Flexible Support webinar beginning soon

- Keep your microphone muted for the entirety of the presentation unless asked to unmute.
- Turn off your video to improve a choppy connection.
- Today’s panel orientation is going to be recorded and shared online for your reference.
- You can turn on/off live automated captioning using the CC button at the bottom of the screen.
Flexible Support

Grant Information Webinar
Housekeeping

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• Today’s panel orientation is going to be recorded and shared online for your reference.

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Virtual Meeting Norms

• Prefer that you use chat for questions as we go along

• We will pause several times for Q & A to cover questions from the chat
  • Invited to ask questions aloud when prompted ("raise your hand" feature)

• Use “Re-name” to add pronouns to your name if desired
Agenda

• About MRAC
• About the Application Process
• Overview of the Flexible Support Program
• Application Content
• Submitting Applications and Receiving Awards
• Additional Questions
MRAC Staff

Program Directors
Masami Kawazato
Jovan Rebollar
Scott Artley

Executive Director Kathy Mouacheupao
Director of Administration Becky Franklin
State Arts Funding System

Taxpayers of MN

Minnesota Legislature
(Appropriation + Arts & Cultural Heritage fund)

Minnesota State Arts Board
State Arts Funding System (cont.)

Minnesota State Arts Board

Statewide Grants and Services = 70%

Eleven Regional Arts Councils = 30%

Regional Grants and Services
MRAC Grants FY 2021: $4.3 million
MRAC - Region 11
MRAC’s Mission

The Metropolitan Regional Arts Council improves arts access for communities in the seven county metropolitan area through support to artists and organizations.
MRAC Grant Programs for Groups

**Flexible Support Grant**
Up to $15,000 to support projects and programs led by groups and organizations creating access to the arts

**Arts Impact for Groups**
Up to $10,000 to BIPOC-, Disability-, and/or LGBTQIA2+-led groups for projects and programs creating access to the arts
MRAC Grant Programs for Individuals

Next Step Fund
Up to $5,000 for the growth and stability of individual artists
Funded by the McKnight Foundation

Arts Impact for Individuals
Up to $5,000 for projects led by BIPOC, Disabled, and/or LGBTQIA2+ individuals to create access to the arts for communities and/or engage with communities through creative endeavors
Questions about MRAC overall?

• MRAC staff
• State arts funding system
• MRAC’s mission/region
• MRAC grant programs
## Contacts

<table>
<thead>
<tr>
<th>General MRAC grantmaking process and technical assistance</th>
<th>Brief Application Questions</th>
<th>Extended Assistance (phone/Zoom)</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:mrac@mrac.org">mrac@mrac.org</a>, 651-645-0402</td>
<td><strong>Round 1</strong>: Scott Artley</td>
<td>Application assistance meeting request form under “Help with your application” at <a href="https://mrac.org/grants/flexible-support">mrac.org/grants/flexible-support</a></td>
</tr>
<tr>
<td></td>
<td>(<a href="mailto:scott@mrac.org">scott@mrac.org</a>, 651-523-6384)</td>
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<tr>
<td></td>
<td><strong>Round 2</strong>: Masami Kawazato</td>
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<tr>
<td></td>
<td>(<a href="mailto:masami@mrac.org">masami@mrac.org</a>, 651-523-6386)</td>
<td></td>
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</tbody>
</table>
Application Process

Applicant/MRAC Staff

- Application Deadline
- Check-in Applications

Panel Reviews

- Funding Allocations
- MRAC Board of Directors
Application Accessibility

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

• Contact us to begin a conversation about how to make sure you have an equal opportunity to apply
Before Applying – Resources

• Online Resources –
  o Templates
  o Technical how-tos for the grant interface
  o Links to sites to find demographic information
  o Glossary of terms
Before Applying – Resources (cont.)

• Program Directors
  o Please use the meeting request form at mrac.org/grants/flexible-support
  o Two types of meeting are available:
    ▪ Group eligibility / project idea development
    ▪ Application eligibility review
Important Disclaimer #1

Please read the guidelines
Important Disclaimer #2

Forget what you knew about MRAC
## Flexible Support – Round 1 Timeline

<table>
<thead>
<tr>
<th>MRAC Fiscal Year</th>
<th>Application Deadline</th>
<th>Award Notification Date</th>
<th>Eligible Funding Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>(July 1, 2021- June 30, 2022)</td>
<td>Monday, August 9 at 11:59 PM</td>
<td>November 17, 2021</td>
<td>Nov 17, 2021 to Jun 30, 2023</td>
</tr>
</tbody>
</table>

**Flexible Support Round 1**
# Flexible Support – Round 2 Timeline

<table>
<thead>
<tr>
<th>MRAC Fiscal Year (July 1, 2021 - June 30, 2022)</th>
<th>Application Deadline</th>
<th>Award Notification Date</th>
<th>Eligible Funding Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Flexible Support Round 2</td>
<td>Monday, March 14 at 11:59 PM</td>
<td>June 22, 2022</td>
<td>Jun 22, 2022 to Jun 30, 2023</td>
</tr>
</tbody>
</table>
Eligibility

• Staff will review for eligibility

• **Review guidelines carefully** - Staff may deem parts of your application, or the entire application, ineligible

• **Pay attention to your email** - We may contact you at any point after the deadline seeking necessary information, keep an eye on it regularly
In all cases, a group must have its primary address located in Anoka, Carver, Dakota, Hennepin, Ramsey, Scott or Washington county.
Eligible Groups

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

2. Cultural groups and organizations
   a. Federally tax-exempt 501(c)(3) culturally-specific nonprofit organizations that provide arts and non-arts programming with annual arts programming expenses of $400,000 or less
3. Fiscally sponsored groups with arts projects
   a. Annual operating expenses of $400,000 or less; At least 3 people in leadership; Have eligible Fiscal Sponsor at time of application

Fiscal Sponsor Agreement Letter required!
Templates are available
4. Other eligible groups
   a. Non-arts and non-cultural nonprofit organizations, isolated arts budgets $400,000 or less
   b. Public entities, isolated arts budgets $400,000 or less
   c. Community education units, isolated arts budget of any size
Ineligible Groups

1. Already awarded a Flexible Support program in the same MRAC fiscal year (July 2021 to July 2022)

2. Located outside of Anoka, Carver, Dakota, Hennepin, Ramsey, Scott, or Washington county

3. Individuals

4. Public, private, alternative, charter, transitional, or home schools

5. Organizations whose main purpose is to raise funds for another person, organization, or cause.
Ineligible Projects & Expenses 1

- **Not Legally Compliant** - Not upholding laws, attempting to influence legislation, essentially for religious socialization of participants or audience, or discriminate against persons or groups.

- **Outside of Minnesota** - Activities that occur outside the state of Minnesota are ineligible. Travel expenses to/from Minnesota are ineligible, but you can engage an out-of-state artist or consultant (just don’t include travel expenses to/from Minnesota). Costs for relocating an address out of Minnesota are ineligible.
Ineligible Projects & Expenses 2

• Outside 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.

  o **Incurred expenses** are those that are confirmed debts and/or firm promises to pay, whether or not cash has changed hands.
• The Proposal Start Date you enter in the application is the date on which you will begin **incurred** expenses for your project.
  - For **Round 1** must be on or after November 17, 2021
  - For **Round 2** must be on or after June 22, 2022

• The latest possible Proposal End Date is **June 30, 2023**
Further Ineligible Project Activities

• Managed by another entity other than the applicant

• Designed to raise funds/regrant/donate funds to another entity

• Substituting other state dollars (arts education projects review this closely in the guidelines!)

• Capital projects (facility improvements and equipment purchases) to leased spaces that are not approved by the property owner

• No capital improvements can be made to residential properties
Specific Ineligible Budget Items

- **Unrealized income** (scholarships/in-kind), purchase of **real estate property**, purchase of **alcoholic beverages** or to pay associated costs, development of **endowments**, **debt reduction** and building **cash reserves**

- Arts groups and organizations and fiscally sponsored groups with arts projects - **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 - **up to 50% of the amount requested** from MRAC for capital expenses
Specific Ineligible Budget Items (cont.)

• Expenses included in another MRAC grant are ineligible
  o Already covered by another MRAC grant
  o Already requested in another pending MRAC 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.
Active Grants/Pending Applications

• Previous (pre-FY21) grant from MRAC – eligible

• FY21 Equity Response grant – eligible

• FY21 Flexible Support grant – maybe eligible
  o “Already Have Another MRAC Grant Award?” section of guidelines
  o Project Changes page on MRAC website (under Grants tab)

• FY22 Arts Impact grant/pending application - eligible
Questions about the application process?

- Application process
- Application accessibility
- Before applying – resources
- Timelines
- Organizational eligibility
- Ineligible projects & expenses
Take a Break!

You deserve it!
Program Purpose

The Flexible Support grant provides up to $15,000 in funding to help groups create access to the arts and stay connected to audiences/community in Minnesota.
Increasing A Community's Access to the Arts

- Organizational Capacity
- Arts Programming
- Operations
Defining Your Project (cont.)

• A first-time event or activity
• A recurring, annual, or seasonal event
• Specific portions of an ongoing program
• An activity supporting the organizational capacity and/or operations of the group

…that clearly fall within the Eligible Funding Period
Questions about purpose & projects?

- Program purpose
- Defining your project
Application components – seen by panel

• Group’s Purpose
• Project / Program Name & Description
• Project / Program
• Community
• Proposal Budgets
• Fiscal sponsor name (if applicable)
Application components – *not* seen by panel

- Start and end dates
- Outcomes Proposed
- Evaluation Plan
- Fiscal sponsor letter/email
- Lots and lots of data for reporting
  - For the organization/group
  - For the specific project
Application Tips

• You will type your application into the text boxes online.

• Character counts include letters, numbers, spaces, and paragraph breaks. There is no formatting (bold or italics).

• Do not include links in narrative text fields.

• The application system will auto-save your work every few minutes, but some applicants may wish to work in another document and paste your answers in once written.

• Application templates available as downloadable Word documents
Group Purpose

(1500 characters max, 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?
Project / Program Name (100 characters maximum)
In a few words, what is the name or title of your project or program?

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…”
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.
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?
Project Budgets

- In-kind items, scholarships, and ineligible expenses should not be included.
- Keep in mind: Budgets must match.
  - Meaning, your total expenses and total income must be the same number.
- Staff will tabulate, so double-check all math.
- Sample budgets and checklists in guidelines:
  - MRAC is the *only* funding source for the project/program.
  - MRAC is one of *multiple* funding sources for the project/program.
Project Budget Expenses (1000 characters)

- List the major expenses of your proposal with dollar amounts and short descriptions
  - *Do not* include in-kind expenses or any other ineligible expense
- Your project may be larger than the amount requested in this grant program
- Sum of all items listed in this section will be the Total Project Cash Expenses
Total Project Budget Expenses (cont.)

- **Examples of eligible expenses:**
  - 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)

Please carefully review **Project Eligibility** and **Ineligible Projects & Ineligible Expenses** sections of the guidelines. Including ineligible expenses may affect MRAC award/eligibility.
Project Income Budget (1000 characters)

• List the major cash income sources with dollar amounts and short descriptions
  
  o MRAC is the *only* funding source for the project/program:
    - $XX,XXX MRAC Flexible Support Grant
  
  o MRAC is one of *multiple* funding sources for the project/program:
    - $XX,XXX MRAC Flexible Support Grant
    - $X,XXX Additional source of income (named)
    - $XXX Additional source of income (etc.)
Project Income Budget (cont.)

- *Examples of other sources of income:*
  - Ticket sales
  - Admission fees
  - Tuition fees
  - Pay-for livestream
  - Membership dues
  - Rental fees
  - Individual donations
  - Other grants/sponsorships

Note: The income budget must exactly match the expense budget.
Review Criteria

Group & Project Goals
Project Design
Relationships
Panel Review Scale – for each criterion
Rating Guide – Group & Project Goals

1 2 3 4 5

To what extent do you agree with the following?

• Applicant has described specific goals/intentions overall that create (or contribute to the group’s capacity to create) access to the arts.

• Applicant’s vision for how it produces arts activities is relevant to the interests/needs of the community it is intended to benefit.

• Applicant has made a compelling case for why the proposed project aligns with or advances the group’s goals/intentions.
Rating Guide – Project Design

To what extent do you agree with the following?

• The project details are thoroughly considered, the scope is appropriate.

• Activities will effectively produce the intended outcomes for the group.

• The project’s design will create (or contribute to the group’s capacity to create) meaningful access to the arts that is inclusive and accessible to community members marginalized because of race, disability, and other kinds of oppression.
To what extent do you agree with the following?

• Applicant has clearly defined a community (or communities) that will benefit from the project or program (who is in this community, who is served in/by this community).

• The project described is specifically designed to benefit this community, and has well defined methods of reaching intended community members and meeting their needs.

• Applicant has demonstrated that people working on the project authentically reflect and are positioned to serve this community.
Leadership - (1,000 characters maximum)

- List the individuals who lead your group. Do not list bios in this section.
  - Example: Masami Kawazato, Community Organizer, Treasurer

- Group “leaders” - the people who are in positions of power
  - Core decision-makers of the group’s overall operations

- Fiscally-sponsored groups - not the staff/board members of the fiscal sponsor
Leadership (cont.)

• 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.

• Leadership identities questions

• The information submitted here will not be provided to panelists as part of their review of your application.
Questions about application content?

- Application components
- Narrative
- Project Budgets
- Review criteria / review scale / rating guide
- Leadership
Submitting Your Application

• All applications must be **submitted online by the 11:59 p.m. deadline**
  
  o If you do not have access to a computer/internet, contact us well before the deadline

• Staff technical assistance is available until **5:00 p.m. on deadline day**

• Have an **active email address** you check often, official communications happen through email
  
  o We may contact you at any point between submission and the final decisions
MRAC Grant Interface

- Use one account per organization, but there can be multiple contacts in the organization.

- Log-in ID = email address (not organization name).

- You can reset your password (staff can help).
If you receive an award

• Sign the grant agreement and upload a W9 dated within this fiscal year (July 1, 2021-June 30, 2022)

• Check is issued to group’s/fiscal sponsor’s address

• Acknowledgment (logo and language)

• Communicate project changes ahead of time

• Submit final report
Additional Questions?

mrac.org/flexible-support
“Help with your application” section → meeting request form

mrac.org/grants
Welcome to MRAC Grants, other grant programs