

METROPOLITAN



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



## *Emergency Accessibility Grants*

**Funds of up to \$600 for unforeseen project or program costs to facilitate access for persons with disabilities.**

### **Grant Guidelines and Application July 2011 – June 2012**

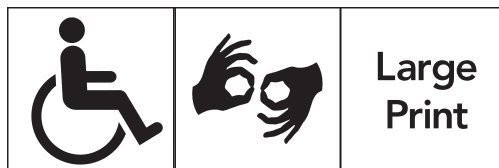
Metropolitan Regional Arts Council  
2324 University Avenue West, Suite 114  
St. Paul, MN 55114  
651-645-0402  
fax 651-523-6382

e-mail: [mrac@mrac.org](mailto:mrac@mrac.org)

Website: [www.mrac.org](http://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 \$400,000. 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 increases access to the arts in 7-county metropolitan area communities by providing information, organizational support and grants.

## MRAC'S FUNDING SOURCES

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

## 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](mailto:mrac@mrac.org)

**Check out our website** - [www.mrac.org](http://www.mrac.org)

**Sign up for our monthly e-newsletter** at our website [www.mrac.org](http://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 \$15,000 to support innovative and effective partnerships that integrate arts and culture into plans for community development and enrichment.

**Next Step Fund**- *Funded by the McKnight Foundation*—up to \$5,000 for professional artists in any discipline for the purpose of career development and artistic achievement

**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.

# GUIDELINES

The Emergency Accessibility Grants program provides grants of up to \$600 to arts groups for unforeseen project costs related to access for persons with disabilities.

## Emergency Accessibility Program Goals

- To encourage and support the inclusion of persons with disabilities in arts activities.
- To respond to the emergency or short-term needs of arts organizations in providing accessibility for artists, audience members and staff with disabilities.
- To empower people who, for physical reasons, have had limited opportunities to participate in the arts and to ensure that they feel welcomed and engaged.

## Who is Eligible?

Informal arts groups or nonprofit arts organizations with annualized operating expenses less than \$400,000 or nonprofit, non-arts organizations and community education units with sustained arts programs with annualized program expenses less than \$400,000.

Groups must be located in and serving residents in Anoka, Carver, Dakota, Hennepin, Ramsey, Scott or Washington county, and activities must take place within the seven-county metropolitan area.

## Who does this program NOT fund?

- Applicant groups and/or activities located outside the seven-county metro area.
- Routine accessibility needs that organizations should be addressing as a part of program planning.
- Past MRAC grant recipients who have not fulfilled final reporting requirements.
- For-profit organizations.
- 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.
- Individual artists.
- Capital improvements or construction, purchase of capital equipment, purchase of real property.
- Activities that engage in political lobbying, serve the religious socialization of participants or discriminate against persons or groups.

## How May Funds Be Used?

Funds may be used for one-time, emergency costs that enable your group to accommodate artists, audience members or staff with disabilities in your arts activity.

“Emergency” is defined as a need that falls outside your group’s routine accessibility planning and so was unanticipated in the project planning process.

Examples:

- A special request by a patron for a sign language interpreter at a performance not designated as an interpreted performance in the original project budget.
- A need to accommodate a disabled artist or staff person added to a project after the project’s budget was set.
- A need to accommodate an artist or staff person who becomes disabled after the project’s budget was set.

The maximum grant amount is \$600, to be awarded as a reimbursement for unexpected expenses. However, you must request the funds and receive notification from MRAC of the grant award before you commit to the expense. To ensure that you qualify for reimbursement and that you receive it in a timely manner, you should submit your request at least 14 days before you need the emergency funds.

Payment of the grant will be made after you submit to MRAC 1) receipts for the accommodation provided (the grant award will not exceed actual costs), and 2) a brief report on how the funds were used and how future accessibility planning will be addressed. This report is due no later than 60 days after your project has been completed. You are ineligible to apply to this program again until your final report has been submitted and approved by MRAC.

## Application Process

- Before you apply, review the program guidelines or contact your program director to discuss your accessibility needs. This will help you determine whether your group or project is eligible.
- Apply as soon as you've identified your need for emergency funds. MRAC suggests you submit your application at least 14 days before you commit to the expense.
- Complete the attached application. An incomplete application will not be reviewed.
- Mail or hand-deliver your application to the Metropolitan Regional Arts Council as early in your project as possible. Faxed or emailed applications will not be accepted.

## What Happens After You Apply?

- MRAC staff reviews your application for completeness and eligibility.
- An in-house panel reviews your grant request and makes a funding decision. Applicants will be notified of funding decisions within 14 days after MRAC has received a completed grant application.

MRAC is interested in working with you to discuss your need for accommodating accessibility. If you have any questions about eligibility or need help completing the application, please contact Greg Nielsen at 651-645-0402, or [greg@mrac.org](mailto:greg@mrac.org).