

Prairie Lakes Regional Arts Council
105 22nd Avenue NE., Suite A, Waseca, MN 56093-2612
(507) 833-8721 or (800) 298-1254
plrac@hickorytech.net, www.plrac.org

Arts and Cultural Heritage Grant

Fiscal Year 2021 Program Guidelines
July 1, 2020 - June 30, 2021

Application Deadlines:
August 1 and September 1, 2020 and
February 1, 2021.

A. Eligibility Requirements and Grant Amount

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.

Due to the current COVID-19 health situation, and cuts to our State Arts funding Prairie Lakes Regional Arts Council will only fund projects from non-profit tax-exempt 501c3 arts organizations or an arts group using a fiscal sponsor that is producing an arts activity in dance, literature, media arts, music, theater, and visual art are eligible. We are especially interested in funding arts projects that include historically marginalized and underserved groups such as: Indigenous people and People of Color, Economically Disadvantaged, Seniors, LGBT and People with Disabilities, as described in the PLRAC Equity and Inclusion policy.

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.



1. Our priority for the coming year will be to help arts organizations survive and adapt. The purpose of this program is to provide funding for arts 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.

- a. Applicants should submit one grant each Fiscal Year (July 1–June 30) in this program. This grant does not have a cash match this year.
- b. The categories are ACH Arts Programming/Access: Large Arts Organization Stability grant \$11,000, ACH Arts Project grant of \$6,000, and Festival grant of \$4,000; details are on pages 2-3.
- c. There will be no ACH Education grants to Schools this year due to reduced State funding. However, ACH Youth Scholarships will be available. Schools can apply for a PLRAC School Arts project grant of \$2,000.
- d. First time applicants must have two years' experience in their arts programming to qualify for an ACH project grant and must submit financial statements that document that. Otherwise they must apply for a Small Arts Project Community Grant. Applications from individuals or for-profit businesses are not eligible.
- e. An organization cannot 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.

2. New ways of thinking about your Arts and Cultural Heritage (ACH) Grant.

- a. No projects or arts activities can take place that risk the health of the participants or audience.
- b. Due to COVID-19 applicants must plan for events that include “social distancing” and wearing masks. You are required to follow the Governor’s Stay Safe Plan and the MN Department of Health’s recommendations. Organizations will need to develop a Reopening and COVID-19 Preparedness Plan and include it with their application. Your Reopening/COVID plan could include these areas: hygiene and respiratory etiquette; administrative controls for social distancing; housekeeping – cleaning, disinfecting and decontamination; prompt identification and isolation of sick persons; communications and training for volunteers and supervision necessary to ensure effective implementation of the plan. Contact PLRAC for an example.

- c. Funds may be used to develop or deliver ways of meaningfully engaging students, participants, or audiences during the pandemic and after.
- d. This arts programming may be online or through virtual activities and events. Expenses may include artist fees, salaries, equipment and technology, training, promotion, rent, supplies, etc.

B. Equity and Inclusion in our policies, programs, and the community we serve.

The goal of PLRAC as an organization is to strive for Equity and Inclusion in our policies, programs, and the community we serve. Therefore, a few new questions are being asked about Equity and Inclusion in our grant applications if your project is to provide Access to the event. These questions encourage applicants to think broadly and plan intentionally to reach more people through their arts programming and activities.

This may include historically marginalized and underserved groups such as:

- * **IPOC (Indigenous people and People of Color** including Native American, Black/African/African American, Afro Latino, Caribbean, Chicano/Mexican, Central American, South American, Middle Eastern/North African, Southeast Asian/Asian/Pacific Islander, Immigrants, Refugees, and Muslim individuals.);
- * Economically disadvantaged;
- * Youth and Seniors;
- * People with Disabilities; and
- * LGBT (Lesbian, Gay, Bisexual, Transgender, etc.)

New applicants (those not receiving a grant in FY 2020) must contact staff prior to submitting an application to review the project, budget, and survey and 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 13. The applicant group must have a board of directors or advisory committee that provides input on the project and oversight of the grant funds.

C. Grant Deadline and Grant Period

There are three deadlines of Aug. 1 and Sept. 1, 2020 and Feb. 1, 2021. The applications submitted on Aug. 1, 2020 will be reviewed at the Aug. 27, 2020 board meeting. The grant period is one-year Sept. 1, 2020 to Sept. 1, 2021 or the time-period the applicant designates.

The applications submitted on Sept. 1, 2020 will be reviewed at the Sept. 24, 2020 board meeting. The grant period is one-year Oct. 1, 2020 to Oct. 1, 2021 or the time-period the applicant designates.

The applications submitted on Feb. 1, 2021 have a grant period of April 1, 2021 to April 1, 2022.

Note: applicants are encouraged to complete their projects within 9 months and submit their Final Reports to be eligible again for the next deadline. Regardless, projects 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.

D. Description of ACH Grant Purpose and Program Areas

Arts and Cultural Heritage (ACH) Grants are intended to support Minnesota artists and arts organizations. We ask applicants to seek out Minnesota Artists for their projects if possible. Only one Arts and Cultural Heritage grant can be received by an organization in Fiscal Year 2021. A new category has been created for larger arts organizations that own a building. Our priority is to help arts organizations survive and adapt during COVID-19.

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. 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.

Because of COVID-19 restrictions arts organization grantees may use funding in a more flexible manner this year. Funds may be used to develop or deliver ways of meaningfully engaging students, participants, or audiences during the pandemic and after. This arts programming may be online or through virtual activities and events. Expenses may include artist fees, salaries, equipment and technology, training, promotion, etc. 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, monitor with web camera, software, online software for virtual meetings i.e. Zoom, Go To Meeting, etc.

Arts Access activities that plan to reach new audiences and engage the public in new ways should also think about Equity and Inclusion. Within the context of your community, describe how your project identifies and proactively addresses barriers to engaging historically marginalized, targeted, and underserved people and identities that may otherwise have limited access to your proposed activity.

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.

1. ACH Large Arts Organization Stability Grant. Arts Programming/Access – maximum \$11,000.

Deadline: August 1, 2020 and February 1, 2021. No specific cash match is required.

Eligibility: They must be a 501c3 Arts Organization that has year-round arts programming, has paid staff, and owns their building (or have a yearly lease); and was the recipient of a PLRAC ACH grant in FY 2020. Verification of owning a building and/or a long-term lease agreement for the year is required.

Use of funds: Arts programming may be online or through virtual activities and events, and in-person if following Minnesota Department of Health's recommendations. Expenses may include artist fees, salaries, equipment/technology, training, promotion, monthly rent (lease payments) and utilities.

Note: Payment of ACH Grants will not be made until October 2020, contingent upon State funds received.

2. ACH Arts Project Grant. Arts Programming/Access – maximum request \$6,000.

Deadline: September 1, 2020 and February 1, 2021. No specific cash match is required.

Eligibility: They must be a 501c3 Arts Organization or use a fiscal sponsor for the application.

Use of funds: Arts programming may be online or through virtual activities and events, and in-person if following Minnesota Department of Health's recommendations. Expenses may include artist fees, salaries, equipment/technology, training, promotion, etc.

Note: Payment of ACH Grants is contingent upon State funds received.

3. ACH Arts and Music Festival Grant. Arts Programming – maximum request \$4,000. No specific cash match is required. 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.

4. ACH Arts Education – Youth Scholarship for Students. No cash match is required.

Artistic areas include dance, literature, media arts, music, theater, and visual art. Youth Scholarships provide selected students the opportunity to study their chosen art with a practicing professional artist, by taking lessons, attend an arts workshop, series of classes or special training opportunity. 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, New Ulm Suzuki School of Music, or art centers which offer art, dance or music classes to youth, etc.).

Youth Scholarship – maximum \$300 for grades 7-12.

The student must have participated with an instructor, an organization or arts discipline for at least 2 years. There is one online application for the Youth Scholarship program, select grades 7-12. One deadline on October 1.

Youth Scholarship – maximum \$200 for grades 3-6.

The student is encouraged to have participated with an instructor, an organization or arts discipline for at least one year. There is one online application for the Youth Scholarship program, select grades 3-6. One deadline per year on November 1.

E. How to Apply: 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 an Arts and Cultural Heritage Grant in FY 2020, log into the account that is already created to apply for a new grant in FY 2021. A draft of your last year’s grant can be copied by PLRAC staff and contact us for information. **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**.
3. 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.
 - a. You will need your EIN number to complete the organizational registration. This is your IRS issued Employer Identification Number.
 - b. 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.
 - c. **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 sender’s email list. Once the registration process is completed and an account has been established, the application process can begin.
4. 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.

 - a. Click on **Apply**, on the horizontal toolbar.
 - b. Several different Grant Programs will be listed, and you will select the appropriate one, and click on **Apply** under that section.
 - c. The grant programs include: Arts and Cultural Heritage (ACH), ACH Youth Scholarship, Small Arts Project Community and School Arts Project, and Artist Grant.
5. Start completing your application online 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 and Application Questions that are on the Grants Program page of the Prairie Lakes website www.plrac.org 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.
6. **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.).
- a. 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.
 - b. **Download, save 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 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.
 - c. 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.
7. Applicants are encouraged to call the Prairie Lakes office at 1-507-833-8721, 1-800-298-1254 or email plrac@hickorytech.net to discuss eligibility.
- a. **Applications must be submitted by 11:59 p.m. on the deadline date.**
 - b. Applications received after the deadlines are ineligible. There are no exceptions to this policy.
 - c. The application records the date of submission so make sure that you meet the deadline date for submission online.
 - d. 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. Staff assistance does not guarantee or imply that a grant request will be funded. The content and accuracy of an application are solely the responsibility of the applicant.

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 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 11-12.)

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 submitted online 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 or 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 that are essentially for the religious socialization of the participants or audience (a religious service cannot be any part of 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. Applicant 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 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.
29. State funding restriction: Funds are requested for costs for relocating the applicant's legal address/residence outside the state of Minnesota.
30. Funds are requested to pay for costs for projects that will take place outside the geographic boundaries of the nine-county PLRAC region.

H. Grant 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.

1. Artistic Quality and Merit and Organizational Ability to Accomplish project. Is the organization's mission and the project appropriate? Does it contribute to the artistic development of the respective art form and/or audience? 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?
2. Impact on Participants and Audience. Does the project provide a high-quality arts experience? Does the project discuss including "social distancing" and following the Governor's Stay Safe Plan and the Minnesota Department of Health's recommendations? 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 the project help to overcome barriers so Minnesotans can access high quality arts experiences?
3. Artistic Need for the Project by the Organization or Community and Clear Goals and Evaluation Plan. 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?

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 Legacy Logo for the Clean Water, Land and Legacy Amendment in all publicity, as shown below.
7. 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.”**



J. Payment Process

1. A Contract and a Final Report 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 project will be modified in response to the reduced budget.)
2. The grantee indicates agreement with the contract terms and completes the Contract. The Contract 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 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 President 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 and 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 Sponsor

Minnesota Statutes require that public money may be distributed to unincorporated organizations only through Fiscal Sponsor, which are a non-profit 501c3 tax-exempt organization, according to the Federal IRS. If your organization is incorporated as a "non-profit 501c3 organization" do not complete this section. If you need a Fiscal Sponsor, your organization should enter into a specific contractual agreement with the non-profit 501c3 fiscal sponsor 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 Sponsor when applying for a grant. A Fiscal Sponsor may be any non-profit 501c3 corporation or governmental unit that agrees to handle the administration of your funds. For example: An organization that is non-profit 501c3, City, Historical Society, Library, Public School, etc. An example of a Fiscal Sponsor Contract is available from the Prairie Lakes office or download it from the online grant application. The Fiscal Sponsor 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 Expenses

Applicant 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. In-kind contributions cannot be included on the budget form or travel expenses outside the State of Minnesota. An Excel document called Art Project Budget Form is included in the application to be completed, saved and uploaded into the grant application. Round all numbers to nearest \$10.

Headings on the budget: Organ. Exp. = arts organization'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 each group and their individual artist fee or stipend for the music groups, artists, etc. that will be part of the project budget. Put the total fee or stipend in the column that the organization will pay and the total amount that will be paid with the ACH Grant.
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 brochures or posters, etc. *Prorate 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** - May include project director, artistic director, clerical staff or other personnel assisting with specific arts activities 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, 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 are required for youth projects that have a registration or participation fee. These should be noted in your narrative description of the project.

ACH Stability Grant: organizations that own their building can include monthly mortgage and utilities.

Note: 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, monitor with web camera, software, online software for virtual meetings i.e. Zoom, Go To Meeting, 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 sponsor 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 13. Groups may set aside 5% of their ACH grant for this expense. (*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.*)

Project Income

The Grant Amount should have some amount of match in cash or income for organizations in the ACH Arts 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.

1. List organizational funds committed or budgeted for the project. This may also include profits from the previous year's ACH Grant, which was noted on the Final Report.
2. List sources of grants other than the ACH Grant amount requested. Tell us whether these grants have been received or are anticipated.
3. List estimated Earned Income and details. 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, Eagles, Fireman's Association, Lions, Lutheran Brotherhood, Rotary, VFW, etc.

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

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

Income (1) + Grant Amount Requested (2) = Total Support for the Project (3).

Note: Total Income for the Project (3) should 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 and Cultural Heritage Goals and Evaluation Information Page

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

A. Evaluation Methods and Outcome Evaluation

Evaluation Methods for Arts and Cultural Heritage Grants

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

B. An Example Survey Form is provided by Prairie Lakes on page 13.

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 the project?
3. How specifically will they be affected by the project?
4. How will you know?
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, 2020, 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 and 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 and 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.

Prairie Lakes Regional Arts Council

105 22nd Avenue NE., Suite A, Waseca, MN 56093-2612

Arts and Music Festivals. 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.

11. Would you like to see more opportunities for youth to be involved? List 3-5 new youth activities.

“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.”

Thank you for your assistance in completing this survey form!

For your records only – checklist of items to submit with your online application.

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

1. Online 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 and 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 Sponsor Agreement (if applicable)
6. Articles of Incorporation Certificate (new applicants only)
7. Tax-Exempt Letter for organization or fiscal sponsor (new applicants only)