

METROPOLITAN



R E G I O N A L
A R T S C O U N C I L



Community Arts

Grants of up to \$5,000 for arts activities in all disciplines. Recommended for smaller, established arts groups; newly formed groups; community-based and volunteer groups; or first-time initiatives

Grant Guidelines and Application July 2010 – June 2011

Metropolitan Regional Arts Council
2324 University Avenue West, Suite 114

St. Paul, MN 55114

651-645-0402

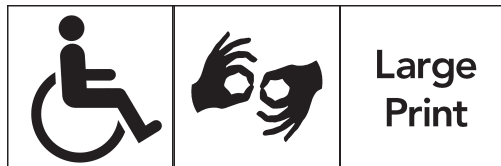
fax 651-523-6382

e-mail: mrac@mrac.org

website: www.mrac.org

MN Relay Service, dial 7-1-1 (or 1-800-627-3529)

This information can be made available in the following alternative formats: Braille, large print, audio tape and computer disk. We also can help your group find a language interpreter to translate these guidelines. To accommodate your request, the Metropolitan Regional Arts Council will need at least 10 working days.



WHO MRAC SERVES

MRAC serves Anoka, Carver, Dakota, Hennepin, Ramsey, Scott and Washington counties. We work in urban areas as well as greater metropolitan communities. We serve formal and informal groups with annual expenses less than \$300,000. Groups do not need to be classified as tax-exempt by the IRS in order to apply.

MRAC'S VISION FOR THE METRO AREA



MRAC'S MISSION

The Metropolitan Regional Arts Council promotes incorporation of the arts into the daily lives of all communities by providing leadership, advocacy, grants and services.

MRAC'S FUNDING SOURCES

As one of 11 regional arts councils in Minnesota, MRAC is funded by an appropriation from the Minnesota Legislature, and through the Arts and Cultural Heritage Fund.

WE'D LIKE TO GET TO KNOW YOU!

Call us - 651-645-0402

Stop by the office

2324 University Avenue West, Suite 114
Saint Paul, Minnesota 55114

E-mail us - mrac@mrac.org

Check out our website - www.mrac.org

Sign up for our monthly e-newsletter at our website www.mrac.org

WHAT MRAC OFFERS YOU

Grant programs

Community Arts—up to \$5,000 for arts activities in all disciplines. Recommended for smaller arts groups; newly formed groups; community-based and volunteer groups; or first-time initiatives.

Arts Activities Support—up to \$10,000 for arts activities in all disciplines.

Arts Learning—up to \$10,000 for arts learning activities in all disciplines.

Capital—up to \$10,000 to purchase equipment and related supplies and services, or to make capital improvements.

Organizational Development Project—up to \$10,000 for projects that strengthen the management or administration of nonprofit arts groups.

Creative Intersections—up to \$10,000 to support innovative and effective partnerships that integrate arts and culture into plans for community development and enrichment.

Management Consulting Fund—up to \$1,500 for small management consulting projects designed to strengthen the management or administration of arts groups.

Management Training Fund—up to \$600 for staff and volunteers of nonprofit arts groups to attend management workshops, classes or seminars.

Emergency ADA Access Fund—up to \$600 for unforeseen project or program costs to facilitate access for persons with disabilities.

Training, workshops and services

MRAC'S grant application workshops help applicants learn how to write a successful MRAC grant.

MRAC's training programs and workshops provide opportunities to enhance management skills. All activities are detailed on our website.

MRAC's website also provides links to resources of interest to MRAC constituents including PDF versions of most MRAC publications.

Advocacy

MRAC is committed to giving voice to the needs of small and volunteer arts organizations throughout the metro area.

METROPOLITAN



REGIONAL
ARTS COUNCIL

CONTENTS

PART I GUIDELINES

Community Arts Program	2
• Description	
• Program Requirements	
• Deadlines	
• Eligibility	
Before You Apply – Technical Assistance	5
What Happens After You Apply	5
Definitions	6

PART II GRANT APPLICATION

How to Apply for Funds	7
What to Include	8
Application Checklist	13
Application Forms	15

PART I GUIDELINES

Community Arts Program Description

The Community Arts grant program provides grants of up to \$5,000 in project support for groups wishing to offer quality arts activities in any discipline to communities within the seven-county metropolitan area. In this program, MRAC assigns a “block” of funds in each county to ensure that arts activities take place throughout the region.

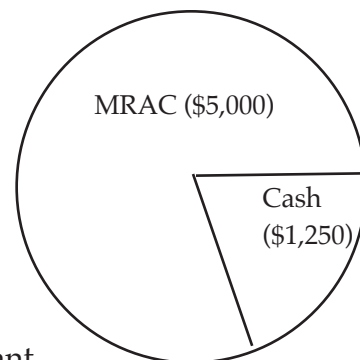
Community Arts is recommended for smaller, established arts groups; newly formed groups; community-based and volunteer groups; or first-time initiatives. Grant requests must outline specific activities that may include costs for artists and other personnel, postage, supplies, equipment, printing, travel and other related expenses necessary to carry out the project.

Program Requirements

For every four MRAC dollars requested, you must match or raise one dollar from a source other than MRAC. Match sources may include general operating funds, past surpluses, other grants, and earned income or revenue you plan to raise specifically for this project.

Example: with a total project budget of \$6,250 you may apply for a Community Arts grant of up to \$5,000. You must then match the \$5,000 request with \$1,250 in cash from other sources.

In-kind donations of any kind may not be used to supply the match (see definition, page 6).



About in-kind donations: In-kind goods and services can not be included in the budget for your Community Arts grant application. In-kind means donated goods and services for which your group would otherwise have to pay.

About matching funds: if you have received or are applying for project support from other Minnesota State funding sources for the same activity, you can not receive more than 80% of the total cost of the project from the combination of MRAC and other State funds.

About earned income: provide detail about how this money will be earned in the space provided on Project Budget/Income, page 19. Example: if your project is a public performance, note the anticipated number of tickets to be sold, purchase price per ticket and total income projected.

Community Arts Deadlines

<i>Fiscal Year</i>	<i>Application Deadline</i>	<i>Panel Review</i>	<i>Award Notification</i>	<i>Earliest Project Start Date*</i>
June 2010- July 2011	5 P.M. October 4, 2010	Dec. 8-10	Dec. 17	Dec. 17
June 2010- July 2011	5 P.M. January 10, 2011	March 16-18	March 23	March 23

Groups may apply to any two of the four project support deadlines (Arts Activities Support or Community Arts) per MRAC fiscal year, but may receive only one project support award.

Eligibility Rules

To ensure eligibility, all applicants are strongly encouraged to read these guidelines thoroughly and attend a application workshop.

Who does this program fund?

- Nonprofit arts groups with annualized operating expenses less than \$300,000.
- Informal and/or unincorporated arts-focused groups and one-time arts projects with expenses less than \$300,000. The applicant group must have a board of directors or advisory committee that provides input on the project and oversight of the grant funds.
- Nonprofit, non-arts organizations with annualized arts programming expenses less than \$300,000, when the applicant can demonstrate clearly that the project is specifically and primarily intended to serve an under-served community (see definition, page 6).
- Community education units with arts budgets of any size when the applicant can demonstrate clearly that the project is specifically and primarily intended to serve an under-served community (see definition, page 6).

What does this program fund?

- Single-discipline or multidisciplinary arts activities and community projects of all forms.
- Arts projects of artist service organizations for which groups of artists are the primary audience.

* MRAC does not fund projects that have already started. Please see page 6 for a definition of "earliest project start date."

Who does this program NOT fund?

- Applicant groups located outside the seven-county metro area.
- For-profit organizations.
- Individual artists or groups incorporated as a for-profit entity may not apply using a fiscal sponsor.
- Educational institutions or projects that take place as part of Pre-K–16 general education activities. This includes public, private, alternative, charter and home schools.
- Past MRAC grant recipients who have not fulfilled final reporting requirements.

What does this program NOT fund?

- Activities located outside the seven-county metro area.
- Projects that begin before the earliest project start date (see definition, page 6).
- Capital improvements or construction, purchase of capital equipment, purchase of real property or endowments, or the creation, purchase or installation of artwork when there is no accompanying community activity.
- Costs for fundraising events.
- Activities that engage in political lobbying, serve the religious socialization of participants or discriminate against persons or groups.

How many MRAC grants may a group have at one time?

The following policies cover concurrent grants in MRAC's major grant programs.

Arts groups are eligible to receive one grant from each of the following programs...

- Arts Learning
- Creative Intersections
- Arts Activities Support OR Community Arts
- Organizational Development OR Capital

...every MRAC fiscal year.

Groups may only have one arts project support grant (Arts Activities Support or Community Arts) in process at any given time. Groups that have a project support grant in process may apply for a subsequent project support grant if the first project and its final report are completed according to the terms of the grant agreement before MRAC's "earliest project start" date for the new project. For the earliest project start dates, see page 3.

Non-arts organizations and community education units are eligible to receive one grant from each of the following programs...

- Arts Learning*
- Creative Intersections*
- Arts Activities Support* OR up to 2 Community Arts grants IF the projects clearly serve different, underserved constituencies
- Organizational Development OR Capital grant IF they have an independent and sustained arts program

...every MRAC fiscal year.

***Non-arts organizations and community education units** may apply to these program IF 1) the group's previous year's arts income and expense can be isolated from the organization's other costs and 2) the applicant can demonstrate clearly that the project is specifically and primarily intended to serve an under-served community.

Before You Apply – Technical Assistance

Staff Assistance

MRAC has two program directors for Community Arts who can answer application questions and review applications prior to submission.

For applicants in Carver, Dakota, Ramsey, Scott, Suburban Hennepin and Washington counties, please contact Bob Burns, bob@mrac.org or 651-523-6386.

For applicants in Anoka county and Minneapolis, please contact Greg Nielsen, greg@mrac.org or 651-523-6381.

Application Workshops

MRAC offers free application workshops that address the process and criteria specific to each grant program. You are encouraged to attend a workshop to learn about changes in programs, get questions answered and discuss project ideas with program directors and other arts colleagues.

Grant Library

Because MRAC re-grants public funds, submitted applications are public information. MRAC maintains a library of these grant applications and recorded panel discussions. Applicants are encouraged to review grant applications and panel discussions to enhance their understanding of the process and improve their applications. If you call ahead, your program director can identify the successful applications most relevant to your project.

Website

Visit www.mrac.org to find additional information about MRAC programs, workshops and events, and to register for application workshops.

What Happens After You Apply

- MRAC staff reviews all applications for eligibility. Errors may reduce the size of your award or make the application ineligible. All late and incomplete applications are ineligible.
- A peer review panel reviews all eligible applications. In the spirit of the Minnesota Open Meeting Law, the panel meeting is open to the public. Applicants are encouraged to attend to enhance their understanding of the application review process and to hear the panelists' comments directly. All applicants will be notified of the meeting.
- The panel submits its recommendations to the MRAC board of directors, which makes the final decisions on funding.
- Within 30 days of the panel review, applicants receive a letter notifying them of the board's decision. A list of funded applications is also posted on the MRAC website. If you want more insight on your grant's review, you may call your program director for feedback.
- The board's funding decisions may be appealed solely on alleged procedural errors. There is no right of appeal based on the size of the grant awarded or on disagreements with the review panel's assessment of your application. Appellants must request an appeal in writing within 30 days of notification of the board decision. Call MRAC at 651-645-0402 for a copy of the appeal process.

Definitions

What does MRAC mean by under-served community?

Under-served is a term MRAC uses to encompass 1) those who traditionally have not had access to the arts for reasons of physical access, geography or economics, and 2) those who do not generally have the opportunity to see their lives, culture or experiences reflected through the arts. This includes, but is not limited to, diverse racial, ethnic, cultural, age and gender groups, persons with disabilities and groups located outside the Minneapolis and St. Paul city limits.

What is a fiscal sponsor?

A *fiscal sponsor* is a nonprofit, tax-exempt organization that receives MRAC grant monies and manages the financial aspects of the project on behalf of a group that does not have tax-exempt status.* Your fiscal sponsor must be based in Minnesota; it may be an arts or social services organization, school, city or government agency.

*Individual artists or groups incorporated as a for-profit entity may not apply using a fiscal sponsor.

What does in-kind mean?

In-kind refers to non-cash donations of goods and services for which your group would have to pay. In-kind goods and services may not be included in the budget for any MRAC program.

What determines a project's start date?

MRAC does not fund projects that are already under way. MRAC defines a project's start date as the point at which financial or other commitments are made that set the project in motion (e.g. rehearsals begin, contracts are signed, marketing materials are printed). Because MRAC is a distributor of a legislative appropriation, and requires that all printed materials acknowledge the legislature as a funding source, grantees must wait until award notification before printing publicity materials. Please call MRAC if you are unclear about whether MRAC would consider that your project has started.

What is an ADA access plan?

ADA refers to the 1990 Americans with Disabilities Act. This federal law makes access to cultural programs and services for persons with disabilities a civil right. In the spirit of that law, MRAC believes that the receipt of public money obligates its grant recipients to ensure that people with disabilities can fully participate in and enjoy arts activities.

One approach to understanding the many ways a group can become more accessible is to develop an ADA access plan. Such a plan serves to assess the accessibility of an organization's programs, services and facilities and define strategies for improvement. Completing an ADA access plan will help you to address the criterion of access in your grant application. MRAC has published an ADA access planning guide. Call 651-645-0402 to request a copy or download it from www.mrac.org.