

A. Policy Information and Grant Deadlines

The applicant or organization must have an address and provide arts programming within the Prairie Lakes Regional Arts Council region; the counties are: Blue Earth, Brown, Faribault, LeSueur, Martin, Nicollet, Sibley, Waseca, or Watonwan County. Non-profit tax-exempt 501(c)(3) arts organizations, non-profit community groups, public organizations, or units of government that produce or sponsor arts activities within the region are eligible. Applications from individuals or for-profit businesses are not eligible. These small arts grants enable a group to sponsor or produce a community arts activity that may have a smaller budget. This program is made possible by funds provided by the Minnesota State Legislature, under a program designed by Prairie Lakes.

The purpose of the Small Arts Project Grant 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. This may include dance, literature, media arts, music, theater, and visual arts activities. Public Art projects are also fundable. 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. 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. 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. Further details and restrictions are on page 2.

1. Small Arts Project Grants are matching grants ranging from \$200 to \$2,000; and this grant must be matched with at least 25% cash. Applicants must provide a 25% cash match of the total project expenses. The arts council encourages innovative programming and growth. Repeat projects may not always be funded. **Applicants may only receive one grant per fiscal year; and the grant must be used within one year.** No in-kind is allowed on the budget page of the application or travel expenses outside of MN in FY 2018.

2. The monthly deadlines are July 1, 2017 thru May 1, 2018; or until funds are exhausted. Applicants should plan their projects six months in advance and submit an application at least 60 days and preferably 90 days in advance of the project starting date. The review and notification process takes approximately 4 weeks; payment is one month prior to the event. The arts council encourages innovative programming and growth. Repeat projects may not always be funded.

3. Small Arts Project Grants are for organizations with smaller budgets and projects.

The monthly deadlines allow for more flexibility in the planning, but groups are still recommended to plan 6 months in advance and apply for this grant at least 60 days prior to the project. A different program available to larger arts organizations with larger budgets and year-round programming is the Arts and Cultural Heritage (ACH) Grant. There are two ACH categories available which are Arts Programming & Arts Access (maximum grant of \$8,000) and Arts and Cultural Heritage Festivals (maximum grant of \$4,000). 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. In FY 2018 Arts Organizations will not be eligible to receive both a Small Arts Grant and an ACH Grant in the same year. The organization should choose this Small Arts Project Grant of \$2,000 or the ACH Grant with a higher maximum; you must choose which one to apply for. The yearly maximum of \$8,000 per organization for arts programming, per year is allowed in FY 2018.

4. New applicants or groups with different projects (those not receiving a grant in FY 2017) **must contact staff prior to submitting an application to review the project, budget and inquire about funds available.**

Submit an application early as this is a first come, first serve program. Applications must be submitted by the deadline date, before 11:59 p.m., to be eligible for consideration. No grant will be considered complete without the signatures of the Grant Manager and Board President (or officer of your organization) and Fiscal Agent (if applicable, see letter G. below).

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 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.

B. How to Apply: FY 2018 Online Grant Process

1. Go to our website 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 a Small Arts 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. If you want Prairie Lakes staff to copy your grant into the new year, contact our office.

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, so be sure to add it to your safe senders email list.

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 or within the online application 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 then 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 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.

C. Application Review Procedure

Small Arts Project Grant applications will be reviewed on a monthly basis however; there is not a board meeting in December or June. Applications must be submitted by the 1st of each month to be eligible for review that month. Those received after that date will be reviewed the following month. The board may recommend approval at the full amount requested, a partial grant, or denial of funding. On occasion the board may request clarification or modification of the grant application; prior to approval and applicants will be contacted. Notification is approximately 4 weeks after the grant deadline.

D. 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. Applicants do not answer these questions; we are only providing them for your information. The three criteria are:

1. Artistic quality and merit of the project. Is the organization's project and mission meritorious? Does the project have artistic impact relative to the community?
2. Ability of the organization to carry out the proposed project. Is the management of their organization strong? Are the qualifications of the personnel to be used in the project good? Does the group appear to have sufficient initiative and ability? Are the planning processes, marketing and publicity appropriate for the project? Are the expenses and income on the budget page appropriate for the project?
3. Artistic need for the project by the organization and/or community. Have they described the method used to determine that the project is needed? Is there community involvement and support for the project?

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.

E. Restrictions: Non-Fundable Small Arts Project

Projects that will not be considered for funding are those in which:

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 submitted 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 proposals 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 proposal).
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. Applicants cannot 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 proposal 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 proposal's total cash expenses. No more than 50% of the income can be from State Grants; Prairie Lakes and MSAB combined.
28. The proposal 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.

F. 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 project grant application.
3. Be responsible for completion of the project and for proper management of the grant.
4. Maintain records and receipts 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, printed programs, and promotional material: **"This activity is funded, in part, by the Prairie Lakes Regional Arts Council with an appropriation from the Minnesota State Legislature with money from the State's general fund."**

G. 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. 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).

H. 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.
5. Include the following credit line in all advertising, news releases, printed programs, and promotional material: **“This activity is funded, in part, by the Prairie Lakes Regional Arts Council with an appropriation from the Minnesota State Legislature with money from the State’s general fund.”**

Upon request, Prairie Lakes grant application materials will be made available in an alternate format such as large type, disk or on audiotape. 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.

I. General Information for Small Arts Projects

1. Fundable Small Arts Project. Projects that involve the creation, performance or exhibition of art.

Activities which are intended to develop and enhance artists, art resources or arts audiences within the community or region. This could include, but is not limited to, dance, literature, media arts, music, theater and visual arts. Activities may include art and music festivals, community choirs, dance performances, literary readings, instrumental and vocal music concerts, theater productions, visual art classes and exhibitions, etc. Public art projects are also fundable.

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 proposal 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. 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 Pubic Art projects if needed.*

2. 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. 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.

3. Projects may also include the sponsorship of touring artists from within our region, state or nation. The artist fee for outstate artists is permitted, but not their travel expenses in this state funded program. In FY 2018 the state legislature has enacted a restriction on travel expenses outside of Minnesota.

J. Small Arts Project Grant Budget Page

Applicants should list all cash expenses related to the project under this heading. If an expense is not applicable,

please put NA or \$0 in the blank. The grant requires a 25% cash match of the project expenses. **No in-kind is allowed on the budget page in FY 2018 or travel expenses outside the state of Minnesota.**

An Excel document called: Art Project Budget Form is included in the application to be completed and uploaded to the grant application.

Project Expenses (Round all numbers to the nearest \$10.)

1. **Artist(s) Fees** - List artist fees or stipends for music groups, artists, etc. that will be part of the project and budget. For music groups, you must list the music genre per group, the city they are from, and the cost per group. Prairie Lakes encourages the payment of fair market wages for all professional artists involved in projects seeking Council support.

Note: The artist fee for outstate artists is permitted, but not their travel expenses in this state funded program. In FY 2018 the state legislature has enacted a restriction on travel expenses outside of MN.

2. **Artist(s) Travel and Expenses** - Include transportation, hotel and food for guest artist(s); may include local mileage for the administration or production of the project. (*Mileage maximum is \$.50 per mile.*)
3. **Publicity** - List individual costs for advertising: radio, newspaper, printing of brochures, posters, etc. *Pro-rate or list only a portion of the Publicity expenses, if this project is part of a larger community celebration.*
4. **Rental Fees** - Rental of space or equipment specifically needed for the activity.
5. **Salaries or Wages** - List may include project director, artistic director, clerical staff or other personnel assisting specifically with this project. Estimate the amount of time they will spend on the project 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, play books, audio and videotape, supplies needed for project administration, etc. Music stands, microphones and some equipment that directly relates to the arts programming you are doing is eligible.
7. **Miscellaneous** – office supplies, postage, telephone, royalties, piano tuning, insurance, scholarships, etc. **Scholarships are required for youth projects that have a registration or participation fee.** These should be noted in your narrative description of the project. No food expenses are allowed on the budget: costs for receptions, cast parties or other food/snacks.

Project Income (Round all numbers to the nearest \$10)

Identify and document amounts of Cash that your organization has to "match" the project expenses.

1. **Cash**
 - a. Organizational funds committed or budgeted for the project, which may be “profits from the previous years’ activities”, as noted in your Prairie Lakes Final Report.
 - b. Other grants, not including the Prairie Lakes request. Tell us whether these grants have been received or are anticipated.
 - c. Earned Income. List the details. For instance, ticket sales and fees should show the estimated number of people multiplied by the price of one ticket/fee. Other community fundraising may include city or county funding, donations from charitable gambling groups or service groups such as: the American Legion, Eagles, Fireman’s Association, Lions, Lutheran Brotherhood, Rotary, VFW, etc.

Total the **Cash Income** and enter the “**Grant Amount Requested**” from Prairie Lakes.

Total support for the project is the two figures added together. Income (1) + Grant Request (2) = Total Support for the Project (3). Total Income for the Project should also equal Total Expenses. The Grant Amount Requested and Total Project Expenses from the Budget need to be entered in the first section of the grant application.

K. Survey

A survey is not required for Small Arts Grants at this time. However, a survey is required for the larger Arts and Cultural Heritage Grants. Some Small Arts Grantees are already utilizing a survey at their events to assist them

