

**Prairie Lakes Regional Arts Council**  
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## **Arts and Cultural Heritage Grant**

Fiscal Year 2018-2019 Program Guidelines  
July 1, 2017 - June 30, 2018

### **Application Deadlines:**

**August 1 and February 1 each year**

### **A. Eligibility Requirements, Grant Amount and Match**

The applicant or organization must have an address and provide arts programming within the Prairie Lakes region; the counties are: Blue Earth, Brown, Faribault, LeSueur, Martin, Nicollet, Sibley, Waseca, or Watonwan County. Prairie Lakes Regional Arts Council will fund the projects from non-profit tax-exempt 501(c)(3) arts organizations, non-profit community groups, units of government and non-parochial schools that are sponsoring an arts activity in dance, literature, media arts, music, theater and visual arts. Applications from individuals or for-profit businesses are not eligible. In general, applicants should submit one grant each Fiscal Year (July 1–June 30) in this program, or a maximum yearly funded amount of \$8,000 for programming. **This grant must be matched with at least 50% cash match or other earned revenue for Arts Programming and Activities; and the grant may not exceed 50% of the Project Expenses.** The exceptions are: Arts Education category, which has a 10% cash match; and the Youth Scholarship has no match.

The purpose of this program is to provide funding for organizations directly engaged in the creation of art, the production of artistic performances or arts services, or the sponsorship of quality arts activities in our local communities. The Arts and Cultural Heritage (ACH) Grant was established for three specific purposes: Arts Programming and Arts Access; Arts Education and Arts and Cultural Heritage Festivals. A variety of activities including art and music festivals, community choirs, dance performances, literary readings, instrumental and vocal music concerts, theater productions, visual art classes and exhibitions are eligible. Applicants presenting music groups must list the music genre per group, the city they are from, and the cost per group. The types of music genres that can be funded with grant money are: bluegrass, blues, country, ethnic (Czech, German, Irish, Native American, etc.), folk, old-time-traditional, jazz, etc. Artist fees for rock 'n roll or country bands typically seen in a bar are not eligible for grant money; nor are DJ's, Karaoke, etc.

A new way of thinking about your FY 2018 Arts and Cultural Heritage Grant:

- Online Application Form Required. Details are on page 4 under “How to Apply”.
- Response to Application Questions: Have it be more specific to the actual project you are listing in the application and how you will use the grant funds.
- Not more than half of the grant can be used for salaries of paid staff.
- The Goals and Outcome Statements will need to be closely aligned with only the specific project and use of funds, not the entire range of arts programming that you do.

New applicants (not funded in FY 2017) must contact staff prior to submitting application to discuss the project, budget, and survey & evaluation component; otherwise the applicant will not be considered eligible for funding.

The ACH Grant requires the applicant to do more evaluation of the project and conduct a survey of the audience members or constituents it serves; an example is on page 12. The applicant group must have a board of directors or advisory committee that provides input on the project and oversight of the grant funds. In FY 2018 it will not be allowed that an organization can apply for both an Arts and Cultural Heritage Grant and a Small Arts Grant of \$2,000 within the same year; they must choose which one to apply for.

### **B. Grant Deadline and Grant Period**

There are two annual deadlines of Aug. 1, 2017 and Feb. 1, 2018. The applications submitted on Aug. 1, 2017 will be reviewed at the Aug. 17, 2017 board meeting. The grant period is one year Sept. 1, 2017 to Sept. 1, 2018 or the time period the applicant designates. *Note: applicants are encouraged to complete their projects*

within 9 months and submit their Final Reports by July 1, 2018 in order to be eligible again on Aug. 1, 2018. Otherwise the applicant will have to wait for the next deadline. The applications submitted on Feb. 1, 2018 will be reviewed Mar. 22, 2018 and the grant period is April 1, 2018 to April 1, 2019. *Note: applicants are encouraged to complete their projects within 9 months and submit their Final Reports by January 1, 2019 in order to be eligible again for the Feb. 1, 2019 deadline.* Regardless, grants must be completed within one year of the awarding of the grant, unless an extension has been requested and granted by the Executive Director of Prairie Lakes.

### C. Arts Project Program Categories

The purpose of this program is to provide funding for organizations directly engaged in the creation of art, the production of artistic performances or arts services, or the sponsorship of quality arts activities in our local communities. The Arts and Cultural Heritage (ACH) Grant was established for three specific purposes:

1. **Arts Programming and Arts Access**: to support Minnesota artists and arts organizations in creating, producing, and presenting high-quality arts activities; to overcome barriers to accessing the arts; and to instill the arts into the community and public life in this state.
2. **Arts Education**: to support life-long learning and appreciation of the arts, including support for K-12 activities that enhance but not replace school arts curriculum.
3. **Arts and Cultural Heritage Festivals**: for arts festivals and activities that represent the diverse ethnic and cultural arts traditions, including folk and traditional artists and art organizations, represented in this state.

This program is made possible by the Arts and Culture Heritage Fund, created by the people of Minnesota to support the arts and preserve our heritage. The Clean Water, Land and Legacy Amendment funds this program, through the Minnesota State Legislature.

### D. Description of Program Areas

Arts and Cultural Heritage Grants are intended to support Minnesota artists and arts organizations. We ask applicants to seek out Minnesota Artists for their projects. The maximum Arts and Cultural Heritage grant an organization can receive in Fiscal Year 2018 is \$8,000.

1. **Arts Programming and Arts Access – maximum request \$8,000.** The cash match is 50%. If the total project expenses are \$16,000, then 50% or request may be \$8,000. If project expenses are \$6,000, grant maximum is 50% or \$3,000. The purpose of this program is to provide funding for organizations directly engaged in the creation of art, the production of artistic performances or arts services, or the sponsorship of quality arts activities in our local communities. The organization should describe their **arts programming** and request funds for those activities in the expense categories listed on the application budget, with not more than half of the funds requested for salaries of paid staff. Funds may be used for on-going programs, but groups are encouraged to offer new and different activities with the grant funds or enhance their events. Also activities that plan to reach **new audiences** such as youth, ethnic groups, senior citizen groups, etc. and engage the public in new ways. Funds may also be used for **equipment** that enhances the artistic ability of the organization and includes but is not limited to: office equipment, computer and software, instruments, risers, theater lighting, theater curtains, sound system, display areas, etc. (See page 10 in guidelines, under Budget details, M. #8 Equipment.) Funds may be used to support **public art projects in the community**, i.e. sculpture, murals, public performances, temporary works, and other grassroots forms of public art that engage the community in new ways and the cash match is 50%. (See page 12 for details).

2. **Arts Education - there are three categories of support.** (See pages 14-15 for details.)

A. **Schools – maximum request \$4,000.** The cash match is 10%. This is available to all public or private non-parochial elementary, middle or secondary schools (K-12) in the nine county area. The focus is to provide educational partnerships between local and regional Minnesota artists, arts organizations and (K-12) schools. In FY 2018 it will be allowed that a school can apply for both an ACH Grant for Arts Education activities with students and an Arts-In-Education Grant within the same year, as long as each application is for a specifically

different project, with different expenses.

1. To enhance school arts curriculum by providing artist residencies, live arts performances, mini-workshops and arts related field trips. We suggest you use Minnesota artists if possible, but it is not required. Field trips must be within the state of Minnesota only.
2. To enhance programs and curriculum design through visits to professional artists' studios, performances by professional theatre, dance or musical groups, readings by writers, visits to art galleries, exhibitions and other locations pertinent to the creation and exhibition of art.
3. To collaborate with arts organizations in the region to perform in their school and/or community.

**B. Non-profit and Community Groups – maximum request \$4,000.** The cash match is 50%.

To support life-long learning and appreciation of the arts, through arts activities conducted by a non-profit arts organization, community group, early childhood education, community education, senior citizen's organization, unit of government, etc.

**C. Youth Scholarship – maximum \$300 for grades 7-12.** No cash match is required.

Youth Scholarships provide selected students in grades 7-12, the opportunity to study their chosen art with a practicing professional artist, attend an arts workshop, series of classes or special training opportunity or performance. The student must have participated with an instructor, an organization or arts discipline for at least 2 years. The scholarship can also be used to take lessons or pay fees to a non-profit arts organization serving youth (i.e. Dance Conservatory of Southern Minnesota, Mankato Ballet Company, Mankato Children's Chorus, Mankato Area Youth Symphony Orchestra, Mankato or New Ulm Suzuki School of Music, or art centers which offer classes to youth, etc.). There is a different online application for the Youth Scholarship program. The Deadline is only once a year on October 1.

**Youth Scholarship – maximum \$200, for grades 3-6.** No cash match is required.

Youth Scholarships provide selected students in grades 3-6, the opportunity to study their chosen art with a practicing professional artist, attend an arts workshop, series of classes or special training opportunity. The student is encouraged to have participated with an instructor, an organization or arts discipline for at least one year. Artistic areas include: dance, literature, media arts, music, theater and visual arts. The scholarship can also be used to take lessons or pay fees to a non-profit arts organization serving youth (i.e. Area Art Centers, Dance Conservatory of Southern MN, Mankato Area Youth Symphony Orchestra, Mankato Ballet Company, Mankato Children's Chorus, Mankato or New Ulm Suzuki School of Music, other groups which offer art, dance or music classes to youth, etc.). There is a different online application for the Youth Scholarship program. The Deadline is only once a year on November 1.

**3. Arts and Cultural Heritage Festivals – Maximum Request \$5,000.** The cash match is 50%. Grants are for events and activities that represent the diverse ethnic and cultural arts traditions, including folk and traditional artists and art organizations, represented in this state. This may include folk art classes, single performances, a series of cultural activities, arts and music festivals, etc. Arts celebrations in communities can use grant funds for music groups that are performing in a community setting, but not for marching band fees that are participating during a parade. If project expenses are \$10,000, grant maximum is 50% or \$5,000.

**E. How to Apply: FY 2018 Online Grant Process.**

1. Go to our website [www.plrac.org](http://www.plrac.org) and click on **Applicant Login** button, listed in the left menu on the homepage; or on the Grants Program page. There is also a written description of the online login process that you can download and save from the Grants Program page.
2. If your organization received an Arts and Cultural Heritage Grant in FY 2017, log into the account that is already created to apply for a new grant in FY 2018. A draft of your last year's grant has been copied and is ready for the group to update for FY 2018. **Don't create a new account!** Use the same login email address

and **password** your group previously used. Don't Click on Apply at the top left margin; instead look below to your Applicant Dashboard. Click on **Edit Application**.

New applicants need to Register your organization online. If the organization is a first time applicant, an online account will need to be created using an email address and a password.

- You will need your EIN number to complete the organizational registration. This is your IRS issued Employer Identification Number.
- Register yourself as a user under that organization. Multiple contact people can be listed for your organization. However, only one email address and password will be associated with the account. You can share the email address and password with others so they can log in and enter information prior to submitting an application.
- **Important:** The email address you use to register with will be your user login to get back into the system. You will need this login and a password you create for any future applications or follow-up materials. All automated communication for your grant will also come to this email address from [administrator@grantinterface.com](mailto:administrator@grantinterface.com), so be sure to add it to your safe senders email list. Once the registration process is completed and an account has been established, the application process can begin.

3. After Registering, you will see the Applicant Dashboard with a horizontal toolbar above the "Applicant Dashboard" title. The horizontal toolbar includes brown words that will highlight in tan when you scroll across them.

Tip: Clicking on the home icon anytime on the toolbar will bring you back to the Applicant Dashboard.

- Click on **Apply**, on the horizontal toolbar.
- Several different Grant Programs will be listed and you select the appropriate one, and click on **Apply** under that section.
- The grant programs include: Arts & Cultural Heritage (ACH), ACH Youth Scholarship, Small Arts and Arts-In-Education Grant, and Artist Grant.

4. Start completing your application on-line by clicking into the appropriate Grant category.

a. We recommend that you write your answers in a Word document first; and then copy and paste them into the appropriate fields in the application.

b. Keep in mind that formatting, such as bold, italics, bulleting, etc. do not transfer to the online application form. When working in Word, periodically do a character count to ensure your answer does not exceed the character limit for each question.

c. Review the Grant Guidelines, Review Criteria and Application Questions that are on the Grants Program page of the Prairie Lakes website [www.plrac.org](http://www.plrac.org) for your arts grant program.

d. The online application form allows you to save your work and come back to it later. The "Save" button is located at the bottom of the page. It is recommended that you save your work often, even while continuing to work on it, so as not to lose any work. Always save before exiting the online grant system, as any work you have done or any files you have uploaded may not have automatically saved. You are required to use the save button to finalize the uploading of the document into the application.

e. We recommend that you create a separate file folder in your computer, labeled for each particular application. In this folder store your word draft, downloads of the Questions from the grant application process, budgets, support documents, etc.

5. Submit the application online and include: Supporting materials which are essential to the project (i.e. artist resumes, staff resumes, Art Project Budget form, etc.).

- Answer all required questions on the grant application. You will be able to see all the questions and go in and out of the application as you collect answers and complete it. If you are missing items you will not be able to submit.

- Download and complete your Art Project budget in an Excel file and upload it to your grant. Make sure it includes both estimated expenses and revenue. Your expense and revenue portions of your budget must “break even” with the grant award included in revenue. If your organization is providing the match please list your organization in the revenue portion with the money you are providing to match. If earned income through ticket sales or participant fees generates the match make sure your numbers are supported within other parts of your narrative and application.
  - When you log back in to continue working, your draft application will be located at the bottom of your Applicant Dashboard, under your contact information.
6. Applicants are encouraged to call the Prairie Lakes office at 1-800-298-1254 or email [plrac@hickorytech.net](mailto:plrac@hickorytech.net) to discuss eligibility.
- **Applications must be submitted by 11:59 p.m. on the deadline date.**
  - Applications received after the deadlines are ineligible. There are no exceptions to this policy.
  - The application records the date of submission so make sure that you meet the deadline date for submission online.
  - A pre-review of the application, budget, narrative, etc. is available prior to the deadline date. Two weeks prior to our deadline is best. Contact our office to ask for a review of your application in its draft form within the online grant system. We are able to view your application as you are completing it.

The projects should not occur prior to final grant approval, but exceptions may apply if the applicant just begins rehearsal or planning for the main event or concert. New applicants must contact the staff prior to submitting an application to discuss their the project and budget. Failure to do so will make the application ineligible. Staff analyzes the application for eligibility, budget accuracy, clarity and completeness; and contacts the applicant if changes are required. The Prairie Lakes Board reviews and ranks all applications and makes final approval.

## **F. Goals, Surveys and Evaluation**

*The goal of our Arts and Cultural Heritage grant program is that Minnesotans of all ages, abilities, economic backgrounds, cultural heritages, and geographic areas are able to participate in the arts. Proposed projects must address at least one of the nine program areas listed in the Outcome Evaluation Plan and Minnesota Legacy Goals section in the application; as identified by the Minnesota State Arts Board. Applicants will need to select at least one or two different goals and outcomes your arts organization will focus on in the next year and will be addressed in your project. **The Arts and Cultural Heritage Grant requires the applicant to do more evaluation of the project and conduct a survey of the audience members or constituents it serves, and/or focus groups, etc.***

The applicant’s evaluation plan should answer 5 questions: (See example on page 10.)

1. What are the goals of the project?
2. Who specifically will be the target populations of your project?
3. How specifically will they be affected by the project?
4. How will you know?
5. How will the larger community benefit?

## **G. Restrictions and Non-Fundable Projects**

The following activities or use of funds are **not** allowed:

1. Activities that do not have arts programming and arts activities, arts education or cultural heritage of the arts as their primary focus.
2. Funds are requested to produce fundraising activities involving the Arts such as benefits, receptions, or if the intent is to donate the proceeds (earnings) to another non-profit.
3. Events or project where the purpose is re-granting monies to another event or non-profit group.
4. Applicants have listed travel expenses outside of the state of Minnesota as a Prairie Lakes grant expense (use of funds) on their budget.
5. The application form and all required materials are not postmarked by the deadline date specified in the grant program information.

6. **The applicant has an overdue Final Report from a previous grant.**
7. The applicant is not in compliance with any active contract with the arts council.
8. The applicant does not make all events open to the general public or whenever feasible, does not establish admission charges for the events.
9. Participants (youth) are required to pay a registration or participation fee and no scholarships are offered.
10. Funds are requested to pay fees for touring costs, performances, or exhibitions carried out exclusively by student organizations or schools that do not include the public.
11. Funds are requested for the projects that are essentially historical, and lack a strong artistic component.
12. Funds are requested to support strictly commercial activities intended for retail or mass-market distribution (i.e. limited edition prints, note cards, copies of CD or DVDs for musicians and performers).
13. Funds are requested for activities that attempt to influence any state/federal legislation or appropriation.
14. Funds are requested to pay for endowment funds, property acquisition, new construction or major building improvements that are not directly related to arts programming, are not eligible.
15. Funds are requested for new building projects.
16. Funds are requested for payment of debts incurred before the grant application is approved.
17. Funds are requested to support activities which are essentially for the religious socialization of the participants or audience (a religious service cannot be any part of a the project).
18. Funds are requested to support activities in primary or secondary level parochial schools.
19. Funds are requested for support of "routine" school activities in theater, dance, music and visual arts. Activities such as school plays, one-act plays, dance line, pop concerts, music competitions, visual art classes and displays, summer marching band programs of the school, etc.
20. Funds are requested for an event which is a magic show, parade, or marching bands in a parade.
21. To supplant discontinued or nonexistent arts programs in schools.
22. Purchase equipment for or improve facilities within K-12 public schools. The exception will be, if a nonprofit arts group uses the school facility for rehearsal, classes, performances, or exhibitions, and it needs equipment or facility improvements for its own work. The arts organization could apply for and receive a grant and could develop a cooperative agreement with the school that spells out how the school could also benefit from the purchased equipment or improvements.
23. To compensate ongoing school personnel in full or in part.
24. To pay an artist or arts organization to provide essentially the same services that an ongoing teacher or arts specialist would be expected to provide.
25. For tuition for teachers to earn degrees, meet licensure requirements, or meet continuing education requirements to retain a teaching license.
26. Artists are required to pay excessive entry or exhibition fees in order to exhibit or perform in the project or program for which funding is sought.
27. The project budget contains combined funding from a regional arts council and the Minnesota State Arts Board (MSAB) that amount to more than one-half of the project's total cash expenses. No more than 50% of the income can be from State Grants; Prairie Lakes and MSAB combined.
28. The project may not be eligible if the applicant's project could be funded through other Arts and Cultural Heritage funding sources such as the Children's Museums of MN block grant, Minnesota Historical Society, Regional Library System, Statewide County Fair funding, etc. It is up to the applicant to describe how the arts project and use of funds are different, if they are the recipient of other ACH Funding through another agency.

## **H. Review Criteria**

Three criteria are used by the Prairie Lakes Board to evaluate applications and there are 10 points per category; total of 30 points. They are: Artistic quality and merit; Ability of the organization to carry out the project; and Artistic need by the organization and/or community. Applicants do not answer these questions; we are only providing them for your information.

Prairie Lakes Board members use this Review Criteria when scoring the applications.

A. Artistic Quality and Merit of the project. Question A. Summary of proposed use of grant funds. Is the organization's mission & the project meritorious? Does the project have artistic impact relative to the community and public life? Are the planning processes, marketing and publicity appropriate? Is the management of their organization strong? Do the staff and volunteers have good qualifications? Is the project reaching other counties or communities? Are the expenses and income on the budget page appropriate for the project? Does the group appear to have sufficient initiative and ability?

B. Ability of the organization to carry out the proposed project. Question B. Arts & Cultural Heritage Investment Summary. Does this the project provide a high quality arts experience? Does this the project instill the Arts into the community and public life? Does the project help to represent diverse ethnic and cultural arts traditions? Does the project help to develop knowledge, skills and understanding of the arts? Does this the project help to overcome barriers so Minnesotans can access high quality arts experiences?

C. Artistic Need for the Project by the organization or community. Questions C & D. Goal Statements and How They Correspond to Activities; and Outcome Evaluation. Are the goals reasonable and clearly described? Are the results reasonable and clearly described? Are the community benefits reasonable and clearly described? Does it contribute to the artistic development of the respective art form and/or audience? Is there community involvement and support for the project? Was the information regarding the target population clearly noted? What evaluation methods will they use such as creating a survey, distributing and tabulating results, increased audience and/or participation numbers, etc.? Do they seem reasonable and specific? If Evaluation information is lacking in this area, the application may have to be tabled; so we can obtain more specific information and/or provide technical assistance to this applicant.

Based on these review standards the arts council shall make one of the following decisions:

(1) Full funding of the amount requested; (2) Partial funding; (3) No funding; or (4) Table the request, pending receipt of additional information or modification.

## **I. Grantee Responsibilities**

The grant recipient must:

1. Not limit participation in the project on the basis of national origin, race, color, religion, age, sex, handicap, or ability to pay.
2. Use grant funds only for the expenses described in the grant application.
3. Be responsible for completion of the project and for proper management of grant funds.
4. Maintain records showing evidence of grant expenses and income.
5. Submit the Final Report form within 60 days of completion of the project. All future grants will be contingent upon completion compliance with the terms of this grant.
6. Include the following credit line in all advertising, news releases, newspaper ads, printed programs, and promotional material: **“This activity is made possible by the voters of Minnesota through a grant from the Prairie Lakes Regional Arts Council, thanks to a legislative appropriation from the Arts and Cultural Heritage Fund.”**
7. Include the Legacy Logo for the Clean Water, Land & Legacy Amendment in all publicity, as listed above.

## **J. Payment Process**

1. A Contract and Request for 80% Payment Form and a Final Report and Request for 20% Form are assigned to the grantee and will be accessed through the online account. (In cases of partial funding, the grantee must also submit a revised budget and a letter explaining how the proposal will be modified in response to the reduced budget.)
2. The grantee indicates agreement with the contract terms and completes the Contract and Request for 80% Payment Form. The form will be electronically signed and submitted online.

3. 80% of the grant funds will be paid to the applicant one month prior to the event.
4. Within 60 days of completion of the proposal, the Final Report and Request for Final 20% Payment Form must be submitted online. A copy of the Thank You letter sent to legislators, acknowledging the grant, must be uploaded into the Final Report. After approval of this information, the remaining 20% of the grant is paid to the grantee. Failure to submit a Final Report will result in the applicant not being considered for funding for the next two years.

## **K. Appeals Process**

Groups and organizations applying to Prairie Lakes may appeal the recommendations of the grant review panel however; the appeal must be based on alleged procedural errors. Appeals on judgments of merit or quality or ability will not be heard. The appeals process is as follows:

1. Appellants must submit a formal letter of appeal to the Executive Director stating the reason(s) for the appeal. Letters of appeal must be received within 30 days of written notification of the board's decision on the original application. A copy will be sent to the Chair of the Board of Directors of Prairie Lakes.
2. Appellants will receive written notification from Prairie Lakes of receipt of their request for an appeal. This notification will include the date and time the request for appeal will be brought to the board.
3. The board will review the written appeal request at its first meeting following the receipt of the request. The board meets approximately ten times a year.
4. The board will take one of the following actions:
  - a. Determine that the appellant does not show sufficient cause for appeal;
  - b. Direct the staff to investigate the appellant's request and materials and present a recommendation to a subsequent board or executive committee meeting;
  - c. Request the appellant appear before the board or executive committee at a subsequent meeting and address his or her appeal at that time;
  - d. Determine that the appellant does show sufficient cause for appeal and offer settlement to the appellant;
  - e. Request that a 3-5 member appeal panel be put together to reconsider the application (discussion of the nature of the appeal will not be brought up during this meeting). The appeal panel decision is binding.
5. Within 45 days of receipt of a request for appeal, appellant will receive notification of the board's decision on the action that will be taken concerning the request.
6. Appellants will be notified in writing of the final board action or appeal panel decision.
7. Following the appeal to the board, if the appellant continues to dispute the decision of the board or appeal panel regarding his or her appeal from the board, this appeal will be conducted as a contested case pursuant to the Administrative Procedure Act, Minnesota Statutes, and sections 14.48 to 14.62.
8. There is no right of appeal for disputes of decisions of the board and/or its advisory committees with respect to artistic quality or merit, artistic excellence and leadership.

Upon request, Prairie Lakes grant application materials will be made available in an alternate format such as large type, disk or on audiotape. Please contact the Prairie Lakes office in Waseca at 1-800-298-1254. For individuals with a disability and in need of TTY, contact the Minnesota Relay Service at 1-800-627-3529.

## **L. General Information for Online Application Form**

### **1. Applying Organization**

The **Applying Organization** is the group that will be administering the actual the project. Individuals may not apply. The **Grants Manager** should be the person responsible for the day-to-day details of the project, the person to whom correspondence and telephone calls are to be directed, and someone who is readily available during regular business hours. This person is responsible for the timely submission of all required forms and reports to Prairie Lakes.



## 2. Non-Profit and Tax-Exempt Information

Attach Articles of Incorporation & Minnesota Non-profit Corporation Certificate from the MN Secretary of State and the Federal Internal Revenue Service Tax-exempt notification letter, UNLESS you've previously submitted them to Prairie Lakes' permanent file in the office. Please call to verify if we have them on file.

## 3. Fiscal Agent

Minnesota Statutes require that public money may be distributed to unincorporated organizations only through Fiscal Agents, which are a non-profit 501(c)(3) tax-exempt organization, according to the Federal IRS. If your organization is incorporated as a "non-profit 501(c)(3) organization" do not complete this section. If you need a Fiscal Agent, your organization should enter into a specific contractual agreement with the non-profit 501(c)(3) fiscal agent prior to applying for grant funds and attach a copy of the contract to your grant application. Attach a copy of the contract to your grant application. A Chamber of Commerce (501c4) does need to use a Fiscal Agent when applying for a grant. A Fiscal Agent may be any non-profit 501(c)(3) corporation or governmental unit that agrees to handle the administration of your funds. For example: Arts Group that is non-profit 501(c)(3), City, Historical Society, MN Extension Service, Public School, etc. An example of a Fiscal Agent contract is available from the Prairie Lakes office or download it from the online grant application. The Fiscal Agent will receive and dispense funds and is legally responsible for completion of the project and management of the grant funds. The Prairie Lakes staff can also advise organizations on how to file Articles of Incorporation with the Minnesota Secretary of State and apply for tax-exempt status from the Federal Internal Revenue Service (IRS).

## M. Arts and Cultural Heritage Art Project Budget Form

### Project Expense

You should list all cash expenses related to the project under this heading. If an expense is not applicable just leave it blank. In-kind contributions cannot be included on the budget page for this program. Round all numbers to nearest \$10.

Headings on the budget: Organ. Exp. = arts group's expenses; ACH Grant = how the grant funds will be used, listed under each category; then add the two amounts together for the Totals column. Use the following expenses.

1. **Artist(s) Fees-** List all of the artist fees or stipends for music groups, artists, etc. that will be part of the project budget.
2. **Artist(s) Travel and Expenses** - Include transportation, hotel and food for guest artists; may include local mileage for the administration or production of the project. (*Mileage maximum is \$.50 per mile.*)
3. **Publicity** - List costs individually for advertising: radio, newspaper, printing of posters, handbills, etc.
4. **Rental Fees** - Rental of space or equipment specifically needed for the activity.
5. **Salaries or Wages** - May include project director, artistic director, clerical staff or other personnel assisting with specific arts activities in the project; with not more than half of the ACH grant funds requested being used for salaries of paid staff. Estimate the amount of time they will spend on the activity, and multiply by their hourly wage. (*Do not include regular paid staff that normally performs this function as part of their job.*)
6. **Expendable Supplies and Materials** - List may include: costumes, music, playbooks, supplies needed for festival coordination, audio and videotape, etc. Funds may be used for on-going programs, but groups are encouraged to offer new and different activities with the grant funds or enhance their events.
7. **Miscellaneous** – office supplies, postage, telephone, royalties, piano tuning, pro-rated amount for utilities, etc. Scholarships for youth activities are allowed. No food expenses are allowed on the budget: costs for receptions, cast parties or other food/snacks.
8. **Equipment** – items which improve and increase the artistic capabilities of the organization are eligible. This may include but is not limited to: office equipment, computer and software, instruments, risers, theater lighting, theater curtains, sound system, display areas, etc.

- a. Describe the equipment, include timeline for completing and include at least two quotes or estimates for equipment if the value is over \$500 for a single item. Otherwise one quote will be sufficient. Also, when a second specialized quote is difficult to obtain, Prairie Lakes staff may approve one quote.
  - b. List the other sources that have been sought for funding this equipment if the Prairie Lakes grant is only a part of the total cost. If you are applying for more than one item, prioritize your equipment expenses, with number one being the top priority.
  - c. Prairie Lakes retains secondary ownership of any or all property purchased with these funds. Should the applicant organization dissolve, all property purchased with these funds will be transferred to Prairie Lakes. Prairie Lakes will donate the property to another arts organization. If the grantee is not a 501(c)(3) non-profit, then technically the fiscal agent owns the equipment.
9. **Evaluation** – A person will need to create a survey, distribute it and tabulate the results. An example survey is provided on page 12. Groups may set aside 5% of their ACH grant for this expense, i.e. an \$8,000 grant would be \$400 for ACH evaluation and a \$4,000 grant would be \$200 for evaluation expenses. *(The exception is: if there is other paid staff within the organization that will perform these evaluation duties (without extra expense) an amount does not have to be included in the budget. This is common for schools and other public organizations.)*

### **Project Income**

**The Grant Amount must be matched with 50% cash or income for organizations in the ACH Arts category and 10% for Schools in Education category.** Round all numbers to nearest \$10.

Identify and document amounts of cash your organization has to “match” the project expenses. Use the list below.

- a. List organizational funds committed or budgeted for the project. This may also include earned income from your previous ACH Grant in FY 2017, which was noted on the Final Report.
- b. List sources of grants other than the ACH grant amount requested. Tell us whether these grants have been received or are anticipated.
- c. List estimated earned income. Note: ticket sales and fees should show estimated number of people multiplied by the price of one ticket or fee. Other community fundraising may include city or county funding, donations from charitable gambling groups or service groups such as: the American Legion, Fireman’s Association, Lions, Lutheran Brotherhood, Rotary, VFW, etc.

**Total Project Revenue** and enter the **“Grant Amount Requested”** from Prairie Lakes.

**Total Support** for the project is the two figures added together.

Revenue (1) + Grant Amount Requested (2) = Total Support for the project (3).

Note: Total support for the project (3) must equal total expenses (3). The grant amount requested and total project expenses from the budget need to be entered in the first section of the ACH grant application.

## Arts & Cultural Heritage Goals and Evaluation Information Page

Arts organizations can use this information to assist with their goals and outcome evaluation.

### **A. Evaluation Methods & Outcome Evaluation**

#### Evaluation Methods for Arts and Cultural Heritage Grants

1. Stories
2. Video/audio recordings
3. Surveys: on-line, on-site, mailed
4. Focus groups
5. Interviews with audience, performers, board members, etc.
6. Behavior change (broaden, deepen, or diversify?)
7. Data collected: Number of people attending increased, the number of events we held increased, revenue increased

B. An Example Survey Form is provided by Prairie Lakes on page 12.

C. Below is an example to help your organization develop goals and measurable outcomes. When you answer the questions please be sure your answers are SMART:

**S = Specific, M = Measurable, A = Achievable, R = Realistic, and T = Time-bound.**

D. In general, applicants must address the following questions:

1. What are the goals of the project?;
2. Who specifically will be the target populations of your the project?;
3. How specifically will they be affected by the project?;
4. How will you know?;
- and 5. How will the larger community benefit?

E. Here are two SMART goal examples:

The River Gallery is going to mount an exhibit, “Golden Years”, which features art by and about older people. Specifically, the exhibit “Golden Years”, will attract at least 150 people over the age of 65 by June 30, 2018, and will be judged positively or “very good” by 50% or more of those who attend, as measured by an audience survey.

#### **Q1. What are the goals of the project?**

1. To feature work done by mature artists in our area & demonstrate their contribution to our community
2. To increase attendance of people over 65 at the River Gallery and 50% will say the event was “very good”.

**Q2: Who specifically will be affected?** People over 65 are the primary target

#### **Q3: How will these populations be affected?**

Viewing the exhibit will result in:

1. The audience having a positive experience overall, and 50% will say the event was “very good”.
2. Awareness of the roles seniors play in our community and a positive attitude about aging.
3. At least 150 people over the age of 65 will view the exhibit & we will measure this by attendance numbers.

#### **Q4: How will you know?**

1. An audience survey at the gallery: specifically 50% or more of those completing the survey will agree that they had a positive experience, and will express positive attitudes about aging and place of seniors in the community. The survey will include an item about the respondent's age.
2. Additional information will be summarized from comments in the exhibit guest book or survey form.

#### **Q5: How will the larger community benefit?**

Mounting an exhibit focused on senior citizens will widen the gallery’s audience, raise public awareness of the place of older people in the community, and encourage the view that the arts are for everyone. Capturing the contact information of exhibit attendees through a survey will allow the gallery to mount additional activities for seniors, perhaps also increasing this age group's participation in other art activities. Over time, this will be measured by future attendance and by collecting personal stories from the participants.



## **I. Arts and Music Festivals and Public Art Projects.**

If you are an arts organization, community group, or city and you want to plan an arts or music festival in your community; or a public art project – here are some helpful guidelines.

### **A. What Is an Arts or Music Festival?**

Arts and Cultural Heritage Grant for festivals – maximum request \$5,000 and 50% cash match. Grants are for events and activities that represent the diverse ethnic and cultural arts traditions, including folk and traditional artists and art organizations, represented in Minnesota. This may include folk art classes, single performances, a series of cultural activities, arts and music festivals, etc. **This grant must be matched with at least 50% cash or other earned revenue.**

#### 1. Arts and music festivals are defined as a celebration of art and culture that:

- a. Has a significant focus on the arts
- b. Has a mission statement of why the festival exists and what they hope to promote
- c. Provides a showcase of Minnesota artists. List the name, city and music genre in the grant, and cost.
- d. **May have a variety of media or be focused on one artistic area**  
Applicants presenting music groups must list the music genre per group, the city they are from, and the cost per group. The types of music genres that can be funded with grant money are: bluegrass, blues, country, ethnic (Czech, German, Irish, Native American, etc.), folk, old-time-traditional, jazz, etc. Artist fees for rock 'n roll or country bands typically seen in a bar are not eligible for grant money; nor are DJ's, karaoke, etc.
- e. Contains many activities consolidated into a condensed time period
- f. Has several different, yet related, arts activities happening simultaneously
- g. Is open, inviting, and available to a diverse audience

2. Arts and music festival grants are meant to involve Minnesota individual artists and performing groups into arts components of community-based festivals and celebrations. We suggest you use Minnesota artists if possible, but it's not required.

### **B. What Is a Public Art Project?**

Public art grant – maximum request of \$8,000 and 50% cash match. Public Art is the creation of a sculpture, mural, public performances, temporary works, and other grassroots forms of public art that engage the community in new ways. The applicant should identify a qualified artist to design and complete the work; working with a committee of citizens. In the Arts and Cultural Heritage grant the project the applicant would need to describe: Why this Public Art is needed, how it will represent the community or the community's history, and what community input was solicited in the planning phase. Also, was a committee formed to discuss and plan the project? Public Art often requires collaborations between the city, school, community at large, etc. The applicant would also have to identify and describe which organization would be responsible for the long-term upkeep of the Public Art. Also, submit the artist's resume and documentation of their professional capacity to complete a mural, sculpture, or temporary art installation, etc. and list examples of past work.

Why Public Art? It engages civic dialogue and participation; it can give identity and character to a community; it connects artists with communities; it can attract attention and have potential economic benefit; and it can add value to public improvements. We recommend applicants inform themselves about Public Art and its processes and a resource is **Forecast Public Art in St. Paul** which has a **Public Art Toolkit for communities.** <http://forecastpublicart.org/toolkit/didactic.html>. *Please contact the Prairie Lakes office for more guidance and information on Public Art projects if needed.*

## **II. ACH Arts Education – School Information**

Additional information is being provided to schools since this Arts and Cultural Heritage (ACH) application is broad and covers many areas. This information is similar to our other program called Arts-In-Education, which is funded with state general fund dollars. This ACH program is funded through the Arts Legacy Amendment.

Arts and Cultural Heritage School Grants – maximum request \$4,000 and 10% cash match. This is available to all public or private non-parochial elementary, middle or secondary schools (K-12) in the nine county area. The focus is to provide educational partnerships between local and regional professional artists, arts organizations and (K-12) schools.

1. To enhance school arts curriculum by providing artist residencies, live arts performances, mini-workshops and arts related field trips.
2. To enhance programs and curriculum design through visits to professional artists' studios, performances by professional theatre, dance or musical groups, readings by writers, visits to art galleries, exhibitions and other locations pertinent to the creation and exhibition of art.
3. To collaborate with arts organizations in the region to perform in their school and/or community.

### **A. General information for school activities and projects**

1. Grant funds must be used within one year from the date of funding.
2. This grant must be matched with at least 10% cash or other earned revenue. To eliminate barriers for schools to access these grants, we have reduced the cash match to 10% for the project, if needed. **If the total expenses of the project are \$4,400; then the schools cash match needed is \$440; and the grant amount requested can be \$3,960.** No **in-kind** is allowed on the budget form. There can be No travel expenses for artists/musicians from outside of Minnesota.
3. Residencies, mini-workshops, live arts performances and field trips must include at least one hour of in-service for artist - teacher contact time.
4. Schools should select artists that have credentials that meet their needs. Their quality of work will be considered as part of the application process.
5. Grant funds cannot be used for equipment, capital investments, or solely for production costs associated with the creation of an arts event, such as costumes, sets, matting and framing. Grants can't be used for support of "routine" school activities in theater, dance, music and visual arts such as: school plays, one-act plays, dance line, pop concerts, music competitions, visual art classes and displays, etc.

### **B. Artist residencies**

1. Residencies must allow at least one core group or class of students to work with the artist daily throughout the residency.
2. A teacher must be present in the classroom at all times during a residency.
3. Artist's fees should be about \$250 a day. Exceptional costs may be considered where reasonable justification is included in the application. (Schools may be willing to pay a higher fee based on the artist's credentials.) Given these guidelines, fees and expenses are negotiable between the artist(s) and the school.
4. Residencies must involve the general community in some significant aspect. Examples: receptions, poetry readings, exhibitions of the artist or students' work, or a public performance.

### **C. Mini-workshops and live art performances**

1. These activities must involve a significant number of the students at the school, and involve the general community in some significant aspect (i.e. parents and community members notified and invited to the performance, information in school newsletter or letter to the editor in paper, etc.).
2. Must show artistic quality and represent one of these art areas: dance, literature, music, theater, or visual art.

### **D. Arts related field trips**

1. Field trips may not include costs associated with food or beverages for participants.

2. Field trips must be within the state of Minnesota only. No travel expenses for travel outside of Minnesota.
3. Field trips must also involve the general community in some significant aspect. Examples: joint bus trips, slide show reviews, volunteer involvement as guides, participants or chaperones. Students and teachers can share the program with other students or community groups following a field trip (i.e. Rotary, senior citizens group, school newsletter, letter to the editor in paper, etc.).

**E. Schools should answer all the required questions for the Arts and Cultural Heritage Grant, and in addition, the question for Arts Education Applicants Only under the project heading.**

**Summary of proposed use of grant funds**

1. Give a brief description of your yearly programming and how it fits within the area of Arts and Arts Access. If you plan to use funds for another area, like Arts Education or Arts and Cultural Heritage, state that now.

**Schools** will state “**we are planning youth activities in the Arts Education area**”. Explain why you have decided to apply for funds now. Describe any past activities like artist residencies, etc. that are similar to this the project, or if this is something new for your school.

2. List the individual activities and programs you will undertake in the project and for which you need Arts and Cultural Heritage funding. This list of activities will also be expenses on the project’s budget.

**Schools** - Briefly describe your activity or the project and include the dates, times, rooms, and locations. Include an artist resume, brochure and/or other support materials. Which expenses on the budget will the grant funds be used for?

\***Residency**: What core group or class of students will work daily with the artist; how will this be integrated into the current arts curriculum; how will you present the teacher in-service training and set up the schedule.

\***Live arts performance or mini-workshop**: Will this activity be presented to the entire school and in what location? How do you plan to invite the general public to this activity?

\***Field-trip**: What group or class of students will participate and what preparation will be done prior to the field-trip?

3. Provide in paragraph format information on the mission of the organization, list of board members, committee structure, whether or not you have volunteer or paid staff, and list the arts activities you have completed in the last year.

**Schools** – This does not particularly apply to you so instead briefly describe the planning process by school staff and goals you have - for this residency, live arts performance, mini-workshop or field trip. Your project must include at least one hour of in-service for artist - teacher contact time. Also, describe how you will make a presentation of the project to your school and community during or after its completion. For example: reception, exhibition of artist or students’ work, public performance, information reported in school newsletter, letter to the editor in the paper, etc.

4. Describe publicity you plan to do and methods (news release, posters, brochure, etc.) List the counties or communities your organization reaches (include participants and audience).

**Schools** – How will you promote this activity to student, parents and the community? Will information be reported in school newsletter, news release to media, letter to the editor in the paper, etc.?

**For your records only – checklist of items to submit with your on-line application.**

Please keep a copy of all these documents for your records.

1. On-line application form can be downloaded and saved on your computer.
2. The project budget, as an Excel document
3. Supporting materials / resumes of paid staff and artists / bids for equipment / etc.
4. Financial statements required (income & expenses and balance sheet)
  - a. For K-12 Schools – submit last year’s financial statement that shows the school account for the art project activity (expenses and income) from the previous year.
  - b. Organizations that are new applicants should contact the Prairie Lakes office to inquire what is required.
  - c. Units of government (city, county, etc.) are exempt from having to submit financial statements.
5. Fiscal Agent Agreement (if applicable)
6. Articles of Incorporation Certificate (new applicants only)
7. Tax-Exempt Letter of organization or fiscal agent (new applicants only)