

# metro regional arts council



2017 Twin Cities World Refugee Day Festival, captured by Kurt Moses

## Grant Guideline 2018-2019

### MANAGEMENT TRAINING FUND

Training support up to \$600 annually.  
May be split among group members

**Deadline:**

Minimum 2 weeks before proposed training

**Earliest Start Date:**

Reimbursement program

Review our guidelines, and contact MRAC with questions or for support. Translation available. MRAC will need 10 business days to obtain translation services.

**Program Director:**

Bethany Whitehead

**Contact Information:**

bethany@mrac.org | 651-523-6388

**Metropolitan Regional Arts Council**

2324 University Avenue West, Suite 114

St. Paul, MN 55114

651-645-0402 | [mrac@mrac.org](mailto:mrac@mrac.org)



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."

## PROGRAM DESCRIPTION

The Management Training Fund provides up to \$600 per MRAC fiscal year in training funds for staff and volunteers of 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; fundraising, grantwriting, audience development, racial equity and inclusion work, accessibility considerations, financial management, leadership development, 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.

## HOW TO APPLY AND ELIGIBILITY

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.

To ensure eligibility, all applicants are strongly encouraged to read these guidelines thoroughly; please contact MRAC if you have any questions. MRAC staff can provide suggestions for presenting organizations or trainings that may be a good match for organizational need or visit <https://mrac.org/grants/grant-resources/> for a list of organizations that present trainings.

Applicant groups must be one of the following:

- Federally tax-exempt 501(c)(3) nonprofit arts organization with annual operating expenses of less than \$400,000.
- Informal and/or unincorporated arts-focused groups with a fiscal sponsor and expenses of less than \$400,000. The applicant group must have a board of directors or advisory committee that provides input on the project and oversight of the grant funds.
- Non-arts nonprofits may be eligible for this grant program if the training is explicitly for the arts programming; please contact the program director before applying to assure you are eligible.

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.
- 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.
- 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 on the MRAC grant interface. This evaluation 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.

### **Reimbursement**

Reimbursement is initiated by completing an online evaluation form in the MRAC Online Grant Interface. This evaluation must be completed no more than 30 days after the training has been completed.

Narrative (up to 500 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.

You will need to 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.

## **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.