

# PART II APPLICATION

## How to Apply for Funds

Complete the enclosed application and mail or hand-deliver to:

Metropolitan Regional Arts Council  
2324 University Avenue West, Suite 114  
St. Paul, MN 55114

- Your application must include ALL required materials. See checklist, page 15, for a summary of the materials you must submit. Incomplete or inaccurate materials may result in your application being deemed ineligible or reduce your request.
- **Applications must be RECEIVED by 5:00 P.M. on the deadline date. This is not a postmark deadline.** Applications received after this time are INELIGIBLE and will not be reviewed. There are no exceptions to this policy.
- Applications will not be accepted by fax or e-mail.

*Reminder:* Keep a copy of your entire application for your files.

### HELPFUL HINTS

- Plan ahead! It takes time to plan a project and write a good application.
- Attend an MRAC application workshop to get questions answered and to receive assistance on your application. It makes a difference!
- Get a friend who is not involved in your project to read your application. It helps to have a fresh set of eyes look at your work.
- Visit the MRAC office to review past applications. Learn from others' success.

# What to Include

Two (2) one-sided copies of the following materials are required. These are the only materials the panel will use to evaluate your Arts Learning grant application. Prepare application materials in the following format: 8½ x 11 white paper, a text font equivalent to Times 12-point or larger (15 characters per inch), at least 3/4 inch margins, and black ink only. Forms provided by MRAC may be completed by hand.

1. **Cover Page**
2. **Narrative**
3. **Project Personnel**
4. **Board of Directors/Advisory Committee**
5. **Project Budget**
6. **Organizational Income-and-Expense Statement**

MRAC's application forms are available in PDF format on our website [www.mrac.org](http://www.mrac.org). You may download and fill out the application form on your computer. PDF budget pages are designed to automatically calculate as you fill them out. When you are finished, be sure to print a copy for your records, as work can not be saved using Adobe Freeware, Acrobat Reader.

## 1. Cover Page

Complete the attached Cover Page, page 15. This will be the first page of your application. You may use the form provided or generate your own form with the same information in the same format.

*About project start date:* see Arts Learning Program Deadlines, page 3, for earliest allowable start dates and page 7 for MRAC's definition of "earliest project start date."

*About fiscal sponsors:* if your group is not an IRS-tax-exempt organization, you must apply using a fiscal sponsor (see definition, page 7).

*About project summary:* be sure to complete this section. It will serve to introduce your project to the review panel. In your summary statement, describe in fewer than 50 words the project for which you seek funds.

## 2. Narrative

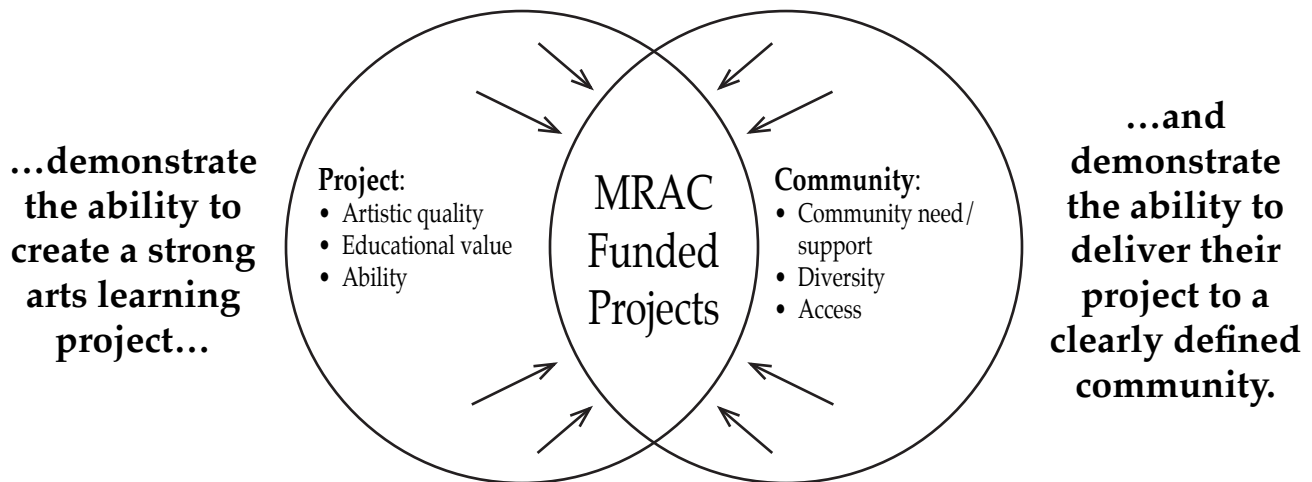
Submit a narrative of no more than five (5) pages, addressing all six of MRAC's criteria below. Use a text font equivalent to Times 12-point or larger (15 characters per inch). We suggest that you include the section headings shown in boldface type.

The review panel will use these six criteria to evaluate your application:

- Artistic quality
- Educational value
- Ability
- Community need/support
- Diversity
- Access

The narrative portion of your application is designed to help you address these criteria. Please provide enough information to help the panel evaluate your project in relation to each of the six criteria. Assume the panel is not familiar with your group, your discipline or the community you intend to serve, and use the narrative to provide this information. The panel will apply all criteria to the application as a whole.

### MRAC funds Arts Learning applications that...



#### Artistic quality

- Describe the concept and design of your project (what, where, when).
- What stands out about this project artistically? What are your artistic goals?
- How does your project design ensure that artistic goals are met?
- Who are, or will be, the artists and project leaders? How are, or will, the artists be selected?

(Narrative continued on next page)

### **Educational Value**

- What are the learning objectives for your project?
- What learner needs are you seeking to address?
- How will your project provide arts learning opportunities over an extended period? (see definition of “extended arts learning,” page 2)
- Are you partnering with another organization or school for this project? If so, how will your partner(s) contribute to the learning objectives?
- Describe the qualifications of the artists and project leaders to provide high quality arts learning experiences and activities.
- In what ways will your project be artistically, culturally and/or educationally challenging for the artists, the audience, attendees and/or participants?

### **Ability**

- Describe the planning process for your project. In what ways will your board of directors/ advisory committee and/or partner(s) be involved in the planning and/or implementation of the project?
- What is the timeline for your project (e.g., give deadlines for major activities)?
- How will you evaluate the project and its artistic and educational outcomes?

### **Community need/support**

- Describe the individuals this project will serve.
- Describe the community from which these individuals are drawn. Your description may include its general geographic, racial/ethnic, cultural, economic, age and gender makeup, and/or any special needs its members have.
- Describe how the need for this project and partnership, if applicable, was determined. How will your project benefit the community that you have described?
- In what ways have members of the community shown their support for your project (financial contributions, volunteer time, donation of services, supplies or space)?

### **Diversity**

- Every community has diversity. In the Community Need/Support section you described the community this project will serve. In what ways will your project most completely embrace the geographic, racial/ethnic, cultural, age, gender and economic diversity within this community?
- Describe how your community’s diversity will be represented in your project among your decision-makers, artists, attendees, and/or participants.

### **Access**

- In what ways does your project ensure that people with disabilities can participate? How will this accessibility be communicated?
- Have you considered potential barriers to participation? For example: if there is a fee to participate in your project, will you offer reduced fees to reach economically disadvantaged people? What educational tools will you provide to enhance the learning experience?
- Describe opportunities, if any, for the general public to participate in or consume the arts through this project.

### **Mission and history**

- Summarize your group’s purpose/mission and your arts programming history. (If your project is a first-time initiative, please so indicate.) In what ways will this project advance the mission of your group?

### 3. Project Personnel

Attach a list of the key people/groups involved in your project. Briefly describe their qualifications for the project. You may submit one page of information per person/group.

### 4. Board of Directors/Advisory Committee

You are required to have a board of directors or advisory committee. Attach a one-page list of your board/committee members indicating their profession, organizational affiliation or area of expertise, and how they will be involved in the project.

### 5. Project Budget

Complete the budget forms on pages 19 and 21. Print or type on the forms provided or generate your own forms with the same information in the same format (one page for Project Budget/Expenses and one page for Project Budget/Income). Include all project costs. If you need additional space, attach one page with more detailed line-item descriptions.

**Check your math and budget figures carefully. Project budget errors or ineligible expenses may affect your MRAC request or result in your application being deemed ineligible.**

### 6. Organizational Income-and-Expense Statement

**Arts groups with a history of programming:** submit an annual income-and-expense statement for your most recently completed fiscal year. Use the form on page 23 or summarize your annual income and expenses on one page.

**First-time initiatives:** new arts groups and first time projects of informal arts groups should submit only Project Budget pages and mark the “No history of arts programming as a group” box on the cover page of the application (page 17).

**Nonprofit, non-arts organizations:** submit only arts programming income and expenses for the most recently completed fiscal year. Use the form on page 23 or summarize your arts income and expenses on one page. If your group is unable to isolate the previous year’s arts income/expense, you are ineligible to apply to the Arts Learning program.

# Additional Inclusions

One (1) copy of each of the following materials is required. These materials will not be presented to the review panel.

7. **IRS-Tax-Exempt Status Determination Letter**
8. **ADA Access Planning Progress**
9. **Certification Signatures**
10. **RAC Data Collection Form**

## 7. IRS-Tax-Exempt Status

Furnish a copy of your group's IRS-tax-exempt status determination letter.

**OR**

Furnish a letter of agreement with your fiscal sponsor and a copy of your fiscal sponsor's IRS-tax-exempt status determination letter. The date on the letter of agreement must be no more than one year old.

## 8. ADA Access Planning Progress

Indicate on the ADA Access Planning Progress form, page 25, whether or not your group has an ADA access plan (see definition, page 7) approved by your board of directors.

*About accessibility planning:* to ensure that all members of your community can partake of your programs and services, your organization should be accessible to people with disabilities. MRAC offers an easy-to-use self-survey tool, the Accessibility Planning Guide, to help you assess your organization and programs and develop an access plan. You can download the guide from our website, [www.mrac.org](http://www.mrac.org), or call 651-645-0402 to receive a copy of this guide or to discuss access issues.

## 9. Certification Signatures

You must certify that your board of directors/ advisory committee supports this application, that it is accurate and that the board will carry out the project as described if it is funded. Two signatures are required; one signer must be a board/ advisory committee officer. Complete the certification form on page 25 and submit it with original signatures.

## 10. RAC Data Collection Form

Complete and submit the original form on pages 27 and 29. Unless marked "optional," all information on this form is required. Without it, your application will be incomplete. This information is not provided to the review panel.

## APPLICATION CHECKLIST

**Use the checklist below to assist you in preparing your application.** The checklist does not need to be submitted as part of your application. (For more about application material and format requirements, see pages 9–14.)

### FORMAT

**Prepare application materials in the following format:**

- 8½ x 11 white paper
- A text font equivalent to Times 12-point or larger (15 characters per inch). Forms provided by MRAC may be completed by hand
- Margins of 3/4 inch or more
- Black ink only
- Print and copy on one side of page only
- Do not submit photographs, slides or other work samples

### REQUIRED APPLICATION MATERIALS

**Your application must include all of the following materials, collated in the following order. Paper clips only – no staples please!**

Submit two (2) one-sided copies of the following materials.

- Cover Page form, page 17
- Narrative (may not exceed five pages)
- List of Project Personnel (up to one page per person/group)
- Board of Directors or Advisory Committee (one page only)
- Project Budget/Expenses form, page 19 (one page only)
- Project Budget/Income form, pages 21 (one page only)
  - Project Budget explanation, if necessary (one page only)
- Organizational Income-and-Expense Statement form, page 23 (one page only)

Submit one (1) each of the following materials.

- Copy of letter from IRS documenting your group's tax-exempt status OR letter of agreement with fiscal sponsor AND a copy of fiscal sponsor's tax-exempt letter (format requirements do not apply)
- ADA Access Planning Progress form and Certification Signatures form, page 25
- Signed Certification form, page 25
- RAC Data Collection form, pages 27 and 29

*Review your project budget carefully. Errors may significantly reduce the amount of your MRAC request. Please check your math.*

**Applications received after 5:00 P.M. on the deadline date will be ineligible.  
This is not a postmark deadline.**

# COVER PAGE

## Arts Learning

Amount of Request \_\_\_\_\_

Project Start Date \_\_\_\_\_  
*mo. / day / yr.*

Total Project Cost \_\_\_\_\_

Project End Date \_\_\_\_\_  
*mo. / day / yr.*

**Applicant Group** \_\_\_\_\_

History of arts programming     No history of arts programming as a group

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

E-mail \_\_\_\_\_ Web Address \_\_\_\_\_

County \_\_\_\_\_ MN House District \_\_\_\_\_

*(District numbers are required. Call House Information at 651-296-2146 or visit <http://pollfinder.sos.state.mn.us>)*

**Project Contact** \_\_\_\_\_

*(The contact person should be available to answer questions about this application.)*

Phone (w) \_\_\_\_\_ (h) \_\_\_\_\_ (fax) \_\_\_\_\_

E-mail \_\_\_\_\_

*If your group is not using a fiscal sponsor, this section will be blank:*

**Fiscal Sponsor** \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Contact Person \_\_\_\_\_

Phone (w) \_\_\_\_\_ E-mail \_\_\_\_\_

**Project Summary:** Describe your project in fewer than 50 words.

*Complete this form or generate your own form  
with the same information in the same format.*

# PROJECT BUDGET/EXPENSES

## Arts Learning

<u>Estimated Expenses</u>	<u>Amount</u>	<u>Explanatory Notes</u>
---------------------------	---------------	--------------------------

**1. Personnel (employee or contract)**

*Please break down by individual position.*

*Indicate number of hours or full-time equivalent.*

a. Artistic

_____	_____
_____	_____
_____	_____

b. Administrative & other personnel

_____	_____
_____	_____
_____	_____

c. Employee benefits & payroll taxes

_____	_____
-------	-------

**2. Supplies**

_____	_____
_____	_____

**3. Printing & postage**

_____	_____
_____	_____

**4. Space & equipment rental**

_____	_____
_____	_____

**5. Transportation**

_____	_____
-------	-------

**6. ADA-related costs** (e.g., sign language interpreters, signage, printing)

_____	_____
-------	-------

**7. Other (explain)**

_____	_____
_____	_____

**8. TOTAL EXPENSES**

\$ \_\_\_\_\_

Complete this form or generate your own form  
with the same information in the same format.

# PROJECT BUDGET/INCOME

## Arts Learning

<u>Estimated Income</u>	<u>Amount</u>	<u>Explanatory Notes</u>
-------------------------	---------------	--------------------------

**1. Grants and contributions**

*(Place MRAC request on line 4. Indicate secured funds with an \*)*

a. Individual contributions

\_\_\_\_\_

\_\_\_\_\_

b. Foundations and corporations (be specific)

\_\_\_\_\_

c. Government

\_\_\_\_\_

d. Other (explain)

\_\_\_\_\_

\_\_\_\_\_

**Subtotal grants and contributions**

\$ \_\_\_\_\_

(add lines 1a–d)

**2. Earned income**

a. Sales \_\_\_\_\_

\_\_\_\_\_

b. Admissions \_\_\_\_\_

\_\_\_\_\_

c. Other (explain) \_\_\_\_\_

\_\_\_\_\_

**Subtotal earned income**

\$ \_\_\_\_\_

(add lines 2a–c)

**3. Add subtotals for parts 1 & 2**

\$ \_\_\_\_\_

**4. MRAC request**

\$ \_\_\_\_\_

**6. TOTAL INCOME**

\$ \_\_\_\_\_

(Add lines 3, 4 & 5)

\*\*\*Must be equal to line 8, Total Expenses\*\*\*

Complete this form or generate your own form  
with the same information in the same format.

# ORGANIZATIONAL INCOME-AND-EXPENSE STATEMENT

Arts groups provide actual income and expenses for your most recently completed 12-month fiscal year. Non-arts groups provide only actual income and expenses from arts programming in your most recently completed 12-month year. †

Financial statement for the fiscal year beginning \_\_\_\_\_ ending \_\_\_\_\_

## INCOME

<b>Support (contributors)</b>	<b>Amount</b>
Individual contributions	_____
Foundations/corporations	_____
Government grants	_____
Other (specify)	_____
_____	_____
_____	_____

## Revenue

Earned income (List major sources such as admissions, sales and fees)	_____
_____	_____
_____	_____
Other (specify)	_____
_____	_____
_____	_____

**TOTAL INCOME**            \$ \_\_\_\_\_

## EXPENSES

	<b>Amount</b>
Employee salaries & wages	_____
Employee benefits & payroll taxes	_____
Independent contractor, consultant & professional fees	_____
Supplies	_____
Printing and copying	_____
Postage & shipping	_____
Rent, utilities, equipment	_____
Transportation	_____
Other (specify)	_____
_____	_____
_____	_____
_____	_____

**TOTAL EXPENSES**    \$ \_\_\_\_\_

**Income less expenses**    \$ \_\_\_\_\_

Please describe the circumstances surrounding a substantial year-end surplus or deficit:

† Organizations with annual expenses nearing \$300,000 may be asked for additional information such as an audit.

*If you already have an income-and-expense statement that contains this information on **one page**, you may submit it in its original form.*

# ADA ACCESS PLANNING PROGRESS

Our group has:

- An ADA access plan approved by our board of directors
- Begun ADA access planning and expects a plan to be approved by the board of directors by the following month/year: \_\_\_\_\_
- No ADA access plan

# CERTIFICATION SIGNATURES

We, the undersigned, certify that our board of directors / advisory committee supports the project as described in this application and that all information in the attached application is true and correct to the best of our knowledge. Further, we resolve to carry out the project as it is described in the attached application if funding is awarded by MRAC.

Two signatures from members of your group are required. One signer must be a board officer or advisory committee member. You must submit original signatures with your application.

\_\_\_\_\_  
*print name of board officer*

\_\_\_\_\_  
*print name of board member or staff*

\_\_\_\_\_  
*board officer signature*

\_\_\_\_\_  
*board member or staff signature*

\_\_\_\_\_  
*board officer title*

\_\_\_\_\_  
*board member or staff title*

\_\_\_\_\_  
*date signed*

\_\_\_\_\_  
*date signed*

## METROPOLITAN REGIONAL ARTS COUNCIL GRANT DATA COLLECTION FORM

**TO THE APPLICANT:** Please take a moment to fill out the collection form. This information is compiled for the Minnesota State Arts Board by the eleven Regional Arts Councils and is used to present a statistical picture of arts applicants in the state of Minnesota. The review panel does not see this form nor use this information to evaluate your application.

**All applicants must complete this form. If your group is using a fiscal sponsor, please complete the form as it pertains to the applicant group, not the fiscal sponsor.**

Organization Name: \_\_\_\_\_

**SPECIAL CHARACTERISTICS** (Optional): Select one code that best represents **50% or more** of your staff or board or membership.

- |   |   |
|---|---|
| <input type="checkbox"/> American Indian/Alaskan Native   | <input type="checkbox"/> Asian                  |
| <input type="checkbox"/> Native Hawaiian/Pacific Islander | <input type="checkbox"/> Black/African American |
| <input type="checkbox"/> Hispanic/Latino                  | <input type="checkbox"/> White                  |
| <input type="checkbox"/> Other (describe)                 |   |

**Additional Characteristics** (Optional): Also mark these items if they apply.

- |                                     |  |
|-------------------------------------|--|
| <input type="checkbox"/> Disability | <input type="checkbox"/> Older Adult (60+) |
| <input type="checkbox"/> Veteran    |  |

**STATUS:** Select the one code that best describes the legal status of your group or organization:

- |  |  |
|--|--|
| <input type="checkbox"/> 02 Organization - Nonprofit | <input type="checkbox"/> 07 Government - County    |
| <input type="checkbox"/> 04 Government - Federal     | <input type="checkbox"/> 08 Government - Municipal |
| <input type="checkbox"/> 05 Government - State       | <input type="checkbox"/> 09 Government - Tribal    |
| <input type="checkbox"/> 06 Government - Regional    | <input type="checkbox"/> 99 None of the above      |

**INSTITUTION:** Select the one code that best describes your group or organization:

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> 03 Performing Group             | <input type="checkbox"/> 16 Arts Council/Agency            | <input type="checkbox"/> 36 Seniors Center               |
| <input type="checkbox"/> 05 Performing Group - Community | <input type="checkbox"/> 17 Arts Service Organization      | <input type="checkbox"/> 37 Parks & Recreation           |
| <input type="checkbox"/> 06 Performing Group - Youth     | <input type="checkbox"/> 20 School - Parent/Teacher Assn   | <input type="checkbox"/> 42 Media - Periodical           |
| <input type="checkbox"/> 07 Performance Facility         | <input type="checkbox"/> 25 Community Education            | <input type="checkbox"/> 43 Media - Daily Newspaper      |
| <input type="checkbox"/> 08 Museum - Art                 | <input type="checkbox"/> 27 Library                        | <input type="checkbox"/> 44 Media - Weekly Newspaper     |
| <input type="checkbox"/> 09 Museum - Other               | <input type="checkbox"/> 28 Historical Society/Commission  | <input type="checkbox"/> 45 Media - Radio                |
| <input type="checkbox"/> 10 Gallery/Exhibition Space     | <input type="checkbox"/> 29 Humanities Council/Agency      | <input type="checkbox"/> 46 Media - Television           |
| <input type="checkbox"/> 11 Cinema                       | <input type="checkbox"/> 32 Community Service Organization | <input type="checkbox"/> 47 Cultural Series Organization |
| <input type="checkbox"/> 12 Independant Press            | <input type="checkbox"/> 33 Correctional Facility          | <input type="checkbox"/> 48 School of the Arts           |
| <input type="checkbox"/> 13 Literary Magazine            | <input type="checkbox"/> 34 Health Care Facility           | <input type="checkbox"/> 49 Arts Camp/Institute          |
| <input type="checkbox"/> 14 Fair/Festival                | <input type="checkbox"/> 35 Religious Organization         | <input type="checkbox"/> 50 Social Service Organization  |
| <input type="checkbox"/> 15 Arts Center                  | <input type="checkbox"/> 36 Seniors Center                 | <input type="checkbox"/> 99 None of the above            |

**DISCIPLINE:** Select one code that best describes your group or organization's primary area of interest in the arts:

- |  |  |  |
|--|--|--|
| <p>01 Dance - general<br/>01A ballet<br/>01B ethnic/jazz/folk-inspired<br/>01C modern</p> <p>02 Music - general<br/>02A band<br/>02B chamber<br/>02C choral<br/>02D new/experimental/<br/>electronic<br/>02E ethnic/folk-inspired<br/>02F jazz<br/>02G popular<br/>02H solo/recital<br/>02I orchestral</p> <p>03 Opera/Musical Theater - general<br/>03A opera<br/>03B musical theater</p> <p>04 Theater - general<br/>04A theater, in general<br/>04B mime<br/>04C puppetry<br/>04D theater for youth<br/>04E storytelling<br/>10C playwriting/<br/>scriptwriting</p> | <p>05 Visual Arts - general<br/>05A experimental<br/>05B graphics (includes<br/>drawing, cartooning,<br/>printmaking and book arts)<br/>05D painting<br/>05F sculpture</p> <p>06 Design Arts - general<br/>06A architecture<br/>06B fashion<br/>06D industrial<br/>06E interior<br/>06F landscape architecture<br/>06G urban/metropolitan</p> <p>07 Crafts - general<br/>07A clay (includes ceramics)<br/>07B fiber (includes basketry)<br/>07C glass<br/>07D leather<br/>07E metal<br/>07F paper<br/>07G plastic<br/>07H wood<br/>07I mixed media</p> <p>08 Photography<br/>(Includes Holography)</p> | <p>09 Media Arts - general<br/>09A film<br/>09B audio<br/>09C video<br/>09D technology/<br/>experimental<br/>09E screenwriting</p> <p>10 Literature - general<br/>10A fiction<br/>10B nonfiction<br/>10C playwriting/<br/>scriptwriting<br/>10D poetry</p> <p>11 Interdisciplinary<br/>(includes performance art<br/>and collaborations)</p> <p>12 Folklife/Traditional Arts<br/>12A dance<br/>12B music<br/>12C crafts and<br/>visual arts<br/>12D oral traditions</p> <p>13 Humanities</p> <p>14 Multidisciplinary</p> <p>15 Non-arts/Non-humanities</p> |
|--|--|--|

**PROJECT ACTIVITY INFORMATION**

\_\_\_\_\_ **Adult Artists Participating.** Record the number of adult artists expected to be directly involved in providing art or artistic services for these grant activities.

\_\_\_\_\_ **Adult Audience Benefiting.** Record the number of adult audience expected to benefit directly from these grant activities (excluding employees, paid performers, artists participating, children/youth, and broadcast figures). Do not double-count repeat attendees.

\_\_\_\_\_ **Children/Youth Benefiting.** Record the number of children and youth under the age of 18 expected to participate in and/or benefit directly from these grant activities, or were included in the audience (excluding broadcast figures). Do not double-count repeat attendees.

**Project Discipline.** Using the Discipline codes above, select one category that best describes the grant activity