

Flexible Support Application Questions and Explanations

This document presents all the parts, sections, and questions in MRAC's 2026 Flexible Support grant, and describes the reasons behind many of the questions. The instructions and explanations are also on Submittable.

This is not the Flexible Support application. You cannot upload this document to Submittable and MRAC staff will not accept it via email.

This document is for your personal use to review the application questions. Listed in parentheses throughout is each question's input type, such as textbox or dropdown.

If you are considering applying, we **highly encourage** you to make an account and review the application in Submittable. Familiarizing yourself with the Submittable interface can be useful when you are ready to fill out the information there!

You can log into [MRAC's Submittable interface](#) to get started.

Part 1: Organization/Group Information

In Part 1, you will enter your general contact information, select discipline and institution type codes, answer questions about your annual expenses, and estimate your annual participation numbers. You will provide information about members of organization/group's leadership team. Groups with a fiscal sponsor, you will send the Fiscal Sponsorship Agreement Form directly to your sponsor through the application.

Except for your Organization/Group Name, Fiscal Sponsor Name (if applicable), and your Leadership List (for determining potential conflicts of interest), the information in this part is not shared with review panelists.

Section 1: General Information

Information in this section is reviewed by program staff to determine application eligibility. It is shared with the Minnesota State Arts Board.

Organization/group name (required) (textbox)

Phone number (required) (textbox)

Email (required) (textbox)

MRAC will communicate with you about this grant via Submittable. In case we are not able to reach you via Submittable, MRAC will follow-up our communications using email and/or the phone number provided here.

Organization/group address (required) (textbox)

For all 501(c)(3) organizations, use the address your organization has registered with the IRS. You may provide a P.O. box if: (1) that is what is on file with the IRS AND (2) the P.O. box is within one of the seven metro area counties.

Groups with a fiscal sponsor: Enter your address, not the address of your fiscal sponsor.

Organization/group county (required) (dropdown)

Please select the county of your organization/group's address. It must match the address provided above and be in one of the seven metro counties for your organization/group to be eligible.

Groups with a fiscal sponsor: your address must be in one of these counties. Your fiscal sponsor may have an address anywhere in MN.

Organization/group type* (required) (dropdown)

Please select your organization/group type **before moving on to the next question**. The type of organization you select will affect which question options are available to you in the rest of the application.

If you are a group with a fiscal sponsor, you must indicate that here to access the required Fiscal Sponsor Agreement Form.

*If you select 501(c)(3) nonprofit for organization/group type, you will also respond to the "Type of 501(c)(3) nonprofit" dropdown.

Organization/group legal status (required) (dropdown)

Select the code that best describes the legal status of your organization/group

All 501(c)(3) organizations and groups with a fiscal sponsor: choose 02 Organization-Nonprofit (or Group with a Fiscal Sponsor).

Organization/group institution code (required) (dropdown)

Select the code that best describes the purpose of your organization/group.

Organization/group discipline code (required) (dropdown)

Select the discipline that best describes your organization/group's primary area of interest in the arts.

Section 2: Organization/Group Financial Information

Note: if you do not see questions about your cash expenses, please be sure to provide an answer to the "Organization/group type" dropdown in Section 1 first.

Information in this section is used by MRAC staff to determine organization/group eligibility. It is shared with the Minnesota State Arts Board.

***501(c)(3) organization's federal tax exemption number (EIN) (required) (number input)**

*If you selected 501(c)(3) for "Organization/group type" in Section 1, you will be required to enter your EIN. The system automatically pulls data from Candid about organizations with valid EINs.

***Enter your organization's federal tax exemption number (EIN). (optional) (number input)**

If you selected community education unit or public entity for "Organization/group type" in Section 1, you will be given the option to enter your EIN if you have one. The system automatically pulls data from Candid about organizations with valid EINs.

What was the final day of your most recently completed fiscal year? (required) (calendar select)

All cash expenses should be calculated for the most recently completed fiscal year. Completed means that you have all available official financial information.

For example, if your group's fiscal calendar runs January 1–December 31, your most recently completed fiscal year would have ended December 31, 2024.

What were your total annual cash expenses? (required) (number input)

OR

What were your total annual expenses for arts programming? (required) (number input)

You will be shown one of the two questions depending on your selection for "Organization/group type" in Section 1.

Arts 501(c)(3) nonprofits, enter your organization's total annual cash expenses during your most recently completed fiscal year. If total expenses were more than \$400,000, your organization is ineligible.

Cultural 501(c)(3) nonprofits, enter your total annual expenses for arts programming from your most recently completed fiscal year. If total expenses for arts programming were more than \$400,000, your organization is ineligible.

Non-arts and non-cultural 501(c)(3) organizations, enter your total annual expenses for arts programming from your most recently completed fiscal year. If total expenses for arts programming were more than \$400,000, your organization is ineligible.

Community education units, enter your total annual expenses for arts programming from your most recently completed fiscal year.

Public entities, enter your total annual expenses for arts programming from your most recently completed fiscal year. If total expenses for arts programming were more than \$400,000, your organization is ineligible.

Groups with a fiscal sponsor, enter your organization's total annual cash expenses during your most recently completed fiscal year. If total expenses were more than \$400,000, your organization is ineligible. Do not enter the expenses of your fiscal sponsor.

Section 3: Arts Participation Numbers

Here you will report on the arts participation your organization/group had in its most recently completed fiscal year. Enter in numbers for each box, even if that number is 0. These numbers do not affect eligibility.

If your organization/group has completed a full fiscal year, report on the entirety of your most recently completed fiscal year.

For organizations/groups active less than a year and/or did not offer arts programming last fiscal year, enter 0 for all boxes.

This information is shared with the Minnesota State Arts Board.

How many adults participated in arts activities with your group in your last fiscal year? (required) (number input)

Provide an estimated total number of adults (ages 18 and up) that participated in arts activities with your organization/group 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.

How many children/youths participated in arts activities with your group in your last fiscal year? (required) (number input)

Provide an estimated total number of children/youths (ages 0–18) that participated in arts activities with your organization/group 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.

How many people participated in arts activities only through online, broadcast, or remote means during your last fiscal year? (required) (number input)

Provide an estimated total number of individuals who participated in arts activities produced by your organization/group only through online, broadcast, or remote means during your last fiscal year, including those activities not funded by the Minnesota State Arts Board or regional arts councils (such as MRAC).

Section 4. Organization/Group Leadership Information

You are required to fill out the following Leadership List spreadsheet. This list will include the names and roles of people that lead the organization/group as a whole. You should not list individuals that will only lead proposal activities.

Generally, a leader is a person with the authority to make final decisions about the organization/group's operations, direction, goals, or mission. Individuals on your Leadership List must know that they are part of the leadership team and that a Flexible Support application is being submitted.

All organizations/groups applying for Flexible Support must have at least three (3) people in leadership positions.

Note: if you do not see the Leadership List below, please be sure to provide an answer to the "Organization/group type" dropdown in Section 1 first.

Leadership List Spreadsheet (input answers in spreadsheet)

All 501(c)(3) nonprofits:

Your list must include and identify by name and role every member of your board of directors, including your chair and treasurer.

You must also list your executive director (and/or their equivalents) regardless of whether they are volunteer or paid. An equivalent position might be artistic director, creative director, or similar. If you do not have an executive director (or equivalents), list the board member(s) who fulfill this role.

Per Minnesota state law, nonprofit organizations must have at least three board members, including a chair and treasurer.

Community education units and public entities, including units of state, local, or tribal government:

Your list must include and identify by name and role all your organization's leaders.

You must also list your executive director (and/or their equivalents) regardless of whether they are volunteer or paid. If you do not have an executive director (or equivalents), list the organizational leaders who fulfill this role.

Groups with a fiscal sponsor:

Your list must include and identify by name and role the leaders of your own group.

Do not include staff members of your fiscal sponsor.

Total number of leaders (required) (number input)

The number of Leaders in this box must equal the number of people listed on your Leadership List.

Leadership Identity Information

In the following tables, you may identify the number of leaders on your list that identify as Black, Indigenous, and/or a person of color (BIPOC); and/or a person with a disability; and/or lesbian, gay, bisexual, transgender, or queer (LGBTQ+) (you do not need to identify them by name). This information allows MRAC to track our funding distributions as well as meet and maintain our goals for equity in grantmaking.

All groups may request up to \$25,000. A portion of funds for this grant will be set aside for organizations/groups with 51% of leadership positions filled by individuals who identify as any of the above, as we as all organizations/groups from Anoka, Carver, Dakota, Scott, and Washington counties regardless of leadership identity.

Leadership Identities: Race/Ethnicity (optional) (input answers in spreadsheet)

To fill out this table:

Count each individual leader only once. If an individual identifies with more than one racial/ethnic identity, please include them in the Mixed Race/Multi-Racial Individuals field or in their (one) preferred race/ethnicity, but do not count them multiple times.

The table will automatically calculate the Total Number of BIPOC Leaders and the Total Number of Leaders. The Total Number of Leaders must be the same as the total number in your Leadership List.

Leadership Identities: Intersectional (optional) (input answers in spreadsheet)

To fill out this table:

Count each individual leader only once.

The table will automatically calculate the Total Number of Leaders with Intersectional Identities and the Total Number of Leaders. The Total Number of Leaders must be the same as the total number in your Leadership List.

Part 2: Proposal Narrative

In Part 2, you will describe the proposal for which you are seeking funding. The answers to these questions are provided to review panelists.

Each textbox will display a character limit (inclusive of letters, numbers, spaces, and paragraph breaks).

Do not include hyperlinks in narrative text boxes, as the panel review will be limited to the content of your application. Any hyperlinks will be deleted and may affect your application's eligibility.

What is the name or title of your proposal? (required) (textbox, limit: 50 characters)

Provide a short description of your proposal (required) (textbox, limit: 200 characters)

Summarize your proposal. The content of this answer may be used and/or lightly edited by MRAC's communications team for announcements should you receive an award.

About Your Organization and Experience (required) (textbox, limit: 2500 characters)

Answer the following questions:

1. What is your organization/group's mission or overall goals?
2. What audiences or communities do you typically serve?
3. What experience does your organization/group and/or staff have in creating arts access for Minnesotans?

Proposal Goals and Activities (required) (textbox, limit: 3000 characters)

Answer the following questions:

4. What are the primary goals of the proposal?
5. What specific activities will you undertake with this grant funding?
6. How do these activities meet the goals stated in question 4?

Arts Access (required) (textbox, limit: 3000 characters)

Answer the following questions:

7. How will this proposal create (or contribute to your capacity to create) meaningful access to the arts for Minnesotans?
8. Who are the participants or communities that will be served by your proposal?
9. How will this proposal respond to the specific needs or interests of the participants or communities?

Where do you envision proposal activities taking place? (required) (textbox, limit: 600 characters)

Provide a timeline of the activities funded by the grant (required) (textbox, limit: 2500 characters)

Please provide months and years. For example, "July 2026: Theater performances."

All proposal activities must take place between December 4, 2025, and May 31, 2027.

Proposal Start Date (required) (date selector)

Enter the date on which you will begin grant-related activities. This date must be on or after December 4, 2025.

Proposal End Date (required) (date selector)

Enter the date by which all grant-funded activities will be completed, all grant funds spent, and all expenses incurred. Your Proposal End Date must be on/before May 31, 2027.

If the application is awarded a FY25 Flexible Support grant, the final report will be due one month after the Proposal End Date.

Your answer is reviewed by program staff to determine application eligibility.

Proposal discipline code (required) (dropdown)

Select the discipline that best describes the primary area of arts for your proposal.

Part 3: Budget Plan

In Part 3, you will show your planned budget and expenses. The answers to these questions, including your Budget Plan Spreadsheet, are provided to review panelists.

Your request for MRAC funds may not exceed \$25,000. You may request less than \$25,000 if that will cover your expenses. There is no advantage or disadvantage to asking for an amount smaller than the maximum. Budget expenses should clearly align with your proposal narrative.

Funding for this grant comes from Minnesota's arts and cultural heritage fund through a legislative appropriation. As required by the Minnesota State Arts Board, these funds may be granted for an entire proposal or for part of a proposal, as long as the recipient accounts for the entire cost and can demonstrate that they have adequate resources to complete the entire proposal.

If your proposal requires funds beyond those requested in your MRAC grant application to be completed successfully, you will need to provide a list of additional funding amounts, funding sources, and whether that funding is secured or pending.

Budget Plan Spreadsheet (required) (input answers in spreadsheet)

List only expenses that the MRAC Flexible Support grant will cover.

The Budget Plan Spreadsheet includes columns for Expense Description and Dollar Amount. Please note:

Do not use dollar signs (\$). You may include commas, but it is not necessary: you can enter values as either 1000 or 1,000 for example.

The Expense Description column has prefilled items. You can use these, or if they are not one of your expenses, note 0 in the Dollar Amount column.

There are several blank rows to list your own Expense Descriptions.

If the Total Grant Request Dollar Amount field is not automatically updating, click on it before moving on to more input rows.

Does your proposal require additional funds beyond your MRAC request to be completed? (required) (check yes or no)

Additional Funding Sources (required if you select "yes" in the previous question) (spreadsheet)

In this Additional Funding Sources spreadsheet, there are columns for funding sources, additional funding amounts, and whether that funding is secured or pending.

As required by the Minnesota State Arts Board, MRAC funds may be granted for an entire proposal or for part of a proposal, as long as the recipient accounts for the entire cost and can demonstrate that they have adequate resources to complete the entire proposal.

To fill out this table:

Do not use dollar signs (\$). You may include commas, but it is not necessary: you can enter values as either 1000 or 1,000 for example.

Enter the name of the source of the funding in the first row. For example, "The Minnesota Foundation."

Enter the amount in the Additional Funding Amount row.

In the Secured or Pending? column write the word "secured" if your funding source is approved/promised/secured and "pending" if it is still under consideration/your application is still in process.

Note: Listing a funding source as "pending" does not render your application ineligible.

Part 4: Data, Outcomes & Evaluation

In Part 4, you will estimate how many individuals will participate in proposal activities, imagine successful proposal outcomes, and describe your evaluation plan. The information in this part is not shared with review panelists.

This information is shared with the Minnesota State Arts Board. If the application is awarded a grant, it is also used in your Final Report.

Section 1: Participation Data

You will provide estimates for number of individuals that will participate in your proposal activities. Enter in numbers for each box, even if that number is 0. For organizations/groups requesting funding for operations and/or organizational capacity, many of your participant numbers may be 0.

How many adult artists will benefit from your proposal? (required) (number input)

Provide an estimated number of adult artists who will be directly involved in or providing art or artistic services for the grant proposal. Include living artists whose work is represented whether or not the work was provided by the artist or an institution.

How many adults will participate in your proposal activities? (required) (number input)

Provide an estimated number of adults who will be directly engaged with the arts during your project through attendance at arts events, participation in arts learning, or other types of activities in which people will be directly involved with artists or the arts.

Do not include employees*, paid performers, artists participating, children/youth, and broadcast audiences. Actual number must be reported in your final report.

*Exception: include employees if employees are the target audience.

How many children/youths will participate in your proposal activities? (required) (number input)

Provide an estimated number of children/youth (0–18) who will be directly engaged with the arts during your project attendance at arts events, participation in arts learning, or other types of activities in which people will be directly involved with artists or the arts.

Do not include broadcast audiences. Actual number must be reported in your final report.

How many people will participate in proposal activities only through online, broadcast, or remote means? (required) (number input)

Provide an estimated total number of individuals who will participate in proposed activities only through online, broadcast, or remote means.

Section 2: Outcomes

Funding for this grant comes from Minnesota's arts and cultural heritage fund through a legislative appropriation via the Minnesota State Arts Board (MSAB). MSAB provides three broad categories to define outcomes of a grant-funded proposal:

Outcomes defined as Arts Access include:

- 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 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.

Outcomes defined as Arts Education include:

- Residents learn new arts skills & techniques.

- Residents gain awareness and appreciation for artistic disciplines and mediums.

Artists build their capacity through professional development.

Outcomes defined as Arts and Cultural Heritage include:

Residents build connections to their own and others' cultural heritage through events and/or activities.

Minnesota folk and traditional artists/audiences are expanded.

Minnesota folk and traditional artists see an increase in demand for work.

Which outcome category is most closely aligned with what your organization/group hopes to achieve with this proposal? (required) (dropdown)

Using the definitions provided above, select the outcome most closely aligned with what your organization/group hopes to achieve with your proposal. You may anticipate multiple outcomes, but please select the one that seems most significant.

Section 3: Evaluation Plans

If your proposal receives a grant award, you must evaluate the impact of the funds on your organization/group and/or participants.

What evaluation methods will you use to track the impact of grant funds? (required) (checkboxes)

Select all that apply.

Part 5: Final Agreement

You must agree to the following statement to submit your application.

Before you submit, be sure to: double check all your answers, answer every question marked "required," and confirm budget amounts and totals.

By selecting "We agree" you will certify the statement below. (required) (check yes or no)

You must agree to the following:

We certify that we have read the 2026 Flexible Support Grant Overview and Application Instructions document, the individuals on our Leadership List/board of directors are aware of and support the proposal described in this application, and all information in the submitted application is true and correct to the best of our knowledge.

Further, we resolve to carry out the proposal as it is described in the submitted application if funding is awarded by MRAC.

Additionally, we agree to supply additional documents and/or update the application if requested by MRAC staff.