# Metropolitan Regional Arts Council logo

# Arts Impact for Individuals Application Template

Deadline: Monday, October 23, 2023 at 11:59 PM

[Arts Impact for Individuals program page (](https://mrac.org/grants/arts-impact-individuals/)https://mrac.org/grants/arts-impact-individuals)

[Apply on Submittable](https://mrac.submittable.com/submit) (https://mrac.submittable.com/submit)

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This is an optional template that applicants can use to draft responses to MRAC Arts Impact for Individuals grant program. Narratives drafted here need to be cut and pasted into Submittable.

In Microsoft Word, to check character counts, highlight the section and then click on the word count on the bottom left of the screen and a window will open that counts characters **with spaces** for the section you have highlighted. You may also go to Review and select the ABC123 icon.

In Google Docs, Select Tools, then Word Count and a window will open that counts characters **with spaces** for the section you have highlighted.

## ****Proposal Narrative****

You will provide your answer to each question in a text box. Consider numbering your responses. The information submitted in the narrative and budget sections **will** be provided to panelists as part of their review of your application. Stronger proposals will help panelists understand how your goals and arts programming align with your project and community.

We strongly encourage you to review the Panelist Scoring Guide (available on the Arts Impact for Individuals program page) to understand how panelists determine their ratings.

## About You

**Individual Background (1500 Characters Maximum)**

In this section, please share about yourself in general. You will provide your answer to each question in the text box. Consider numbering your responses.

1. What are your goals or intentions related to creating access to the arts? *(750 characters suggested)*
2. If you have previous history in creating access to the arts, what kind of programming have you produced in the past? If you are newer to creating access to the arts, what brings you to this work? *(750 characters suggested)*

Draft your response to this section here.

## About Your Project

Project / Program Name: (25 characters maximum)

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

Draft your response to this section here.

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..." This will be used in award announcements, and MRAC staff may edit this description for clarity and/or consistency.

Draft your response to this section here.

Project or Program (2500 characters maximum)

In this section, please share about your proposed project or program. You will provide your answer to each question in the text box. Consider numbering your responses.

1. What specific activities will you undertake with this grant funding? *(1,000 characters suggested)*
2. What are the primary goals or objectives of the project / program as they relate to creating access to the arts? *(500 characters suggested)*
3. Where do you envision activities taking place? *(250 characters suggested)*
4. Provide a timeline of the activities **funded by the grant** that will take place during the eligible funding period (April 1, 2024 to May 31, 2025). Please provide months and years (for example, “July 2024”). *(750 characters suggested)*

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 goals.

Be sure to answer all four questions; consider numbering your responses.

Draft your response to this section here.

Narrative: Access to the Arts (2500 characters maximum)

Your answers provide details about the specific project that you are seeking funding for. You will provide your answer to each question in the text box. Consider numbering your responses.

1. Describe the Minnesota community or communities that will benefit from the project / program and how they will participate. Consider describing how race, culture, disability, age, geography, and other aspects of their lives / identities relate to their participation. *(1,000 characters suggested)*

1. How are you and any collaborators positioned to serve this community or communities? *(750 characters suggested)*
2. How will this project create meaningful access to the arts that responds to your community or communities’ need(s) and interest(s)? *(750 characters suggested)*

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.

Be sure to answer all three questions; consider numbering your responses.

Draft your response to this section here.

Budget - Grant Spending Plan

You will describe the expenses that will be covered by this MRAC grant request by typing them into the table below. **Only list expenses covered by this MRAC grant.** Budget expenses may not exceed $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.

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

* Project / program leader compensation (including taxes)
* Other collaborators / personnel
* Supplies
* Space rental and/or equipment rental
* Marketing and promotion
* Accessibility-related costs (be specific)
* Mileage/travel (within Minnesota only)
* Equipment purchases (up to 25% of the Amount Requested)
* Other

Review **Initial Eligibility Check** for ineligible expenses. **Do not** include ineligible budget items. **Do not** include a dollar amount for any in-kind or other non-cash expenses.

The entry table contains three columns: Expense, Dollar Amount, and Notes. The above list of example expenses are listed in the first column. Specific dollar amounts are required, and cannot be presented as ranges. Please round amounts to the nearest dollar. Please be sure to double-check all math, as math errors may affect eligibility or the grant award amount. Provide brief notes as needed to explain the expenses for your project.

Stronger proposals will help panelists understand how the project’s expenses align with the goals and activities of the project.

**Budget - Grant Spending Plan Table**

Fill in the table.

|  |  |  |
| --- | --- | --- |
| A  | B | C |
| **Expenses**  | **Dollar Amount**  | **Notes** |
| Project/program leader compensation (including taxes) |  |  |
| Other collaborator/personnel |  |  |
| Supplies  |  |  |
| Space rental and/or equipment rental |  |  |
| Marketing and promotion  |  |  |
| Accessibility-related costs (be specific) |  |  |
| Mileage/travel (within Minnesota only) |  |  |
| Equipment Purchases (up to 25% of the Amount Requested) |  |  |
| Other  |  |  |
|  |  |  |
|  |  |  |
| Total Expenses (much total $5,000 or less) |  |  |

## Amount Requested

In Submittable you will 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.

Draft your response to this section here.

### **Additional Information**

Information in this section will **not** be shared with panelists as part of their review of your application, but is considered public information. Responses are shared with the Minnesota State Arts Board. If awarded funds, Proposal End Date, Outcomes, and Evaluation Plan will be

part of your final report.

Proposal End Date

In Submittable you will select the date by which all grant-funded expenses will be spent. This information is used by MRAC staff to determine project eligibility. **Your final report will be due two months after this date.**

Discipline Code - Individual

You will choose from the dropdown list in Submittable.

Select one category that best represents your primary area of interest in the arts. This is a long dropdown list with each entry beginning with a three-character code. You may begin typing keywords to more quickly find the project discipline that most closely matches.

A reminder that applicants do not need to have previous artistic experience or be artists to apply, so a response of "Non-arts" is allowable.

**Discipline Code - Project**

You will choose from a dropdown list in Submittable

Select one category that best represents the grant activity described in your application. This is a long dropdown list with each entry beginning with a three-character code. You may begin typing keywords to more quickly find the project discipline that most closely matches your project's arts discipline.

Outcomes

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

Circle the option that best describes your outcomes

**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.

**Evaluation plan**

How will you evaluate the impact of the funds on your organization and/or community? You may choose multiple evaluation methods.

Select the evaluation method(s) you plan to use

Options:

* Interviews/Conversations with board/staff/leaders
* Interviews/Conversations with participants
* Community dialogue (group conversations with a large group)
* Reviewing recorded information or documentation (such as finances, attendance records, work plans)
* Observation
* Surveying
* Other (please describe below)

#### Project / Program Participation Data

The following numbers relate to the specific project you are proposing and are estimates for the participants you will engage. We know this is a guess. This information is **not** shared with panelists, and there is no judgment from panelists on these numbers. Enter in numbers for each box, even if that number is zero (0) for a given population. MRAC staff will check to make sure at least three (3) people other than the artist participate in the project in some way.

This information is **not** shared with panelists, but **is shared** with the Minnesota State Arts Board. If awarded funds, it is also used in your final report.

Adult Artist 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.

Write your answer here

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.

Write your answer here

Youth Participants - Project

Provide an 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.

Write your answer here

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.

Write your answer here

## How to Submit

**In Submittable you will click the Submit Form button to complete your application.** You will receive an automated email response from Submittable confirming the submission. To avoid technology and connection errors, do your best to **submit well ahead of 11:59 PM** on the deadline date.

After submission, applicants should check their email regularly, as MRAC staff may reach out with questions or request additional information.