



FY19 ORGANIZATIONAL DEVELOPMENT 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 Organizational Development program provides funds up to \$1,000 to help maintain & strengthen the infrastructure of nonprofit arts organizations in Region 7W. These funds are 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

- Nonprofit arts organizations located in Benton, Sherburne, Stearns or Wright county
- Arts groups without nonprofit designation (using a fiscal agent) for the purpose of becoming a 501c3 nonprofit

APPLICANTS NOT ELIGIBLE

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

PROPOSALS ELIGIBLE

- 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

- 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

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:

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.**

Definitions of the RAC Data codes can be found on page 8.

- **How did you learn about this program?**
- **Proposal Name** – Name the training, workshop or intention to establish 501c3 status
- **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** – 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 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 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 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.
- **Board of Directors**- list current board members and their roles. Enter information in one block of text, formatted as follows: Example: Jason Harding: Chair; Melissa Frank: board member; William Jones, Jr: treasurer

PROPOSAL NARRATIVE

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 – if available
- 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 advance the organization's mission and goals.

SECTION B: A staff member or volunteer is attending a training/event. Individuals 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
- Presenter
- Description- Attach a brochure or agenda describing the details of the training/event in PDF format.
- Website URL – If available

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

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?

BUDGET

The CMAB wants to know all costs associated with this proposal. Some expenses are eligible to be paid for with grant funds and some are not. Training materials are an eligible expense ONLY if they are included in the price of registration.

- 4. List expenses eligible to be paid with CMAB Grant funds and provide descriptions and calculations.**
- 5. Amount Requested from CMAB** - up to \$1000 during a CMAB fiscal year (round to the nearest dollar)
- 6. Additional Expenses-** Include additional expenses associated with the proposal that cannot be paid for with CMAB Grant funding and provide descriptions and calculations. Round up to the nearest dollar
 - Mileage, airfare or travel
 - Lodging and meals
 - Equipment or tools
- 7. Total Proposal Expense** – All Costs associated with this proposal

FISCAL AGENT INFORMATION

8. 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, Street Address, City, State, Zip**
- **Contact Person, Phone, Email Address**
- **FISCAL AGENT AGREEMENT**

CERTIFICATION

9. 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.

10. ELECTRONIC SIGNATURE

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

CMAB SERVICES AND GRANTING PROCESS

APPLICATION DRAFT REVIEW

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

REVIEW PROCESS

Applications will be made available to the CMAB Board of Directors or a review panel at least two weeks prior to the 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.

GRANT CONTRACT

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 1st to June 30th.

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 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, playwriting				
10D	Literature, poetry				
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		