



FY19 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

We understand that the online application system may present a barrier to some applicants and will make reasonable efforts to accommodate particular needs on a case-by-case basis. This information can be made available in the following alternative formats: Braille, large print, and audio recording. We can also help find a language interpreter to translate these guidelines. To accommodate your requests, the Central MN Arts Board will need at least 10 working days.

We recommend using Chrome or Firefox as your web browser to complete the online application.

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

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

- **Nonprofit 501(c) (3) arts organizations**
- **Community groups WITHOUT nonprofit designation** that are sponsored by a fiscal agent
- **Nonprofit** organizations that do not have arts as a primary focus
- **Schools**
- **Local government** entities (city, township and county)

APPLICANTS NOT ELIGIBLE

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

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.
- Those which occur within Region 7W and/or directly benefit Region 7W residents.

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 that take the place of current school curriculum
- Compensation for school personnel within the scope of their contracted duties.
- Proposals already funded by any other CMAB grant program.
- Expenses or payments for projects that will take place outside the State of Minnesota
- Activities that are essentially for the religious socialization of the participants or audience
- Activities that attempt to influence any state or federal legislation or appropriation
- 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
- Any regular administrative or overhead costs for recipients of Minnesota State Arts Board or CMAB Community Arts Support (operating funds)
- Any expenses not directly related to the proposal.
- If an applicant is a non-arts organization, or unit of government equipment purchases cannot be made using CMAB funds. Schools and arts organizations may include project related equipment purchases up to \$4,999 in their proposals.

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:

- A. **Supporting materials** limited to only those which are essential to the project
- B. **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
- C. **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 the application review and is not visible to reviewers.**

Definitions of the RAC Data codes can be found on page 12.

- **How did you learn about this program?**
- **Proposal Name**
- **Proposal Summary** – Restate the proposal 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 (or indicate N/A).
- **Applicant Type** – Choose the description that best fits the applicant.
- **Discipline** – Select the code that best describes the organization’s primary area of interest in the arts.
- **Status** – Legal status code describing the organization.
- **Institution** – Select one code that best describes the organization.
- **Applicant’s Population by Ethnicity** - Select the one code that best represents 50% or more of the staff, board or membership. **N** = American Indian/Native American; **A** = Asian; **P** = Native Hawaiian/Pacific Islander; **B** = Black/African American; **H** = Hispanic/Latino; **M** = Middle Eastern/North African; **W** = White; **99** = when no single group; **O** = Other; **98** = Data not provided
- **Applicant’s Population by Distinct Groups**- Select the one code that best represents 50% or more of the staff, board or membership: **I** = Individuals with Disabilities; **S** = Adults older than Sixty; **V** = Military Veterans; **99** = None of the above; **98** = Data not provided
- **Street Address** – Enter the street address (No P.O. Box), City and Zip Code where the organization is located.
- **County** – Select the county where the organization is located.
- **MN House District** - where the organization is located. To use the district poll finder, [Click Here](#).
- **Congressional District** where the organization is located. To use the district poll finder, [Click Here](#)
- **Artists Participating** – Estimated number of participants directly involved in/ providing artistic services.
- **Youth Audience** – Estimated number of children and youth (0-18) who will directly engage with the arts, related specifically to the grant, whether through attendance at arts events or participation in arts learning or other types of activities. Do not include broadcast audience.
- **Adult Audience** – Estimated number of adults (19+) who will directly engage with the arts, related specifically to the grant, whether through attendance at arts events or participation in arts learning. Excludes employees, paid performers, artists participating and broadcast audience. Do not include repeat attendees.
- **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 will make 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 (including 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; **M** = Middle Eastern/North African; **W** = White; **G** = no single ethnic/racial group
- **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.

- **YOUTHANNUAL**- Total number of children/youth (0-18) who participated in arts activities **within the applicant organization's most recently completed fiscal year**, including those activities not funded by the Minnesota State Arts Board or regional arts councils Do not include broadcast audience. Enter "0" if not applicable.
- **ADULTANNUAL**- Total number of adults (19+) that participated in arts activities **within the applicant organization's most recently completed fiscal year**, including those activities not funded by the Minnesota State Arts Board or regional Arts Councils. Do not include broadcast audience. Enter "0" if not applicable.
- **EXPANNUALARTS**- Total annual arts-related expenses for most recently completed fiscal year. **PUBLIC SCHOOLS REPORT EXTRACURRICULAR EXPENSES ONLY.**
 - For arts organizations: total operating expenditures
 - For non-arts organizations: annual expenses for the arts at organization.
- **FYANNUAL**- Applicant's most recently completed fiscal year representing data submitted for YOUTHANNUAL, ADULTANNUAL, EXPANNUALARTS fields. Not necessarily related to time frame of grant activities.
Enter 4 digits; 2018, not 18.

ADVICE FOR APPLICANTS

The Project Grant Program is scored using four criteria: Artistic Merit & Quality, Demonstrated Need, Outcomes & Evaluation, and Organizational 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

Evaluators 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, 10 pages of literary work or 7 minutes of audio/video. Literary submissions may include up to 7 minutes of audio or video of a reading from submitted pages.
- **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 7 minutes of audio/video.

DEMONSTRATED NEED - 9 of 30 points

Evaluators 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

Evaluators 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

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

1. Project team is well assembled, inclusive, qualified and demonstrates the capacity to design and execute quality activities as proposed.
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 activities reach beyond regular programming already supported through the general operating grant.
5. Project plan is logical with a complete and realistic timeline.
6. Regarding the budget, a) revenue streams are realistic, attainable and 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 with demonstrated appropriate balance between artistic and administrative costs.

12) Project Director Information

Person designated by the 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, 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:

- a. Describe changes made in response to previous evaluation, successes, challenges, etc.
- b. 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 expenses associated with this project. Include detailed descriptions and method of calculation for each expense. Expenses listed CANNOT be paid prior to the grant approval date. Some exceptions can be made for expenses that MUST be paid in advance of the application deadlines such as production rights for a play or deposit to hold a venue. Contact CMAB if you have questions about eligible expenses.

Column A – Budget Items

- **Contract Personnel/Artist's Fees** – Name each person and their role
 - **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 or overhead 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.
- **Expendable Supplies & Materials** – art supplies, sheet music, set building materials
- **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 equipment purchases for schools CMAB funds cannot pay for more than \$4,999 of an equipment purchase.
- **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** – Show methods of calculation (i.e. hours, rates, etc.) or indicate contract rate or stipend
- **Expendable Supplies & Materials** – show calculations
- **Equipment** – indicate if purchased or rented
- **Publicity** – show calculations (i.e. 3 ads x \$50)

❖ **Column C – Eligible Expenses** – project specific expenses that can be paid with CMAB grant funds. The grant request amount cannot exceed 75% of column C or \$7,000, whichever is less.

The following expenses CANNOT be included in Column C:

- **Food and serving items**
- **Any expenses that do not represent real costs** - 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 are not eligible to be paid using CMAB funds.

❖ **Column E – Total Expenses – Total of Eligible and Additional 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, administrative and volunteer hours are NOT eligible in-kind revenue.

- **Section A:** Cash on hand budgeted for this proposal
- **Section B:** In-kind revenue for this proposal –List the estimated value of donated materials, equipment rental and skilled labor and Include quotes when possible.
- **Section C: Grants and Donations** -list the name of grantor(s) and associated grant amount. (Do NOT include the CMAB request).
- **Section D: 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 “Eligible Expenses” in the budget form or \$7,000, whichever is less. Round up to the nearest dollar.

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

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

21) In-Kind Contributions- Enter the total amount for In-Kind Contributions that were included as REVENUE in the Budget form. Enter "0" if not applicable.

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

23) What percentage of the organization’s annual programming does this project represent?

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.

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

This section for applicants using a FISCAL AGENT ONLY

28) FISCAL SPONSORSHIP- Applicants without nonprofit designation **must include a fiscal agent agreement.** It 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 three 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. Scores 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 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 fifteen (15) 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.

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.

RAC Data Code Definitions

Art discipline codes		Institution type			
DIS1/PDIS1	DISCIPLINE	INST1	INSTNAME	Description	INST1
01	Dance	01	Individual - Artist	One who	01
01A	Dance, ballet	02	Individual - Non-artist	Include	02
01B	Dance, ethnic/jazz	03	Performing Group	Group of artists	03
01C	Dance, modern	04	Performing Group - College/Univ	A group of	04
02	Music	05	Performing Group - Community	A group of	05
02A	Music, band	06	Performing Group for Youth	A group which	06
02B	Music, chamber	07	Performance Facility	A building or	07
02C	Music, choral	08	Museum - Art	An organization	08
02D	Music, new-experimental, elec	09	Museum - Other	An organization	09
02E	Music, ethnic	10	Gallery/Exhibition Space	An organization	10
02F	Music, jazz	11	Cinema	A motion	11
02G	Music, popular	12	Independent Press	A non-	12
02H	Music, solo/recital	13	Literary Magazine	A non-	13
02I	Music, orchestral	14	Fair/Festival	A seasonal	14
03	Opera/Musical Theater	15	Arts Center	A multi-	15
03A	Opera	16	Arts Council/Agency	An organization	16
03B	Opera, musical theater	17	Arts Service Organization	An organization	17
04	Theater	18	Union/Professional Assn	Include artist	18
04A	Theater, general	19	School District	A geographic	19
04B	Theater, mime	20	School - Parent/Teacher Assn	An organization	20
04C	Theater, puppetry	21	School - Elementary	Also called a	21
04D	Theater for young audiences	22	School - Middle	Also called a	22
04E	Theater, storytelling	23	School - Secondary	Also called a	23
05	Visual arts	24	School - Vocational/technical	Trade school	24
05A	Visual arts, experimental	25	School - Other	Non-arts	25
05B	Visual arts, graphics	25A	School - Preschool		25A
05D	Visual arts, painting	25B	School - Community Education		25B
05F	Visual arts, sculpture	25C	School - Homeschoolers		25C
06	Design arts	26	College/University	Include state-	26
06A	Design arts, architecture	27	Library		27
06B	Design arts, fashion	28	Historical Society/Commission	A historical	28
06C	Design arts, graphic	29	Humanities Council/Agency	An organization	29
06D	Design arts, industrial	30	Foundation	An endowed	30
06E	Design arts, interior	31	Corporation/Business	A legal entity	31
06F	Design arts, landscape arch	32	Community Service Organization	A non-arts	32
06G	Design arts, urban/metro	33	Correctional Institution	A prison,	33
07	Crafts	34	Health Care Facility	A hospital,	34
07A	Crafts, clay	35	Religious Organization	A church,	35
07B	Crafts, fiber	36	Senior Center	A facility or	36
07C	Crafts, glass	37	Parks and Recreation	Usually a	37
07D	Crafts, leather	38	Government - Executive	The	38
07E	Crafts, metal	39	Government - Judicial	Judges and	39
07F	Crafts, paper	40	Government - Legislative(House)	The	40
07G	Crafts, plastic	41	Government - Legislative(Senate)	The other	41
07H	Crafts, wood	42	Media - Periodical	A periodical	42
07I	Crafts, mixed media	43	Media - Daily Newspaper		43
08	Photography	44	Media - Weekly Newspaper		44
09	Media Arts	45	Media - Radio		45
09A	Media Arts, film	46	Media - Television		46
09B	Media Arts, audio	47	Cultural Series Organization	An organization	47
09C	Media Arts, video	48	School of the Arts	Any school which	48
09D	Media Arts, tech/experimental	49	Arts Camp/Institute	An organization	49
09E	Media Arts, screen/scriptwriting	50	Social Service Org	Governmental or	50
10	Literature	51	Child Care Provider	An organization	51
10A	Literature, fiction	98	Data not provided		98
10B	Literature, non-fiction	99	None of the above		99
10C	Theater, playwrighting		Legal Status		
10D	Literature, poetry	STAT	STATDESC	Description	
11	Interdisciplinary	01	Individual	A person, not an organization.	
12	Folk/Traditional Arts	02	Organization-Nonprofit	Not engaged in profit-making	
12A	Folk/Traditional dance	03	Organization-Profit	Engaged in profit-making activities	
12B	Folk/Traditional music	04	Government-Federal	A unit of or individual associated with	
12C	Folk/Traditional crafts/vis arts	05	Government-State	A unit of or individual associated with	
12D	Folk/Traditional storytelling	06	Government-Regional	A unit of or individual associated with	
13	Humanities	07	Government-County	A unit of or individual associated with	
14	Multidisciplinary	08	Government-Municipal	A unit of or individual associated with	
15	Non-arts/Non-humanities	09	Government-Tribal	The governing authorities of tribes, bands,	
98	Not provided	98	Data not provided		
		99	None of the Above		