

METROPOLITAN



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



Management Consulting Fund

Funds of up to \$1,500 for small management consulting projects designed to strengthen the management or administration of arts groups or arts organizations

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

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 \$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

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 \$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.

METROPOLITAN



REGIONAL
ARTS COUNCIL

CONTENTS

PART I GUIDELINES

Management Consulting Fund Program.....	2
• Description	
• Requirements	
• Deadlines	
Eligibility.....	3
Program Assistance.....	4
Definitions.....	4
Finding, Selecting and Working with Consultants	5
What Happens After You Apply.....	6

PART II GRANT APPLICATION

How to Apply Online.....	8
How to Apply in Hard Copy	10
Application Checklist.....	13
Application Forms.....	15

PART I GUIDELINES

Management Consulting Fund Program Description

The Management Consulting Fund provides grants of up to \$1,500 to cover consulting fees related to small projects designed to strengthen the management or administration of the group. The consultant brings an expertise and offers the group an opportunity to learn. Proposed projects must engage staff, the board of directors, or volunteers to ensure that completed work results in organizational learning that the group can carry into the future. Projects must advance the mission of the group and have the potential for significant impact.

Management Consulting Fund grants may be used to conduct an assessment, resolve an issue or create and/or implement a plan in areas such as those listed below. This list is intended to help you understand the grant program's purpose; it is not a complete list of eligible projects.

- **Board governance** (bylaws, revisions, recruitment plan, board development plan)
- **Organizational strategic planning** (prioritizing organizational development issues)
- **Access for persons with disabilities** (completion of ADA plan)
- **Resource development** (shaping an individual donor campaign, developing a fundraising plan)
- **Preparation for a major Organizational Development Project** (developing a planning process to undertake a major strategic planning or marketing project)

Program Requirements

- Before submitting an application, your group must select the consultant and other personnel who will participate in the project.
- This grant program does not fund project expenses other than consultant fees.
- There is no cash match required for the Management Consulting Fund program.
- If you are intending to apply for an Organizational Development grant that is in any way related to the work to be completed with this Management Consulting Fund project, the final report for the MCF project must be submitted and approved before the Organizational Development Project grant deadline for which you are applying.

Deadlines

Applications are reviewed on a monthly basis. Submissions are accepted by paper or through an online process (see page 7). Emailed or faxed applications will not be accepted. MRAC must receive your application by 5:00 p.m. on the last business day of the month. Grants will be considered in the following month. Projects can not begin until the month following this consideration period. For example, if an application is submitted during the month of April, the panel will review it in May, and the project will begin after June 1st.

Eligibility

Who does this program fund?

- Nonprofit arts groups with annualized operating expenses less than \$400,000.
- Informal and/or unincorporated arts-focused groups with expenses less than \$400,000. The applicant group must have an advisory committee that provides input on the project and oversight of the grant funds. Informal and/or unincorporated arts-focused groups must apply using a fiscal sponsor (see definition, page 4).
- Nonprofit non-arts organizations with annualized arts programming expenses less than \$400,000 may be eligible if they have independent and sustained arts programs (see definition, page 4).

Who does this program NOT fund?

- Groups that have an MRAC-funded Management Consulting Fund project in process; groups that have an MRAC-funded Organizational Development project on a related topic in process.
- Activities that have been delivered in the same way and for the same purpose on an ongoing basis. Example: production and distribution of an annual brochure or annual marketing expenses.
- Applicant groups located outside the seven-county metro area.
- 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 or groups incorporated as a for-profit entity may not apply using a fiscal sponsor.
- Community education units may not apply for management related grants or capital funds for their arts programs. However, a community ed. may serve as fiscal sponsor for its “independent and sustained” arts program (see definition, page 4).

What does this program NOT fund?

- Project expenses other than consultant fees.
- Ongoing needs or activities that have been delivered in the same way and for the same purpose on an ongoing basis. Examples: production and distribution of an annual brochure; grantwriting.
- Current staff (paid or volunteer) for work considered within the scope of your group’s usual and customary management.
- Continuation of organizational development work already underway.
- A portion of a significantly larger organizational development project funded through MRAC or other sources.
- Purchase of land or buildings, endowments, debt reduction or cash reserves.
- Costs for fundraising events.
- Activities that engage in political lobbying, serve the religious socialization of participants or discriminate against persons or groups.
- Requests for continuation of projects previously funded by this program, without significant justification of new need.

How many Management Consulting Fund grants may a group have at one time?

- **Groups within the cities of Minneapolis and St. Paul** may receive one (1) Management Consulting Fund grant every MRAC fiscal year.
- **Groups within the greater metro (Anoka, Carver, Dakota, Scott, Suburban Hennepin, Suburban Ramsey and Washington counties)** may receive two (2) Management Consulting Fund grants every MRAC fiscal year.

Definitions

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 can not apply using a fiscal sponsor.**

What is MRAC's definition of an "independent and sustained arts program" in a non-arts, nonprofit organization?

An independent and sustained arts program has a separate advisory board overseeing the arts programming, and a separate arts program Income and Expenses Statement.

Grant Program Assistance

The program director for Management Consulting Fund is Gwen Cannon, gwen@mrac.org or 651-523-6389.

Gwen is available to answer questions about the grant process, discuss your project ideas with you, provide examples of the types of Management Consulting Fund activities that might be appropriate, and review a draft of your grant application. You are strongly encouraged to call Gwen to discuss your project.

Online Submission Assistance

The grants coordinator for Management Consulting Fund is Shannon Forney, shannon@mrac.org or 651-523-6391.

Shannon is available to answer your technical questions regarding online grant submission. If you require in depth assistance with online submission, please make a formal appointment.

Finding, Selecting and Working with Consultants

Finding a consultant

- Clearly define your consulting needs: write a brief description of 1) the situation or problem facing the organization 2) your Management Consulting Fund grant focus; and 3) general requirements for the consultant, such as years of experience or areas of expertise.
- Collect the names of potential consultants from others – colleagues from other arts or nonprofit groups, Springboard for the Arts, MRAC and your board members. You can also look at the resumes of consultants who have worked on past MRAC Organizational Development projects.
- Select two or three consultants who best fit your situation, grant focus and requirements.

Selecting a consultant

- *Call your selected candidates.* To determine their interest and availability, briefly describe your group, situation, proposed project focus and timeline. Set up a short interview with each candidate to further discuss your project. Ask the consultant to send you a resume / biography and client list. (If your candidate is not available, ask for names of other consultants who might fit your needs.)
- Prepare for your consultant interviews. The Management Consulting Fund project leader from your group should prepare questions in advance and attend each interview.
- Check references for your final candidate(s).
- Make your selection. Consider not only experience, expertise and fee but also your ability to work well together.
- Work with your selected consultant to “fine tune” the project focus, agree on project definition and goals, and specify action items for a succinctly stated workplan.
- Sign a contract before you begin work. Include in the contract your grant application/ work plan, payment schedule, evaluation checkpoints and the conditions under which you may cancel the contract.

Maintaining a good working relationship

- Create a well-designed project with clearly defined roles, responsibilities and outcomes.
- Plan on working many more hours than the consultant. To be effective, the consultant will need time – your time – to learn about your group and its issues. At least initially, the consultant is likely to increase your workload.
- Keep your expectations of yourself and the consultant realistic. Make certain that there is agreement on specific project outcomes.
- Whenever possible, ask the consultant to act as a coach or trainer so you learn by doing.

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.
- Eligible applications are reviewed by a panel of MRAC staff and board members convened monthly.
- 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. 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.

PART II APPLICATION

How to Apply for Funds

You may submit your Management Consulting Fund application in an online process (see page 8) or complete the enclosed Management Consulting Fund grant application and mail or hand-deliver to:

Metropolitan Regional Arts Council
2324 University Avenue West, Suite 114
St. Paul, MN 55114

- Your application must include ALL required materials.
- **Applications must be RECEIVED by 5:00 p.m. on the last business day of any month. This is not a post mark deadline.** Applications received after this time will not be considered during the next month. There are no exceptions to this policy.
- **Please allow extra travel time when coming to visit our office, as the Central Corridor LRT line is currently under construction along University Avenue.** This will cause delays as traffic is re-routed and/or streets are closed. You can find out current street closures by checking the Metropolitan Council Central Corridor LRT Construction webpage: <http://www.metrocouncil.org/transportation/ccorridor/construction/overview.asp>
- Applications will not be accepted by fax or e-mail.
- Keep a copy of your entire application for your files.

New FY12 Application Process: Online vs. Hard Copy Application

Q: *Is there an advantage in using one application process over the other?*

A: No. Both application processes will be reviewed by the same panel, in the same format. By adding an online submission process, we hope to make the application process even more accessible to our constituents.

Q: *Will I be able to access my online application once it's been submitted?*

A: Yes. Once you have opened a user account, you may access your application whenever you like. The online method also gives you unrestricted access to your organization's application history and organizational documents (IRS exemption letter, W-9, fiscal sponsor letter, etc).

How to Apply Online?

The Management Consulting Fund application may be completed and submitted using an **online application process**. MRAC uses software developed by Foundant Technologies to manage its online applications. To submit an online application, you must first set up a user account. <https://www.grantinterface.com/Common/LogOn.aspx?urlkey=mracgrants>

NOTE: You will need to know your organization's E.I.N. or Federal Tax I.D. Number when you register as a new user. If you are an informal arts group using a fiscal sponsor, you do not need to enter an E.I.N number. Please fill in the applicant group's information as completely as possible. You will be asked for fiscal sponsor information later in the application process.

Registering a 'New User' account

To register a new user account, perform the following steps:

- Go to <https://www.grantinterface.com/Common/LogOn.aspx?urlkey=mracgrants>
- Click on the button labelled "Create New Account."
- Complete the registration form. All fields marked with an asterisk (*) are required fields.
- **DO NOT** forget your registered email and password, as you will need this information whenever you access your draft application, or should you apply again in the future.
- You will need to know your organization or fiscal sponsor's E.I.N. or Federal Tax I.D. Number before you can register as a new user.

Opening a new grant application to the Management Consulting Fund

To open a new application to the Management Consulting Fund, go to:

<https://www.grantinterface.com/Common/LogOn.aspx?urlkey=mracgrants>

log on using your email address and password, then:

- Look to the "requests" list located on the left side of the screen.
- Click on the link titled, "Apply." Doing so will take you to the "Application Page."
- Click on the link titled, "Management Consulting Fund." Doing so opens an application form.

Completing the online narrative portion of your application

You may prepare your responses in another software program (e.g. Microsoft Word), and cut-and-paste your responses. However, please note the 1500 character limit for each criterion. This equates to roughly 2 pages of narrative.

TIP: The online application form allows for you to periodically save your Management Consulting Fund narrative. Once saved, you may log off and return at a later time to complete the application. There are two buttons on the application form page (located at the top and bottom) that allow you to save. They are labelled "Save As Draft."

Uploading additional inclusions

In addition to your submitted project narrative, the Management Consulting Fund application requires you to upload the following documents:

- Personnel/Consultant résumé or biography
- Board of Directors or Advisory Committee listing
- Organizational Income and Expense statement
- Tax exempt designation letter or fiscal sponsor agreement letter and tax exempt designation letter for fiscal sponsor.

About the upload process: Additional Inclusions must be a Microsoft Word, Microsoft Excel, or Portable Document Format (PDF) file before uploading. If it is not in one of these formats, panelists will not be able to read your documents, and you will be deemed ineligible. If you only have a paper version of your documents, you may perform a “Fax to File” function through the application website. Fax to File is a feature that will provide you with a PDF file for a document faxed to a temporary number. To perform a Fax to File:

- Go to <https://www.grantinterface.com/Common/LogOn.aspx?urlkey=mracgrants> and log in using your email address and password.
- Go to the “tools” menu list on the left side of the webpage.
- Click “Fax to File.”
- Follow the instructions.
- Do not forget to upload the resulting PDF document to your application form. *The Fax to File feature does not automatically upload your résumé to your application.*

To upload your federal tax exemption letter - 501(c)(3) :

- Open your draft online application form (see “How to Apply,” page 7 for more info).
- Scroll down to the application form’s section titled “501(c)(3).”
- In the section titled “501(c)(3) upload,” click the button titled “Browse...”
- Select your document as you would when attaching a document to an email.
- Once selected, you must click the “Save As Draft” button to complete the upload. At this point your draft application should list the name of your uploaded document beneath the “Browse...” button. You can replace this uploaded document at any time before submitting. To do so, simply redo the steps above.

Repeat each upload process until you have uploaded all additional inclusions.

Regional Arts Council (RAC) Data

MRAC is required to collect demographic data for all its applicants. The information listed in the section titled “Regional Arts Council (RAC) Data Form” will not be considered by panelists as part of their review of your application. If an audience field does not apply to your project, simply enter “0”.

Submitting your completed application

- When finished, click the “Submit Form” button located at the bottom of the page. **IMPORTANT!** Your application will not be eligible if you do not officially submit your application by 5:00 p.m. on the last business day of the month. Also, once you click “Submit Form” you will no longer be able to access and edit your application. **DO NOT** click “Submit Form” until you are finished with the draft!

How to Apply in Hard Copy?

Please provide one (1) one-sided copy of the following materials. These are the only materials the panel will use to evaluate your Management Consulting Fund grant application. Prepare application materials in the following format: 8 x 11 white paper, a text font equivalent to Times 12-point or larger (15 characters per inch), at least 3/4 inch margins, and black ink only. Forms provided by MRAC may be completed by hand.

1. **Cover Page**
2. **Narrative**
3. **Personnel Biographies**
4. **Board of Directors**
5. **Organizational Income-and-Expense Statement**

MRAC's application forms are available in PDF format on our website www.mrac.org. You may download and fill out the application form on your computer. PDF budget pages are designed to automatically calculate as you fill them out. When you are finished, be sure to print a copy for your records, as work can not be saved using Adobe Freeware, Acrobat Reader.

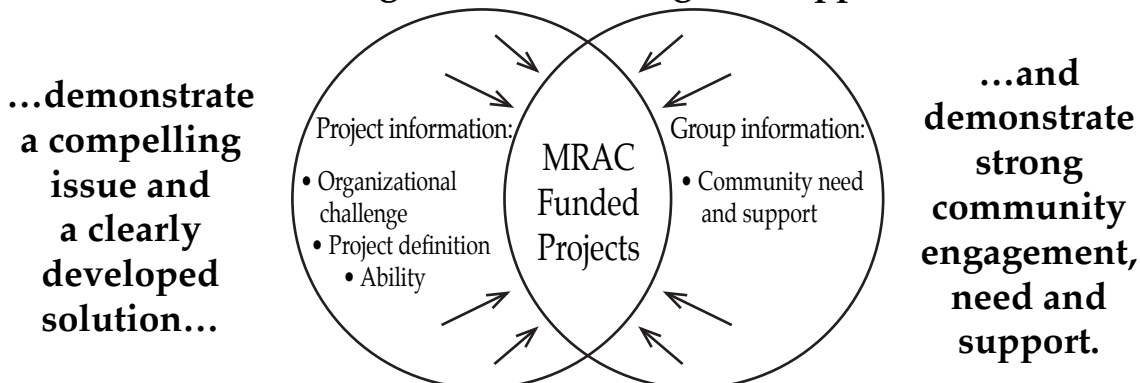
1. Cover Page

Complete the attached Cover Page, page 15. This will be the first page of your application. Print or type on the form provided or generate your own form with the same information in the same format. Type or print in black ink only. The Executive Director or an Officer of the Board of the applying group (not the fiscal sponsor) must sign the cover page.

About project start date: Projects may not begin until the month following the panel consideration period and a final decision is made by the MRAC Board of Directors (see deadlines section page 2).

About fiscal sponsors: If your group is not an IRS-tax-exempt organization, you must apply using a fiscal sponsor. Include in your application a signed letter of agreement with your fiscal sponsor, as well as the fiscal sponsor's IRS 501(c)3 form.

MRAC funds Management Consulting Fund applications that...



2. Project Narrative

Submit a narrative of no more than two (2) pages, addressing all the numbered points below. The review panel will evaluate your application based on the four criteria below. Panelists will evaluate your application on how clearly and thoroughly you address the criteria. The narrative portion of your application is designed to help you address these criteria.

You may complete the attached narrative form (pages 17 and 19) or generate your own two page narrative with the section headings shown in boldface type. Typed narratives are preferred, but not required. Use 12-point font or larger, with at least half-inch margins on the page. You must address the following 4 criteria:

1. Definition of Organizational Challenge:

What's the underlying situation (problem, opportunity, issue or need) that this project is intended to address? *Note: you must be able to name the problem before you seek funding for a solution!*

- How will exploring/solving this situation lead to a significant or long-term benefit to your group?
- What's compelling?
- Why is this a priority?

2. Project Definition – Quality and Merit of the Project:

Now that you've outlined the problem or opportunity, what's the solution? What outcome do you plan to achieve with this funding?

- What are the specific activities for which you seek funding?
- When will these activities take place and how long will they take to complete?
- Who are the personnel who will participate in the project? Who is the consultant?

3. Ability to carry out the project:

Does your group have a demonstrated ability to carry this project out? The MRAC panel will assess the answer to this question based on information provided elsewhere in this narrative. Use this section to provide any additional information to demonstrate that this is a well-planned project that you can clearly accomplish, given your resources, the allotted time, etc.

4. Community need/support for the group:

Why do you exist? What is your compelling or unique work? State your group's primary *purpose or mission*. Clearly define your current audience (artists, attendees, participants) and the community from which the audience is drawn.

- How does the community and/or audience benefits from your programs and services?
- How has the community and/or audience has shown its support for your group?
- How does your group ensure that activities are accessible to your audience, and how accessibility is communicated?

3. Project Personnel

Attach a one-page biography or resume of your consultant. Attach or upload a one-page biography or resume per person for all other key individuals involved in your consulting project.

4. Board of Directors or Advisory Committee

Attach a one-page list of your board members or advisory committee, indicating their profession, organizational affiliation or area of expertise.

5. Organizational Income-and-Expense Statement

Attach a one-page annual income-and-expense statement. Include only actual income and expenses for your most recently completed year.

6. IRS-Tax-Exempt Status

Furnish proof of your group's IRS-tax-exempt status.

OR

Furnish a letter of agreement with your fiscal sponsor AND proof of your fiscal sponsor's IRS-tax-exempt status.

7. RAC Data Collection Form

Complete and submit the original form on pages 23 and 25. Unless marked "optional," all information on this form is required. Without it, your application will be incomplete.

MRAC is required to collect demographic data for all its applicants. The information listed in the section titled "Regional Arts Council (RAC) Data Form" will not be considered by panelists as part of their review of your application.

APPLICATION CHECKLIST

Use the checklist below to assist you in preparing your application. The checklist does not need to be submitted as part of your application.

HARD COPY APPLICATION FORMAT

Prepare application materials in the following format:

- 8 x 11 white paper
- Font equivalent to Times 12-point or larger (15 characters per inch). Forms provided by MRAC may be completed by hand
- Margins of 3/4 inch or more
- Black ink only
- Section headings in narrative formatted with bold or underlined type

REQUIRED APPLICATION MATERIALS FOR ONLINE & HARD COPY

Your application must include **ALL** of the following materials, collated in the following order (paper clips only – no staples please!)

Submit ONE each of the following materials:

- Cover Page form, page 15 (hard copy only)
- Narrative (may not exceed two pages)
- Project Personnel (one page or less per person)
 - Consultant
 - Key Personnel
- Board of Directors / Advisory Committee (one page only)
- Organizational Income-and-Expense Statement form, page 21 (one page only)
- Copy of letter from IRS documenting your group's tax-exempt status OR letter of agreement with fiscal sponsor AND a copy of fiscal sponsor's tax-exempt letter (format requirements do not apply)
- RAC Data Collection form, pages 23 and 25

COVER PAGE

Management Consulting Fund

Total Project Expenses _____

Project Start Date _____
mo. / day / yr.

Total Consultant Fee _____

Project End Date _____
mo. / day / yr.

Amount of MRAC request _____ (May not exceed Total Consultant Fee)

Applicant Group _____

Address _____

City, State, Zip _____

Phone _____ Fax _____

E-mail _____ Web Address _____

County _____ MN House District _____

(District numbers are required. Call House Information at 651-296-2146 or visit <http://www.gis.leg.mn/openlayers/districts>)

Project Contact _____

(The contact person should be available to answer questions about this application.)

Phone (w) _____ (h) _____ (fax) _____

E-mail _____

If your group is not using a fiscal sponsor, this section will be blank:

Fiscal Sponsor _____

Address _____

City, State, Zip _____

Contact Person _____

Phone (w) _____ E-mail _____

Approval of the Applicant group's Executive Director or Board Officer is required.

Signature _____ Title _____

Print Name _____ Date _____

Complete this form or generate your own form with the same information in the same format.

Definition of Organizational Challenge:

What's the underlying situation (problem, opportunity, issue or need) that this project is intended to address? *Note: you must be able to name the problem before you seek funding for a solution!* How will exploring/solving this situation lead to a significant or long-term benefit to your group? What's compelling? Why is this a priority?

Project Definition – Quality and Merit of the Project:

Now that you've outlined the problem or opportunity, what's the solution? What outcome do you plan to achieve with this funding? What are the specific activities for which you seek funding? When will these activities take place and how long will they take to complete? Who are the personnel who will participate in the project? Who is the consultant?

Complete this form or generate your own form with the same information in the same format.

Ability to carry out the project:

Does your group have a demonstrated ability to carry this project out? The MRAC panel will assess the answer to this question based on information provided elsewhere in this narrative. Use this section to provide any additional information to demonstrate that this is a well-planned project that you can clearly accomplish, given your resources, the allotted time, etc.

Community need/support for the group:

Why do you exist? What is your compelling or unique work? (1) State your group's primary *purpose or mission*. (2) Clearly define your current audience (artists, attendees, participants) and the community from which the audience is drawn. (3) Tell the panel how that community and/or audience benefits from your programs and services. (4) Tell the panel how your community and/or audience has shown its support for your group. Finally, (5) tell the panel in what ways your group ensures that activities are accessible to your audience, and how accessibility is communicated.

Complete this form or generate your own form with the same information in the same format.

ORGANIZATIONAL INCOME-AND-EXPENSE STATEMENT

Arts groups provide actual income and expenses for your most recently completed 12-month fiscal year. Non-arts groups provide only actual income and expenses from arts programming in your most recently completed 12-month year. †

Financial statement for the fiscal year beginning _____ ending _____

INCOME

Support (contributors)	Amount
Individual contributions	_____
Foundations/corporations	_____
Government grants	_____
Other (specify)	_____
_____	_____
_____	_____

Revenue

Earned income (List major sources such as admissions, sales and fees)	_____
_____	_____
_____	_____
Other (specify)	_____
_____	_____
_____	_____

TOTAL INCOME \$ _____

EXPENSES

	Amount
Employee salaries & wages	_____
Employee benefits & payroll taxes	_____
Independent contractor, consultant & professional fees	_____
Supplies	_____
Printing and copying	_____
Postage & shipping	_____
Rent, utilities, equipment	_____
Transportation	_____
Other (specify)	_____
_____	_____
_____	_____
_____	_____

TOTAL EXPENSES \$ _____

Income less expenses \$ _____

Please describe the circumstances surrounding a substantial year-end surplus or deficit:

† Organizations with annual expenses nearing \$400,000 may be asked for additional information such as an audit.

*If you already have an income-and-expense statement that contains this information on **one page**, you may submit it in its original form.*

METROPOLITAN REGIONAL ARTS COUNCIL GRANT DATA COLLECTION FORM

TO THE APPLICANT: Please take a moment to fill out the collection form. This information is compiled for the Minnesota State Arts Board by the eleven Regional Arts Councils and is used to present a statistical picture of arts applicants in the state of Minnesota. The review panel does not see this form nor use this information to evaluate your application.

All applicants must complete this form. If your group is using a fiscal sponsor, please complete the form as it pertains to the applicant group, not the fiscal sponsor.

Organization Name: _____

SPECIAL CHARACTERISTICS (Optional): Select one code that best represents **50% or more** of your staff or board or membership.

- | | |
|---|---|
| <input type="checkbox"/> American Indian/Alaskan Native | <input type="checkbox"/> Asian |
| <input type="checkbox"/> Native Hawaiian/Pacific Islander | <input type="checkbox"/> Black/African American |
| <input type="checkbox"/> Hispanic/Latino | <input type="checkbox"/> White |
| <input type="checkbox"/> Other (describe) | |

Additional Characteristics (Optional): Also mark these items if they apply.

- | | |
|-------------------------------------|--|
| <input type="checkbox"/> Disability | <input type="checkbox"/> Older Adult (60+) |
| <input type="checkbox"/> Veteran | |

STATUS: Select the one code that best describes the legal status of your group or organization:

- | | |
|--|--|
| <input type="checkbox"/> 02 Organization - Nonprofit | <input type="checkbox"/> 07 Government - County |
| <input type="checkbox"/> 04 Government - Federal | <input type="checkbox"/> 08 Government - Municipal |
| <input type="checkbox"/> 05 Government - State | <input type="checkbox"/> 09 Government - Tribal |
| <input type="checkbox"/> 06 Government - Regional | <input type="checkbox"/> 99 None of the above |

INSTITUTION: Select the one code that best describes your group or organization:

- | | | |
|--|--|--|
| <input type="checkbox"/> 03 Performing Group | <input type="checkbox"/> 16 Arts Council/Agency | <input type="checkbox"/> 36 Seniors Center |
| <input type="checkbox"/> 05 Performing Group - Community | <input type="checkbox"/> 17 Arts Service Organization | <input type="checkbox"/> 37 Parks & Recreation |
| <input type="checkbox"/> 06 Performing Group - Youth | <input type="checkbox"/> 20 School - Parent/Teacher Assn | <input type="checkbox"/> 42 Media - Periodical |
| <input type="checkbox"/> 07 Performance Facility | <input type="checkbox"/> 25 Community Education | <input type="checkbox"/> 43 Media - Daily Newspaper |
| <input type="checkbox"/> 08 Museum - Art | <input type="checkbox"/> 27 Library | <input type="checkbox"/> 44 Media - Weekly Newspaper |
| <input type="checkbox"/> 09 Museum - Other | <input type="checkbox"/> 28 Historical Society/Commission | <input type="checkbox"/> 45 Media - Radio |
| <input type="checkbox"/> 10 Gallery/Exhibition Space | <input type="checkbox"/> 29 Humanities Council/Agency | <input type="checkbox"/> 46 Media - Television |
| <input type="checkbox"/> 11 Cinema | <input type="checkbox"/> 32 Community Service Organization | <input type="checkbox"/> 47 Cultural Series Organization |
| <input type="checkbox"/> 12 Independant Press | <input type="checkbox"/> 33 Correctional Facility | <input type="checkbox"/> 48 School of the Arts |
| <input type="checkbox"/> 13 Literary Magazine | <input type="checkbox"/> 34 Health Care Facility | <input type="checkbox"/> 49 Arts Camp/Institute |
| <input type="checkbox"/> 14 Fair/Festival | <input type="checkbox"/> 35 Religious Organization | <input type="checkbox"/> 50 Social Service Organization |
| <input type="checkbox"/> 15 Arts Center | <input type="checkbox"/> 36 Seniors Center | <input type="checkbox"/> 99 None of the above |

DISCIPLINE: Select one code that best describes your group or organization's primary area of interest in the arts:



- | | | |
|--|--|--|
| <p>01 Dance - general
01A ballet
01B ethnic/jazz/folk-inspired
01C modern</p> <p>02 Music - general
02A band
02B chamber
02C choral
02D new/experimental/
electronic
02E ethnic/folk-inspired
02F jazz
02G popular
02H solo/recital
02I orchestral</p> <p>03 Opera/Musical Theater - general
03A opera
03B musical theater</p> <p>04 Theater - general
04A theater, in general
04B mime
04C puppetry
04D theater for youth
04E storytelling
10C playwriting/
scriptwriting</p> | <p>05 Visual Arts - general
05A experimental
05B graphics (includes
drawing, cartooning,
printmaking and book arts)
05D painting
05F sculpture</p> <p>06 Design Arts - general
06A architecture
06B fashion
06D industrial
06E interior
06F landscape architecture
06G urban/metropolitan</p> <p>07 Crafts - general
07A clay (includes ceramics)
07B fiber (includes basketry)
07C glass
07D leather
07E metal
07F paper
07G plastic
07H wood
07I mixed media</p> <p>08 Photography
(Includes Holography)</p> | <p>09 Media Arts - general
09A film
09B audio
09C video
09D technology/
experimental
09E screenwriting</p> <p>10 Literature - general
10A fiction
10B nonfiction
10C playwriting/
scriptwriting
10D poetry</p> <p>11 Interdisciplinary
(includes performance art
and collaborations)</p> <p>12 Folklife/Traditional Arts
12A dance
12B music
12C crafts and
visual arts
12D oral traditions</p> <p>13 Humanities</p> <p>14 Multidisciplinary</p> <p>15 Non-arts/Non-humanities</p> |
|--|--|--|

ORGANIZATION ACTIVITY INFORMATION

_____ **Adult Audience Benefiting.** Record the number of adult audience members, excluding employees or paid performers, expected to benefit directly from your group's activities **this year**. Do not double-count repeat attendees.

_____ **Children/Youth Benefiting.** Record the number of children and youth under the age of 18 expected to participate in and/or benefit directly from your group's activities **this year**. Do not double-count repeat attendees.