



COMMUNITY ARTS SUPPORT GUIDELINES

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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 Community Arts Support Program provides biennial grants for administration, operations, equipment purchases and to improve access and outreach to underserved groups. Applicants are eligible to receive up to \$10,000 or 20% of their last completed fiscal year's eligible operating expense, whichever is less, distributed annually for a biennium. These unrestricted grants are awarded to nonprofit arts organizations that demonstrate efficient management and high quality artistic programming.

Applicants who receive a Community Arts Support grant for FY18, will be approved the same level of support for the second year of the biennium (FY19), conditional upon funding from the Minnesota State Legislature and a successful interim review.

Applications are available in even-numbered fiscal years for a biennial funding period.

Community Arts Support Grant funds are provided through the Minnesota Legacy Amendment. These funds support organizations that enhance one or more of these three areas:

ARTS & ARTS ACCESS - Increasing access to the arts within the community served

ARTS EDUCATION - Age-appropriate activities or experiences that develop knowledge, skills and understanding of the arts

ARTS & CULTURAL HERITAGE - Programming and/or events that represent diverse ethnic and cultural arts traditions

WHO CAN APPLY

Established nonprofit 501(c)(3) arts producing/service organizations with annual operating expenses of \$250,000, or less, that have been in existence at least two years and are located in the Minnesota counties of Benton, Sherburne, Stearns or Wright. (Region 7W)

ORGANIZATIONS NOT ELIGIBLE

- For-profit businesses
- Those without an arts-focused mission statement
- Those already receiving Minnesota State Arts Board Operating Funds
- Those without 501(c)(3) status
- Those with less than two-years of established service
- Those with the intent to affect the religious socialization of their participants or audience.
- Those with the intent to influence any state or federal legislation or appropriation.
- Schools
- Governmental Units
- CMAB grant recipients with any overdue final reports

HOW TO APPLY

Click the Manage GRANTS button in the upper right corner of the CMAB homepage. First-time applicants need to create an account using an email address and a password.

Submit an online application and include:

- A. **Last completed fiscal year's financial report** including profit & loss statement and balance sheet.
- B. **Last submitted IRS Form 990-N or IRS Form 990**
 - a. If you do not have either of these forms completed, contact the CMAB office.
- C. **501(c)(3) Nonprofit Status Letter**

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 are no exceptions to this policy.

USING Fax-to-File:

A [Fax-to-File](#) feature is available if needed to help convert documents from hard copy to digital PDF format. [Fax-to-File](#) can be accessed at anytime in the upper left column under tools during the application process.

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 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](#).

- **How did you learn about this program?**
- **Organization Summary** - Brief description of the arts organization.
- **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.
- **Start of Fiscal Year** – for the applicant organization
- **End of Fiscal Year** – for the applicant organization
- **Measurable Outcomes Summary**– Briefly describe measurable outcomes that will result from the support of these grant funds.
- **Evaluation Plan/Methods Summary** – Briefly describe the evaluation plan/methods that will be used to measure the proposed outcomes listed above.
- **Publicity** – Does the applicant have an alternate name, other than legal name, to be used for publicity purposes?
- **Alternate Name** – If yes, indicate the **alternate name** to be used for publicity purposes. (or indicate N/A)
- **Applicant Discipline** - Select one code that best describes the applicant's primary area of interest in the arts (i.e. enter "01A" for Dance, ballet)
- **Status** - Legal status code describing applicant
- **Institution** - Select one code that best describes the applicant

- **Applicant Type** – Select one code that describes your organization.
- **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 organization is located
- **Congressional District** - MN congressional district where the organization is located.
- **Artists Participating** - Estimated number of ADULT artists directly involved in or providing art or artistic services specifically identified within the two-year grant period. Include living artists whose work is represented whether the work was provided by the artist or an institution.
- **Adult Audience** - Estimated number of ADULT audience participants served by your organization within the two-year grant period: Excludes employees, paid performers, artists participating, and children/youth, broadcast audience. Do not double-count repeat attendees.
- **Youth Audience** - Estimated number of CHILDREN and YOUTH under the age of 18 served by your organization within the two-year grant period. 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 applies; **O** = Other
- **Proposal's Population by Age** - Select all categories that, by your best estimate, make up 25% or more of the population served by your organization. **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 served by your organization. **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 served by your organization. **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 Community Arts Support Program is scored using three criteria: Artistic Merit & Quality, Demonstrated Need 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.

ORGANIZATION INFORMATION

- 1) **Key Contact Person** - (i.e. Executive Director, Business Manager, Board President)
This person will be responsible for the timely submission of all required forms and reports to the CMAB.
 - **Contact Name and Title**
 - **Contact Phone Number**
 - **Contact Email Address**
- 2) **Treasurer** - This person assists in the preparation/ monitoring of the budget, and ensures the Board's financial policies are being followed.
 - **Treasurer Name**
 - **Treasurer Phone Number**
 - **Treasurer Email Address**
- 3) **Year Organization Originated**- this may be different from when non-profit status was established.
- 4) **Upload Federal 501(c)(3) Nonprofit Status Letter**

PROPOSAL NARRATIVE

ARTISTIC MERIT/QUALITY - 10 of 30 points

Evaluators use the following criteria when reviewing this section of the application:

1. Organization provides ongoing arts opportunities and attempts new approaches to existing arts programs.
2. Applicant provides programming that demonstrates creativity, mastery of craft, and a distinct artistic vision consistent with the applicant's mission and position in the community
3. Applicant provides programming that contributes to the artistic development of the applicant's audiences, participating artists, and/or the art form.

5) **Organization's Mission Statement**

6) **Organization Description** - Describe the organization and its programs.

7) **Provide an example of the artists, artistic product or art works supported by your organization.** Examples should demonstrate the strongest artistic product, performance, programming, etc. that your organization produces or provides. Submit a maximum of 5 images, 7 minutes of audio or video or 10 pages of literary samples. Provide a description of the samples. Include the date the sample was created, location, and any relevant program information.

- a. Sample upload
- b. Video or Website URL

8) **Describe the organization's primary SUCCESSES over the past year.**

9) **Describe the organization's primary CHALLENGES over the past year.**

10) **Describe the most important issue(s) facing the organization in the next two years.**

DEMONSTRATED NEED - 10 of 30 points

Evaluators use the following criteria when reviewing this section of the application:

1. The organization has a clear understanding of the groups it serves including factors such as area served, ethnicity, socioeconomic status, age and gender.
2. The community is involved with and demonstrates support for the organization.
3. Applicant demonstrates sound planning strategies, involving appropriately varied viewpoints, to establish and achieve mission and meaningful outcomes.
4. Applicant has or is developing processes to provide access to persons with disabilities.

11) Describe the group(s) of people served by the organization: consider geographic and demographic factors such as physical location, ethnicity, socioeconomic status, age and gender

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

12) Describe the involvement of the community in development and delivery of programs and activities (Financial contributions, needs assessments, volunteer time, participation, etc.).

13) Americans With Disabilities Act (ADA)

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 a project. Accessibility plans will vary and should be designed to address access needs in relationship to a given organization's activities. The accessibility plan is specific to efforts to make programming and facilities accessible to persons with disabilities.

Organizations are encouraged to consider access issues and develop a plan to accommodate requests for specialized access to events.

13a. Does your organization have written program policies, and/or board approved policies related to ADA accessibility and inclusion? Yes/no

13b. Does your organization have a designated person who is responsible for tracking and assessing access needs, challenges, and services? Yes/no

13c. Does or will your organization engage in accessibility training for board, staff, volunteers? Yes/no

13d. Describe how your organization has/will facilitate access to those with disabilities. (Such as large print, audio description, ASL interpretation, assisted listening)

If you have questions about the Americans with Disabilities Act, the accessibility plan, or ways to make your programs and facilities accessible, visit the National Endowment for the Arts' Office of Accessibility resource page, where you will find accessibility planning and design publications, a self-evaluation workbook, and accessibility checklists.

ORGANIZATIONAL ABILITY - 10 of 30 points

Evaluators use the following criteria when reviewing this section of the application:

1. Applicant demonstrates capacity to effectively manage operations and resources as reflected by organizational stability and fiscal position, board and staff qualifications, and effective governance and management relationships.
2. Demonstrated ability to maximize earned and contributed income, develop and maintain a diversity of revenue sources, and achieve sustainable operations
3. Applicant shows evidence of effective and varied planning and marketing efforts.
4. Outcomes describe measurable and achievable change in knowledge, attitude, skill, behavior, or condition among the staff of and audience served by the organization.
5. The evaluation plan includes appropriate methods to measure and document completion, effectiveness, and progress made toward stated outcome(s).

14) Staff - List the names of all primary staff (paid and volunteer), their job titles and responsibilities.
In addition to staff, list any person paid \$600 or more by the organization in the last fiscal year.

15) Board of Directors - List the names of the organization's board of directors; identify their positions on the board (i.e. chair, secretary, etc.), summarize their background/qualifications and include contact information.

16) Where and how often does the board meet to conduct business?

17) Describe when and how the board evaluates its mission and goals.

18) Describe specific measurable outcomes to be achieved within the coming two years. What will success look like in regards to planned equipment purchases, staff support, programming or other expenditures?

19) Describe the evaluation plan/methods that will be used to measure the proposed outcomes.

PLANNING AND MARKETING

20) Describe how the organization determines the cost of services/tickets.

21) Describe how events, programs and services are promoted.

22) Describe the organization's financial planning methods used to ensure fiscal responsibility.

23) If the organization's expenses or revenue changed significantly from the previous fiscal year, provide an explanation.

24) If the organization DID NOT complete the most recent fiscal year with revenues equaling or exceeding expenses, explain how obligations to creditors were met.

FINANCIAL INFORMATION

- 25) **Profit and Loss Statement** - Upload last completed fiscal year's Profit & Loss Statement as a .PDF document. Must be approved by the organization's Board of Directors.
- 26) **Balance Sheet** – Upload last completed fiscal year's Balance Sheet as a .PDF document. Must be approved by the organization's Board of Directors.
- 27) **Upload the most recently filed IRS form 990 or 990-N as a .PDF document.**
- 28) **Fiscal Year Revenue** - from the submitted financial reports. Round to the nearest dollar.
- 29) **Fiscal Year Expense** - from the submitted financial reports. Round to the nearest dollar.
- 30) **Total CMAB Grants Awarded** – list the dates and award amounts of all CMAB grants received within your organization's last completed fiscal year.
- 31) **Grant Amount Requested from CMAB** - may not exceed \$10,000 or 20%, of last completed fiscal year's total EXPENSE - whichever is less. Subtract the total CMAB grants awarded within the organization's last completed fiscal year from the total expenses before calculating eligible request amount. Round to the nearest dollar.

CERTIFICATION

ELECTRONIC SIGNATURE

You must certify that your board of directors/advisory committee supports this application and that all information contained therein is true and accurate.

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 (low) to 30 (high). **An applicant must attain an average of 15 (50%) or higher in order 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 based on first time applicant and grantee history with contract compliance. 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 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.

GRANT REPORTS

An interim report will be due within 60-days of the end of the first fiscal year of the grant period. Once approved, the second-year grant funds will be released. A final report must be submitted no later than 60-days following the end of the second fiscal year of the two-year grant period. Failure to submit a final report may result in the recipient being ineligible to apply for future CMAB grants.

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 fifteen (15) business days of being notified of the CMAB's decision.

The Executive Committee will review the appeal within 15 business days 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

Key Contact Person: Person designated to oversee the organization. This can be paid or volunteer staff. This person is responsible for the timely submission of all required forms and reports to the CMAB so should be knowledgeable answering questions about the organization.

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 change.

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.

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