Grant Information Webinar Starting Soon

• Keep microphone muted for the entirety of the presentation unless asked to unmute

• If the presentation video or audio becomes choppy, turn off your video to improve the connection

• Presentation will be recorded and shared online

• You can turn on live automated captioning using the CC button at the bottom of the screen
Arts Impact for Groups

Presented by Mirella Espino
Virtual Meeting Norms

• Use the chat for questions as we go along

• There will also be Q&A breaks after each section

• Use “re-name” to add pronouns, if desired
Frequently Asked Questions

• **Deadline: November 21, 2022 by 11:59 PM**

• Staff assistance only available until 5PM on deadline day

• Award Notification Date: May 31, 2023

• Grant Period: May 31, 2023 to June 30, 2024

• Grant Amount: up to $10,000 to help groups create and sustain MN’s access to the arts

• Eligible groups may apply to both AIG & FS, if applying for two distinct projects
Agenda

1. Helpful Resources & Tools
2. Eligible Groups
3. Eligible Projects
4. Application
5. Submitting Your Application
mrac.org/grants/arts-impact-groups/

- Guidelines
- Appendices
- Application Template
- Fiscal Sponsorship Letter Template
- Panel Rating Guide
- Sample Applications
Estoy a sus ordenes

Email: mirella@mrac.org

Phone: 651-523-6380

To schedule a virtual meeting: https://bit.ly/3xbE9w7
Timeline

Deadline - November 21, 2022 by 11:59pm

 Applicant Services

PD available to verify/talk through eligibility:
- Applicant
- Project
- Application on Foundant

Confirm Eligibility

After the deadline, MRAC staff read ALL submissions to check for eligibility

Panel

April '23: Panelists review to score applications

Interested in volunteering? Visit: mrac.org/about/panelists/

MRAC BOD

May 30, 2023: MRAC Board of Directors review and approve funding recommendations and make funding decisions

Grant Period

May 31, 2023 to June 30, 2024
Accessibility

• Applicants with disabilities and/or English as a Second Language wishing to use other means to apply can work with MRAC staff to adapt our typical processes to ensure you have an equal opportunity to submit an application

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

Examples:
• Documents suitable for screen reader software & translation programs
• Willing to provide materials in Braille, Large Print, or other formats
• Capacity to translate documents to over 240 languages
• Providing verbal responses shared via audio recording or transcribed for panelists
• Accepting non-English written & verbal applications
Questions?
Group Eligibility

1. Geographic: 7-county metro
2. Leadership Demographics
3. Type of Group
4. Who can be a fiscal sponsor?
Leadership Demographics

- At least 51% of leadership must identify as BIPOC, PWD, and/or LGBTQIA2+
- Leaders: people who are in positions of power. Include core-decision makers.
- Minimum of 3 leaders
  - For 501c3 applicants, include your Board of Directors
  - For Fiscally Sponsored Groups, do not include your fiscal sponsor’s leadership
Leadership Demographics – Resources & Tips

- **Resources**
  - p.19-20 of the guidelines
  - Appendix: Leadership Identities Examples
  - Program Director

- **Helpful Tips:**
  - Total Leaders = Total Counted in Race/Ethnicity
  - Total Leaders = Total Counted in Intersecting Identities

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**Example 1: Majority BIPOC, PWD, or LGBTQIA2+ Leadership Team**

<table>
<thead>
<tr>
<th>Application Field</th>
<th>Race/Ethnicity Identities</th>
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<tbody>
<tr>
<td>0</td>
<td>Asian / Asian-American</td>
</tr>
<tr>
<td>0</td>
<td>African / Black / African-American</td>
</tr>
<tr>
<td>2</td>
<td>Hispanic / Latina / Chicanx</td>
</tr>
<tr>
<td>0</td>
<td>Middle Eastern / North African</td>
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<tr>
<td>0</td>
<td>Mixed Race / Multi - Racial Individuals</td>
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<tr>
<td>2</td>
<td>Native American / American Indian / Native Alaskan</td>
</tr>
<tr>
<td>0</td>
<td>Native Hawaiian / Pacific Islander</td>
</tr>
<tr>
<td>1</td>
<td>White</td>
</tr>
<tr>
<td>5</td>
<td>Total Leadership Staff Team</td>
</tr>
</tbody>
</table>

**Example 2: Total Leaders**

<table>
<thead>
<tr>
<th>Application Field</th>
<th>Intersecting Identities</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>BIPOC (not LGBTQIA2+, without Disabilities)</td>
</tr>
<tr>
<td>0</td>
<td>BIPOC LGBTQIA2+ (and without Disabilities)</td>
</tr>
<tr>
<td>0</td>
<td>BIPOC with Disabilities (and not LGBTQIA2+)</td>
</tr>
<tr>
<td>0</td>
<td>BIPOC, LGBTQIA2+, and with Disabilities</td>
</tr>
<tr>
<td>1</td>
<td>White (not LGBTQIA2+, without Disabilities)</td>
</tr>
</tbody>
</table>

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**Example 3:**

- Total Leaders = Total Counted in Race/Ethnicity
- Total Leaders = Total Counted in Intersecting Identities
Type of Eligible Applicants (1 of 2)

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

b) Cultural Groups and Organizations: Federally tax-exempt 501(c)(3) cultural nonprofit organizations with annual arts programming of $400,000 or less

c) 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
Type of Eligible Applicants (2 of 2)

d) *Fiscally sponsored groups with arts projects: Annual operating expenses of $400,000 or less, and have an eligible Fiscal Sponsor at time of application

e) Public entities: isolated arts budgets $400,000 or less

f) Community Education Units: isolated arts budget of any size
*Who can be a fiscal sponsor?

• Eligible Fiscal Sponsors are:
  • Registered with the IRS as a federally recognized tax-exempt 501(c)(3)
  • With a MN address
  • Active registration with the MN Secretary of State as a nonprofit organization

• Eligible Fiscal Sponsors must provide a Fiscal Sponsor Agreement Letter (Template Available!) that includes:
  • The fiscal sponsor’s name
  • The applicant’s group name
  • Fiscal sponsor’s EIN
  • Signature of the fiscal sponsor contact
  • Date within 6 months of grant deadline
Questions?
Eligible Projects

- Activities must specifically address enhancing Minnesotans’ access to the arts

- A project that falls within the eligible funding period (May 31, 2022 to June 30, 2024) which could be...
  - A first-time event or activity
  - A recurring, annual, or seasonal event
  - An activity supporting the organizational capacity and/or operations of the group

- Review p.8-11 in guidelines for more information & a list of ineligible projects and expenses
Returning awardees

- Review “Appendix: Have an awarded or pending MRAC Grant”
- AIG22 must have a project end date on or before May 31, 2022
- If you anticipate completing all activities described in the grant and spending all grant funds earlier than expected submit your project change request via mrac.org/grants/project-changes/ by November 7, 2022
Questions?
Application Tips

• You will type your application responses into the text boxes online (system auto-saves every few minutes)

• Character counts include: Letters, Numbers, Spaces, and Paragraph Breaks

• There is no formatting (e.g. bold or italics)

• Do not include links

• Application templates are available as downloadable Word docs
Proposal Narrative (1 of 3)

Group Purpose (1,500 Characters max)
1. What are the group’s goals or intentions?
2. If the group has some history, what kind of arts programming has it produced in the past?
   If the group is new, what brought the group together?

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

Project/Program Description (200 characters max)
Provide a very brief (1-2 sentence) summary of the project, beginning with the phrase “Funding to...” or “Funding for...”
Project or Program *(3,000 characters max)*

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 or you project or program that take place during the Eligible Funding Period.
1. Describe the people this 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?
Proposal Budget Resources & Tips

• More information on p.13-15 in guidelines
• Appendix: Sample Budgets
• Income = Expenses
• Round to nearest dollar
• Capital (includes equipment)
  • For arts groups and fiscally sponsored groups with arts projects – the full request can be for capital funds
  • For cultural groups, non-arts and non-cultural nonprofits, public entities, and community education units – up to 50% of the amount requested from MRAC for capital expenses
Proposal Budget

- Expenses
  - Project Budget Expenses *(1,000 characters max)*
  - Total Project Cash Expenses
  - Amount Requested
- Income
  - Project Budget Income *(1,000 characters max)*
    - *Must* include “ $$$ Arts Impact for Groups”
  - Total Project Cash Income

<table>
<thead>
<tr>
<th>Application Field</th>
<th>Example Entry</th>
</tr>
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<tbody>
<tr>
<td>Project Budget Expenses</td>
<td>$6,000 Contracted teaching artists: 3 at $2,000 each</td>
</tr>
<tr>
<td></td>
<td>$2,000 Administrative personnel: Project Manager</td>
</tr>
<tr>
<td></td>
<td>$1,000 Workshop materials and shipping</td>
</tr>
<tr>
<td></td>
<td>$1,000 Accessibility costs: captioning software subscription, ASL interpretation</td>
</tr>
<tr>
<td>Total Project Cash Expenses</td>
<td>$10,000</td>
</tr>
<tr>
<td>Amount Requested</td>
<td>$10,000</td>
</tr>
<tr>
<td>Project Budget Income</td>
<td>$10,000 - MRAC Arts Impact for Groups grant</td>
</tr>
<tr>
<td>Total Project Cash Income</td>
<td>$10,000</td>
</tr>
</tbody>
</table>
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
Questions?
Submitting Your Application

- Use one account per organization (multiple contacts under organization)
- Log-in ID = email address (not organization name)
- You can reset your password (staff can help)
- If you do not have access to a computer/internet, contact us well before the deadline
If you receive an award

- Sign the grant agreement and upload a W9 dated within this fiscal year (July 1, 2022 – June 30, 2023)
- Acknowledgements (logo, language, and letter to representative)
- Communicate project changes ahead of time (mrac.org/grants/project-changes/)
  - Here is a link to 3 short YouTube videos (https://bit.ly/3R5jgcM) to help with any questions regarding these first 3 items
- Check is issued to group’s/fiscal sponsor’s address
- Spend all the money
- Submit final report
Thank you!

Email: mirella@mrac.org

Phone: 651-523-6380

To schedule a virtual meeting: https://bit.ly/3xE9w7