REGION 2
ARTS
COUNCIL

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Arts Project

Grant Program

FY 15 Application Deadlines:

October 3, 2014
March 12, 2015

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Arts Project Grant Application and Guidelines

This FY15 grant application form is effective June 30, 2014 – June 30, 2015. All current Region 2 Arts Council (R2AC) grant application forms are available at r2arts.org

Vision: Creating a thriving arts culture that enhances the quality of life in our communities.

Mission: The Region 2 Arts Council strengthens the presence of the arts by supporting opportunities for arts creation, promotion, and education for the people of Beltrami, Clearwater, Hubbard, Lake of the Woods, and Mahnomen counties.

Credit Line: This activity is funded, in part, by an appropriation from the Minnesota State Legislature with money from the State's general fund.

Deadlines: October 3, 2014 and March 12, 2015.

Grant Review Dates: November 17, 2014 and April 20, 2015

Funding Limits: $2,500 for arts organizations and non-profits, government offices, schools, and community education programs.

ELIGIBILE APPLICANTS

The Region 2 Arts Council serves the Minnesota counties of Beltrami, Clearwater, Hubbard, Lake of the Woods and Mahnomen. Eligible applicants must be located within this 5 county service area, and the activity to be funded must occur within our service area.

Who can apply:
- Applicants may request up to 80% of the project 's total cost. **The maximum request is $2,500.**
- Any non-profit, tax-exempt **501(c)3** organization may apply, whether they are an **arts** or a **non-arts organization.** Organizations are required to submit a copy of their **IRS letter** which identifies them as having 501(c)3 status.
- Schools and units of government may also apply; this includes community education offices, cities, townships, elementary and secondary schools, etc. These types of organizations do not need to submit an IRS letter.
- Established groups or temporary coalitions that are formed for non-profit purposes and do not have a 501(c)3 status from the IRS may apply for a grant if they use a **Fiscal Sponsor.**

ELIGIBILE PROJECTS
- The activity to be funded must occur within the state of Minnesota; primarily in the R2AC service area.
- Examples of projects that are eligible include, but are not limited to:

    Public Art

    School artist residences.

    Creation and production of arts activities such as artistic films, performances, exhibitions, arts fairs/festivals

    Presentation of touring exhibitions, within our five-county region, of qualifying films, projects, or performances

    Readings, lectures and demonstrations, and the presentation of workshops open to registration or participation by the public

    Consultation projects for arts organizations in areas such as board development, fiscal management, fundraising, public relations, audience development, or assistance in designing arts programming

R2AC ASSISTANCE

- R2AC staff offer grant writing workshops in each county designed to assist applicants in the grant writing process.
- Applicants may request one-on-one assistance from R2AC staff before submitting their grant applications.
- *(NEW)* Applications submitted two weeks prior to the deadline date, or earlier, will be reviewed by R2AC staff for accuracy, completeness, and eligibility.
- *(NEW)* Applications submitted less than two weeks prior to the deadline date will be reviewed only as staff time allows.
- *(NEW)* R2AC staff will no longer review grants for completion after the deadline date.

Note: **Assistance neither guarantees nor implies that the grant request will be funded.**

SUBMISSION PROCEDURES

- *(NEW)* Only applications submitted in their complete form by the deadline date, including all necessary signatures and items outlined in the application checklist, will be considered eligible and sent to the grant review panel.
- All mailed applications **must be postmarked no later than the deadline date.**
- All hand-delivered applications **must be brought to the R2AC Office and received by a member of the R2AC staff by 5:00 p.m. of the deadline date.**
- **Emailed or faxed grant applications, late applications, and applications slipped under the door at R2AC will be marked ineligible.**
- Applicants may not initiate communication with R2AC board members or panelists regarding a submitted application until the grants have been awarded, or the application will be ineligible for funding consideration.
- R2AC staff, board members, or panelists may solicit input from an applicant following a grant deadline and before the board has acted on an application.
- Paper files of the grant applications are kept in the Region 2 Arts Council office and are open to the public for viewing for six years.

THE ARTS PROJECT GRANT APPLICATION

The application portion of this grant packet is divided into three parts: The Application Form, Required Narrative Attachments, and Required Support Documents and Materials.

PART 1: THE GRANT APPLICATION FORM

Contact Information and Data Collection: The information that you enter on this application is used to collect and compile statistics on grant activity from the eleven regional arts councils for the Minnesota State Arts Board. The data is maintained by the Minnesota State Arts Board and may be distributed to others in accordance with the Minnesota Data Practices Act.

Proposed Project Instructions

Project Start Date:
Submitted by October 3, 2014   Recommended Earliest Start Date: November 28, 2014
Submitted by March 12, 2015   Recommended Earliest Start Date: May 7, 2015

Note: Arts Project Grant guidelines allow organizations to apply for assistance with a project that starts **before** the grant is reviewed. Publicity cannot be finalized until after the grant is awarded because the credit line must be included on all promotional materials.

Project Start Date and Award Payments: Your project must start within one year of the grant award. Unless otherwise requested, grant awardees will be mailed their award check 30 days prior to the project start date indicated on their application.

Project End Date: Your project end date may be no later than 18 months from the grant award date. All final reports must be submitted within 45 days of the indicated project end date. See the Final Report Policy at the back of this packet for more information on project end dates and final report due dates.

One Sentence Summary: This sentence provides information about the organization and the proposed grant activity. It will be used in all R2AC media releases regarding your grant award. Please be complete and concise.

Proposal Budget Instructions

Project Expenses: Put each of your budget items under the appropriate heading. You will need to provide documentation for the prices of the materials and services you have listed on your budget. Any non-allowable expenses should be listed in a separate document. (*See Pricing Documentation and Non-allowable expenses in Part 3: Required Support Documents and Materials*)

Festival Project Costs: Grant budget and income for a proposed festival project must only be for the arts portion of the overall festival activity. If rentals or other items will be shared by arts and non-arts events at the festival, indicate in your project budget only the percentage of the rental expenses that will be used for the arts portion of the festival activity.

Indirect or overhead costs necessary to support this project may be included in your budget. Accounting, clerical support, supervisory personnel, facilities management, human resources, telephone services, office supplies, utilities, technology services, communications, insurance, legal services, rent/lease, and security are examples of indirect or overhead costs. **Eligible overhead costs for staff salaries** are only those which compensate staff for **work directly related to this project** and go above and beyond their regular hours. These costs must be **itemized and totaled** and must fall within a range of **5 - 15% of the total estimated project expenses**.

Fees for a consultant who works specifically on a grant project should be listed as a separate line item in the budget.

NEW **Fees for an Artist in Residence:** R2AC recommends schools pay artists in residence at the rate of $300 per 4 contact hours.

Costs for Out-of-State Travel: Costs associated with out-of-state travel, such as travel costs to bring an artist or performing group from outside the state of Minnesota into the state, **cannot be more than 10% of the total grant amount requested**. (ie. if the total grant request is $2,500, then the allowable travel stipend up to our state border can be no more than $250.00) However, the grant does cover in-state travel. Air travel could be broken down between different flights if there is pricing documentation. For example, grant funds can only cover up to 10% of the grant amount for a flight from San Francisco to Minneapolis, but could cover up to the full amount of a flight from Minneapolis to Bemidji.

Mileage: The current IRS rate may be used when calculating mileage.

20% Cash Match: The applicant is required to secure a cash match equal to 20% of the total project cost.

Project Income: Your cash match can be secured through any combination of income listed in lines A-D. Line D indicates funds you have available to use toward this project if needed or

desired. The project income, the sum of lines A-D, must be equal to or greater than the total cash match required for your proposed project.

Net-Profit: If you have received a letter from the R2AC Board approving a net profit from a prior Arts Project Grant, list the amount of the net profit in section C in the Project Income section of your budget proposal.

Donated/In-Kind Contributions: These contributions show community or organizational support for your project. Please include a list of items and the total estimated dollar amounts. (ie. volunteer hours, donated supplies, etc.)

REGION 2 ARTS COUNCIL

Arts Project Grant Program

426 Bemidji Avenue, Bemidji, MN 56601   phone: (218) 751-5447 or toll free: 1-800-275-5447 email: staff@r2arts.org   website: r2arts.org

Application Form - Application Deadlines: October 3, 2014 & March 12, 2015

Organization Name: _____

Alias/Former Name: _____   Use alias in publicity? ☐ **Yes** ☐ **No**

Street Address: _____

Mailing Address (If different from above): _____

City: _____   State: **MN** Zip: _____   County: _____

Email: _____   Website: _____

Phone: _____ Ext.#: _____   2ⁿᵈ Phone: _____ Ext. #: _____

Federal Tax Identification Number (EIN) _____

Fiscal Sponsor: (If applicable) **Note:** Fiscal Sponsor Agreement and IRS letter granting 501(c)3 status **must** be enclosed.

Organization Name: _____

Address: _____

City: _____   State: **MN** Zip: _____   Phone: _____

Project Name:_____   Start/End Dates: ____/ ____/ ____ to ____/ ____/ ____
                                                                  month / day / year   month/ day /year

Project Director's Name: _____   Title: _____

Email: _____   Phone: _____

Authorizing Official's Name: _____   Title: _____

One-sentence description of proposed project:

Please format your sentence as follows: Funds will assist (Your Name) to (describe your activity)

_____

_____

_____

For Office Use Only:

Date Received _____   Application # _____   Amount Requested _____

Note: The information you provide on this page is not made public or shared with the grant review panelists. This information is only used to collect and compile statistics on grant activity for the Minnesota State Arts Board.

DEMOGRAPHICS

Select the one demographic category that represents 50% or more of your staff and board members:

☐ **American Indian/Alaska Native**   ☐ **Black/African American**   ☐ **Asian**

☐ **Native Hawaiian/Pacific Islander**   ☐ **Hispanic/Latino**   ☐ **White**

☐ **Other** _____

NEW **PARTICIPATION/AUDIENCE ESTIMATE**

For activities proposed in this application, please project the number of artists who will be involved in providing art or artistic services, and estimate the number of individuals who will make up the audience, participants, or students.

Enter the number of artists who will be directly involved in providing art or artistic services specifically associated with these grant activities.

_____ **Adult Artists Participating** *(# of artists directly involved in providing art or artistic services)*

Estimate the number of children and youth under the age of eighteen expected to be in the audience, participate in, or benefit directly from these grant activities. Do not count anyone more than once.

_____ **Child/Youth Audience** *(# attending or participating – not performing – under 18 years old)*

Estimate the total number of adults expected to be in the audience, participate in, or benefit directly from these grant activities (excluding employees, paid performers, participating artists, and children/youth). Do not count anyone more than once.

_____ **Adult Audience** *(# of adults attending – Excluding employees/paid performers/artists)*

The following **other audience estimates are optional**. These figures are not intended to estimate marketing or promotion efforts; use only if these mediums will be used to distribute actual project content. Enter zero into each field if estimate is unavailable.

Estimate the total audience for radio, television, recordings, and large public events such as festivals or fairs. Do not count anyone more than once.

_____ **Broadcast Audience**

Estimate the number of visitors anticipated to visit the digital artwork or Web site. Do not count repeat visitors more than once.

_____ **Electronic Audience**

STATUS
Select the one category that best describes your organization's legal status:

☐ Individual
☐ Organization - Nonprofit
☐ Organization - Profit
☐ None of the Above

☐ Government - Federal
☐ Government - State (includes public schools)
☐ Government - Regional

☐ Government - County
☐ Government - Municipal
☐ Government - Tribal

INSTITUTION
Select the one category that best describes your organization:

☐ Individual artist
☐ Individual non-artist
☐ Performing Group
☐ Performing Group - College/University
☐ Performing Group - Community
☐ Performing Group - Youth
☐ Performance Facility
☐ Museum (Art)
☐ Museum (Other)
☐ Gallery/Exhibition space
☐ Cinema
☐ Independent Press
☐ Literary Magazine
☐ Fair/Festival
☐ Arts Center
☐ Arts Council/Agency
☐ Arts Service Organizations
☐ Arts Camp/Institute
☐ None of the Above

☐ School of the Arts
☐ School - Homeschoolers
☐ School - District
☐ School - Parent/Teacher Association
☐ School - Preschool
☐ School - Elementary
☐ School - Middle
☐ School - Secondary
☐ School - Community Education
☐ School - Vocational/Technical
☐ School - Other
☐ College/University
☐ Library
☐ Historical Society/Commission
☐ Humanities Council/Agency
☐ Foundation
☐ Corporation/Business
☐ Correctional Institution

☐ Heath Care Facility
☐ Religious Organization
☐ Social Service Organization
☐ Community Service Organization
☐ Cultural Series Organization
☐ Union/Professional Assn.
☐ Seniors Center
☐ Parks & Recreation
☐ Government - Executive
☐ Government - Judicial
☐ Government - Legis (House)
☐ Government - Legis (Senate)
☐ Media - Periodical
☐ Media - Daily Newspaper
☐ Media - Weekly Newspaper
☐ Media - Radio
☐ Media - Television
☐ Child Care Provider

DISCIPLINE
Select the one category that best describes your organization's primary focus in the arts:

☐ Dance - General
☐ Dance - Ballet
☐ Dance - Ethnic/Jazz/Folk
☐ Dance - Modern
☐ Music - General
☐ Music - Band
☐ Music - Chamber
☐ Music - Choral
☐ Music - Experimental/Electric
☐ Music - Ethnic/Folk
☐ Music - Jazz
☐ Music - Popular
☐ Music - Solo/Recital
☐ Music - Orchestral
☐ Opera/Musical Theater
☐ Opera
☐ Musical Theater
☐ Theater - General
☐ Theater in general
☐ Theater - Mime
☐ Theater - Puppetry
☐ Theater for Young Audiences
☐ Theater - Storytelling

☐ Visual Arts - General
☐ Visual Arts - Experimental
☐ Visual Arts - Graphics
☐ Visual Arts - Painting
☐ Visual Arts - Sculpture
☐ Design Arts - General
☐ Design Arts - Architecture
☐ Design Arts - Fashion
☐ Design Arts - Graphic
☐ Design Arts - Industrial
☐ Design Arts - Interior
☐ Design - Landscape Architecture
☐ Design Arts - Urban/Metro
☐ Crafts - General
☐ Crafts - Clay
☐ Crafts - Fiber
☐ Crafts - Glass
☐ Crafts - Leather
☐ Crafts - Metal
☐ Crafts - Paper
☐ Crafts - Plastic
☐ Crafts - Wood
☐ Crafts - Mixed Media

☐ Photography
☐ Media Arts - General
☐ Media Arts - Film
☐ Media Arts - Audio
☐ Media Arts - Video
☐ Media Arts - Technical
☐ Media Arts - Screen/Scriptwriting
☐ Literature - General
☐ Literature - Fiction
☐ Literature - Non-fiction
☐ Literature - Playwriting
☐ Literature - Poetry
☐ Interdisciplinary
☐ Folk/Traditional Arts - General
☐ Folk/Traditional Arts - Dance
☐ Folk/Traditional Arts - Music
☐ Folk/Traditional Arts - Visual Arts
☐ Folk/Traditional Arts - Storytelling
☐ Humanities
☐ Multidisciplinary
☐ Non-Arts/Non-Humanities

PROJECT DISCIPLINE
Write one category from the list above that best describes your proposed grant activity:

_____

APPLICATION CHECKLIST

You must include the following items:

- ☐ Completed Application Form
- ☐ Project Questions
- ☐ Organizational Questions
- ☐ Needs Assessment
- ☐ Work samples
- ☐ Work sample description page
- ☐ Resumes (2 page maximum each) of key project personnel and artist(s)
- ☐ List of Board Members or Equivalent
- ☐ Pricing documentation for the items in your budget *(1 estimate each)*

You may need to include the following items:

- ☐ List of non-allowable expenses if applicable
- ☐ Additional Proposal Budget document if necessary
- ☐ Submission requirements if proposal is for public art projects
- ☐ 501(c)3 letter or signed Fiscal Sponsor Agreement *(Organizations – not required for schools or government)*

Optional: R2AC has permission to use my work samples on the following electronic media:

☐ R2AC e-newsletter   ☐ R2AC website   ☐ Facebook   ☐ Twitter   ☐ other _____

CERTIFICATION

I/We certify the information in this application is true and correct to the best of our knowledge.

> "My signature below certifies that I have read the application instructions, met all of the eligibility requirements, have submitted a complete application and that all of the information contained in this application and its attachments is true and correct to the best of my knowledge. I understand that if my application is incomplete or is received after the deadline date it will be marked ineligible and it will not be reviewed."

Authorizing Official

Typed Name	Title	Signature	Date

Fiscal Sponsor Official

Typed Name	Title	Signature	Date

Project Director

Typed Name	Title	Signature	Date

PROPOSAL BUDGET

PROJECT EXPENSES

List all allowable budgetary expenses related to the project. **Non-allowable expenses** include equipment or non-expendable items, out-of-state travel expenses over 10% of the grant amount requested, or indirect/overhead costs over 15% of the total estimated project expenses. Round figures to the nearest dollar, back up figures with short calculations, and provide a separate document if necessary.

Note: Estimated project expenses may exceed the $2,500 maximum request. Use the Cash Match and Project Income calculation tools on the following page to ensure your Total Grant Request does not exceed 80% of your Total Estimated Project Expenses

Artist Fees: **Totals**

$_____

$_____

$_____

$_____

Travel Expenses: (Mileage, Lodging, Meals, etc.)

$_____

$_____

$_____

$_____

Publicity: (Ad, Printing, Postage, etc.)

$_____

$_____

$_____

$_____

Rental Fees: (Performance space, Tables, Tents etc.)

$_____

$_____

$_____

$_____

Materials and Supplies:

$_____

$_____

$_____

$_____

Indirect or Overhead Costs: (Clerical Support, Insurance, etc.)

$_____

$_____

$_____

$_____

Other:

$_____

$_____

$_____

$_____

TOTAL ESTIMATED PROJECT EXPENSES: $_____

CASH MATCH

Total of all project expenses $\qquad$ **$** _____ **x .20 = $** _____

PROJECT INCOME

Cash match can be secured through any combination of income listed in lines A-D. Line D indicates funds you have available to use toward this project if needed or desired. The project income, the sum of lines A-D, must be equal to or greater than the total cash match required for your proposed project.

A. Earned Income
   (i.e. Ticket Sales, Fundraisers, Registration Fees, Goodwill Donations, etc.) **$** _____

B. Other grant funds, contributions or cash donations to this project **$** _____

C. Net Profit from prior R2AC Arts Project grant **$** _____

D. Applicant's funds budgeted for this project **$** _____

   TOTAL ESTIMATED PROJECT INCOME: (Add lines A-D) **$** _____

GRANT AMOUNT REQUESTED: **$** _____

(Total Estimated Project Expenses *minus* Estimated Project Income = Grant Amount Requested)

DONATED IN-KIND CONTRIBUTIONS

These show community or organizational support for your project. Please include a list of items and the total estimated dollar amount below or on separate piece of paper if necessary. (ie. volunteer hours, donated supplies, etc.)

Description of In-Kind Contributions: _____

_____

   TOTAL IN-KIND CONTRIBUTIONS: **$** _____

PART 2: REQUIRED NARRATIVE ATTACHMENTS

Project Questions

Write the following questions or prompts followed by complete responses on a separate document.

1. Summary of the proposed project

Proposed Project: Give a brief summary of your project including dates, times, and locations.
Goals: What are the goals of this project? How do the goals of the project meet the need?
Project Evaluation: How will it be determined that the goals of the project were met?
Project Personnel: Who will be involved in the project, and how were they chosen? Include names of individuals involved in the planning process, the project director, and artists or jurors.

2. Ticket or admission price and audience information: *Complete the items that apply to your project.*

   a. House capacity
   b. Number of events or activities
   c. Anticipated audience (participants) per event (activity)
   d. Multiply b x c to calculate total number of audience (participants)
   e. Ticket or admission price
   f. How ticket/admission price determined? If there's no charge, list the reasons why not.

3. Publicity

How will the project be publicized throughout Region 2? Be specific. List names of media that will be contacted and the context in which they will be used. What non-media publicity efforts will be used?

4. For School-Related Projects ONLY:
Your project must include some component specifically designed for and easily accessible to the general public, such as an evening performance or exhibit. Please describe what component of your project meets this requirement. Include the location of this activity, the date, and the time.

Important: Access to participate in the project shall not be limited on the basis of national origin, race, religion, age, or gender. Applicants must accommodate requests from persons with disabilities who wish to access the funded project. Requests may involve an individual's access to a facility or to access to the content of the project. For more information on staying in compliance with the Americans with Disabilities Act, contact: VSA Minnesota, 528 Hennepin Avenue - Suite 305; Minneapolis MN 55403; 1-800-801-3883; info@vsamn.org; http://www.vsamn.org/.

Organizational Questions
Write the following questions or prompts followed by complete responses on a separate document.

1. Goals
If the applicant organization is an arts organization: Provide the organization's mission and list its artistic goals. How does this project contribute to the artistic goals of the organization?
If the applicant organization is a non-arts organization: Describe how this arts project will enable the organization to meet one or more of its organizational goals.

2. Previous R2AC Financial Support
List previous financial support that the applicant organization received from the Region 2 Arts Council or from the Minnesota State Arts Board within the past two years. Please include a description of the project funded, the year and the grant amount.

3. Previous Projects
What types of similar projects have the project director and the organization undertaken that demonstrate the capability of both to complete this project as planned?

R2AC Needs Assessment

Submit a separate document entitled **Needs Assessment** on which you have answered the following question. To ensure your comments will not influence the review of your application, your response to the needs assessment question will not be sent to the board along with your application for review. Your response will be shared with the board anonymously along with the needs assessment responses of other applicants at a later date. Thank you, your comments will help us respond to the needs in our Region.

> **What, other than funding, could R2AC provide to artists and organizations that would help strengthen the presence of the arts and support opportunities for arts creation, promotion and education in our communities?**

PART 3: REQUIRED SUPPORT DOCUMENTS AND MATERIALS

Work Samples: Please submit work samples showing high artistic quality and merit.
- For projects involving visual artists: submit up to 12 images of the artist's work on a CD.
- For projects involving literary artists: submit up to 10 pages of poetry or prose.
- For theatrical performances: submit a DVD or relevant links showing 2-4 minutes of a past production. You may submit a CD of up to 12 images of a past production, in cases where copyright has inhibited videotaping.
- For concerts or other audio-performances: submit a CD of music or a list of links.
- For film projects: Submit 2-3 film segments on a DVD of approximately 5 minutes each.

Note: **R2AC will not be responsible for loss or damage of work samples.** If you do not intend to pick up your work samples at the R2AC office, please include a self-addressed envelope with sufficient postage and protection for the artwork(s) to be sent through the U.S. mail. ***Work samples not claimed within six months will be disposed of.***

Work Sample Description page: (1 page maximum)
List your work samples in the order in which they are to be presented. Include:
- Titles
- Dates of completion/performance/recording
- Dimensions/medium /materials/performers/instruments

Resumes of key project personnel and artist(s) (2-page maximum each)

Board of Directors, **School Board or equivalent**: Organizations must include a list of their current board members.

Pricing Documentation: Pricing documentation is required for the **items listed on your budget** excluding artist fees, mileage, and per diem. This documentation can be a quote, a price list, an email from a provider listing costs, or an itemized printout from a provider's website.

> **Theater Companies** are exempted from providing pricing documentation for **materials and supplies** only. Pricing documentation for other items listed in their budget, such as facility rental or other services, must be provided.

Non-allowable expenses: Include a separate document detailing non-allowable budget expenses, such as equipment or non-expendable items, out-of-state travel expenses over 10% of the grant amount requested, or indirect/overhead costs over 15% of the total estimated project expenses.

Public Art Project support documents and materials:
Public Art involves partnerships, whether it is a performance in a public park or a mural on the side of a downtown establishment. Understanding who is involved in the partnership is an important first step toward planning a successful public art project and securing the appropriate permissions for your project. All necessary support documents and materials must be included in your grant application to Region 2 Arts Council.
- *What is the site location?* Include a photograph of the location of the project.
- *Who is/are the artist(s) involved?* Include resumes and work samples of the artist(s).
- *Who is responsible for the installation of the art?*
- *Who will maintain ownership and maintenance responsibility?* Submit a short letter from the individuals who are responsible for maintenance of the artwork or the site.
- *What are the legal concerns or city permitting procedures?* Submit copies of all secured permits.
- *Is the site publicly owned or privately owned?* Submit a letter of agreement outlining the details of the project. Obtain signatures from the artist, the project director, and the site owner or city official in charge of overseeing the site. This agreement will state their approval of the project and agreement to the terms of the project. Include answers to the following questions:
  - *Does the site have any special considerations, such as historical status?*
  - *Is the art permanent or temporary?*
  - *How will the site be maintained?*
  - *Who owns the artwork?*

For more answers to your public art questions, please follow this link to The Public Art Toolkit http://forecastpublicart.org/toolkit/tools.html.

501(c)3 letter or Fiscal Sponsor Agreement: If your organization is already a 501(c)3 organization, a public library, a public school or university, or a unit of government, you do not need a Fiscal Sponsor**.**

A Fiscal Sponsor is any non-profit, tax-exempt 501(c)3 organization or any school or unit of government that agrees to handle and account for funds granted to another group or organization. The Fiscal Sponsor will receive and distribute the grant award. The Fiscal Sponsor is **legally responsible** for the completion of the project and for the proper management of the grant funds. The Fiscal Sponsor is responsible for verifying that the Final Report is accurate.

The applicant organization must have a **written contract** with the Fiscal Sponsor that specifies the responsibilities of each party. This contract must be submitted as part of the grant application package. R2AC has a sample Fiscal Sponsor contract on our website or we will provide a printed copy upon request. The Fiscal Sponsor must sign the grant application form and, if a grant is received, sign the grant contract and review and sign the final report.

INELIGIBILITY

Who is NOT eligible:

- For profit businesses.
- Organizations with an overdue Final Report from a previous R2AC grant.
- Religious organizations and parochial schools or any organizations requesting funds to support activities that are essentially for the religious socialization of the participants.
- Organizations intending to influence public policy.
- Organizations having a current member of the R2AC Staff, Board, or AAI council in a position of authority (defined as Board Officer, Artistic Director, or Executive Director).
- Current members of the R2AC Staff, Board, AAI Council, and their immediate family members. **Immediate family members** may be engaged with an organization, school, or local government office that applies for a grant, but they **may not write the grant or be the project director of the grant project**. Immediate family is defined as: spouse, domestic partner, parent, child, child's spouse, brother, brother's spouse, sister, or sister's spouse.

What is NOT eligible:

- Projects that do not benefit the residents of Region 2.
- Projects currently receiving funding from a Region 2 Arts Council grant award.
- Requests for funding, by more than one organization, for the same project.
- Requests to cover funding deficiencies in a project completed prior to the grant award date.
- Projects that are not accessible to participation by the public (*Consultation projects for art organizations are the exception*).
- Projects that are over 80% funded by Minnesota State Arts Board, Library Legacy, Historical Legacy, or Department of Agriculture Legacy grant awards.
- Requests to fund capital improvement, construction costs, renovation costs, or the purchase of any type of non-expendable items such as uniforms, books, framing, etc.
- Projects that are intended to raise funds for an organization, charity or cause.
- Funds requested to start or build an endowment.
- Projects in which artists are required to pay a significant entry or exhibition fee in order to exhibit, perform, or be included in the project.

- Requests for funds in which more than 10% of the total grant award is to be used for costs related to travel outside the state of Minnesota.
- Request for funds in which more than 10% of the total grant award is to be used for the travel costs to bring artists or performing groups into the state of Minnesota.
- Compensation of school personnel to complete work in the school of their employment.
- Payment for an artist or arts organization to provide essentially the same services that a school art teacher or arts specialist would be expected to provide.
- Projects that serve the school students and teachers only.
- Tuition for academic credit coursework. Teachers may not use grant funds to meet licensure or continuing education requirements to retain a teaching license.
- Funds for discontinued or nonexistent arts programs in schools.
- Literary works with the primary purpose to relay information, such as journalism, history, biography, and scholarly manuscripts.
- Translation of another person's literary work.
- Any publication distributed only to an organization's membership.
- The first edition of a publication that is part of a series.
- First-time publishing by an organization or small book press.
- Films, television or related media featuring live recordings, coverage of current events, reports, news and talk shows; reality shows, music videos, game shows, quiz shows; instructive and "how-to" programs not related to art; commercials, documentaries promoting tourism, shows that solicit funds, projects used for religious socialization, works of a promotional nature; gala presentations or awards shows, shows featuring a sporting event or sports activity; works promoting violence and/or racism and/or with pornographic content.

GRANT REVIEW PROCESS AND CRITERIA

At the Grant Review: Grants are reviewed in the order of the date in which they are received.

Review Date: Grants are reviewed between 4-6 weeks after the grant deadline date. Grant reviews take place at Region 2 Arts Council board meetings on the third Monday of the month.

Conflict of Interest: R2AC Board members are required to declare any conflicts of interest with grant applicants at the start of a grant review session. The board member with a conflict will leave the room for the duration of the discussion and voting on that grant.

Open Meetings: The public is invited to grant review meetings; however, public commentary is neither allowed nor solicited during grant reviews.

Work Samples and Additional Materials: Staff share work samples, quotes for budget items, brochures and materials that cannot be easily copied, and any amended or corrected application materials with review panelists.

Board Comments: Each application package is discussed in detail based on the scoring criteria. Staff record board comments to be summarized and shared verbally with applicants upon request.

Full, Partial and No Funding: A motion is made concerning the level of funding for each application immediately after it is discussed: full, partial, or no funding.

   Full Funding: A motion of full funding is made when a grant application is complete and eligible for funding in the form in which it was submitted.

Partial Funding: When a motion of partial funding is made, a revised budget amount must be specified.

☆NEW☆ **No Funding:** The Board reserves the right to make a motion of "no funding" on any project based on their perception of the applicant's readiness to fulfill the grant requirements as presented in the grant application, or on the quality of the work samples submitted with the application.

Rating: The funding level is voted on and individual board members rate the grant. Grants receiving a vote of full funding are rated in the form in which they were submitted. Grants receiving a vote of partial funding are rated with the board's recommended revisions. Grants receiving a vote of no funding are not rated.

Criteria: Applications are rated on a 60-point scale using the following criteria:

Artistic Merit of the Project 30 points

Considerations

- The quality of the artistic content of the project.
- The degree to which your project contributes positively to one or more art forms.
- The degree to which your proposed resources (artists, facilities, activities, etc.) work to meet the goals of your project.
- The degree to which your project advances the artistic goals of your organization.
- The degree to which the goals of your project focus on being artistic rather than emphasize being educational or therapeutic.

Need for the Project 20 points
Demonstrated need by artists, arts organizations, arts resources, or the public

Considerations

- The degree of community support for the project in terms of direct involvement and financial or donated contributions.
- The way in which this project is different from other similar projects currently available.
- Equitable distribution of the funds for underserved communities.

The Ability of Applicant Organization to Accomplish the Project 10 points

Considerations

- The scope and quality of the planning and evaluation process.
- The qualifications of the project director.
- The feasibility of the project's budget.
- The scope and quality of publicity efforts.
- The quality of past projects.
- Past compliance with R2AC policies and Grant Contract terms.

Ranking: The ratings are averaged and grant applications are ranked from the highest to the lowest based on the averaged rating. Grant money is awarded, in order of highest to lowest grant ranking, until the money is depleted.

APPEALS PROCESS

Any applicants who can show cause that established grant review procedures were not followed on their grant request may file an appeal. Appeals must be based on alleged procedural errors. Appeals based on judgments of artistic merit, commitment, or project feasibility will not be heard. Applicants can only appeal their own grant for procedural errors.

Appellants must submit a formal letter of appeal to the R2AC Executive Director stating the reason(s) for the appeal. Letters of appeal must be received within 10 days of written notification of the Region 2 Arts Council Board's decision on the original application.

NOTIFICATION PROCESS

Each applicant will be notified, in writing, of the results of the grants review within 8 weeks of the application deadline date. Applicants that are awarded full funding for their proposed project plan will receive a Request for Payment form and a Grant Contract. Applicants awarded partial funding will receive a Revised Budget form, which must be completed and returned within 10 days of receipt.

The Request for Payment Form and Grant Contract must be signed and returned to the R2AC office within 30 days of receipt. Full payment of the award will be made to the applicant (or to the Fiscal Agent) 30 days prior to the beginning date of the project.

FINAL REPORT POLICY

Final reports are due 45 business days after the project end date stated by the grantee in the grant application.

- Grantees may call, email or send a letter requesting an extension of the final report deadline. The Executive Director must approve the request.
- Letters reminding the grantee of their final report's overdue status and the potential consequences of noncompliance will be sent 2 months, 4 months and 6 months after the final report deadline.
- All grantees are ineligible to apply for all R2AC grants if their final report is overdue.
- Eligibility will be reinstated when the final report is received and approved.
- Within 45 days after completion of the project, a **Final Report,** consisting of a narrative and budget report must be submitted to R2AC on forms, which R2AC will provide.
- The Final Report must include at least one piece of publicity or promotional material that exhibits the credit line.