

Flexible Support Guidelines

The Flexible Support grant provides up to \$15,000 in funding to help groups whose primary addresses are located in Anoka, Carver, Dakota, Hennepin, Ramsey, Scott or Washington county to create access to the arts and stay connected to audiences/communities in Minnesota. This program supports the production of artistic projects, and/or projects that strengthen the organizational capacity and operations of groups providing access to the arts.

Your grant proposal could include an Arts Programming activity such as a single event such as a theater production or a series such as a semester of painting classes. Organizational Capacity activities might include a coordinated management effort that bolsters the organization's ability to do its work (like rebranding, building a website, or overhauling financial tracking systems), and/or could include the purchase of equipment, or making facilities improvements. Operations activities could be those that support the ongoing operations of a group (such as paying staff salaries or rent on a space). All of these types of activities, independently, or in some combination, could be the organization's "project" or "program."

Contacts

Questions about **the grantmaking process in general** and **technical assistance** with the grant interface (such as trouble logging in), please contact us at mrac@mrac.org or 651-645-0402.

Questions and assistance related to **eligibility** and/or **preparing an application**:

For Flexible Support **Round 1** (deadline August 9, 2021), please contact Scott Artley (scott@mrac.org or 651-523-6384).

For Flexible Support **Round 2** (deadline March 14, 2022), please contact Masami Kawazato (masami@mrac.org or 651-523-6386).

For **both rounds**, visit the Flexible Support grant program page and fill out the [application assistance meeting request form](#) to schedule a time to meet with a staff member who can assist you.

Please do your best to read these guidelines thoroughly before reaching out with questions.

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Important Dates

Flexible Support Round 1 – Deadline August 9, 2021

- July 2021: Grant Information Webinars and assistance from program directors.
- July 6, 2021: Guidelines are available on the website at: [Flexible Support guidelines](https://mrac.org/grants/flexible-support) (https://mrac.org/grants/flexible-support). Application is available in the grant interface, project proposals are accepted.
- **August 9, 2021 at 11:59 PM is the deadline.** Applications must be received by this time. MRAC does not accept late applications.
- Starting August 10, 2021: Organization/group eligibility review by MRAC staff.
- September 2021: panel of peer reviewers will score applications from eligible organizations.
- October 2021: ratings from panel reviewers are collected, projects are reviewed by staff for eligibility, and funding recommendations are drafted.
- November 16, 2021: Board of Directors review the funding recommendations and make the funding decision.
- November 17, 2021: staff send out grant notifications via email to applicants.
- Eligible funding period: November 17, 2021 to June 30, 2023.

Flexible Support Round 2 – Deadline March 14, 2022

- February 2022: Grant Information Webinars and assistance from program directors.
- End of January 2022: Application is available in the grant interface, project proposals are accepted
- **March 14, 2022 at 11:59 PM is the deadline.** Applications must be received by this time. MRAC does not accept late applications.
- Starting March 14, 2022: Organization/group eligibility review by MRAC staff.
- April 2022: panel of peer reviewers will score applications from eligible organizations.
- May 2022: ratings from panel reviewers are collected, projects are reviewed by staff for eligibility, and funding recommendations are drafted.
- June 21, 2022: Board of Directors review the funding recommendations and make the funding decision.
- June 22, 2022: staff send out grant notifications via email to applicants.
- Eligible funding period: June 22, 2022 to June 30, 2023.

Preparing to Apply

MRAC wants to make sure the application process is accessible and available for you to share who you are and your project ideas. Here are some ways we are trying to make the process accessible:

Online Resources

Visit the [Grant Resources](https://mrac.org/grants/grant-resources) page (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.

Grant Information Webinars

MRAC offers grant application workshops to learn about the grant program and to discuss project ideas. Check the [online calendar](https://mrac.org/events) (mrac.org/events) for dates and times: mrac.org/events. Recorded workshops are also posted on the MRAC YouTube account.

Program Directors

Program directors are available to help with your application. To schedule a video or phone meeting with a program director, visit the main page for the grant program to fill out the [application assistance meeting request form](#) so we can follow up with you. You may also call or email the program director listed under [Contacts](#) above, or on the grant

program page, and we will take down your information and follow up to schedule a meeting. There are three types of meetings you may request:

- Group Eligibility/Project Ideas Check-in (early in the process)
- Application Eligibility Review (for when you have a draft ready for us to review for eligibility)
- Project Check-In (once you received a grant and want to discuss any project changes)

Please note: We will do some initial brainstorming/refining with you about ideas, and will review application materials for eligibility and completeness. We are not able to help with reviewing content beyond eligibility.

Language Translation

The online grant portal allows for Google Translate to access the application in a variety of languages. With advance notice, MRAC can also contract a speaking translator to assist.

Accessibility

MRAC requests that all applicants apply online unless a disability prevents them from doing so.

MRAC works to ensure that grant guidelines, workshop presentations, and any other written materials are created with accessibility principles in mind. Additionally, we are happy to provide materials in Braille, Large Print, or other formats with advanced notice that varies according to format, from one week to on-demand, but even if the notice timeline has elapsed, we may still be able to accommodate the request.

On each grant webpage there is a link to the guidelines in a text format that is friendly to screen readers and text resizing. The company that makes the online application software MRAC uses, Foundant Technologies, suggests using [NVDA](#), a screen reader software compatible with Windows available for free download.

Applicants with disabilities wishing to use other means to apply can work with MRAC staff to adapt our typical processes to ensure you have equal opportunity to submit an application. Solutions we have previously implemented include filling out an adapted form in Microsoft Word, and providing verbal responses that MRAC will share via audio recording or transcription.

Contact us as early as possible to begin a conversation about how to make sure you have an equal opportunity to apply.

Organization/Group Eligibility

Groups must be located in Anoka, Carver, Dakota, Hennepin, Ramsey, Scott, or Washington county; all groups must describe how their project/program will create access to the arts and ensure connection to audience in Minnesota; and be one of the following:

Arts groups and organizations

Federally tax-exempt 501(c)(3) nonprofit arts organizations with annual operating expenses of \$400,000 or less.

Cultural groups and organizations

Federally tax-exempt 501(c)(3) cultural nonprofit organizations that provide arts and non-arts programming with annual arts programming expenses of \$400,000 or less.

Fiscally sponsored groups with arts projects

Groups who are not incorporated as a federally tax-exempt 501(c)(3) nonprofit organization with annual operating expenses of \$400,000 or less. Fiscally sponsored groups also must consist of at least 3 people who are on the leadership team.

A fiscal sponsor is a tax-exempt nonprofit 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.

Fiscally sponsored groups must have a fiscal sponsor. Fiscal Sponsors must be registered with the IRS as a federally tax-exempt 501(c)3 nonprofit with a Minnesota address and have an active registration with the Minnesota Secretary of State as a nonprofit organization.

Fiscal sponsors may **not** be Public, private, alternative, charter, transitional, or home schools (this includes school support organizations such as PTAs, PTOs, school foundations, etc.). Schools are groups/organizations providing K-12 education that meet state education requirements and post-secondary education leading to a degree or accreditation.

MRAC requires a Fiscal Sponsor Agreement Letter to confirm that your organization/group has an active working relationship with the fiscal sponsor at the time of application.

Upload a letter or email from the fiscal sponsor that outlines the agreement between your organization and the fiscal sponsor. The letter/email must include all of the following:

- The name of the fiscal sponsor
- The name of the applicant group
- Fiscal sponsor's EIN (the Federal Tax Identification Number)
- Signature of the fiscal sponsor contact
- A date within six months of the grant deadline

Other eligible groups

Non-arts and non-cultural nonprofit organizations

Federally tax-exempt 501(c)(3) nonprofit organizations with annual arts programming expenses of \$400,000 or less. Non-arts and non-cultural nonprofit organizations must be able to isolate their arts programming expenses from non-arts and non-cultural financial activity.

Public Entities

A public entity such as a unit of state, local, or tribal government with annual arts expenses of \$400,000 or less. The public entity must be able to isolate their arts programming expenses from non-arts and non-cultural financial activity.

Community Education Units

Community education units of a school district with annual arts budgets of any size. Community education units must be able to isolate their arts programming expenses from non-arts and non-cultural financial activity.

Ineligible Groups

The following Organizations/Groups are **not** eligible for this grant program:

- Organizations/Groups that have already been awarded a Flexible Support program in the same MRAC fiscal year (July 2021 to July 2022).
- Organizations/Groups located outside of Anoka, Carver, Dakota, Hennepin, Ramsey, Scott, or Washington county.
- Individuals.
- Public, private, alternative, charter, transitional, or home schools (this includes school support organizations such as PTAs, PTOs, school foundations, etc.). Schools are groups/organizations providing K-12 education that meet state

education requirements and post-secondary education leading to a degree or accreditation.

- Organizations whose main purpose is to raise funds for another person, organization, or cause.

Project Eligibility

Must Provide Access to the Arts

Activities must specifically address enhancing Minnesotans' access to the arts. Providing artistic opportunities to communities is one way to accomplish that access. Additionally, MRAC believes that healthy organizations are an important part of ensuring access to the arts, so projects that strengthen the organizational capacity and operations of groups providing access to the arts are also encouraged, but must always point back to how it enhances access to the arts.

Must Occur *Only* during the Eligible Funding Period

- Applicants may seek support for any of the following (or a combination of the following):
 - A first-time event or activity the group has never produced before during the Eligible Funding Period;
 - A recurring, annual, or seasonal event it has produced before that occurs during the Eligible Funding Period;
 - The portions of an ongoing program that clearly fall within the Eligible Funding Period; and/or
 - An activity supporting the organizational capacity and/or operations of the group (such as equipment purchases, management projects, or personnel expenses) during the Eligible Funding Period.
- **All expenses must be incurred only during the Eligible Funding Period for each grant round.** Including expenses incurred prior to this date may deem the entire application ineligible.
 - **Incurred expenses** are those that are confirmed debts and/or firm promises to pay, whether or not cash has changed hands. Performing artist fees, for example, would be an incurred expense at the time a contract is signed, even if payment happens later.
 - The **Proposal Start Date** you enter in the application is the date on which you will begin incurring expenses for your project.
 - The Proposal Start Date for **Round 1** must be on or after November 17, 2021.
 - The Proposal Start Date for **Round 2** must be on or after June 22, 2022.

- The latest possible **Proposal End Date** is June 30, 2023. This means that by this date the project is complete and all grant funds have been expended. Your project may end at any point before June 30, 2023.

Ineligible Projects and Ineligible Expenses

The following projects and expenses are ineligible:

Not Legally Compliant

- Projects that do not uphold applicable federal, state, and local laws, rules, regulations, and ordinances in relation to the use of MRAC funds.
- Projects that attempt to influence any state or federal legislation or appropriation; to support activities that are essentially for the religious socialization of the participants or audience; or discriminate against persons or groups.

Outside of Minnesota

- Activities that occur outside the state of Minnesota.
- Travel expenses to or from Minnesota. You **may** engage an out-of-state artist or consultant within your project, but their travel expense to get to or from Minnesota cannot be included in a MRAC request.
- Costs for relocating the applicant's legal address/residence outside the state of Minnesota.

Outside the Eligible Funding Period

- **Expenses incurred before the Eligible Funding Period.** MRAC grants cannot be used for reimbursement. All expenses included in the grant proposal must be incurred within the Eligible Funding Period listed for each grant round (see below). Including expenses incurred prior to this date may deem the entire application ineligible.
 - **Incurred expenses** are those that are confirmed debts and/or firm promises to pay, whether or not cash has changed hands. Performing artist fees, for example, would be an incurred expense at the time a contract is signed, even if payment happens later.
 - The **Proposal Start Date** you enter in the application is the date on which you will begin incurring expenses for your project.
 - The Proposal Start Date for **Round 1** must be on or after November 17, 2021.
 - The Proposal Start Date for **Round 2** must be on or after June 22, 2022.
- The latest possible **Proposal End Date** is June 30, 2023. This means that by this date the project is complete and all grant funds have been expended. Your project may end at any point before June 30, 2023.

Further Ineligible Project Activities

- Projects that are managed by another entity other than the applicant.
- Projects and activities designed to raise funds/regrant/donate funds on behalf of **another** person, organization, or cause. MRAC funds cannot be donated to another organization or person.
- These dollars cannot substitute other state dollars. This includes:
 - Requests in which any portion of the project budget will be used to pay an artist or arts organization to provide essentially the same services that an ongoing teacher, teaching staff, or arts specialist previously provided or would be expected to provide in a school setting.
 - Requests in which the project will replace discontinued or nonexistent arts programs that should be fulfilling the state's arts curriculum requirements in schools.
- Capital projects (facility improvements and equipment purchases) to leased spaces that are not approved by the property owner. If the applicant is not the property owner, written permission from the property owner of the space will be required for capital projects if awarded.
- No capital improvements can be made to residential properties.

Specific Ineligible Budget Items

- Unrealized income such as scholarships or in-kind support. All expenses and income must be for cash expenses.
- The purchase of real estate property.
- Development of endowments.
- Arts groups and organizations and fiscally sponsored groups with arts projects may request capital funds up to the full request amount. Cultural groups and organizations, non-arts and non-cultural nonprofit organizations, public entities, and community education units can request up to 50% of the amount requested from MRAC for capital expenses.
- Debt reduction and building cash reserves.
- Expenses to purchase alcoholic beverages or to pay associated costs (servers, insurance, liquor licenses, etc.).
- **Project expenses that are included in another MRAC grant.** Grant funds may not be applied to expenses already covered by a grant from MRAC, or for which you have already requested support in another pending application. If you include a given expense in your project budgets, you may not include this same expense in any other grant proposal you submit to MRAC.

Already Have Another MRAC Grant Award? Or Submitted An Application in Another Program?

Project expenses that are included in another MRAC grant are always ineligible. The following information is about whether your group is eligible to submit an application.

We have a previous (pre-FY21) MRAC grant in another program

If you have an active grant from a MRAC grant program awarded prior to July 2020 (Arts Project Support, Arts Learning, Organizational Development, Capital, Access Improvement, Management Consulting Fund, Management Training Fund), you **are eligible** to submit in current MRAC grant programs. Project expenses that are included in another MRAC grant are ineligible, so your proposal must outline activities and expenses for a project or program distinct from a previous grant.

We have an Equity Response grant from FY21

If you have an active Equity Response grant awarded to you between July 2020 and June 2021, you **are eligible** to submit in current MRAC grant programs. Project expenses that are included in another MRAC grant are ineligible, so your proposal must outline activities and expenses for a project or program distinct from a previous grant.

We have a Flexible Support grant from FY21

Groups that have an active Flexible Support grant awarded between July 2020 and June 2021 **may be eligible** to submit in current MRAC grant programs *only* if the project from a previous fiscal year is completed before the grant round's eligible project funding period begins.

For **Round 1** (deadline August 9, 2021): Your previous grant project must be complete by **November 16, 2021** to be eligible to apply.

For **Round 2** (deadline March 14): The previous Flexible Support-funded project must be complete by **June 20, 2022** to be eligible to apply.

A project is "complete" when all grant funds have been spent down and all project activities are finished. A pending final report for a completed project does not make an application ineligible, but will need to be submitted before new grant funds are released.

Project expenses that are included in another MRAC grant are ineligible, so your proposal must outline activities and expenses for a project or program distinct from a previous grant.

We have a grant, or have submitted a grant, in the FY22 Flexible Support and/or Arts Impact grant programs

Groups may only receive one Flexible Support and one Arts Impact grant (and may receive both) during each MRAC fiscal year (July 2021 to June 2022). Project expenses that are included in another MRAC grant are ineligible, so your proposal must outline activities and expenses for a project or program distinct from a previous grant or currently submitted application.

Proposal Application Tips

- You will type your application into text boxes online in the MRAC grant interface.
- Text boxes include maximum character counts which are inclusive of letters, numbers, spaces, and paragraph breaks. There is no formatting (bold or italics).
- You may find that you do not need all the characters allotted.
- Do **not** include hyperlinks in text boxes, as the panel review will be limited to the content of your application.
- The MRAC grant interface will auto-save your work every few minutes, and there is also a “save” button at the bottom of the screen page.
- Some applicants may wish to work in another document and paste in your answers once written. We provide templates on the [Flexible Support website page](https://mrac.org/grants/flexible-support) (<https://mrac.org/grants/flexible-support>) for working on your proposal before uploading it to the online form.

Proposal Narrative

Group’s Purpose (1500 characters maximum)

You will provide your answer to each question in a text box. Consider numbering your responses.

1. What are the group’s goals or intentions?
2. In general, what kind of arts programming does your group plan to produce, or has it produced?

The information submitted here **will** be provided to panelists as part of their review of your application. Stronger proposals will help panelists understand how the group’s goals and arts programming align with your project and community.

Project / Program Name (100 characters maximum)

In a few words, what is the name or title of your project or program?

The information submitted here **will** be provided to panelists as part of their review of your application. It is also shared with the Minnesota State Arts Board.

Project / Program Description (200 characters maximum)

Provide a very brief (1-2 sentence) summary of your project, beginning with the phrase "Funding to..." or "Funding for..."

The information submitted here **will** be provided to panelists as part of their review of your application. It will also be used to publicize the grant award via press releases and on the MRAC website if the proposal is funded. MRAC staff may edit for consistency.

Project or Program (3000 characters maximum)

You will provide your answer to each question in a text box.

1. Describe the project or program for which the group seeks funding.
2. What are the goals of this project or program?
3. In what ways does this project or program align with or advance the group's goals?
4. What are the activities that will take place? Where will the activities take place? Describe the major activities or tasks that take place between the start and end dates of your project or program.

The information submitted here **will** be provided to panelists as part of their review of your application. Stronger proposals will help panelists understand the specific ways the project or program activities and goals align with your group's goals.

Community (3000 characters maximum)

You will provide your answer to each question in a text box.

1. Describe the people your project or program benefits, and how these people are aligned with the group.
2. Describe the connection between this project or program, and how it will benefit the people previously described in Question 1.
3. Who are the people working on the project or program? Describe their roles within the project or program. How are they aligned to the project or program goals?

The information submitted here **will** be provided to panelists as part of their review of your application. Stronger proposals will help panelists understand the specific ways the project or program's personnel, activities, and goals align with the people intended to benefit from the project or program.

Proposal Budgets

Project Budget Expenses (1,000 characters maximum)

List the major cash expenses of your proposal with dollar amounts and short descriptions. Do **not** include in-kind expenses or ineligible expenses. Please carefully review [Project Eligibility](#) and [Ineligible Projects & Ineligible Expenses](#) sections above to ensure your application is not deemed ineligible.

Examples of eligible cash expense items (this is not a complete list; you may request expenses that are not on this list):

- Contracted Artists
- Administrative & other personnel
- Professional fees/consultants
- Supplies and/or capital purchases
- Space rental and/or equipment rental
- Accessibility-related costs (be specific)
- Facilities expenses
- Administrative overhead (be specific)

The information submitted here **will** be provided to panelists as part of their review of your application. Stronger proposals will help panelists understand how the project's expenses align with the goals and activities of the project or program.

Total Project Cash Expenses

Enter in a number.

- Enter the Total Project Cash Expenses (rounded to the nearest dollar). In-kind items may not be included in this figure.
- Your Total Project Cash Expenses listed here must be the same as the sum of all items listed in the Project Budget Expenses field above. MRAC staff will tabulate all items, so please double-check your math in both fields.
- The Total Project Cash Expenses must be the same number as Total Project Cash Income.
- **Note:** You may not request more funding from MRAC than the project costs, so all expenses must total at least or more than the MRAC grant amount you are

requesting. However, your project may cost more than the maximum MRAC grant amount.

The information submitted here **will** be provided to panelists as part of their review of your application.

Amount Requested

Enter in a number. You may request up to \$15,000.

Ask for the amount of money, up to the maximum request amount, that you need to do your project. There is no advantage or disadvantage to asking for a smaller or larger amount.

The information submitted here **will** be provided to panelists as part of their review of your application.

Project Budget Income (1,000 characters maximum)

Enter in a number.

- List the major cash income sources with dollar amounts and short descriptions. Do **not** include in-kind income.
- The Amount Requested **must** be included here. Enter in the number from Amount Requested followed by “MRAC Flexible Support grant.”
 - If your Total Project Cash Expenses are equal to the Amount Requested, enter in the number from Amount Requested followed by “MRAC Flexible Support Grant”.
 - If your Total Cash Expenses are larger than Amount Requested, enter in the number from Amount Requested followed by “MRAC Flexible Support Grant” and outline how the project or program will be supported through other sources of income (such as other grants/fundraising, cash reserves in your bank account, or ticket sales).

The information submitted here **will** be provided to panelists as part of their review of your application.

Total Project Cash Income

Enter in a number.

- Your Total Project Cash Income listed here must be the same as the sum of all items listed in the Project Budget Income field above. MRAC staff will tabulate all items, so please double-check your math in both fields.
- The Amount Requested must be included in this number.

- The Total Project Cash Income must be the same number as Total Project Cash Expenses.

The information submitted here **will** be provided to panelists as part of their review of your application.

Sample Budgets

All MRAC grant proposals fall under one of the following funding scenarios:

- MRAC is the *only* funding source for the project/program
- MRAC is one of *multiple* funding sources for the project/program

Sample budgets for each scenario are provided below to assist organizations/groups complete the budget sections of the proposal, followed by a check-list. These are sample budgets only; you may request expenses for different types of projects or for similar projects with different expenses.

Example 1: Arts & Culture Workshops, where MRAC is the *only* funding source for the project/program

Application Field	Example Entry
Project Budget Expenses	\$9,000 Contracted teaching artists: 3 teaching artists at \$3000 each \$3,000 Administrative personnel: Project Manager \$2,000 Workshop materials and shipping \$1,000 Accessibility costs: captioning software subscription, ASL interpretation Total: \$15,000
Total Project Cash Expenses	\$15,000
Amount Requested	\$15,000
Project Budget Income	\$15,000 - MRAC Flexible Support grant
Total Project Cash Income	\$15,000

Example 2: Capacity Building, where MRAC is the *only* funding source for the project/program

Application Field	Example Entry
Project Budget Expenses	\$5,000 Contracted Strategic Planning Consultant \$500 Video conferencing for planning meetings \$500 Food delivery and childcare costs for group's meeting participants Total: \$6,000
Total Project Cash Expenses	\$6,000
Amount Requested	\$6,000
Project Budget Income	\$6,000 MRAC Flexible Support grant
Total Project Cash Income	\$6,000

Checklist when MRAC is the *only* funding source for the project/program:

- ✓ **Project Budget Expenses** are \$15,000 or less.
- ✓ **Total Project Cash Expenses** must be the same number as the total of the items listed in the Project Budget Expenses.
- ✓ **Amount Requested** must be the same number as Total Project Cash Expenses.
- ✓ **Project Budget Income** must be the same number as Project Budget Expenses, Total Project Cash Expenses, and Amount Requested. Enter in the number from Amount Requested in Project Budget Income.
- ✓ **Total Project Cash Income** must be the same number as Project Budget Expenses, Total Project Cash Expense, Amount Requested, and Project Budget Income.

Example 3: Arts & Culture Production, where MRAC is one of *multiple* funding sources for the project/program

Application Field	Example Entry
Project Budget Expenses	\$5,000 Artistic Director \$1,500 Contracted artist: storyteller

Application Field	Example Entry
	\$1,500 Contracted artist: puppeteer \$1,500 Contracted artist: stage designer \$1,500 Temporary stage builder \$2,000 Temporary stage materials \$300 Sound equipment rental \$1,000 ASL Interpretation \$200 COVID supplies: masks, hand sanitizer \$500 Marketing expenses: advertising in neighborhood newspaper Total: \$15,000
Total Project Cash Expenses	\$15,000
Amount Requested	\$10,000
Project Budget Income	\$10,000 MRAC Flexible Support \$2,500 ticket sales \$2,500 St. Paul Cultural Star Total: \$15,000
Total Project Cash Income	\$15,000

Example 4: Capacity Building where MRAC is one of *multiple* funding sources for the project/program

Application Field	Example Entry
Project Budget Expenses	\$5000 Contracted Strategic Planning Consultant \$5000 Stipends to 5 Advisory Committee members for strategic planning \$500 Video conferencing for planning meetings \$500 Food delivery and childcare costs for group's meeting participants Total: \$11,000
Total Project Cash Expenses	\$11,000
Amount Requested	\$10,000
Project Budget Income	\$10,000 MRAC Flexible Support \$1,000 reserves earmarked towards this project

Application Field	Example Entry
	Total: \$11,000
Total Project Cash Income	\$11,000

Example 5: Arts & Culture Production where MRAC is one of *multiple* funding sources for the project/program

Application Field	Example Entry
Project Budget Expenses	\$5,000 Artistic Director \$1,500 Contracted artist: storyteller \$1,500 Contracted artist: puppeteer \$1,500 Contracted artist: set builder and designer \$1,500 set builder and designer \$2,000 set materials materials \$500 Sound equipment rental \$1,000 ASL Interpretation \$3,000 Venue Rental \$500 Site signage \$200 COVID supplies: masks, hand sanitizer \$500 Marketing expenses: advertising in neighborhood newspaper \$1000 Marketing person Total: \$19,700
Total Project Cash Expenses	\$19,700
Amount Requested	\$15,000
Project Budget Income	\$15,000 MRAC Flexible Support \$2,200 ticket sales \$2,500 St. Paul Cultural Star Total: \$19,700
Total Project Cash Income	\$19,700

Checklist when MRAC is one of *multiple* funding sources for the project/program:

- ✓ **Total Project Cash Expenses** must be the same number as the tally of the items listed in the **Project Budget Expenses**.
- ✓ Enter in and tally your **Program Budget Income. Amount Requested** must be included in the **Project Budget Income**. Other income sources for the project must also be included here.
- ✓ **Amount Requested** must be \$15,000 or less and be less than **Total Project Cash Expenses**.

Project / Program Information

Project Discipline

Choose from a dropdown list:

Discipline Code - Project: Select one category that best represents the grant activity described in your application.

The information submitted here will **not** be provided to panelists as part of their review of your application. This information is shared with the Minnesota State Arts Board.

Project Timeline: Proposal Start Date

What is the earliest date that you will incur expenses covered by MRAC funds for this proposal? You may not incur expenses covered by MRAC funds before the announcement date: November 17, 2021 for Round 1 of Flexible Support; June 22, 2022 for Round 2 of Flexible Support.

The information submitted here will **not** be provided to panelists as part of their review of your application. This information is used by MRAC staff to determine project and program eligibility, and it is shared with the Minnesota State Arts Board.

Project Timeline: Proposal End Date

The date at which all the grant funds have been spent and all project activities are completed. The latest end date you can enter is 6/30/2023.

The information submitted here will **not** be provided to panelists as part of their review of your application. This information is used by MRAC staff to determine project and program eligibility and to determine the final report due date (final reports are due two months after the end date), and it is shared with the Minnesota State Arts Board.

Outcomes

Choose from a dropdown list.

Select an outcome most closely aligned to what you hope to achieve with the proposal. You may anticipate multiple outcomes, but please select the one that seems most significant.

Arts Access

- A reduction in geographic, cultural and/or physical barriers to arts participation.
- A change in knowledge, attitude, behavior or condition due to public art, arts festivals or arts events.
- Artists/arts groups are strengthened by connecting to their communities through the arts.
- Artists expand and improve their work and the way in which they create it.
- Artists connect to new audiences, building relationships that provide artistic growth.

Arts Learning

- Residents learn new arts skills & techniques.
- Residents gain awareness and appreciation for artistic disciplines and mediums.
- Artists build their capacity through professional development.

Arts & Cultural Heritage

- Residents build connections to their own and others' cultural heritage through events and/or activities.
- MN folk and traditional artists/audiences are expanded.
- MN folk and traditional artists see an increase in demand for work.

The information submitted here will **not** be provided to panelists as part of their review of your application. This information is used in your final report, and it is shared with the Minnesota State Arts Board. MRAC staff may re-assign project outcomes after submission to align with state requirements.

Evaluation Plan

Choose one or more:

How will you evaluate the impact of the funds on your organization and / or community?

- Interviews/Conversations with participants
- Interviews/Conversations with board/staff/leaders
- Community dialogue (group conversations with a large group)

- Reviewing recorded information or documentation (such as finances, attendance records, work plans)
- Observation
- Surveying (paper or online)
- Other (please describe below)

The information submitted here will **not** be provided to panelists as part of their review of your application. This information is used in your final report, and it is shared with the Minnesota State Arts Board.

Fiscal Sponsor Information (for fiscally sponsored groups only)

Please see the [above section about fiscal sponsors](#).

We require a Fiscal Sponsor Agreement Letter to confirm that your group has an active working relationship with your fiscal sponsor at the time of application.

Upload a letter or email from the fiscal sponsor that outlines the agreement between your organization and the fiscal sponsor. The letter must include all of the following:

- The name of the fiscal sponsor
- The name of the applicant group
- Fiscal sponsor's EIN (the Federal Tax Identification Number)
- Signature of the fiscal sponsor contact
- A date within six months of the grant deadline

The application fields are:

- Fiscal Sponsor Name
- Fiscal Sponsor Federal Tax ID No.
- Fiscal Sponsor Address1
- Fiscal Sponsor Address2
- Fiscal Sponsor City
- Fiscal Sponsor State
- Fiscal Sponsor Postal Code
- Fiscal Sponsor Contact Person
- Fiscal Sponsor Contact Phone
- Fiscal Sponsor Contact Email
- Fiscal Sponsor Agreement Letter (upload)

The name of your fiscal sponsor **will** be provided to panelists as part of their review of your applications. This information helps panelists declare Conflicts of Interest.

The remaining fiscal sponsor information submitted here will **not** be provided to panelists as part of their review of your application.

This information is used in your final report, and it is shared with the Minnesota State Arts Board. Grant award checks will be sent to the fiscal sponsor.

Group Information and Data

Leadership (1,000 characters maximum)

You will provide your answer in a text box.

List the individuals who lead your group by first and last name separated by commas with their expertise, profession, or organizational affiliation. Do not list bios in this section.

Example: Masami Kawazato, Community Organizer, Treasurer

To MRAC, group “leaders” are defined as the people who are in positions of power. Include core decision-makers of the group’s overall operations. This must include all board members and executive director or equivalent positions. If applicable, include an advisory committee.

Fiscally-sponsored groups should **not** include the staff or board members of the group’s **fiscal sponsor**, but should include core decision-makers of its own organization’s/group’s activities, including an advisory committee if applicable.

Individuals named on this list must know that they are part of the leadership team of the applicant and know this proposal is being submitted.

A minimum of three (3) individuals must be listed as part of the leadership team.

The information submitted here will **not** be provided to panelists as part of their review of your application. This information will be shared with the Minnesota State Arts Board. This information is used by MRAC staff to determine organization/group eligibility.

Leadership Identities

The information submitted here will **not** be provided to panelists as part of their review of your application.

The race/ethnicity that represents more than half of the leadership identities will be shared with the Minnesota State Arts Board. Instances of additional identities of adults over 60 and veterans are shared with the Minnesota State Arts Board.

MRAC has set aside a portion of grant funds specifically for groups whose leadership is more than 50% Black, Indigenous, People of Color (BIPOC); and/or People with Disabilities (PWD); and/or Lesbian, Gay, Bisexual, Transgender, Queer, Intersex, Asexual/Agender, Two-Spirit (LGBTQIA2+).

This information is used by MRAC staff to determine organization/group eligibility for these funds. You may choose not to disclose this information by answering 0.

This information is shared in aggregate (meaning, all of the numbers from applicants are added without associating identities) and shared with the MRAC Board of Directors to track distribution of funds.

Race/Ethnicity Identities

Of the individuals listed above as leadership, how do they identify in race/ethnicity? Enter in the number (can be zero) of individuals in leadership that represent the following demographics.

Each person should be counted once in your tally for this section. Adding the totals of each identity together should match the number of people listed in the Leadership field above. If an individual identifies with more than one racial/ethnic identity, please include them in the Mixed Race/Multi-Racial Individuals field.

Asian / Asian-American
African / Black / African-American
Hispanic / Latinx / Chicanx
Middle Eastern / North African
Mixed Race / Multi - Racial Individuals
Native American / American Indian / Native Alaskan
Native Hawaiian / Pacific Islander
White

Intersectional Identities

Of the individuals listed as leadership, how do they identify in the following intersectional identities?

Enter in the number (can be zero) of individuals in leadership that represent the following demographics.

Just like the Race/Ethnicity questions above, each person should be counted once in the tally for this section. Adding the totals of each identity together should match the number of people listed in the Leadership field above.

- BIPOC (not LGBTQIA2+, without Disabilities)
- BIPOC LGBTQIA2+* (and without Disabilities)

- BIPOC with Disabilities* (and not LGBTQIA2+)
- BIPOC, LGBTQIA2+, and with Disabilities
- White (not LGBTQIA2+, without Disabilities)
- White LGBTQIA2+* (and without Disabilities)
- White Person with Disabilities* (and not LGBTQIA2+)
- White, LGBTQIA2+, and with Disabilities

Additional Identities

If **any** individual in your leadership identifies as the following, please select:

- Adult older than 60
- Veteran

Type of Group

Select the best fit for your organization.

- Arts Nonprofit
- Cultural Nonprofit
- Fiscally sponsored group
- Non-arts & non-cultural Nonprofit
- Public entity
- Community Education Unit

The information submitted here will **not** be provided to panelists as part of their review of your application. This information is used by MRAC staff to determine organization/group eligibility.

County of Organization

Select the part of the region in which the group is located. Use the primary address of the organization/group to make this selection. Do not select the location of the fiscal sponsor.

- Anoka county
- Carver county
- Dakota county
- Minneapolis
- Saint Paul
- Scott county
- Suburban Hennepin county
- Suburban Ramsey county
- Washington county

MRAC has set aside a portion of grant funds specifically for groups whose primary address is located in Anoka, Carver, Dakota, Scott, Washington, Suburban Hennepin (all cities in Hennepin county except for Minneapolis), and Suburban Ramsey (all cities in Ramsey county except for Saint Paul) counties.

This information is used by MRAC staff to determine organization/group eligibility for these funds. You may choose not to disclose this information by answering 0.

This information is shared in aggregate (meaning, all of the numbers from applicants are added without associating identities) and shared with the MRAC Board of Directors to track distribution of funds.

The information submitted here will **not** be provided to panelists as part of their review of your application.

This information is used by MRAC staff to determine organization/group eligibility for these funds, and it is shared with the Minnesota State Arts Board.

Additional Group Information

Choose from a dropdown list:

- **Legal Status:** of the 10 choices, select the code that best describes the legal status of your group or organization. Most applicants will choose 02 Organization-Nonprofit (or fiscally sponsored).
- **Institution Code:** of the 51 choices, code that best describes your group or organization. Common selections are 03 Performing Group, 10 Gallery/Exhibition Space, 47 Cultural Series.
- **Discipline Code - Group:** Select the discipline that best describes your group or organization's primary area of interest in the arts.

The information submitted here will **not** be provided to panelists as part of their review of your application. This information is used by MRAC staff to determine organization/group eligibility, and it is shared with the Minnesota State Arts Board.

Organizational Fiscal Year

Enter in the last date of your most recently completed fiscal year. Do not enter a date that occurs in the future. Example: If your organization's most recently completed fiscal year is January 1, 2020 to December 31, 2020, enter 12/31/2020.

Groups without any prior financial activity and organizations/groups that have been in existence less than a year: enter in today's date.

The information submitted here will **not** be provided to panelists as part of their review of your application. This information is used by MRAC staff to determine organization/group eligibility, and it is shared with the Minnesota State Arts Board.

Organizational Annual Expense

Enter in the actual annual expense for your organization's last fiscal year.

Arts Nonprofits and fiscally sponsored groups: enter in the entirety of your organization's general operating expenses from your last fiscal year.

Cultural Nonprofits, Non-arts & non-cultural Nonprofits, Public Entities, and Community Education: enter in actual expense from ARTS programming only from your last fiscal year.

Groups without any prior financial activity and organizations/groups that have been in existence less than a year: enter \$0.

The information submitted here will **not** be provided to panelists as part of their review of your application. This information is used by MRAC staff to determine organization/group eligibility, and it is shared with the Minnesota State Arts Board.

Project / Program Participant Numbers

The following questions relate to the specific project you are proposing and are estimates for the participants you will engage. We know this is a guess. You will enter in numbers for these questions, even if that number is 0. If you have completed a full fiscal year, report on the entirety of that year. For groups that have been around for less than a year, it's okay to enter 0 because it is the real answer. For a group whose proposal is about building organizational capacity, most of your participant numbers may be zero. There is not judgement on these numbers and it will not affect your scores or eligibility.

Adult Participants – Annual: Provide an estimated total number of adults that participated in arts activities at your organization during its last fiscal year, including activities not funded by the Minnesota State Arts Board or regional arts councils (such as MRAC). Do not include broadcast audience. Groups without programming history: enter 0.

Youth Participants – Annual: Provide an estimated total number of children/youth (0-18) who participated in arts activities at your organization during its last fiscal year, including activities not funded by the Minnesota State Arts Board or regional arts councils (such as MRAC). Do not include broadcast audience. Groups without programming history: enter 0

Online / Broadcast / Remote Participants – Annual: Provide an estimated total number of individuals who participated in arts activities produced by your organization only through online, broadcast or remote means during its last fiscal year, including those activities not funded by the Minnesota State Arts Board or regional arts councils (such as MRAC).

The information submitted here will **not** be provided to panelists as part of their review of your application. This information is shared with the Minnesota State Arts Board.

Project / Program Participation Data

Adult Artists Benefitting – Project: Provide an estimated number of adult artists who will be directly involved in or providing art or artistic services for the grant project. Include living artists whose work is represented whether or not the work was provided by the artist or an institution.

Adult Participants – Project: Provide an estimated number of adults who will be directly engaged with the arts during your project, through attendance at arts events or participation in arts learning or other types of activities in which people were directly involved with artists or the arts. Excludes employees*, paid performers, artists participating, children/youth, and broadcast audience. Actual number must be reported in your final report.

* Exception: include employees if employees are the targeted audience.

Youth Participants – Project: Estimated number of children/youth (0-18) who will be directly engaged with the arts during your project through attendance at arts events or participation in other types of activities in which people were directly involved with artists or the arts. Do not include broadcast audience. Actual number must be reported in your final report.

Online / Broadcast / Remote Participants – Project: Provide an estimated total number of individuals who will participate in the proposed project activities only through online, broadcast, or remote means during the project period.

The information submitted here will **not** be provided to panelists as part of their review of your application. It is used in your final report, and it is shared with the Minnesota State Arts Board.

Other Information

Application Assistance from MRAC

Please select the types of support you used to help you prepare this application, and if you are a first-time applicant.

Choices (checklist)

- Attended live online workshop
- Viewed recorded workshop on Youtube
- Extended meeting on video or phone with an MRAC staff member
- Email support from an MRAC staff member
- Other kinds of assistance
- My group has never applied for an MRAC grant before

The information submitted here will **not** be provided to panelists as part of their review of your application. MRAC uses the information to understand the benefits of its services and assistance.

Certification

This is the last question of the application!

By clicking "We Agree", you certify the following statement: "We certify that our board of directors/leadership team supports the activities and/or project as described in this application and that all information in the submitted application is true and correct to the best of our knowledge. Further, we resolve to carry out the activities and/or project as it is described in the submitted application if funding is awarded by MRAC."

The information submitted here will **not** be provided to panelists as part of their review of your application.