



CMAB
Central MN Arts Board

FY18-19 PROJECT GRANT GUIDELINES

220 - 4th Avenue North | PO Box 458 | Foley, MN 56329
320-968-4290 | 1-866-345-7140 | fax: 320-968-4291

www.centralmnartsboard.org

This information can be made available in the following alternative formats: Braille, large print, and audio recording. We can also help your group find a language interpreter to translate these guidelines. To accommodate your requests, the Central MN Arts Board will need at least 10 working days.

MN Relay Service 1-800-627-3529

PROGRAM OVERVIEW

The CMAB Project Grant program provides funds of up to \$7,000 to nonprofit organizations, schools, units of government and other organizations in support of arts-focused events. A minimum of 25% of the total project budget must be provided by the applicant through cash on hand or revenue from other sources.

Program Goal: Invest in the arts by enhancing arts access, arts education and arts & cultural heritage.

Objectives/Outcomes:

- Quality arts programming is sustained and enhanced
- Minnesota's cultural & ethnic arts traditions are celebrated
- Provide support for research and development of public art projects
- Opportunities are provided for artists to profit from their work
- New partnerships are created to deliver arts related services

WHO CAN APPLY

Applicants must serve Region 7W residents and be located within the Minnesota counties of Benton, Sherburne, Stearns, or Wright.

- **Nonprofit 501(c) (3) arts organizations**
- **Arts groups without nonprofit designation** that are sponsored by a fiscal agent
- **Nonprofit** organizations that do not have arts as a primary focus, such as schools, senior centers, community education, cultural groups and colleges
- **Schools**
- **Local government** entities (city, township and county)

APPLICANTS NOT ELIGIBLE

- For-profit businesses
- Past CMAB grant recipients with any overdue final reports

PROPOSALS ELIGIBLE

- Projects with multiple events or series of events connected by a common theme
- Research and Development for Public Art
- Artistic performances/gallery series, exhibits
- Arts and cultural festivals
- Arts education experiences
- Arts workshops
- An organization may submit more than one proposal in each grant round, however the combined total request cannot exceed \$7,000.

Project start dates must occur **AFTER** the Board approval date.

PROPOSALS AND EXPENSES NOT ELIGIBLE

- Proposals that do not have the arts as the primary focus
- Proposals intending to influence public policy or to proselytize a belief
- Proposals that take the place of current school curriculum
- Compensation for school personnel within the scope of their contracted duties.
- Events or projects where the purpose is re-granting monies

- Payment for new building projects
- Events with a primary focus of fundraising
- General operating support, endowments, capital expenditures, or deficiencies in other projects
- Staff pay for regular hours/administrative duties that fall outside the scope of the project
- Recipients of Minnesota State Arts Board or CMAB operating funds (Community Arts Support funding) CANNOT include or prorate regular administrative costs in any project grant proposal budget
- Free or complimentary tickets and scholarships for attendance to projects are considered in-kind expenses
- Capital expenditures not directly related to the project
- Capital expenditures cannot be made using CMAB funds when an applicant is a non-arts organization, or unit of government
- Activities already funded by the CMAB Teaching Artist Grant program or CMAB Artist in Residence program

HOW TO APPLY

Click the Manage GRANTS button in the upper right corner of the CMAB homepage. If the organization is a first time applicant, an online account will need to be created using an email address and a password.

Submit the **application online** and include:

- Supporting materials** limited to only those which are essential to the project
- 501(c)(3) letter.** *Government units and public schools do not have to submit this letter.* If using a fiscal agent you must submit their 501(c)(3) letter
- Fiscal agent agreement** (if applicable)

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 deadlines are ineligible. There are no exceptions to this policy.

USING Fax-to-File:

A [Fax-to-File](#) feature is available within the application to help convert documents from hard copy to digital PDF format. [Fax-to-File](#) is located in the upper left portion of your screen under tools.

Click on [Fax-to-File](#) and you will be presented with a toll-free number. Once you have a fax number, you will have 20-minutes to fax documents for conversion. Click the “Finished Faxing” button to see a list of files. Converted documents will be available to download to your computer. After downloading, the documents can then be uploaded during the online application process. Contact the CMAB office if you need further assistance in converting files.

APPLICATION CONTENT

RAC Data Information

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

- **How did you learn about this program?**
- **Minnesota State Arts Board Grants** – list the name and award date of all grants that your organization has received from the Minnesota State Arts Board within the last two years
- **Proposal Name**
- **Proposal Summary** – Restate the project name and provide a one or two sentence description.
- **Proposal Discipline** - Select one category that best describes the grant activity.
- **Start Date** – activities described in the grant proposal must begin AFTER the board review date.
- **End Date** – project completion date **must** occur within 12 months of the Board 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 use an alternate name **other** than the legal name for publicity purposes?
- **Alternate Name** – **If yes**, enter **alternate name** to be used for publicity purposes. (Indicate N/A if not applicable).
- **Applicant Type** – Select the code that best describes the organization.
- **Applicant Discipline** – Select the code that best describes the applicant’s primary area of interest in the arts.
- **Status** – Legal status code describing applicant.
- **Institution** – Select one code that best describes the applicant.
- **Applicant Street Address** – Enter the street address (No P.O. Box), City and Zip Code where the applicant is located.
- **County** – where the applicant is located.
- **MN House District** - MN legislative house district where the applicant is located.
- **Congressional District** - MN congressional district where the applicant is located.
- **Adult Artists Participating** – estimated number of participants directly involved in or providing artistic services.
- **Youth Audience** – estimated number of children and youth under the age of 18 participating in and/or benefitting directly from these grant activities, or included in an audience.
- **Adult Audience** – estimated number of people benefitting directly from grant activities: Exclude employees, paid performers, artists participating, children/youth, broadcast audience. Do not double-count repeat attendees.
- **Applicant’s Population by Ethnicity** - 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
- **Proposal’s Population by Age** - Select all categories that, by your best estimate, make up 25% or more of the population that will directly benefit from the award. **1** = Children/Youth (0-18 years); **2** = Young Adults (19-24 years); **3** = Adults (25-64 years); **4** = Older Adults (65 + years); **9** = No single groups made up more than 25% population.
- **Proposal’s Population by Distinct Groups**- Select all categories that, by your best estimate, make up 25% or more of the population that will directly benefit from the award. **D** = Individuals with Disabilities; **I** = Individuals in institutions (people living in hospitals, hospices, nursing homes, assisted care, correctional facilities and homeless shelters); **P** = Individuals living below the Poverty Line; **E** = Individuals with Limited English Proficiency; **M** = Military Veterans/Active Duty Personnel; **Y** = Youth at Risk; **G** = No single distinct group; **5** = Pre-K, Children 5 and under
- **Proposal’s Population by Ethnicity** - Select all categories that, by your best estimate, make up 25% or more of the population that will directly benefit from the award. **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
- **Additional Information** (optional) - Data collection questions do not always provide options to accurately describe the racial or ethnic identity of applicants and the groups they serve. If there is additional information you would like to provide about the race or ethnicity of the groups served by the project, include that information here.

ADVICE FOR APPLICANTS

The Project Grant Program is scored using four criteria: Artistic Merit & Quality, Demonstrated Need, Outcomes & Evaluation, and Applicant Ability. Each criterion has a series of statements that reviewers are asked to consider when reviewing and scoring an application. When completing a grant application, refer to the criteria statements listed beneath each heading. Strong proposals will address all applicable criteria in the narrative responses.

PROPOSAL NARRATIVE

ARTISTIC MERIT/QUALITY - 9 of 30 points

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

1. Activities feature high quality artists and artworks that demonstrate creativity, mastery of craft and a distinct artistic voice.
2. High quality artists are involved in designing and delivering the arts experience and are relatable to the identified community.
3. Artistic product or experiences will provide value to the identified community.
4. Artistic product or experiences will build a deeper understanding and appreciation of the art form.
5. Ability to create community understanding and awareness of art through high quality arts learning, community engagement, and/or outreach to underserved communities.
6. Project provides an artistic opportunity that would not otherwise be available by featuring underrepresented, innovative, and/or a unique artistic discipline, genre, creative approach, content, and/or quality.
7. Project aligns with the applicant's mission

1) Mission Statement- Applicants that do not have a mission statement should provide a statement that outlines the goals and values of their group.

2) Describe the project – Refer to the criteria statements above

3) Location(s) of Proposal – Address(es) where the activities will take place.

4) Example of the Artistic Quality of the artist(s) or group(s) involved in the proposal.

Examples include photos and videos of similar or previous projects, designs or schematics for proposed work, video or website from a visiting artist or performing group, etc.

- **Sample upload-** submit no more than 5 images, literary work examples must be limited to 10 pages or 7 minutes of audio/video
- **Or Video/Website URL-** include this only if you are directing reviewers to specific content on a website.

5) Example Description - Describe how the example provided relates to your proposal. If necessary, direct reviewers to specific images, or a specific time in the 7 minutes of audio/video.

DEMONSTRATED NEED - 9 of 30 points

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

1. The project is well designed to address the identified community/audience's specific interests and circumstances, as understood by both the applicant and the community.
2. Evidence demonstrates that community members, organizations, and partners want to engage in the project activities, and are willing to invest through commitment of time, money, and/or in-kind goods and services.
3. Where appropriate, achievable plans are in place to develop authentic partnerships and/or reach underserved populations that have genuine interest in the activities.
4. Accessibility needs of participants and/or audiences are understood and well addressed.
5. Evidence demonstrates that the project provides an arts opportunity that would not otherwise be available for the identified community/audience.

6) Describe the target audience for the proposal and how the group(s) will be served. Consider demographic factors such as ethnicity, socioeconomic status, age and gender.

- **Presenters/creators** (artists, actors, performers, etc.)
- **Audience** (patrons, students, etc.)

7) Describe how the need for this proposal was determined - Examples include surveys, community meetings, audience feedback, local and regional studies, etc.

8) List ways in which the community has demonstrated support for this proposal.

OUTCOMES AND EVALUATION - 6 of 30 points

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

1. Project outcomes describe measurable and achievable change in knowledge, attitude, skill, behavior, or condition among the people the project is designed to benefit.
2. The evaluation plan includes appropriate methods to measure and document project completion, effectiveness, and progress made toward project outcome(s).
3. The evaluation plan identifies how evaluation results will be used to improve current or future programming (e.g., adjustments to the project, informing future programming, sharing with stakeholders or peers, applicant learning and development, etc.).

9) Measurable Outcomes - Once the proposal is complete, what are the expected measurable outcomes?

10) Evaluation Plan/Methods - Describe the evaluation plan/methods intended to measure the proposed outcomes.

Upload a sample document of surveys or other tools being used .

- Provide an example (recommended)

11) Reflection and Action- Describe how your organization will utilize the information obtained from evaluation.

ORGANIZATIONAL ABILITY - 6 of 30 points

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

1. The project team is well assembled, inclusive, qualified, and demonstrates the capacity to design and execute high quality activities of the proposed scale and scope.
2. Project team and/or partners have appropriate and clearly articulated responsibilities. If volunteers will play a significant role in activities, that has been described.
3. An effective promotion and marketing plan is in place which supports the project's participation goals/audience estimates and fosters broad public awareness and/or engagement.
4. Community Art Support and MSAB operating support grantees have described how the proposed activities reach beyond regular activities of the organization already supported through the general operating grant.
5. The project has a logical plan, clear and realistic assignment of roles and responsibilities, and a complete and realistic timeline.
6. Regarding the budget, a) revenue streams are realistic and attainable, therefore the cash match is likely to be met, b) expenses are reasonable and appropriate for the proposed activities, c) the budget honors the work of artists and arts organizations, and demonstrates an appropriate balance between artistic and administrative costs.

12) Project Director Information

Person designated by the applicant organization as responsible for overseeing the implementation of the proposed project.

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

- **Bio**

- 13) Other Key Personnel** – List the names of those involved in organizing/carrying out the proposal and describe their roles and responsibilities. Include a short bio explaining relevant skills and experience
- 14) Copyright and other Permissions**- If any part of the proposal involves presenting or using material (including advertising) that is protected under copyright, describe how the permissions will be obtained and include the costs in the budget.
- 15) Timeline**- Describe the timeline for all proposed activities. Include planning, performances, activities, assessment, etc.
- 16) Proposal Planning** - List any components of the proposal that are yet to be determined. Examples include artists/musicians/photographers not yet hired, reserving a venue, selecting artwork to be displayed, etc. Include the estimated dates by which these details will be confirmed.
- 17) If this project recurs on an annual or semi annual basis:**
- Describe changes made in response to previous evaluation, successes, challenges, etc.
 - How is funding for the proposal sustained on an ongoing basis?
- 18) Publicity and/or Marketing** - Describe how audience members or participants will be informed about and invited to participate in the project. (ads, flyers, news releases, etc.)

PROPOSAL BUDGET

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

BUDGET FORM INSTRUCTIONS

Expenses Section: List all costs associated with this project. Provide detailed descriptions and breakdowns of expenses. **Expenses listed in the proposal grant budget CANNOT be paid prior to the grant approval date.**

❖ Column A – Proposal Expenses

- **Contract Personnel/Artist’s Fees: Honoraria/Stipends – List each name/title**
 - **Travel expenses** – related to bringing in an artist from outside the state of Minnesota can be no more than 10% of the total grant amount requested (additional travel expenses may be included and paid with funds from other sources)
 - **Administrative costs:** Applicants who are recipients of Minnesota State Arts Board or CMAB operating funds (Community Arts Support) cannot include or prorate regular administrative costs in any project grant proposal budget. Regular administrative costs are those incurred regardless of whether an organization holds the proposed project. School personnel cannot be paid for work that falls within the scope of their contracted duties.
- **Supplies & Materials** – Consumable items
- **Capital equipment** - (for Nonprofit Arts Organizations and Schools ONLY) - items directly related to the project may be included in the proposal budget. CMAB has a limited amount of funding to invest in capital purchases for schools
- **Publicity** – Itemize printing costs, ads, promotional items, etc.
- **Other** – Evaluation of project, rental of space or equipment, purchase of copyright permissions

❖ Column B – Descriptions/Calculations

- **Contract Personnel/Artist’s Fees:** Honoraria/Stipends – Show methods of calculation (i.e. hours, rates, etc.) or indicate contract rate or stipend
- **Supplies & Materials** – Indicate if rented
- **Publicity** – show calculations (i.e. 3 ads x \$50)

- ❖ **Column C – Eligible Expenses** – project specific expenses applicant intends to pay for with CMAB grant funds cannot exceed 75% of column C or \$7,000, whichever is less and rounded to the nearest dollar.

* If the expenses are \$4,500: $\$4,500 \times 75\% = \$3,375$ (the maximum the applicant is eligible for is \$3,375)

* If the expenses are \$20,000: $\$20,000 \times 75\% = \$15,000$ (maximum request cannot exceed \$7,000)

The following expenses CANNOT be included in Column C:

- **Travel/lodging expenses** not related to bringing in an artist
 - **Food/Food Related Items** (i.e. including plates, cups, props etc.)
 - **Free/discounted tickets and/or scholarships** to attend a funded project's activities.
 - **Any expenses that do not represent real costs** (The use of spaces that an applicant can use for free, tickets to an applicant's project, scholarships for participation, etc)
- ❖ **Column D – Other Expenses** – project specific expenses that cannot be paid for through CMAB funding.
- ❖ **Column E – Total Expenses** – total expenses must equal total revenue in the budget form.

Revenue Section: In-kind contributions of skilled labor (electrical, engineering, etc), equipment rental and material donations ARE accepted as revenue. The value of in-kind contributions must be verifiable through a gift receipt, quote or invoice. Artist and volunteer hours are NOT allowable in-kind revenue.

- **Section A:** Cash on hand budgeted for this proposal
- **Section B:** Contributions, grants & revenues for this proposal – list the name of grantor(s) and associated grant amount. List the estimated value of donated materials, equipment rental and skilled labor and Include quotes when possible. (Do NOT include the CMAB request).
- **Section C: Earned Income** – list sources of other income such as:
 - **ticket sales** – show calculations (type of ticket, number anticipated sold, fees charged)
 - **advertising**
 - **fundraising**
 - **participation fees, etc.**

20) Grant Amount Requested from CMAB – Cannot exceed 75% of Column C of the budget page (Eligible Expenses) or \$7,000, whichever is less. Round up to the nearest dollar. This number must match the grant request amount in the budget spreadsheet.

21) Total Project Expense – Must match Total Expense in budget form.

22) What percentage of the organization's annual programming does this project represent?

23) Has the applicant organization received a grant from the Central MN Arts Board in the past?

This section for 501(c)(3) [ORGANIZATIONS ONLY](#)

24) Person In Charge of Organizational Issues - i.e. Executive Director, Business Manager, Board President

- **Name**
- **Title**
- **Phone Number**
- **Email Address**

25) 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

26) Board Officer Contacts – List names, title and email address or phone number for all board officers.

27) Americans With Disabilities Act (ADA) Access Plan

All organizations receiving public funding 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.

This section for [applicants using a FISCAL AGENT ONLY](#)

28) FISCAL SPONSORSHIP- Applicants without nonprofit designation **must include a fiscal agent agreement**. A fiscal agent agreement must include the components listed in this [Sample Fiscal Agent Agreement](#)

- **Organization Name, Street Address, City, State, Zip**
- **Contact Person Name, Phone, Email**
- **FISCAL AGENT AGREEMENT**

CERTIFICATION

29) FEDERAL 501(c)(3) NON-PROFIT STATUS LETTER - Does not apply to public schools or government units. All non-profit organizations must attach their 501(c)(3) letter to this application. If you are using a fiscal agent, you must submit their 501(c)(3) letter.

30) ELECTRONIC SIGNATURE

You must certify that your board of directors/advisory committee supports this application, that it is accurate and that the project 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. Applications are assigned final scores at an in-person review meeting. Each application will receive a score on a scale from 0 to 30. **An application must attain an average of 15 or higher to be considered for funding.** All review meetings are open to the public; see CMAB website for board and panel review dates.

CMAB Directors give final approval on all grant awards. Rankings may be adjusted during final review. All applicants will be notified of the Board's decision.

GRANT CONTRACT

Awardees must submit a contractual agreement **within 30 days** of notification. Failure to provide required documents within the prescribed time 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.

ACKNOWLEDGEMENT OF CMAB FUNDING

Because it is important for the public to understand how state tax dollars are returning to their communities, and to fulfill Minnesota state law requirements, grantees are contractually required to acknowledge CMAB funding.

The appropriate statement is provided to awarded applicants in their grant contract. This acknowledgement statement must appear on all advertising material, programs, press releases and announcements referencing the funded event.

Grantee must provide copies of all internally generated advertising materials and programs with their final report.

FINAL REPORTS

A final report must be submitted within sixty (60) days of the project's completion. Failure to submit a final report will result in the recipient being ineligible to apply for 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

Applicant: Individual/group/organization/local government organizing and implementing the proposal. If two groups are involved, select one to be the lead and therefore the applicant.

Authorizing Official: Person empowered to enter into contracts for the applicant organization. This is usually the board chairperson, president or executive director.

Capital Expenses: The IRS defines a capital expense as *Funds used to acquire or upgrade physical assets such as property, industrial buildings or equipment. This type of outlay is made to maintain or increase the scope of their operations or assets that have a useful life greater than one year.* (costumes, stage props, computers, cameras, software, etc.)

CMAB Fiscal Year: The CMAB Fiscal Year runs from July 1st to June 30th.

Community: The group(s) of individuals served.

Evaluation: A systematic determination of merit, worth and significance, using established criteria. The primary purpose of evaluation, in addition to gaining insight into prior or existing initiatives, is to enable reflection and assist in the identification of future improvements or change.

Fiscal Agent: Organization which is legally responsible for the proper use of the grant funds when an applicant is not a school or unit of government and does not have tax-exempt status under Section 501©(3) of the Internal Revenue Code.

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

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

Project Director: Person responsible for overseeing the implementation of the proposed project. This person is responsible for the timely submission of all required forms and reports to the Central MN Arts Board and should be knowledgeable in all aspects of the proposed project.

RAC Data Information: Regional Arts Councils (RAC) data 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.

Substitute: To take the place of and serve as a replacement for another existing source of funding. To pay for an existing program or curriculum requirement that should be funded through the state education budget.

Total Annual Organizational Expenses: The total expenses that occurred in the organization's last completed fiscal year and those projected in the organization's current fiscal year.

For more information about Central MN Arts Board programs and services visit our website at <http://www.centralmnartsboard.org> or call 320.968.4290 or 1.866.345.7140.