

Flexible Support Guidelines FY23

The Flexible Support grant provides up to \$15,000 in funding to help groups create and sustain Minnesotans’ access to the arts. Groups’ primary addresses must be located in Anoka, Carver, Dakota, Hennepin, Ramsey, Scott or Washington county. 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:

- **Arts Programming** activities, whether a single event (like a theater production) or a series (like a season of painting classes).
- **Organizational Capacity** activities, meaning a coordinated management effort that bolsters the organization’s ability to do its work (like rebranding, building a website, or overhauling financial tracking systems). Organizational Capacity projects could also be the purchase of equipment, or making facilities improvements.
- **Operations** activities that support the ongoing operations of a group (such as paying staff salaries or rent on a space) to provide arts access.

All of these types of activities, independently, or in some combination, could be the organization’s “project” or “program.”

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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 1, 2022), please contact Masami Kawazato (masami@mrac.org or 651-523-6386).

For Flexible Support **Round 2** (deadline February 13, 2023), please contact Scott Artley (scott@mrac.org or 651-523-6384).

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.

We strongly encourage new applicants, and applicants who have awarded grants or plan to apply for multiple MRAC grants this fiscal year to request a meeting to discuss your specific situation further.

Application Resources

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:

Flexible Support program page

The [Flexible Support](https://mrac.org/grants/flexible-support) program page (<https://mrac.org/grants/flexible-support>) has a number of resources such as:

Guidelines

- **Flexible Support Guidelines FY23** (this document - all applicants must read the guidelines)
- **Appendix: Sample Budgets** (includes sample budgets and budget checklists)
- **Appendix: Leadership Identities Examples** (examples of Leadership Identities)
- **Appendix: Have an awarded or pending MRAC Grant** (groups who have an awarded or pending grant must review this document, as awarded or pending grants may affect your eligibility)

Application Tools

- **Recorded Grant Information Webinar** (see information below)
- **Application template** (A Word template that you may use to create your application prior to uploading it to the grant interface)
- **Fiscal sponsorship letter template** (A template that fiscally-sponsored groups may use to create their fiscal sponsorship letters)

Application Assistance

- **Registration links for the Virtual Question & Answer Sessions** (see information below)
- **Application assistance meeting request form** (see information below under Program Directors)
- **The Panel Rating Guide** (this describes how the information you provide will be used to review your application)
- **Sample applications** that have been successfully funded in past rounds

Recorded Grant Information Webinar

MRAC offers a recorded Grant Information Webinar to learn about the grant program. and on the MRAC YouTube account with captions. Automated translated captions into other languages are also available, and you may playback the webinar at a faster or slower speed.

Virtual Question & Answer Sessions

Do you still have more questions after reviewing the guidelines and/or viewing the webinar? MRAC program directors will host two informal drop-in Zoom sessions to answer brief questions in a large group setting. Please note, this is not a grant information webinar. We recommend viewing the webinar and/or reading the guidelines in advance of attending a Virtual Q & A Session, as many frequently asked questions can be found there. Pre-registration for the Virtual Q & A Session is required. Specific dates/times and registration will be available on the Flexible Support program page.

Program Directors

Program directors are available to help with your application. To schedule a video or phone meeting with a program director, visit the Flexible Support program page to fill out the [application assistance meeting request form](#). You may also call or email the program director listed under [Contacts](#) above. 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. This is intended to provide general guidance ahead of submission; final eligibility determinations depend on a variety of factors and are made only after an application is submitted.

Additional Online Resources

Visit the [Welcome to MRAC page](https://mrac.org/grants) (https://mrac.org/grants) to learn about the MRAC grant application process, an overview of all our grant programs, and more resources related to seeking and receiving MRAC funding.

Language Translation

These guidelines and other materials are translated in Spanish and available on the Flexible Support program page. MRAC's website can also be translated into Spanish by clicking the language button in the top left corner.

The [online grant portal](https://www.grantinterface.com/Home/Logon?urlkey=mracgrant&) (https://www.grantinterface.com/Home/Logon?urlkey=mracgrant&) has the Google Translate feature to enable application translations in over 100 languages.

Groups/organizations are encouraged to apply in their preferred language. With advance notice, MRAC can contract an interpreter and/or translator to assist during the application process.

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.

Important Dates

Flexible Support Round 1 – Deadline August 1, 2022

- July 2022: Application is available in the online grant interface, project proposals begin being accepted. Grant Information Webinar posted and assistance from program directors is available via email, phone, or virtual meetings.
- July 2022: MRAC staff will host Virtual Question & Answer Sessions before the application deadline. Specific dates/times and registration will be available on the Flexible Support program page.
- **August 1, 2022 at 11:59 PM is the deadline.** Applications must be received by this time. MRAC does not accept late applications. Staff assistance ends at 5:00 PM. Applicants may not edit or change their applications after the deadline.

- Starting August 2, 2022: Eligibility review by MRAC staff. Applications that are incomplete (e.g. missing information to required fields) may be deemed ineligible. During this time, applicants need to check their email inbox, as Program Directors may reach out with questions, clarifications, or request additional information.
- October 2022: Panel of peer reviewers will score applications.
- November 2022: Ratings from panel reviewers are collected and funding recommendations are drafted by MRAC staff.
- November 22, 2022: Board of Directors review the funding recommendations and make funding decisions.
- **November 23, 2022: Staff send out grant notifications via email to applicants.**
- Eligible Funding Period: November 23, 2022 to June 30, 2024.

Flexible Support Round 2 – Deadline February 13, 2023

- January 2023: Application is available in the online grant interface, project proposals begin being accepted and assistance from program directors is available via email, phone, or virtual meetings. Grant Information Webinar posted.
- January 2023: MRAC staff will host virtual Question & Answer Sessions before the application deadline. Specific dates/times and registration will be available on the Flexible Support program page.
- **February 13, 2023 at 11:59 PM is the deadline.** Applications must be received by this time. MRAC does not accept late applications. Staff assistance ends at 5:00 PM. Applicants may not edit or change their applications after the deadline.
- Starting February 14, 2023: Eligibility review by MRAC staff. Applications that are incomplete (e.g. missing information to required fields) may be deemed ineligible. During this time, applicants need to check their email inbox, as Program Directors may reach out with questions, clarifications, or request additional information.
- April to May 2023: Panel of peer reviewers will score applications.
- May 2023: Ratings from panel reviewers are collected and funding recommendations are drafted by MRAC staff.
- May 30, 2023: Board of Directors review the funding recommendations and make funding decisions.
- **May 31, 2023: Staff send out grant notifications via email to applicants.**
- Eligible Funding Period: May 31, 2023 to June 30, 2024.

Eligible Groups/Organizations

Groups/organizations must have a primary address in Anoka, Carver, Dakota, Hennepin, Ramsey, Scott, or Washington county.

For all 501(c)(3) nonprofit organization the Internal Revenue Service (IRS) must have approved and confirmed your organization's 501(c)(3) status by the deadline (August 1, 2022 at 11:59 PM for Round 1; February 13, 2023 at 11:59 PM for Round 2). MRAC staff may request a copy of the status determination letter and/or reinstatement letter from the IRS.

Groups must also be one of the following:

Arts groups and organizations

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

Cultural groups and organizations

Federally recognized 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. Cultural nonprofit organizations must isolate their arts programming expenses from non-arts financial activity.

Fiscally sponsored groups with arts projects

Groups not registered as a federally recognized tax-exempt 501(c)(3) nonprofit organization must apply with an eligible fiscal sponsor. Fiscally sponsored groups must consist of at least 3 people who are on the Leadership team and have annual operating expenses of \$400,000 or less. A fiscal sponsor is a federally 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.

Eligible fiscal sponsors must be (1) registered with the IRS as a federally tax-exempt 501(c)3 nonprofit (2) with a Minnesota address and (3) 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.

Fiscal Sponsor Agreement Letter Required

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 (digital signature accepted)
- A date within six months of the grant deadline

Groups without an active 501(c)(3) registration that do not upload a Fiscal Sponsor Agreement Letter may be deemed ineligible.

Non-arts and non-cultural nonprofit organizations

Federally recognized 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 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 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 isolate their arts programming expenses from non-arts and non-cultural financial activity.

Ineligible Applicants

The following applicants are **not** eligible for this grant program:

- Groups/Organizations 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.
- Groups/Organizations whose main purpose is to raise funds for another person, organization, or cause.
- Groups/Organizations that will not be the entity with primary responsibility for managing the project.
- Groups/Organizations that have already been awarded a Flexible Support program in the same MRAC fiscal year (July 2022 to June 2023).
- Groups/Organizations may not have more than one Flexible Support award at the same time. Groups may only submit one application per round. If you have an awarded or pending MRAC grant, refer to the **Appendix: Have an awarded or pending MRAC grant** on the Flexible Support program page for further guidance.

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 be Distinct from an Awarded or Pending MRAC Grant

Project activities and expenses that are included in another awarded or pending MRAC grant are ineligible. 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. In other words, a project or program can only be funded by one MRAC grant.

Must Occur *Only* during the Eligible Funding Period

- The Eligible Funding Period for Round 1 is November 23, 2022 (the earliest eligible Proposal Start Date) to June 30, 2024 (the latest eligible Proposal End Date). The Eligible Funding Period for Round 2 is May 31, 2023 (the earliest Eligible Proposal Start Date) to June 30, 2024 (the latest eligible Proposal End Date).

- The activities and expenses described in the grant application must clearly fall within the Eligible Funding Period. This means that all grant funds must be incurred and spent during the Eligible Funding Period. Including incurred expenses and reimbursements outside of the Eligible Funding Period 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 an artist contract is signed, even if payment happens later.
- Applicants may seek support for any of the following (or a combination of the following), if they fall within the Eligible Funding Period:
 - A first-time event or activity the group has never produced before;
 - A recurring, annual, or seasonal event it has produced before; and/or
 - An activity supporting the organizational capacity and/or operations of the group (such as equipment purchases, management projects, or personnel expenses)

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 an MRAC request.
- Costs for relocating the applicant's legal address/residence outside the state of Minnesota.

Ineligible Budget Items & Project Activities

- 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 expenses, defined as facility improvements and/or 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 may be required for capital projects if awarded.
 - Arts groups/organizations and fiscally sponsored groups may request capital expenses up to 100% of the Amount Requested.
 - Cultural groups/organizations, non-arts and non-cultural nonprofit organizations, public entities, and community education units may request capital expenses up to 50% of the Amount Requested.
- No capital improvements can be made to residential properties.
- Unrealized income and expenses such as scholarships or in-kind support.
- The purchase of real estate property.
- Development of endowments.
- Debt reduction and building cash reserves.
- Expenses to purchase alcoholic beverages or to pay associated costs (servers, insurance, liquor licenses, etc.).

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 narrative text boxes, as the panel review will be limited to the content of your application. Hyperlinks in narrative fields will be deleted.
- 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 application templates on the Flexible Support program page.
- Applicants may not change or edit their applications after the deadline.
- Applications that are incomplete (e.g. missing information to required fields) may be deemed ineligible.

Flexible Support Application

We highly encourage reviewing the **Panelist Scoring Guide** available on the Flexible Support program page to understand how panelists determine their ratings.

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. If your group has some history, what kind of arts programming has it produced in the past? If your group is new, what brought your group together?

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. MRAC staff may edit for consistency or character length.

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 or character length.

Project or Program (3000 characters maximum)

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

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 of your project or program that take place during the Eligible Funding Period.

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. Consider numbering your responses.

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

We highly encourage reviewing:

- The [Project Eligibility](#) and [Ineligible Projects & Ineligible Expenses](#) sections of these guidelines;
- **Appendix: Sample Budgets**

Do **not** include in-kind or ineligible budget items. Dollar amounts must be specific and cannot be given in ranges. Please be sure to double-check all math, as math errors may affect eligibility or the grant award amount.

Project Budget Expenses (1,000 characters maximum)

List the major cash expenses of your proposal with dollar amounts and short descriptions.

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.

- The Total Project Cash Expenses must be the sum of all items listed in the Project Budget Expenses field above.

- The Total Project Cash Expenses must be rounded to the nearest dollar.
- The Total Project Cash Expenses must be the same number as Total Project Cash Income.
- **Note:** Your MRAC funding request cannot equal more than your Total Project Cash Expenses. However, your Total Project Cash Expenses can be 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)

List the major cash income sources with dollar amounts and short descriptions.

- 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.

- The Total Project Cash Income listed must be the sum of all items listed in the Project Budget Income field above.
- 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.

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.

Proposal Start Date

Enter a date.

The Proposal Start Date you enter in the application is the date on which you will begin incurring expenses and starting activities for your project.

- The Proposal Start Date for **Round 1** (deadline August 1, 2022) must be on or between November 23, 2022 and June 30, 2023.
- The Proposal Start Date for **Round 2** (deadline February 13, 2023) must be on or between May 31, 2023 and June 30, 2023.

Entering a Proposal Start Date outside of the Eligible Funding Period may deem your application ineligible.

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.

Proposal End Date

Enter a date.

The Proposal End Date you enter in the application is the date all project or program activities described in your application will be complete and all grant funds will have been spent. The latest eligible Proposal End Date is June 30, 2024.

- Please note: While you have until June 30, 2024 to complete your project, you should **enter the actual date you believe the project will be complete**. If your project will be complete before June 30, 2024, enter in the date it will be complete.

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 Proposal 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](#) related to fiscal sponsor eligibility.

The application fields are:

- Fiscal Sponsor Name
- Fiscal Sponsor Federal Tax ID Number
- 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.

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.

For all groups, a minimum of three (3) individuals must be listed as part of the Leadership team. Individuals on this list must know that they are part of the Leadership team and know this proposal is being submitted.

- **For all 501(c)(3) nonprofit organizations**, this must include all board members and executive director or equivalent positions. **You must indicate which individuals on your list are on your board.**
- Fiscally-sponsored groups should **not** include the staff or board members of the group’s **fiscal sponsor**, but should include its own group leaders, including an advisory committee if applicable.

List the group’s Leadership by first and last name separated by commas with their role within your group. Do not list bios.

Examples: Kathy Mouacheupao, Executive Director
Masami Kawazato, Board Treasurer
Sam Stahlmann, Board Secretary

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

For additional assistance preparing this section, please refer to the **Appendix: Leadership Identities Examples**.

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, veterans, and people with disabilities 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% people who identify as Black, Indigenous, People of Color (BIPOC); and/or disabled people/people with disabilities; and/or Lesbian, Gay, Bisexual, Transgender, Queer, Intersex, Asexual/Agender, Two-Spirit (LGBTQIA2+) people. This information is used by MRAC staff to determine organization/group eligibility for these funds. You may choose not to disclose this information.

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.

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 only **once** in the Mixed Race/Multi-Racial Individuals field and not in each of their identities.

- 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
- Not disclosed/Not available

Intersectional Identities

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

Enter in the number 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
- Not disclosed/Not available

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. Refer to the [Eligible Groups/Organizations](#) section for definitions of each group type.

- 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 county in which the group is located. Use the primary address of the organization/group to make this selection. Fiscally-sponsored groups: do not use the address of the fiscal sponsor.

- Anoka county
- Carver county
- Dakota county
- Scott county
- Hennepin county
- Ramsey county
- Washington county

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

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, 2021 to December 31, 2021, enter 12/31/2021.

Groups without any prior financial activity and organizations/groups that have been in existence less than a year: enter 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 Arts Expense

Arts Nonprofits and fiscally sponsored groups: Enter the **entirety** of your organization's/group's expenses from your last fiscal year. If the answer in this field is larger than \$400,000 your application may be deemed ineligible.

Cultural Nonprofits, Non-arts & non-cultural Nonprofits, Public Entities, and Community Education: Enter actual expenses from **arts programming only** from your last fiscal year. Do not enter your organization's entire operating budget. If the answer in this field is larger than \$400,000 your application may be deemed ineligible.

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.

Group/Organizational Annual Arts Participation

This first set of numbers relate to the participation your group had in its last fiscal year.

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. There is no judgment 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 audiences. 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 audiences. 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

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. For a group whose proposal is about building organizational capacity, most of your participant numbers may be zero. There is no judgment on these numbers and it will not affect your scores or eligibility.

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 audiences. 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.

Certification

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.