 2 (Two) Itemized Retail Quotes [4 MB(s) allowed]
 - **4th Item** to be Purchased - Upload 2 (Two) Itemized Retail Quotes [4 MB(s) allowed]
 - Additional Quotes – optional [4 MB(s) allowed]
- Examples:
- A) If the expenses are \$4,500: $\$4,500 \times 85\% = \$3,825$ (the maximum request is \$3,500)
 - B) If the expenses are \$3,500: $\$3,500 \times 85\% = \$2,975$ (the maximum request is \$2,975)

16) If the grant request is based on the higher of two quotes, explain.

FEDERAL 501(C) (3) NON-PROFIT STATUS LETTER

17) Upload 501(c)(3) letter

CERTIFICATION

18) ELECTRONIC SIGNATURE

You must certify that your board of directors/advisory committee supports this application, that it is accurate and that the proposal will be carried out as described if funded.

CMAB SERVICES AND GRANTING PROCESS

APPLICATION DRAFT REVIEW

Applicants may request a draft review of an application. CMAB staff will review the application and identify any concerns, **upon request** submitted via email (media@centralmnartsboard.org) or fax (320-968-4291), at least two weeks before the application deadline. A review of the application does not guarantee that the request will be funded.

REVIEW PROCESS

Applications will be made available to the CMAB Board of Directors or a review panel at least two weeks prior to the review date. All applicants will be notified of the Board's decision in writing.

During the review process each application will receive a score on a scale from 0 (low) to 10 (high). **An applicant must attain a minimum 5.0 average in order to be considered for funding.**

GRANT CONTRACT AND DISTRIBUTION OF FUNDS

Awarded grantees must complete a contractual agreement within 30 days of notification. Failure to provide any required documents can result in the cancellation of a grant commitment.

If funds are refused within 45 days of receipt of grant notification, they will be offered to the next applicant in rank order. Returned or refused funds will be applied to future grant rounds after 45 days.

FINAL REPORTS

A final report must be filed within sixty (60) days of the completion date and include copies of original purchase receipt(s). Applicants with overdue final reports are ineligible to apply for any future CMAB grants until the final report is received.

GRANT APPEAL PROCESS

Any applicant who can show cause that established grant review procedures were not followed, or that the policies of the program were not equitable to all applicants, may file an appeal in writing within ten (10) business days of being notified of the CMAB's decision.

The Executive Committee will review the appeal and determine if further investigation is warranted. If there is cause for an appeal, the matter will go before the full board for a final decision. There is no right of appeal to dispute decisions in respect to artistic quality or merit, ability or need. Contact the CMAB office to view a copy of the complete appeal policy.

DEFINITIONS

Capital Purchase Coordinator: The person designated by the organization to oversee the implementation of the proposed purchase. This person is responsible for the timely submission of all required forms and reports to the Central MN Arts Board. This person should be able to answer questions regarding the proposed purchase.

Goal: specific, measurable, attainable, realistic and **time-targeted objectives** that allow people to identify and work toward outcomes.

Outcome: The **final result** when goals have been achieved and-the proposed activities are complete

RAC Data Information: Regional Arts Councils (RAC) data collected is maintained by the Minnesota State Arts Board and is distributed to others in accordance with the Minnesota Data Practices Act. Complete information is necessary to ensure the reliability of our data.

Quote: Actual cost as defined by a retail store, webpage or a catalog.

For more information on Central MN Arts Board programs, services visit our website at www.centralmnartsboard.org or call 320.968.4290 or 1.866.345.7140.