



GRANT GUIDELINES AND APPLICATION 2017-2018

Management Training Fund

Funds of up to \$600 for staff and volunteers of nonprofit arts groups to attend management related workshops, seminars, conferences, or classes in the state of Minnesota.

DEADLINES

Weekly – applications are accepted on a rolling basis and reviewed weekly. To ensure qualification for reimbursement, requests must be received at least 14 days before committing to the expense.

MANAGEMENT CONSULTING FUND PROGRAM DIRECTOR:

Bethany Whitehead

Phone: 651-523-6388 | Email: bethany@mrac.org

MRAC Program Directors welcome your questions about eligibility, grant programs and also offer draft support for grant applications. First time applicants are especially encouraged to contact the appropriate Program Director prior to starting an application, after first reviewing eligibility and program guidelines.

Metropolitan Regional Arts Council

2324 University Avenue West, Suite 114

St. Paul, MN 55114

651-645-0402 | mrac@mrac.org

MN Relay Service: dial 7-1-1 (or 1-800-627-3529)

Large
Print

• •
• •
• •
Braille

This information can be made available in alternative formats.

We can also help your group find a language interpreter to translate these guidelines. To accommodate your request, MRAC will need at least 10 working days.

CONTENTS

- Program Description..... 1
- Eligibility..... 1-2
- Program Requirements..... 2-3
- Review and Decision Process..... 3
- Management Training Resources..... 4

PROGRAM DESCRIPTION

The Management Training Fund provides up to \$600 per MRAC fiscal year in training funds for staff and volunteers of nonprofit arts groups in the seven-county metro area (Anoka, Carver, Dakota, Hennepin, Ramsey, Scott and Washington counties) to attend management related workshops, seminars, conferences, or classes in Minnesota. Applicants must submit a proposal 14 days prior to commitment to the expense. This is a reimbursement program.

Examples of management topics include; fund-raising, audience development, financial management, organizational development, marketing or volunteer management. This list is intended to help you understand the grant program's purpose; it is not a complete list of eligible projects.

Trainings that are primarily artistic, rather than management focused, are **not** eligible in this program.

Management Training Fund Deadline

Applications are accepted on a rolling basis, as they are reviewed weekly. However, groups must request funds and receive notification from MRAC of the grant award before committing to the expense. To ensure qualification for reimbursement, applicants must submit requests at least 14 days before committing to the expense. If the nature of the training does not allow a 14-day window, applicants may request special consideration from the Program Director.

ELIGIBILITY

To ensure eligibility, all applicants are strongly encouraged to read these guidelines thoroughly and attend an MRAC application workshop. Please contact MRAC if you have any questions.

Applicant groups must be one of the following:

- Federally tax-exempt 501(c)(3) nonprofit arts organizations located in the seven-county metro area with annual operating expenses of less than \$400,000.
- Informal and/or unincorporated arts-focused groups and one-time arts projects located in the seven-county metro area with expenses of less than \$400,000. Informal and/or unincorporated groups must apply using a federally tax-exempt 501(c)(3) nonprofit fiscal sponsor located in Minnesota, with the sponsorship agreement formalized on or prior to the deadline. The applicant group must have a board of directors or advisory committee that provides input on the project and oversight of the grant funds.

Fiscal Sponsor: A *fiscal sponsor* is a tax-exempt organization that receives MRAC grant monies and manages the financial aspects of the project on behalf of a group that does not have tax-exempt status. Your fiscal sponsor must be a federally tax-exempt 501(c)(3) nonprofit organization located in Minnesota; it may be an arts or social services organization. Schools, city or government agencies may also serve as a fiscal sponsor. If you are applying using a fiscal sponsor, you will need your fiscal sponsor's EIN.

Employer Identification Number (EIN): An *Employer Identification Number (EIN)* is also known as a Federal Tax Identification Number and is issued by the IRS.

Applicant groups cannot be:

- Organizations registered with the MN Secretary of State as a profit-making Minnesota business (e.g. Business Corporation, Limited Liability Partnerships, MN Public Benefit Corporations, etc.). Single member LLCs and sole proprietorships *may* apply using a fiscal sponsor.

MANAGEMENT TRAINING FUND

- Individual artists.
- Public, private, alternative, charter, or home schools (this includes school support organizations such as PTAs, PTOs, school foundations, etc.).

This program funds:

- Registration fees for staff and volunteers of nonprofit arts groups to attend management related workshops, seminars, conferences, or classes in the state of Minnesota.

This program does NOT fund:

- “In-house” or one-on-one training provided by a consultant.
- Trainings that are primarily artistic, rather than management-focused.
- A portion of larger MRAC-funded projects, or a portion of a significantly larger organization development project funded through other resources.
- All associated travel costs.
- Costs for fundraising events. This includes activities designed to raise funds for your own organization and on behalf of another person, organization or cause.
- Activities that engage in political lobbying, serve the religious socialization of participants, or discriminate against persons or groups.
- Travel or training fees outside of the state of Minnesota.

How many Management Training Fund grants may a group have at one time?

There is no limit to the number of times a person may use the Management Training Fund, but \$600 is the maximum amount one group can use of the Management Training Funds during MRAC’s fiscal year (July 1 – June 30). The maximum award is \$300 per person per event. However, MRAC may consider funding a single event greater than \$300 if the event is a unique and/or multi-session opportunity. These proposals must be discussed with the MRAC Program Director and will be considered on a case-by-case basis.

PROGRAM REQUIREMENTS

- Funds must be requested and approved before the applicant attends the class or workshop. The Management Training Fund grant cannot be used for trainings already attended.
- Group should submit separate applications for each attendee, even if you are requesting funds to attend the same training.
- After the training has occurred, reimbursement is initiated by completing an evaluation form and uploading it to the MRAC Grant Interface. This form must be submitted no more than 30 days after the training has been completed.
- Your group must enroll the staff or volunteer and pay the fee directly to the provider of the training event.
- Funds are restricted to be used for the approved management training only.
- Fiscal sponsor fees, equipment, transportation, meals or lodging are not eligible expenses in this program. Class materials will be covered if they are included in the price of the training event.
- The staff member or volunteer attending the training must have management or administrative responsibilities in the applicant group.
- Applications will be accepted as long as funds remain available.

MANAGEMENT TRAINING FUND

Reimbursement

Reimbursement is initiated by completing an evaluation form and uploading it to the MRAC Online Grant Interface. This form must be submitted no more than 30 days after the training has been completed. The Management Training Fund evaluation form can be downloaded here:

[http://www.mrac.org/sites/default/files/grants/MTF Evaluation.pdf](http://www.mrac.org/sites/default/files/grants/MTF%20Evaluation.pdf)

Narrative *(up to 1,000 characters per question/text box)*

1. What is the mission of your group?
2. Briefly describe how this training will strengthen the arts management of your group.
3. Briefly describe the arts management responsibilities of the person who will attend the training.

Training Information *(text box or upload)*

Please provide a web link to the training or upload a PDF of the training brochure.

Board of Directors/Advisory Committee *(one upload – one page)*

You are required to have a board of directors or advisory committee. Upload 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.

REVIEW & DECISION PROCESS

1. **Staff:** MRAC staff reviews all applications for eligibility. All late and incomplete applications are ineligible.
2. **Panel:** A staff panel reviews eligible applications and makes a funding decision. Applicants will be notified of funding decisions via email within 5 days of review. At the time the award is made, a follow up evaluation will be assigned within the MRAC Grant Interface.

Funding Sources

As one of 11 regional arts councils in Minnesota, MRAC is funded by an appropriation from the Minnesota Legislature and the Legacy Amendment Arts and Cultural Heritage Fund. In November 2008, Minnesotans passed the Clean Water, Land & Legacy amendment to the Minnesota Constitution, which created the Arts and Cultural Heritage Fund. Proceeds from the Arts and Cultural Heritage Fund “may be spent only on arts, arts education and arts access and to preserve Minnesota’s history and cultural heritage.”



MANAGEMENT TRAINING RESOURCES

This list is included solely to help you locate a class. If you cannot find a training event that meets your needs, please contact the Program Director for assistance.

Center for Nonprofit Management

University of Saint Thomas, Minneapolis (651) 962-4300 <http://www.stthomas.edu/cnm>

The Center for Nonprofit Management conducts a wide variety of educational programs and seminars for the nonprofit community.

MAP for Nonprofits

Minneapolis 651-647-1216 www.mapfornonprofits.org

MAP provides board, governance, and leadership training.

Minnesota Association for Volunteer Administration

Maplewood 651-255-0469 www.mavanetwork.org

MAVA provides workshops on volunteer management.

Minnesota Council of Nonprofits

Saint Paul (651) 642-1904 <http://www.mncn.org>

MCN provides a variety of resources to non profit organizations, including an online library of nonprofit management best practices, events, trainings, conferences, Minnesota Grants Directory, and more.

Minnesota Theater Alliance

Saint Paul (651) 789-0787 <http://minnesotatheateralliance.org/>

Minnesota Theater Alliance offers topic-specific, professional development workshops and trainings for theater organizations.

Nonprofits Assistance Fund

Minneapolis 612-278-7180 <https://nonprofitsassistancefund.org/>

NAF offers training on a variety of financial management and leadership topics.

Pollen

Minneapolis <https://www.pollenmidwest.org/>

Pollen hosts a variety of seminars and forums for community organizations.

Springboard for the Arts

Saint Paul (651) 292-4381 <https://springboardforthearts.org/>

Springboard for the Arts provides management workshops, consulting, a resource library and more for artists and nonprofit organizations.

Science Museum of Minnesota

Computer Education Center, Saint Paul (651) 221-4722 <http://comped.smm.org>

The Science Museum of MN offers computer training at all levels.