

Application

Preview As

Administrators



Question List

Process Manager / Arts Legacy Grants: Regular, School Residency, General Operating FY 2020-2023
/ Arts Legacy Form / Preview

Fields with an asterisk (*) are required.

> Summary Info: All Applicants

> Budget: Financial and People: All Applicants

> Goals, Evaluation, and Outcomes Legacy: All Applicants

> Data Collection: All Applicants

> Needs Assessment: All Applicants

> Attachments and Certification: All Applicants

✓ Guidelines

Overview:

The Minnesota State Arts Board and Minnesota's Regional Arts Councils will be entrusted with stewardship of significant new funding through the State of Minnesota's Arts and Cultural Heritage Fund. Proceeds from the fund may be spent only on arts, arts education and arts access and to preserve Minnesota's history and cultural heritage. The fund is intended to create a strong arts legacy in Minnesota and will exist for a period of twenty-five years. The Clean Water, Land and Legacy Amendment passed a general election vote in November 2008 which resulted in the creation of this Fund by the Minnesota Legislature.

Vision:

In 25 years, Minnesotans will have made a significant investment in the arts. As a result:

In Minnesota, the arts define who we are. This is a place where people are transformed by quality arts experiences, and see the arts as essential to their communities. The arts in Minnesota connect people of all ages and cultures, fostering understanding and respect.

Arts and culture are central to Minnesota's educational system and lifelong learning opportunities. The arts develop creative minds that maximize new opportunities and find solutions to life's challenges.

In Minnesota, the arts are an integral part of the economy. Because of the arts, Minnesota communities are successful, dynamic, attractive places to live and work.

Minnesota is a recognized national arts leader, a magnet for artists and arts enthusiasts, and a destination for tourists. They are assured a world-class quality arts experience. Minnesotans appreciate, create, attend, participate or invest in the arts.

Minnesota's effective, innovative, vibrant, public-private support for the arts is the strongest in the country. Universal support and appreciation for the arts help ensure the state's exceptional quality of life.

Please be advised that to better serve artists and arts organizations of our region, each fiscal year, based on input from applicants, the Northwest Minnesota Arts Council will review and when necessary revise the grant process, grant limits and review procedures.

Proposals for Arts and Cultural Heritage funding will be reviewed at the Northwest Minnesota Arts Council board meeting following the deadline.

When you submit an application please be aware that **it may take 1-2 months before a decision is reached**. Submit your proposals at least two months prior to your project start date. All proposals must have an end date no more than 12 months from the proposal start date and in some cases you may extend to 18 months.

Background Information and Definitions

The Northwest Minnesota Arts Council will provide **grants of up to \$10,000.00** in the Arts Legacy Grant: regular category. Applicants are required to provide **at least a 10% cash match** and in cases of **repeat sponsorship a 25% cash match**.

Non-profit arts organizations have a fiscal year **maximum** of **\$20,000** in this category; and **all other organizations** have a fiscal year **maximum** of up to **\$10,000** in this category. If funds remain in March, all organizations can apply for more than the listed maximums within a highly competitive round in early April.

If you have a question on this criteria please call our office for assistance. Please read the guidelines below and completely answer the questions on the application form.

More information on Northwest Minnesota Arts Council programs, services, policies and review criteria is available on our web site www.NorthwestMinnesotaArtsCouncil.org and by request 218-745-9111.

Artist Residency Policy

Starting in July 2017:

- School districts can only apply for one "first come, first served" school residency grant.
- Schools can apply for a second school residency grant if they hire a local artist trained in our Teaching Artist Roster Program and listed on our TARP Roster on our website.
- TARP roster artists can also apply in this category as funding allows. TARP artists should contact our staff for specifics.
- School districts can only apply for \$2,100 + \$400 per residency artist even if they use the Arts Legacy: regular app. So three residency artists is a maximum of \$7,500 in grant funds rather than \$10,000.00.

GUIDELINES

1. The Arts and Cultural Heritage Fund will support activities in three key areas. Definitions of Arts and Cultural Heritage key areas:

Arts & Arts Access:

Up to 78% of the fund will support Minnesota artists and arts organizations in creating, producing, and presenting high-quality arts activities; to overcome barriers to accessing high-quality arts activities; and to instill the arts into the community and public life in this state. Such activities may be, but are not limited to:

- Investing in activities that make the arts available to persons who might not otherwise have access due to economic, geographic, or physical barriers
- Ensuring that Minnesota's artists and arts organizations have sufficient financial support to create
- Investing in the long-term health and vitality of Minnesota's arts sector by supporting capacity-building and professional development
- Investing in efforts that enable Minnesotans to more easily connect with arts/arts experiences

- Investing in efforts to fully integrate the arts into local community development efforts
- Investing in efforts to fully integrate the arts into local and state economic development planning
- Investing in public art that is available throughout the state
- Recognizing and rewarding artists/arts organizations/arts providers for exceptional artistic quality and service to their audiences and/or the state

Arts Education: Investing in lifelong learning in the arts:

Up to 15% of the fund will support high-quality, age-appropriate arts education for Minnesotans of all ages to develop knowledge, skills, and understanding of the arts. Such activities maybe, but are not limited to:

- Investing in efforts that enable Minnesotans to more easily connect with arts learning opportunities
- Ensuring that artists/arts organizations/arts providers are able to provide high-quality experiences for Minnesotans of all ages by investing in professional development
- Ensuring that arts learning opportunities are achieving intended outcomes through ongoing assessment and evaluation

Arts & Cultural Heritage: Building bridges between Minnesotans through arts and culture:

Up to 5% of the fund may be used for events and activities that represent the diverse ethnic and cultural arts traditions, including folk and traditional artists and art organizations, represented in this state. Such activities may be, but are not limited to:

- Providing Minnesotans with opportunities to celebrate our cultural heritage through events and activities that represent the range of Minnesota's ethnic and cultural arts traditions.
- Ensuring that Minnesotans are able to experience traditional (folk) arts of diverse cultures through supporting the work of traditional (folk) artists and arts organizations.

Eligibility

2. Overall Eligibility Criteria:

- The Northwest Minnesota Arts Council serves the Minnesota counties of Kittson, Marshall, Norman, Pennington, Polk, Red Lake, and Roseau. Therefore, eligible applicants must be located within this service area in Minnesota.
- The activity to be funded must primarily occur within our service region listed above. All activity funded must be within Minnesota.

3. Who can apply from our region:

- Arts Organizations, non profit, 501 (c) 3 who have the arts as a primary focus.
 - Non Profits, who do not have arts as a primary focus, such as schools, senior centers, community education, colleges, can apply for a proposal for arts focused activities.
 - Local governments, city, township and county. Can apply for a proposal for arts focused activities.
 - Cultural Heritage groups may apply for a proposal for arts/folk art activities.
 - Arts Groups/Organizations who are not officially designated as an IRS tax-exempt non-profit must apply with a fiscal agent. Please call for assistance with questions related to fiscal agents. 218-745-9111
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- Groups of artists may apply together with one artist being the applicant as an individual. If an individual is the applicant the proposal must have a very strong community focus in order to be able to write a narrative on the review criteria and succeed in the grants round. (Note: Individuals are more often served by our Artist Fellowship grant program.)

Not eligible are:

- for profit businesses, religious organizations, and organizations intending to influence public policy.
- Note: we define what is Arts based on the Endowment for the Arts list of disciplines (located in the data collection portion of this application form)

4. Types of proposals that are eligible include but are not limited to:

- Projects for the production of Public Art

- School artist residencies
- Artistic performances, community theater, and performance series/gallery series
- Art and cultural festivals
- Arts educational experiences and artworkshops

Activities not allowed:

- Activities that do not have arts or folk arts as their primary focus
- To compensate on going school personnel in full or in part.
- To pay an artist or arts organization to provide essentially the same services that an on going teacher or arts specialist would be expected to provide.
- For tuition for teachers to earn degrees, meet licensure requirements, or meet continuing education requirements to retain a teaching license.
- To supplant discontinued or nonexistent arts programs in schools.
- Purchase equipment for or improve facilities within K-12 public schools. The exception will be, if a nonprofit arts group uses the school facility for rehearsal, performances, or exhibitions, and it needs equipment or facilities improvements for its own work. The arts organization could apply for and receive a grant and develops a cooperative agreement with the school that spells out how the school could also benefit from the items or improvements.
- Payment for new building projects.

5.Types of expenses that are in-eligible for grant funds include:

- Purchase of food and drink
- Fundraising efforts

Application Procedure

Steps to Applying Online:

- Go to our website www.NorthwestMinnesotaArtsCouncil.org and click into the current grant forms section to access our on-line grant form.
- Register your organization on-line. You will need your EIN number to complete the organizational registration. This is your IRS issued Employer Identification Number.
- Register yourself as a user under that organization. Multiple people can be users for your organization after they register themselves with a username and password. All users will be able to access your old and new applications on-line. They can go in and out of the applications, prior to submitting, to make changes.
- Start completing your application on-line by clicking into the Arts Legacy Grant category.
- The application records the date of submission so make sure that you meet the deadline date for submission on-line.

Applying

- You can choose to apply online or by paper copy.
 - Answer all required questions on the grant application. Note: Online you will be able to see all the questions and go in and out of the application as you collect answers and complete. If you are missing items you will not be able to submit. If you submit by paper, our office staff will enter your grant online for you.
 - Complete your proposal budget in an excel file and upload it to your grant or mail it. Make sure it includes both estimated expenses and revenue. Your expense and revenue portions of your budget must “break even” with the grant award included in revenue. If your organization is providing the match please list your organization in the revenue portion with the money you are providing to match. If earned income through ticket sales or participant fees generates the match make sure your numbers are supported within other parts of your narrative and application.
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- Attach support materials, work samples, and resumes/qualifications of key personnel and artists.
 - Document your tax-exempt status by attaching one copy of your or your fiscal agents 501(c)3 tax-exemption letter from the Internal Revenue Service.
 - If fiscal agent is being used, attach one copy of the contract between you and the fiscal agent.
 - A pre-review of the application, budget, narrative, etc. is available prior to the deadline date. Two weeks prior to our deadline is best. Contact our office either by phone 218-745-8886 or by email to ask for a review of your application in its draft form. Within the on-line grant system, we are able to view your application as you are completing it.

Review Criteria

The Northwest Minnesota Arts Council makes an effort to distribute available funds fairly and equitably among the different art forms and across the different geographic and cultural areas of the region. Projects supported by the Arts Council are expected to encourage and reflect the highest possible standards of artistic excellence. The council observes strict procedures to prevent any conflict of interest. Review meetings are open to the public. The NW MN Arts Council uses the following review standards for all applications. The Arts Council will review the application.

You can request exactly what the review panel uses to determine your score. It is a helpful planning document. After your grant is reviewed, you can request the printouts of the reviewers scores and comments. This is also helpful for your future grant writing.

A. Merit and artistic quality of the Project or of the service to the arts

Considerations used to address this criterion may include the following:

1. How does this proposal help instill the Arts into your community and public life?
2. How does this proposal help provide a high quality arts experience?
3. How does this proposal help Minnesotans access high quality arts experiences?
4. How does this proposal help to develop knowledge, skills, and understanding of the arts?
5. How does this proposal help to represent diverse ethnic and cultural arts traditions?

B. Need for the project

Demonstrated need by artists, arts organizations, art resources, or the public.

Considerations used to address this criterion may include the following:

1. Does the application demonstrate there is community involvement and support for the project? (for ie: in kind contributions, community partnerships, collaboration, etc.)
2. How does the project meet some of the artistic needs of the community?
3. How does the budget demonstrate financial need?
4. How well does this proposal provide stability to a local arts organization?
5. Does funding this proposal help distribute funding to all areas of the Northwest region?

C. The ability of the applicant to accomplish the project

Considerations used to address this criterion may include the following:

1. Is the project budget feasible?
2. Are the marketing and publicity plans appropriate for the project and organization?
3. Does the organization's budget demonstrate fiscal responsibility?

Grant Making and Monitoring Process

The general guidelines cover our grant making and monitoring process. They are on our website in the Current Grants page and available in preview mode of the Arts Project Grant Application online in the Guidelines section. You can also request a copy emailed or sent from our office.

The general guidelines cover our...

- grant making process
- review process
- terms of the grant contract with grant recipients
- the time needed and process followed in paying grant recipients
- the responsibilities of grantees
- the grant monitoring process
 - misuse of funds, appeal, and termination