Grant Guidelines 2019-2020

MANAGEMENT TRAINING FUND

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

Application Deadline:
Minimum 2 weeks before proposed training

Earliest Grant Expenditure Date:
Reimbursement program

Program Director:
Bethany Whitehead
Contact Information:
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Review our guidelines, and contact MRAC with questions or for support. Alternative formats and translation available. MRAC will need 10 business days to obtain translation services.

Large Print
Braille

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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 http://mrac.org/grants/grant-resources for a list of some 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 group with 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, and a Minnesota-based 501(c)3 fiscal sponsor.

Applicant groups cannot be:

- Non-arts Nonprofits
- A public entity such as a unit of state, local, or tribal government
- Organizations registered with the MN Secretary of State as a profit-making Minnesota business (e.g. Business Corporation, Limited Liability Company, Limited Liability Partnership, 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.).
- Community education units may not apply for management related grants for their arts programs. However, a community education unit may serve as a fiscal sponsor.

**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.
- Any 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).

**PROGRAM REQUIREMENTS**

- Funds must be requested and approved before the applicant attends the class, workshop, or conference. 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.
APPLICATION

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.

If your group is an informal group, you must upload a Fiscal Sponsor Letter.
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, be registered with the IRS with a Minnesota address, and must be active as a Nonprofit Corporation with the Minnesota Secretary of State.

You will need to upload a letter on the fiscal sponsor’s letterhead that outlines the agreement between your organization and the fiscal sponsor. The letter must include the following:
- The name of the organization and the project being proposed
- Fiscal sponsor’s EIN which is also known as a Federal Tax Identification Number
- The mission of the applicant group
- Signature of the fiscal sponsor contact
- A date within three months of the grant deadline

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.

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.