

Next Step Fund Guidelines

The Next Step Fund grant is designed to help artists complete a project focused on their individual artistic and/or professional development goals within an artistic discipline. Projects should outline strategies that will help the artist overcome barriers to success, sustain the continued success of their artistic career, and/or help them leverage an opportunity.

The Next Step Fund is made possible with support from the McKnight Foundation and provides project grants up to \$5,000 to artists in any arts discipline. Applicants may be at any stage in their career, but must be able to provide work samples of their own artwork. Individual artists must have a primary residential address in Anoka, Carver, Dakota, Hennepin, Ramsey, Scott, or Washington county.

Contacts

Questions about **the grantmaking process in general** and **technical assistance** with Submittable (such as trouble logging in), please contact us at mrac@mrac.org or 651-645-0402. You may also use the help feature on Submittable for technical assistance on that platform.

Questions and assistance related to eligibility and/or preparing an application: Please contact Jovan Rebollar (jovan@mrac.org or 651-523-6381).

Or, visit the Next Step Fund grant program page and fill out the [application request meeting request form](#) to schedule a time to meet with a staff member who can assist you. The assistance form will be available starting on November 15, 2022.

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

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Important Dates

Deadline January 9, 2023

- July 2022: Guidelines are available on the website at [Next Step Fund \(https://mrac.org/grants/next-step-fund\)](https://mrac.org/grants/next-step-fund).
- November 14, 2022: Application is available in the grant interface, project proposals are accepted.
- November 14, 2022: Recorded Grant Information Webinar made public.
- November 15, 2022: [application request meeting request form](#) is available for assistance from program directors.
- November 21, 2022: Virtual Q&A #1 session at 2pm. [Register here](#).
- December 1, 2022: Virtual Q&A #2 session at 12pm. [Register here](#).
- December 23, 2022 - January 2, 2023: MRAC is closed

- **January 9, 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 5pm on deadline day.
- Starting January 10, 2023: Individual and project eligibility review by MRAC staff.
- March - May 2023: Panel reviews take place. Applications from eligible individual artists will be scored and ranked.
- June 2023: Funding recommendations are drafted by MRAC staff based on panel scores.
- June 27, 2023: Board of Directors review the funding recommendations and make the funding decision.
- June 28, 2023: Staff send out grant notifications via email to applicants.
- The earliest eligible Proposal Start Date is June 28, 2023. Each applicant determines their end date.
- After June 28, 2023: Grantees will receive a lump sum payment made to their individual name that appears on their W9 form along with a 1099 dated in 2023. The grant award may affect your individual taxes.

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

The [Next Step Fund](#) program page has resources to help you apply, such as the Panel Rating Guide that will be used to review your application and a selection of sample applications that have been successfully funded in past rounds.

Grant Information Webinars

MRAC offers grant application workshops and virtual Q&A sessions to learn about the grant program and to discuss project ideas. Check the [Next Step Fund](#) program page (mrac.org/grants/next-step-fund/) for dates and times. Recorded workshops are also posted on the [MRAC YouTube](#) account and the Next Step Fund webpage.

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 request 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 collect your information and follow up to schedule a meeting. There are two types of meetings you may request:

- Individual Eligibility/Project Ideas Check-in (before submitting your application)
- 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 address specific questions about your application for eligibility and completeness. We cannot review draft versions of applications. Our intention is 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.

Language Translation

These guidelines and the Next Step Fund Application Template are translated in Spanish and available on the Next Step Fund webpage. MRAC's website can also be translated into Spanish by clicking the language button in the top left corner.

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

Accessibility

MRAC requests that all applicants apply online unless a disability makes doing so a barrier.

MRAC is using Submittable for this submission process. The Submittable platform has been certified to meet the needs of people with blindness, low-vision, deafness and hearing loss, learning disabilities, cognitive limitations, limited movement, speech disabilities, photosensitivity, and combinations of these. Submittable follows Web Content Accessibility Guidelines (2.0) and meets Level AA Accessibility to ensure people using assistive technologies can easily navigate Submittable's pages and forms.

If you are unable to use Submittable or would like to send us your submission in an alternative way, please reach out to us at least one week prior to the deadline for assistance.

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.

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. Applicants with disabilities can submit an audio or video application using Submittable.

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

Individual Eligibility

Individuals must be all of the following:

- Identify as an artist, working in any discipline, at any stage in their career, who have evidence of artistic output respective of their career stage.
- Individual artists must be able to submit work samples of their own artwork. Artists should have had decision-making authority over the artwork depicted in the work samples.
- Have a primary address in Anoka, Carver, Dakota, Hennepin, Ramsey, Scott, or Washington county for at least the 6 months prior to the application deadline (July 9, 2022 – January 9, 2023), and continue to reside in this region for the entirety of the project period. (Please note that projects do NOT need to take place within the seven-county metro area or Minnesota, but applicants MUST reside in the seven-county metro area.);
- Be at least 18 years of age on the grant deadline date (January 9, 2023).

Ineligible Applicants

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

- Organizations/Groups, LLCs or any other incorporated entity. Applicants must be individuals. Grants will not be made to businesses.
- Individuals who are under the age of 18 on the grant deadline date.
- Individuals located outside of Anoka, Carver, Dakota, Hennepin, Ramsey, Scott, or Washington county.

- Individuals seeking to begin a career as an artist, or make a professional transition to the arts.
- Individuals whose portfolio **only** reflects client or freelance work.
- Artists currently enrolled in a degree or certification program in their respective art form, unless the applicant can demonstrate they maintain a career/practice as a professional artist outside of their educational program.
- Creatives who cannot demonstrate a history of producing original artworks.

Project Eligibility

Must Occur *Only* after the Eligible Proposal Start Date

- Individual artists may seek support for any of the following (or a combination of the following):
 - Support to learn new skills that adapt, transition or expand their creative process or artistic practice. For example, participation in a training, master class or workshop (enrollment in a degree or credited college/university program is not eligible).
 - Support to overcome a barrier to success, professionalize or increase artistic output and quality. For example, the acquisition of equipment to help an artist increase quality, diversify, or otherwise improve upon their artistic process or product.
 - Research, produce or present new creative work.
 - Support for development of a business plan, creation of promotional materials, and/or documentation of a creative portfolio.

All expenses must be *incurred* only after the Eligible Proposal Start Date for the Next Step Fund. Including expenses incurred prior to this date may deem the entire application ineligible, or result in a reduction of a grant request amount.

- **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 earliest eligible **Proposal Start Date** is June 28, 2023.
- There is no predetermined **Proposal End Date**. The date you provide will determine when your final report is due. Final reports are due two months after the conclusion of the project's activities. Projects with extended timelines (i.e. over one year from date of award) may be required to submit an interim report.

Ineligible Projects and Ineligible Expenses

The following projects and expenses are ineligible:

- **Expenses incurred before the eligible Proposal Start Date.** MRAC grants cannot be used for reimbursement. All expenses included in the grant proposal must be incurred after the eligible Proposal Start Date. 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. (Examples: airline tickets, registration fees, etc.)
 - The **Proposal Start Date** you enter in the application is the date on which you will begin incurring expenses for your project. The earliest eligible **Proposal Start Date** is June 28, 2023.
- Projects where the applicant is applying on behalf of a duo, group, or organization. This program provides support for the professional and artistic development of an artist independent from their organizational identity. For example, a choreographer may apply for an independent study, but not to produce or stage a work marketed as a production of their dance company. MRAC has other grant programs to fund arts projects of groups and organizations.
- 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.
- Activities that engage in projects that attempt to influence any state or federal legislation or appropriation, serve the religious socialization of participants, or discriminate against persons or groups.
- Projects where the community is the primary beneficiary. Next Step Fund projects must focus on the needs and development of the individual artist.
- Enrollment in a degree seeking or credited college/university program is not eligible.
- **Project activities and expenses that are included in another MRAC grant.** Next Step Fund grants may not be applied to activities and expenses already covered by an awarded or pending grant from MRAC.

How many Next Step Fund Grants may an individual receive?

- Individuals may submit one Next Step Fund grant application in an MRAC fiscal year (July 1 – June 30).

- Artists who received this award in FY19, FY21, and FY22 are not eligible to apply in this fiscal year
- Next Step Fund grant recipients in FY18 or earlier are eligible to apply if their previously funded project is complete and their final report is submitted before the deadline.
- FY20 Next Step Fund finalists are eligible to apply if they did not receive a FY19, FY21, or FY22 grant. If you have questions, please contact Jovan Rebollar at jovan@mrac.org.

Already Have Another MRAC Grant Award? Or Submitted/Will Submit an Application in Another Program?

Project activities and/or expenses that are included in another MRAC grant, pending or awarded, are always ineligible. The following information is about whether you are eligible to submit an application.

Next Step Fund grants may not supplement a project or program that has an awarded or pending MRAC grant.

I have submitted to the Artists' Futures program

If you have applied to the Artists' Futures cohort program, you **are eligible** to submit an application in Next Step Fund.

I have an open MRAC grant in another program

If you have an open grant from another MRAC program, or are affiliated with an organization/group that has an open grant in another MRAC program, you **are eligible** to submit in Next Step Fund. Remember, project expenses that are included in another MRAC grant are ineligible, so your proposal must outline activities and expenses for a project distinct from a previous grant.

I have submitted a grant or will submit a grant in another FY23 MRAC grant program

If you have a pending grant application or are affiliated with an organization/group that has a pending grant application in another MRAC grant program, you **may be eligible** to submit in Next Step Fund. Next Step Fund grants may not supplement a

project/program that has an awarded or pending MRAC grant. Remember, project expenses that are included in another MRAC grant are ineligible, so your proposal must outline activities and expenses for a project distinct from a previous grant.

Proposal Application Tips

- You will type your application into text boxes online in Submittable.
- Text boxes include maximum character counts which are inclusive of letters, numbers, spaces, and paragraph breaks.
- You may find that you do not need all the characters allotted.
- Do **not** include hyperlinks in text boxes (except those specifically designated for work samples), as the panel review will be limited to the content of your application.
- Submittable allows you to save your progress using the “save draft” 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 [Next Step Fund](https://mrac.org/grants/next-step-fund) website (<https://mrac.org/grants/next-step-fund>) for working on your proposal before uploading it to the online form.

Proposal Narrative

Project Name (100 characters maximum)

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

The information submitted here **will** be provided to panelists.

Project 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. 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.

The Artist (4,000 characters maximum)

You will provide your answer to each question in a text box. Use this section to describe your artistic vision, your body of work, and your professional goals related to your artistic practice. This section may be very similar to an artist statement, but should emphasize a self-reflection of your artistic and professional accomplishments to date, particularly as they relate to a clearly defined path towards the future. Be sure to answer all three required questions listed below.

1. Describe your work and your artistic vision. Describe any significant accomplishments that demonstrate achievement in your artistic field.
2. What are your artistic goals, related to your artistic development or career as an artist? Where are you in meeting those goals?
3. How will this grant help you reach the goals described in Question 2?

The information submitted here **will** be provided to panelists as part of their review of your application. Stronger proposals will help panelists understand how your artistic and/or career goals align with your project.

The Project (3,000 characters maximum)

You will provide your answer to each question in a text box. This section should focus on the project for which you are seeking funding. Be as specific as possible, and be sure to make a strong connection between the proposed project and your unique needs as an artist. Be sure to answer all four required questions listed below. (Not all panelists will be familiar with your discipline – be sure to avoid technical jargon or assume familiarity with projects of this type.)

1. Describe the project for which you seek funding. Describe the major activities or tasks that take place between the start and end dates of your project.
2. What are the goals of this project?
3. In what ways does this project align with or advance your artistic goals, related to your development or career goals as an artist?

The information submitted here **will** be provided to panelists as part of their review of your application. Stronger projects are those that support your goals and vision outlined in the Artist section.

Work Samples

Work samples **will** be provided to panelists as part of their review of your application.

Work samples should align with and embody the details that you described in the Artist section of your application. Work samples will not be scored independently, rather, they should provide the panelists with examples of ways in which you have explored creating work that expresses your artistic vision and how your work reflects where you are in your artistic journey.

Work Sample Requirements

Work sample materials may not exceed the limitations described in the format specific sections below.

Lists of titles and a description of the work are required. Depending on your medium, a description may include, completion or performance date, materials, dimensions, etc. (1000 characters limit). Work sample descriptions may not include additional narrative about your project.

Allowable Formats

- Links to Audio
- Links to Video
- Digital Images
- PDF and other written formats
- URL (must comply with formatting rules for the above methods)
- Artists working in time-based disciplines must submit using a link to a respective audio or video format.
- Artists working in multiple formats – Materials submitted may not exceed 5 minutes, images, or pages cumulatively. Ex. 1 pdf page of double-spaced text, 2 mins of video, 1 digital image, 1 min of audio is acceptable.
- Allowable files for upload are: ai, csv, doc, docx, eps, gif, heif, ibooks, jpeg, jpg, odt, pdf, png, psd, tif, rtf, svg, txt, wpd, wpf

Audio / Music

Submit between 1 and 5 links to audio files. This can include links to a storage website (Dropbox, Google Drive, etc), or to specific files on your website or streaming services (Spotify, Bandcamp, YouTube, etc). **The total duration of all work samples combined should not exceed 5 mins.**

URL must be in an unprotected format or provide a password. URLs that cannot be opened, or are formatted improperly, will not be viewed by the panel.

Please list the work sample title, description of the work samples, and your role in the creation of the work. Depending on your medium, a description may include, completion or performance date, materials, dimensions or duration, and any additional context you would like the panelists to know.

You are required to provide the timestamps of where you want panelists to start and stop their review. See examples below:

Work Sample 1: [enter title]

Time length, role, year created, short description

Beyonce Example

Work Sample 1: "Hold Up"

0:00-2:00. Singer/producer. 2016. First single off of my album, "Lemonade".

Image

Submit up to five (5) digital images.

Acceptable file types: .gif, .jpg, .jpeg, .png, .svg, .tif, .tiff, .ai, .eps, .heif, .ibooks, .psd
Formatted to open directly to the proper viewing orientation (vertical or horizontal).

We recommend file sizes of 5 mbs or 1200 pixels on the longest side.

List the titles, description of the work samples, and your role in the creation of the work. Depending on your medium, a description may include, completion or performance date, materials, dimensions or duration, and any additional context you would like the panelists to know.

Writing

Please create a single document with your writing samples. The entire document may not exceed 5, double spaced, 8 1/2" x 11" pages. Font size must be 12pt or larger. You may submit an excerpt of a longer work, a collection of excerpts, or selection of shorter works. Uploads that exceeds the five double spaced pages limit will be shortened by MRAC staff.

List the titles, description of the work samples, and your role in the creation of the work. Depending on your medium, a description may include, completion or performance date, materials, dimensions or duration, and any additional context you would like the panelists to know.

Film / Video

Submit between 1 and 4 links. This can include links to a storage website (Dropbox, Google Drive, etc), or to specific videos on your website or streaming services (Vimeo, YouTube, etc). **The total duration of all work samples combined should not exceed 8 mins.**

URL must be in an unprotected format or provide a password. URLs that cannot be opened, or are formatted improperly, will not be viewed by the panel.

Please list the work sample title, description of the work samples, and your role in the creation of the work. Depending on your medium, a description may include, completion or performance date, materials, dimensions or duration, and any additional context you would like the panelists to know.

You are required to provide the timestamps of where you want panelists to start and stop their review. See examples below:

Work Sample 1: [enter title]

Time length, role, year created, short description

Beyonce Example

Work Sample 1: "Hold Up"

0:00-2:00. Singer/producer. 2016. First single off of my album, "Lemonade".

Retention of Work Samples

All work samples remain the property of the artist.

Budget Section

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):

- Artist stipends
- Contracted artists
- Professional fees/consultants
- Supplies
- Space rental and/or equipment rental
- Accessibility-related costs (be specific)
- Equipment purchases
- Individual taxes

- Childcare
- Travel expenses

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.

On Submittable, you will use a table to enter in your expense dollar amount as well as a short note (25 characters max) about each expense line. Submittable will automatically tabulate your total, but please double-check your math as errors can still be made.

If your project will cost more than \$5,000 to complete, you will select that option and provide information about your other funding sources.

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.

Grant Request Amount

Enter in a number. You may request up to \$5,000.

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.

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 individuals 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: Proposals, where MRAC is the *only* funding source for the project

Application Field	Example Entry
Project Budget Expenses	\$2,000 Artist fee \$1,500 Assistant \$500 Materials and supplies \$500 Equipment \$500 individual taxes Total: \$5,000
Total Project Cash Expenses	\$5,000
Amount Requested	\$5,000

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

- ✓ **Project Budget Expenses** are \$5,000 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.

Example 2: Proposals, where MRAC is one of *multiple* funding sources for the project:

Application Field	Example Entry
Project Budget Expenses	\$5,000 Artist fee \$1,000 Assistant \$1,000 Graphic/Web designer \$1,000 Individual taxes \$2,000 Equipment purchase Total: \$10,000
Total Project Cash Expenses	\$10,000

Amount Requested	\$5,000
Additional Income	\$5,000 GoFundMe

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

- ✓ **Total Project Cash Expenses** must be the same number as the tally of the items listed in the **Project Budget Expenses**.
- ✓ **Amount Requested** must be \$5,000 or less and be less than **Total Project Cash Expenses**.

Project Information

Project Discipline

Choose from a dropdown list:

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

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

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, June 28, 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 eligibility.

Project Timeline: Proposal End Date

The date at which all the grant funds have been spent and all project activities are completed.

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

Individual Information and Data

Identity

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

You may choose not to disclose this information by choosing the Not disclosed option.

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.

Select your age range

- 18-25
- 26-35
- 36-45
- 46-59
- 60+
- Not disclosed

Race/Ethnicity Identity

How do you identify in race/ethnicity?
Select your race/ethnicity from the list below.

- 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
- None of the above
- Not disclosed

Please share your gender identity

- Female
- Male
- Non-binary

Transgender
Not disclosed
Other

Are you a person with disabilities / a disabled person?

Yes
No
Prefer not to answer

Select all of the additional identities that apply to you

First generation immigrant
Second generation immigrant
Muslim
Jewish
LGBTQIA2+
Veteran
Retired

Artists Name and Headshot

Type your preferred artist name, if different from your legal name and upload a headshot or image representative of your artwork.

This information will **not** be provided to panelists as part of their review of your application. If awarded, it will be used on our website, in announcements and for press purposes.

Pronouns

Please enter your gender pronouns. Examples include, but are not limited to She/her; He/Him; They/Their; She/Her/They/Them; prefer not to answer

This information **will** be shared with panelists who will use this information when writing comments on your application.

County of Residence

Select the part of the region in which you are located. Use the primary address of the individual to make this selection. You must have lived in the region for the 6 months preceding the application deadline, and if awarded funds, must continue to live in the region during the entirety of the project period.

- Anoka county

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

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 individual eligibility for these funds.

Additional Individual Information

Choose from a dropdown list:

- **Discipline Code - Individual:** Select the discipline that best describes your 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 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 virtual Q&A session
- 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
- I have never applied for a 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 "I Agree", you certify the following statement: "I certify that all information in the submitted application is true and correct to the best of my knowledge. Further, I resolve to carry out the activities and/or program/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.

Review & Decision Process

1. MRAC staff reviews all applications for eligibility. Applications that are incomplete (e.g. missing responses to required questions, and/or missing work samples) may be deemed ineligible.
2. A review panel evaluates applications based upon the grant criteria. Panelists will rate each application on a scale of 1-5 (5 being the highest). Scores are available to applicants upon request; comments and additional feedback are optional from panelists and if available will be shared with applicants.
3. MRAC staff submits the panel scores to the MRAC Board of Directors who make the final decision on funding.
4. Appeals should be made in writing within 30 days of the notification of the board decision. Contact MRAC for a copy of the appeal process. Applications that have been reviewed by a panel and declined funding by the Metropolitan Regional Arts Council's Board of Directors, may be appealed based on an alleged procedural error in the process.