

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 17, 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.
- Contact your program director to get questions answered and to receive assistance on your application.
- 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.

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 Creative Intersections 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. **Partners**
5. **Equipment Specifications (if necessary)**
6. **Board of Directors**
7. **Project Budget**
8. **Organizational Income-and-Expense Statement**
9. **List of Major Contributors**

MRAC's application forms are available in PDF format on our website 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 19. This will be the first page of your application. Print or type on the form provided or generate your own form with the same information in the same format.

About project start date: see guidelines, page 5, for earliest allowable start dates.

About fiscal sponsors: if your group is not an IRS-tax-exempt organization, you must apply using a fiscal sponsor (see definition, page 10).

About project summary: be sure to complete this section. In your summary statement, describe your project in fewer than 50 words.

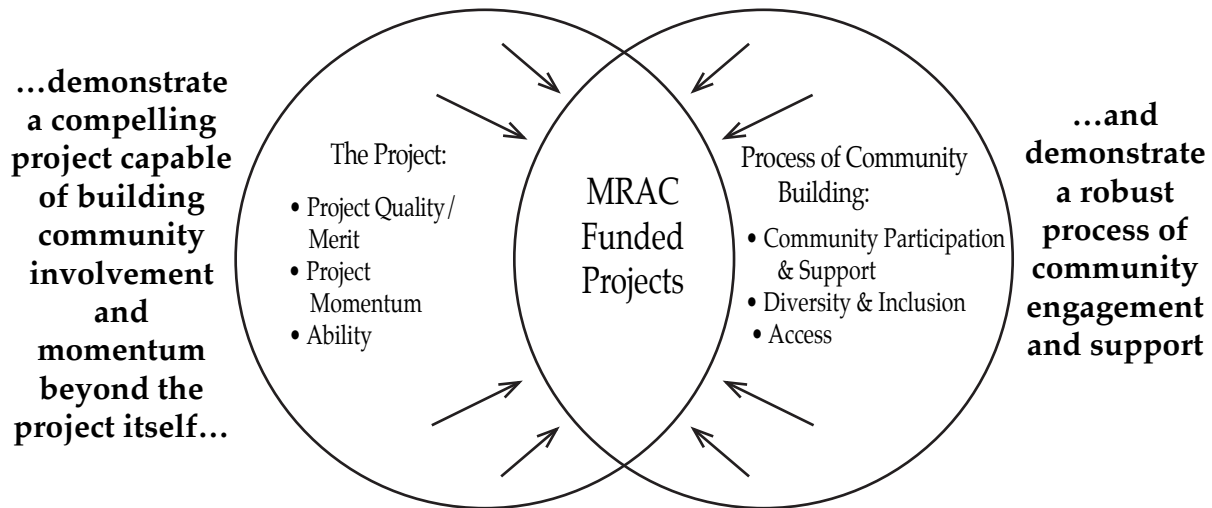
2. Narrative

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. These criteria are organized into two areas as noted. These two areas carry equal weight in the review panel's deliberations.

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 relationship to each of the six criteria. Assume that the panel is not familiar with your group or the community you intend to serve.

MRAC funds Creative Intersections applications that...



What Criteria Will Be Used to Evaluate Proposals?

Applications are assessed using the following criteria:

1. *Project Quality and Artistic Merit*

- Contributes to the development of the community in a manner that fosters creativity and draws people into cultural and community asset-building;
- Offers innovative approaches to promoting local cultural development that utilize community-wide, intersecting or cross-sector strategies;
- Nurtures community leadership development and builds new relationships.
- Fosters artistic excellence whether at the emerging and amateur artistic level or through established professional artists.

2. *Project Momentum*

- Provides a platform for increased future participation in the arts and culture within the community for artists/creators, audiences, and local supporters of the arts;
- Provides a path for sustaining arts and community development, and for continued intersections among the “triad” of community development sectors (public, private nonprofit, and commercial business).

(Narrative continued on next page)

3. *Ability to Accomplish the Project*

- Demonstrates clear project leadership accompanied by a partnership “triad” (public, private nonprofit, commercial business) in project design and execution;
- Demonstrates organizational and community partnership readiness to proceed within the community context—appropriate leadership, appropriate skill sets, and appropriate community involvement are in place;
- Demonstrates that the project is of suitable scope and achievable scale considering given resources, allotted timeframe, etc.;
- Marshals multiple funding sources (cash and in-kind) that demonstrate project viability, community support, and the potential for work that can continue.

4. *Community Participation and Support*

- Demonstrates that the partnership has an audience base and understanding of the local community’s demographics, assets, and unique aspirations;
- Demonstrates project outcomes that are tied to long-term, community development goals;
- Exhibits the potential for expanded engagement of local artists, of local community participation, and of local supporters through cross-sector partnerships (public, private nonprofit, and business sectors);
- Marshals local area support, interest, and volunteers that demonstrate project viability, community support, and the potential for work that can continue.

5. *Diversity and Inclusion*

- Embraces the rich ethnic, cultural, age, gender, and economic diversity of the local community, at all levels, including project decision-makers, artists, supporters, audiences, and other participants.

6. *Access*

- Addresses barriers to participation such as cost, location, transportation, target marketing, and communications in project design and implementation;
- Ensures people with disabilities can participate;
- Demonstrates a clear value of inclusion in articulation of community demographics and benefits of the project.

3. Project Personnel

Attach a biography or resume no longer than one page per person for all key individuals involved in your project including consultants, if applicable.

4. Partners

- Attach on page for each sector of the partnership “triad” (public, private nonprofit, and commercial business) identifying the partners and the role of each in the planning and implementation of the project;
- Attach a one-page letter from each of your “triad” of partners included in the project stating their support and connection to the project.

5. Equipment Specifications (if necessary)

Attach a one-page detailed description of equipment and related supplies and services included in your project budget, including all estimated costs.

6. Board of Directors

Attach a one-page list of your board members, indicating their profession, organizational affiliation or area of expertise.

7. Project Budget

Complete the budget forms on pages 21-23. Print or type on the forms provided or generate your own form with the same information in the same format (one page for Project Budget/Expenses and one page for Project Budget/Income). Include all eligible project costs. If you need additional space, attach one page with more detailed line-item descriptions.

Check your math and budget figures carefully. Errors may significantly affect your MRAC request.

8. Organizational Income-and-Expense Statement

Submit a one-page annual income-and-expense statement. You may complete the form on page 25 or generate your own form with the same information in the same format. Include only actual income and expenses for your most recently completed fiscal year. Do not include in-kind.

9. List of Major Contributors

Submit a one-page list of major contributors and amounts contributed for your most recently completed fiscal year. It is not necessary to name each individual donation, but rather a total individual donations dollar amount for the year.

Additional Inclusions

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

10. **IRS-Tax-Exempt Status Determination Letter**
11. **ADA Access Planning Progress**
12. **Certification Signatures**
13. **RAC Data Collection Form**

10. 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.

11. ADA Access Planning Progress

Indicate on the ADA Access Planning Progress form, page 27, whether or not your group has an ADA access plan (see definition, page 10) 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, or call 651-645-0402 to receive a copy of this guide or to discuss access issues.

12. Certification Signatures

You must certify that your board of directors supports this application, that it is accurate, and that the board will carry out the project as described if funding is awarded. Two signatures are required; one signer must be a board officer. Complete the certification form (page 27) and submit the original with signatures.

13. RAC Data Collection Form

Complete and submit the original form on pages 29 and 31. 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 application material and format requirements, see pages 12-16.)

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

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 19
- Narrative (may not exceed five pages)
- Personnel Biographies (up to one page/person)
 - Key personnel
 - Consultant (if included in the project)
- Partner role in the project (one page per partner)
- Partner letter of support (one page per partner)
- Job description of new employee (if new staff role is included in project; one page only)
- Equipment specifications, if necessary (one page only). See page 15
- Board of directors list (one page only)
- Project Budget/Expenses form, page 21 (one page only)
- Project Budget/Income form, page 23 (one page only)
 - Project Budget explanation, if necessary (one page only)
- Organizational Income-and-Expense Statement form, page 25 (one page only)
- List of major contributors and amounts

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, page 27
- Signed Certification form, page 27
- RAC Data Collection form, pages 29 and 31

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

Creative Intersections

Amount of Request _____

Project Start Date _____
mo. / day / yr.

Total Project Cost _____

Project End Date _____
mo. / day / yr.

Applicant 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

Please check your math. Project budget errors or ineligible expenses may affect your MRAC request.

Explanatory Notes

You may use this space to provide additional information on either cash or in-kind expenses.

Estimated Expenses

Cash

In-Kind

1. Personnel (employee or contract)

*Please break down by individual position.
Indicate number of hours or full-time equivalent.*

Goods and services requiring cash payment.

Make sure you include only eligible in-kind expenses. For eligible expenses see page 10.

If you need the in-kind donations you have noted in order to make the required MRAC grant match, you must 1) review eligible in-kind, page 10 and 2) include explanatory notes that detail how you arrived at the value.

a. Artistic

b. Administrative & other personnel

c. Employee benefits & payroll taxes

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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. SUBTOTAL

A.\$ _____ B.\$ _____

9. TOTAL EXPENSES (Add lines 8A & 8B)

\$ _____

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

PROJECT BUDGET/INCOME

Please check your math. Project budget errors may affect your MRAC request.

Explanatory Notes
 You may use this space to provide additional information.

Estimated Income

Amount

1. Grants and contributions

*(Place MRAC request on line 5. 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

\$ _____

3. Add subtotals for parts 1 & 2

\$ _____

(add lines 2a–c)

4. Total in-kind

\$ _____ †

(Line 8B from Expenses)

5. MRAC request

\$ _____

(May not be more than one-half of line 9, Total Expenses)

6. TOTAL INCOME

\$ _____

(Add lines 3, 4 & 5)

Must be equal to line 9, Total Expenses

† See "Explanatory Notes" page 21

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

Support (contributors)	Amount
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

	Amount
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 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. 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:



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

ORGANIZATION ACTIVITY INFORMATION

_____ **Adult Audience Benefiting.** Record the number of adult audience members, excluding employees or paid performers, expected to benefit directly from your group's activities **this year**. 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 your group's activities **this year**. Do not double-count repeat attendees.