metro
regional
arts
council

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

Grant Guideline 2018-2019

COMMUNITY ARTS

Project support up to $5,000 for arts activities in all disciplines

Round 1 Deadline:
October 8, 2018
Earliest Start Date:
December 12, 2018

Round 2 Deadline:
January 14, 2019
Earliest Start Date:
March 27, 2019

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 for Applicants in Hennepin County:
Masami Kawazato
Contact Information:
masami@mrac.org | 651-523-6386

Program Director for Applicants in Anoka, Carver, Dakota, Ramsey, Scott, and Washington Counties:
Jovan C. Speller
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Metropolitan Regional Arts Council
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CLEAN WATER LAND & LEGACY AMENDMENT

PROGRAM DESCRIPTION

The Community Arts grant program provides grants of up to $5,000 in project support for groups wishing to offer quality arts activities in any discipline to communities within the seven-county (Anoka, Carver, Dakota, Hennepin, Ramsey, Scott and Washington counties) metro area. Grant requests must outline specific arts activities that may include related costs for artists and personnel, supplies, equipment rental, and other expenses necessary to carry out the project.

Unique to this program, MRAC allocates a "block" of funds in each of the nine geographic areas to ensure that arts activities take place throughout the region. These geographic areas are: Minneapolis, St. Paul, Suburban Hennepin County, Suburban Ramsey County, Anoka County, Carver County, Dakota County, Scott County and Washington County.

IMPORTANT DATES

MRAC Fiscal Year July 1, 2018 - June 30, 2019	Application Deadline	Panel Review	Earliest Start Date	Latest End Date
Community Arts Round 1	October 8, 2018 11:59 P.M.	Week of December 3, 2018	December 12, 2018	June 30, 2020
Community Arts Round 2	January 14, 2019 11:59 P.M.	Week of March 19, 2019	March 27, 2019	June 30, 2020

MRAC funds applications where arts and community intersect

ART
- Artistic Quality
- Artistic Challenge
- Ability

COMMUNITY
- Community Need & Support
- Equity & Inclusion

BEFORE APPLYING - RESOURCES

The Metropolitan Regional Arts Council is a hands-on grantmaker and program directors want to help you prepare a strong application that will be ready for panel review. To that end, we strongly encourage you to reach out to the program director before you submit an application, especially if you are a first time applicant in the grant program. Additional assistance is provided in the following ways:

a. **Program Directors**- MRAC Program Directors are available for questions on eligibility and program intent, project idea development, grant attachment verification, and also offer draft support for your grant application.
b. **Grant Application Workshops**- MRAC offers free grant application workshops 4-6 weeks before the deadline to learn about the grant program and to discuss project ideas with program directors. Check the online calendar for dates and times: www.mrac.org/events
c. **Grant Library**- Because MRAC distributes public funds, submitted applications are public information. MRAC maintains a library at our offices where you can review all previously submitted applications and their ratings. You may also visit www.mrac.org, click on "Grants" and follow links to "Recent Grant Awards" and request 3 previously successful applications to be emailed as pdfs; contact your program director to have these sample grants sent.
d. **Online Resources**- Visit www.mrac.org/grants/grant-resources to access templates, technical how-tos for the grant interface, links to sites to find demographic information, and a glossary of terms.

HOW TO APPLY & ELIGIBILITY

MRAC grant applications **MUST** be completed and submitted online by **11:59:59 p.m**. Applications are submitted via the MRAC grant portal accessible from our webpage. At www.mrac.org select **'Manage My Organizational Grant.**' Groups should only use one grant record per organization. Contact MRAC with any difficulties accessing the online portal, but note that technical assistance is available only until 5:00 p.m. on the deadline day. We do not accept incomplete or late applications. Please read guidelines thoroughly to ensure eligibility.

> ➢ **All applicant groups <u>AND</u> art projects or activities MUST be located within the seven-county (Anoka, Carver, Dakota, Hennepin, Ramsey, Scott, Washington) Twin Cities metro area.**

Applicant groups must be <u>ONE</u> of the following:
- Federally tax-exempt 501(c)(3) nonprofit arts with annual operating expenses of less than $400,000.
- Federally tax-exempt non-arts organizations and community education units with annual arts programming expenses of less than $400,000.
- Informal and/or unincorporated arts-focused groups with a fiscal sponsor and one-time arts projects with expenses of less than $400,000. The applicant group must have its own board of directors or advisory committee that provides input on the project and oversight of the grant funds. For tax purposes, an informal group may be a DBA for a sole proprietorship or single member LLC.

Applicant groups cannot be:
- Organizations registered with the MN Secretary of State as a profit-making Minnesota business (e.g. Business Corporation, Limited Liability Partnership, MN Public Benefit Corporations, etc.).
- Individual artists.
- Public, private, alternative, charter, or home schools (this includes school support organizations such as PTAs, PTOs, school foundations, etc.).

This program funds:
- Single-discipline or multidisciplinary arts activities and community projects of all forms taking place in the seven-county metro area.
- Arts projects of artist service organizations for which groups of artists are the primary audience.

This program does NOT fund:
- Projects that have received or are seeking support from any other MRAC grant program.
- Requests in which any portion of the activity is located outside of the seven-county metro area.
- **Project Start Date:** MRAC does not fund projects that are already underway. MRAC defines a *project's start date* as the point at which the intended community is engaged, any items in the project budget have been expended, or financial and other commitments are made that set the project in motion (e.g. rehearsals begin, contracts are signed, marketing materials printed or distributed, tickets are sold).
- **Project End Date:** MRAC funds awarded in FY19 cannot have activities that extend beyond June 30, 2020.
- Projects that take place as part of the K - 16 school-day curriculum and activities in public, private, alternative, charter and home schools. This includes costs to subsidize school participation (e.g. tickets, bussing, etc.).
- Capital improvements or construction, purchase of capital equipment, purchase of real estate property, endowments, or the creation, purchase or installation of artwork when there is no accompanying community activity. See the project budget expense section for more information.
- 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.

During each MRAC fiscal year (July 1 – June 30), groups may receive:

➔ 1 Project Support grant (Arts Activities Support or Community Arts)
➔ 1 Arts Learning grant
➔ 1 Organizational Support grant (Organizational Development or Capital)
➔ 1 Management Consulting Fund grant for Metro organizations (2 for Suburban groups)
   ◆ Groups may apply to any 2 of the 4 Project Support deadlines (Arts Activities Support or Community Arts) but may receive only one Project Support award per MRAC fiscal year.
   ◆ Groups can apply to both Organizational Support deadlines (Organizational Development or Capital) but may only receive one Organizational Support award per MRAC fiscal year.
   ◆ Eligible groups that have an MRAC-funded project in process may apply for a subsequent grant in the same program category if the first project is completed before MRAC's published earliest project start date for the new project.
   ◆ Groups may not apply for funding in multiple grant programs for the same project. Each project may ONLY be funded by one MRAC grant program.

PROGRAM REQUIREMENTS

File Uploads

You will upload several files. Document uploads must be a MS Word, MS Excel, or PDF document.

Format ALL upload documents as follows:

- US Letter paper size (8.5 x 11) in portrait orientation with at least ¾ inch margins
- A text font equivalent to Times 12-point or larger (15 characters per inch)

CHECKLIST OF REQUIRED FILES:

☐ Narrative *(one upload – no more than five pages)*
☐ Project Personnel List *(one upload – multiple pages)*
☐ Board of Directors/Advisory Committee *(one upload – one page)*
☐ Project Budget Expense *(one upload – one page)*
☐ Project Budget Income *(one upload – one page)*
☐ Organizational Income and Expense *(one upload – one page)*
☐ Fiscal Sponsor Agreement or Letter (if applicable)

1. Narrative *(one upload – no more than five pages)*

The narrative portion of your application is designed to help you outline your organization's mission and history as well as address each of MRAC's five criteria: **Artistic Quality, Artistic Challenge, Ability, Community Need & Support, Equity & Inclusion**

Please provide enough information to help the review panel evaluate your project in relation to EACH criterion. Assume the panel is not familiar with your group, your discipline, nor the community you intend to serve, and use the narrative to provide this information. The panel will apply ALL five criteria to the application as a whole.

Mission and History

- In one paragraph, summarize your group's purpose/mission and your arts programming history. If your project is a first-time initiative, please indicate so. How will this project advance your group's mission?

Artistic Quality

- Describe the concept and design of your project (what, where, when).
- What are your artistic goals? How do you define artistic success for this project? Be specific.
- Who are, or will be, the artists and project leaders? How are, or will, the artists be selected?
- Describe the focus of your project. Where will artistic energies/resources be directed– primarily on process (audience/participant learning, creating or otherwise engaging in the arts experience), or on the quality of the artistic product, or both? Explain.

Artistic Challenge

- Why did you select this particular project?
- In what ways will your project be artistically relevant to the artists, the audience, attendees and/or participants? For example, will it stretch artistic skills of the artists involved? Or, in what ways will the event engage or stimulate your audience?

Ability

- Describe the planning process for your project. In what ways will your board of directors or advisory committee be involved?
- What is the timeline for your project (e.g., give deadlines for major activities)?
- How will you promote your project?
- How will you evaluate the project and its outcomes in relation to your stated artistic and community goals?

Community Need & Support

- How do you define your community? Describe the individuals this project will serve (i.e. artists, attendees, participants, etc.). Your community/communities are the people who are served or engaged by your project. Describe the community this project will serve by describing the diversity of people within this community (e.g. racial, ethnic, cultural, age, gender, ability, geographic, and/or economic, etc.).
- What shared interest, need, or demand exists within this community as it relates to your work? 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 (e.g. collaborations and partnerships; financial contributions; volunteer time; in-kind donation of services, supplies or space)?

Equity & Inclusion

- Within the context of your community, describe how your project identifies and proactively addresses barriers to engaging historically marginalized, targeted, and underserved people and identities that may otherwise have limited access to your proposed activity. Examples might include:
  - IPOC (**I**ndigenous people and **P**eople **o**f **C**olor including Native American, Black/African/African American, Afro Latinx, Caribbean, Chicanx/Mexican, Central American, South American, Middle Eastern/North African, Southeast Asian/Asian/Pacific Islander, Immigrants, Refugees, and Muslim individuals)
  - economically disadvantaged
  - youth and seniors
  - people with disabilities
  - LGBTQIA (Lesbian, Gay, Transgender, Queer, Intersex, Asexual)

- Explain how your *organization or group* is best positioned to engage with and support the community you have described.
- In what ways does your *project* engage and support members of the community you have described? How are they represented among your leadership, artists, and decision-makers?
- If you have defined your community based on geography, how are the above people and identities represented throughout your neighborhood/city/region/etc.? In what ways is this project inclusive of that diversity?
- In what ways does your project ensure that people with disabilities can participate? Examples might include ADA accessible venue, ASL interpretation, audio described performance, large print programs, sensory tours, etc.
- If there are financial costs associated with your project, what considerations are made for those who may find such costs a barrier? Examples might include ticket discounts, scholarships, waived membership dues, transportation reimbursements, etc.

2. Project Personnel *(one upload – multiple pages)*

Upload a list of the key people/groups involved in your project. Briefly describe their qualifications for the project. You may submit up to one page of information per person/group. Multiple pages must be submitted in one upload. Do not list personnel who are not informed collaborators.

3. 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.

4. Project Budget Expense *(one upload – one page)*

➜ **Your project's total expense must equal your project's total income**

Download and complete the Excel budget form from the MRAC website or generate your own form with the same information in the same format. Once completed, upload a one-page project budget expense. Include all <u>cash</u> costs. Do <u>not</u> include: in-kind support and unrealized income such as scholarships. There is no match required in the Community Arts grant program.

➜ **Capital Equipment**
   MRAC does not fund the purchase of *capital equipment* in the Community Arts grant program. Capital equipment is defined as any piece or pieces of equipment with value of more than $500 that has a usable life beyond the scope of the project.

5. Project Budget Income *(one upload - one page)*

Your project's total income must equal your project's total expense.

Download and complete the Excel budget form from the MRAC website or generate your own form with the same information in the same format. Once completed, upload a one-page project budget income. Do <u>not</u> include in-kind goods and services.

➢ **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 *(one upload – one page)*
   ➜ **Arts groups with a history of programming:** Download and complete the Excel Spreadsheet form with income-and-expense amounts for your most recently completed fiscal year (must be a 12-month period). Or, generate your own annual statement with the same information in the same format. Please describe the circumstances surrounding a substantial year-end surplus or deficit in the space provided on the Excel Spreadsheet, or in your Narrative.
   ➜ **First-time initiatives:** new arts groups and first time projects of informal arts groups are <u>not</u> required to submit an Organizational Income-and-Expense Statement.

➔ **Nonprofit, non-arts organizations**: Download and complete the Excel Spreadsheet with *only arts programming* income and expenses for the most recently completed fiscal year.

7. Fiscal Sponsor Agreement or Letter *(one upload – for informal groups ONLY)*
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 a school, city, government agency or an arts or social services organization.

You will need to upload your agreement or a letter of agreement between your organization and the fiscal sponsor which must include the following:
- If submitting a letter, it must be written on the letterhead of the fiscal sponsor
- Dated within a year, and date must be on/before grant deadline
- Fiscal sponsor's EIN which is also known as a Federal Tax Identification Number
- Signed by fiscal sponsor contact
- Contain name of the fiscal sponsor and the MRAC applicant group

REVIEW AND DECISION PROCESS

1. **Staff:** MRAC staff review all applications for eligibility.
2. **Panel**: A peer review panel reviews all eligible applications. The panel meetings are ALL open to the public; and applicants will be notified of the meeting; and are encouraged to attend. Panel recordings are shared in your grant record within one week of review.
3. **MRAC Board of Directors:** The panel submits its recommendations to the MRAC board of directors who make the final decision on funding.
4. **Appeal:** Appeals should be made in writing within 30 days of the notification of the board decision. Contact MRAC for a copy of the appeal process.