



# **FY18-19 ORGANIZATIONAL DEVELOPMENT GRANT GUIDELINES**

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[www.centralmnartsboard.org](http://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

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The CMAB Organizational Development program provides funds up to \$1,000 to help maintain & strengthen the infrastructure of nonprofit arts organizations in Region 7W. Funding is also available to assist arts groups in establishing 501(c)(3) status.

**Goal:** Advance the mission and enhance the work of arts organizations

### Objectives/ Outcomes:

- Arts administrators and staff are more effective at adapting to changing work environments and better able to demonstrate the impact of their work
- Board trainings and strategic plans are developed
- New arts organizations emerge as 501c3 nonprofits

## WHO CAN APPLY

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- Nonprofit arts organizations located in Benton, Sherburne, Stearns or Wright county
- Arts groups without nonprofit designation (using a fiscal agent)

## APPLICANTS NOT ELIGIBLE

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- For-profit businesses
- Schools
- Organizations that do not have an arts-focused mission
- Past CMAB grant recipients with any overdue final reports

## PROPOSALS ELIGIBLE

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- Contracted trainings on management, marketing and/or administrative topics and expenses related to hiring a trainer
- Attendance to workshops, seminars, or conferences about fund-raising, audience development, financial management, organizational development, marketing, board and/or volunteer management, etc.
- Expenses related to establishing an arts group as a 501(c)(3)

## PROPOSALS AND EXPENSES NOT ELIGIBLE

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- Administrative costs, equipment, transportation, meals or lodging for staff to attend conferences or trainings
- Any service which does not involve staff or organizational development

## HOW TO APPLY

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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.

Submit an online **application** and include:

- A. **Supporting materials** such as training information, an event brochure, or enrollment form
  - B. **501(c)(3) letter.**
  - C. **Fiscal agent agreement** (if applicable)
- 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:

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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

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### 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** – Name the training, workshop or intention to establish 501c3 status
- **Proposal Summary** – Proposal name and a one to two sentence description
- **Proposal's Discipline** - Select the category that best describes the grant activity
- **Start Date** – Must not occur prior to CMAB Board review date
- **End Date** – Must take place within 12 months of the CMAB 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 organization have an alternate name, to be used for publicity purposes? (i.e. news releases)
- **Alternate Name** - If yes, indicate the name to be used for publicity purposes. (Indicate N/A if not applicable)
- **Applicant Type** –Select the one that best describes your institution
- **Applicant's Discipline** - Select one code that best describes the organization's primary area of interest in the art
- **Status** - Legal status code describing applicant
- **Institution** - Select the one code that best describes the organization
- **Applicant Street Address** – Enter **Street** Address (No P.O. Box) and Zip Code
- **County** - where organization is located
- **MN House District** - MN legislative house district where the organization is located
- **Congressional District** - MN congressional district where the organization is located
- **Adult Artists Participating** - directly involved in or providing art or artistic services
- **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
- **Adult Audience** - benefiting directly from grant activities: Excludes 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 applies; O = Other
- **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.

## PROPOSAL NARRATIVE

Evaluators use the following criteria when reviewing the application:

### ARTISTIC MERIT/QUALITY - 12 of 30 points

- 1) Proposed professional development activities will enable staff/board to better advance the mission and goals of the organization.
- 2) Conference, workshop or training is conducted by a qualified organization/trainer with relevant experience in the topics to be addressed
- 3) Applicants seeking support in obtaining 501 (c) (3) status have a well-developed mission statement and goals

### DEMONSTRATED NEED - 12 of 30 points

- 1) Workshop, training or conference topic has been linked to a compelling challenge or need within the organization
- 2) Applicants seeking support in obtaining 501 (c) (3) status demonstrate evidence that their mission responds to community need

### ORGANIZATIONAL ABILITY - 6 of 30 points

- 1) Organizational Development activities have been fully described and are appropriately designed to enhance applicant's capacity
- 2) Applicant has provided evidence that there is qualified staff or board members who demonstrate the commitment and capacity to engage in proposed activities
- 3) The budget supports and includes reasonable and complete costs for the proposed activities

## APPLICANT INFORMATION

### 1. Mission Statement

### 2. Describe the artistic goals of the organization or arts group.

### 3. COMPLETE SECTION A, B, or C

- **SECTION A:** If a trainer or facilitator is being contracted
- **SECTION B:** If a staff member or volunteer is attending a training/event
- **SECTION C:** If seeking funds to obtain 501(c)(3) status

**SECTION A:** A trainer/facilitator is being contracted.

**A1) PROVIDER INFORMATION**

- Name
- Telephone
- Email
- Website URL – Optional
- Attach a Resume in PDF format

**A2) Describe the service that will be provided.**

**A3) Why was this provider chosen?**

**A4) List all staff and board members who will be working with the trainer/facilitator.**

**A5) Describe how this service will help advance the organization's mission and goals.**

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**SECTION B: Staff or volunteers attending the training/conference** must have management or administrative responsibilities within the organization. This includes members of a board of directors.

**B1) ATTENDEE INFORMATION**

- Name of the person attending the training/conference
- Title
- Telephone
- Email
- Organizational responsibilities

**B2) TRAINING/EVENT INFORMATION**

- Name
- Provider
- Description- Attach a brochure or agenda describing the details of the training/event in PDF format.
- Website URL - Optional

**B3) Describe how attending the training/workshop will help advance the organization's mission and goals.**

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**SECTION C: Arts groups seeking funds to obtain 501(c)(3) status**

**C1) Person in Charge of Organizational Issues** - Executive Director, Manager, Board President, etc.

- Name
- Title
- Telephone
- Email

**C2) Provide a list of organizing board members.**

**C3) Describe how CMAB funds will be used to obtain 501(c)(3) status.**

**C4) How has the group assessed the needs of the community relative to its mission?**

## PROPOSAL BUDGET

Training materials are an eligible expense ONLY if they are included in the price of registration.

4. **Download the [Excel Budget Template](#)**, complete, save and **upload in .PDF format**.
5. **Grant Amount Requested from CMAB** - up to \$1000 during a CMAB fiscal year (round to the nearest dollar)
6. **Total Proposal Expense**

## FISCAL AGENT INFORMATION

### 7. FISCAL AGENT INFORMATION -

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**
- **Contact Person, Phone, Email Address**
- **Street Address, City, State, Zip**
- **501 (c)(3) letter - [file upload box under CERTIFICATION]**
- **FISCAL AGENT CONTRACT – [file upload box]**

## CERTIFICATION

8. **FEDERAL 501(c)(3) NON-PROFIT STATUS LETTER-** All non-profit organizations must attach their 501(c)(3) letter to this application. Arts groups seeking to obtain 501(c)(3) status must apply using a fiscal agent and include their 501(c)(3) letter.

### 9. 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

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### 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](mailto: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 Board 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 obtain an average of 15 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. All applicants will be notified of the Board's decision.

Updated 7/10/17

## GRANT CONTRACT AND DISTRIBUTION OF GRANT FUNDS

Awardees must submit a contractual agreement **within 30 days** of notification. Failure to do so can result in the cancellation of a grant commitment.

## FINAL REPORTS

A final report must be submitted within thirty (30) days of the completion of the proposed activity. Applicants with overdue final reports are 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:** The organization requesting funds.

**CMAB Fiscal Year:** The CMAB Fiscal Year runs from July 1<sup>st</sup> to June 30<sup>th</sup>.

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

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

**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.

For more information on Central MN Arts Board programs, services visit our website at [www.centralmnartsboard.org](http://www.centralmnartsboard.org) or call 320.968.4290 or 1.866.345.7140.