

# PART II APPLICATION PROCESS

## How to Apply for Funds

- Identify a workshop, seminar or conference that meets your training needs. If you cannot find a training event that meets your needs, MRAC can assist you in locating trainings or in arranging alternative training opportunities.
- Complete the attached Application. To be eligible, your application must include all required materials.
- If your groups is using a fiscal sponsor because you do not have IRS tax-exempt status, you must complete a Fiscal Sponsor Form (attached).
- The Executive Director or an Officer of the Board (or equivalent) of the applicant group (not the fiscal sponsor) must sign the application. The signer must be someone other than the person who will attend the training.
- Copy the training brochure.
- Mail or hand-deliver the application materials and a copy of the training brochure to:

Metropolitan Regional Arts Council  
Management Training Fund  
2324 University Ave, Suite 114  
St. Paul, MN 55114

- MRAC must receive your application materials at least two weeks prior to the start of the training event.
- Submit one application for each person attending the each training event.
- Applications will not be accepted by fax or e-mail.

*Reminder:* Keep a copy of your entire application for your files.

**Metropolitan Regional Arts Council**  
**Management Training Fund**

**APPLICATION**

Please type or print. Read the Guidelines and Application Process. Submit an application for each training event and for each person attending the event. If your group is using a fiscal sponsor, complete the application as pertains to the applicant group, not the fiscal sponsor.

Applicant Group Name _____	
Address _____	
City _____	State _____ Zip _____ County _____
Contact Person _____	Day Phone _____
Email Address _____	MN House District _____
<small>(District numbers are required. Call House Information at 651-296-2146 or visit <a href="http://www.gis.leg.mn/openlayers/districts">http://www.gis.leg.mn/openlayers/districts</a>)</small>	
Applicant group Federal Tax ID # _____ – _____ <b>or you must complete the Fiscal Sponsor Information Form (attached) if your group does not have a Federal Tax ID #.</b>	
Applicant Group's Annual Operating Expenses (last completed fiscal year) \$ _____	

Name of Person Attending Training _____	
Title _____	Day Phone _____
Training Event Name _____	
Training Date(s) _____	Training Provider _____
Cost of Training Event \$ _____	Amount Requested from MRAC \$ _____
<b>A copy of the training brochure must be attached.</b>	

**Approval of the applicant group's Executive Director or Board Officer (or equivalent) is required. The signer must be someone other than the person who will attend the training.**

Print Name _____	Title _____
Signature _____	Date _____
<b>Applicant Group's Executive Director or Board Officer (or equivalent)</b>	

**Metropolitan Regional Arts Council**  
**Management Training Fund**

**APPLICATION PAGE TWO**

You may complete this side of the application form or you may substitute a separate sheet with the answers to these questions. The substituted page must be no longer than one typed or printed 8-1/2" x 11" page. Submit the application form for all other answers.

1. What is the mission of your group?

2. Briefly describe how this training will strengthen the arts management of your group.

3. Briefly describe the arts management responsibilities of the person who will attend the training.

**Metropolitan Regional Arts Council**  
**Management Training Fund**

**Fiscal Sponsor Information**

**You must submit this completed page if your group does not have a Federal Tax ID Number.**

**The Fiscal Sponsor must be a nonprofit and tax exempt organization.**

Fiscal Sponsor Organization \_\_\_\_\_

Contact Person \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Day Phone \_\_\_\_\_

Federal Tax ID Number \_\_\_\_\_ - \_\_\_\_\_

**Fiscal Sponsor Authorizing Signature**

The signature below certifies that the above named fiscal sponsor organization is submitting the completed application materials for the purpose described in the application. The fiscal sponsor organization understands and agrees to comply with the guidelines and application procedures of the Metropolitan Regional Arts Council's Management Training Fund. Attendance at the training event and receipt by the Metropolitan Regional Arts Council of the completed evaluation form no later than 30 days after the training has been completed are required for reimbursement. Reimbursement will be paid to the fiscal sponsor organization.

**PRINT NAME** \_\_\_\_\_ **TITLE** \_\_\_\_\_

**SIGNATURE** \_\_\_\_\_  
Fiscal Sponsor's Executive Director or Board Officer

\_\_\_\_\_  
**Date**

# 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:



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

### **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.