

METROPOLITAN



REGIONAL  
ARTS COUNCIL

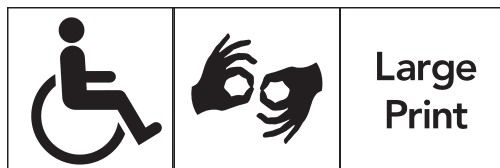
## *Management Training Fund*

**Funds of up to \$600 for staff and volunteers of nonprofit arts groups to attend management workshops, classes or seminars**

### **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](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 \$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](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 \$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



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

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# PART I GUIDELINES

## Management Training Fund Program Description

The Management Training Fund provides up to \$600, per MRAC fiscal year, in training funds for the staff and volunteers of nonprofit arts groups to attend management workshops, seminars or conferences.

Some examples of management topics might include fundraising, audience development, financial management, organizational development, marketing or volunteer management. This list is intended to help you understand the grant program's purpose; it is not a complete list of eligible projects.

## Program Requirements

- The maximum award is \$300 per person per event. There is no limit to the number of times a person may use the fund, but \$600 is the maximum amount one group can use in a fiscal year (July 1 – June 30).
- Occasionally, MRAC is willing to consider funding a single event greater than \$300 if the event is a unique national and/or multi-session opportunity. These proposals must be discussed with the MRAC Program Director and will be considered on a case-by-case basis.
- Funds must be requested and approved before the applicant attends the class or workshop. The Management Training Fund grant cannot be used for trainings already attended.
- Funds are restricted to be used for the approved training only.
- The staff member or volunteer attending the training must have management or administrative responsibilities in the applicant group.
- Funds are not available for equipment, transportation, meals or lodging. Class materials will be covered if they are included in the price of the training event.
- Applications will be accepted as long as funds remain available.
- Your group must enroll the staff or volunteer and pay the fee directly to the provider of the training event.
- A short evaluation form will be mailed to your group prior to the training. MRAC will reimburse your group after the individual has attended the training event and returned the evaluation form. This form must be submitted no more than 30 days after the training has been completed.

# Management Training Fund Deadlines

Your application will be considered within one week following our receipt of a complete application. Submit your application far enough in advance of the event to enable you to register after MRAC's panel review, but not less than two weeks prior to the event.

## Eligibility

To ensure eligibility, all applicants are strongly encouraged to read these guidelines thoroughly.

### Who does this program fund?

- Nonprofit arts groups with annualized operating expenses less than \$300,000.
- Informal and/or unincorporated arts-focused groups with expenses less than \$300,000 that apply using a fiscal sponsor (see definition, page 5).
- Nonprofit non-arts organizations with annualized arts programming expenses less than \$300,000 may be eligible if:
  - They have independent and sustained arts programs (see definition, page 6), and
  - They can demonstrate clearly that the sustained arts program is specifically and primarily intended to serve an under-served community (see definition, page 6).

*To determine eligibility, all non-arts organizations must call MRAC staff for written approval before applying.*

### Whom does this program NOT fund?

- Applicant groups located outside the seven-county metro area.
- Past MRAC grant recipients who have not fulfilled final reporting requirements.
- 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.
- 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 an "independent and sustained" community arts group. Such groups may be eligible to apply for funds if they meet all other eligibility requirements defined on page 3 for "nonprofit, non-arts organizations with annualized arts programming expenses less than \$300,000..."

## What does this program NOT fund?

- “In-house” or one-on-one training provided by a consultant.
- A portion of a significantly larger organizational development project funded through other resources.
- Portions of larger MRAC-funded projects.
- Production 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.

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

- The maximum award is \$300 per person per event. There is no limit to the number of times a person may use the fund, but \$600 is the maximum amount one group can use per MRAC fiscal year (July 1- June 30).

## Before You Apply – Technical Assistance

The Management Training Fund Program Director can answer questions about the grant program, discuss your project ideas with you, provide examples of the types of Management Training Fund classes that might be appropriate, and provide examples of training providers. You are strongly encouraged to call Greg Nielsen (see staff below) to discuss your project.

### Website

Visit [www.mrac.org](http://www.mrac.org) to find additional information about this program and all other MRAC programs, workshops and events, and to register for free application workshops.

### Staff Assistance

MRAC has one program director for Management Training Fund. After these guidelines and the website, your program director is your best source of information.

Greg Nielsen, [greg@mrac.org](mailto:greg@mrac.org); 651-523-6381.

## What Happens After You Apply

- MRAC staff reviews all applications for eligibility. Please take care in preparing your application as errors may reduce the size of your reward or make the application ineligible. All late applications are ineligible.
- Eligible applications are reviewed by a panel of MRAC staff members convened weekly.
- You will be notified of your application’s funding status via phone within five days of the panel meeting. Successful applicants receive an evaluation form to complete and submit at the conclusion of the training.

# 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 core cities of Minneapolis and St. Paul.

## **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.

## **What is an ADA access plan?**

*ADA* refers to the 1990 Americans with Disabilities Act. This federal law made 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](http://www.mrac.org).

## **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 1) a separate advisory board overseeing the arts programming, 2) a separate arts program Income and Expenses Statement and 3) ongoing programming with at least a two-year history of arts activities.

## Organizations Providing Nonprofit Management Training and Resources

**This list is included solely to help you locate a class. If you cannot find a training event that meets your needs, please call MRAC for assistance at (651) 645-0402**

Center for Nonprofit Management  
University of St. Thomas  
1000 LaSalle Ave.  
TMH 153  
Minneapolis, MN 55403  
(651) 962-4300  
<http://www.stthomas.edu/cnm>

The Center for Nonprofit Management conducts a wide variety of educational programs and seminars for the nonprofit community. Call for a current training schedule.

Management Assistance Project  
2314 University Ave. W.  
Suite 28  
St. Paul, MN 55114  
(651) 647-1216  
<http://www.mapfornonprofits.org>

MAP provides consulting and other management support services by linking volunteer professionals with nonprofit needs. Initial meeting is free.

Minnesota Council on Foundations  
100 Portland Ave. S.  
Suite 225  
Minneapolis, MN 55401-2575  
(612) 338-1989  
<http://www.mcf.org>

MCF offers a Grantsmanship for Beginners workshop, Guide to MN Foundations and Corporate Giving, and conducts a survey of MN capital and endowment campaigns.

Minnesota Council of Nonprofits  
2314 University Ave. W.  
#20  
St. Paul, MN 55114  
(651) 642-1904  
<http://www.mncn.org>

MCN is a nonprofit membership organization. MCN publishes the MN Nonprofit Directory, MN Grants Directory, and a Nonprofit Yellow Pages: a Directory of Resources and Services for MN Nonprofits.

Springboard for the Arts  
308 Prince Street  
Suite 270  
Saint Paul, MN 55101  
(651) 292-4381  
<http://www.springboardforthearts.org>

Springboard for the Arts provides management workshops, consulting, telephone referrals, a resource library and more for artists and nonprofit organizations. Call for a workshop flyer.

Science Museum of Minnesota  
Computer Education Center  
120 W Kellogg Blvd  
St. Paul, MN 55102  
(651) 221-4722  
<http://comped.smm.org>

The Science Museum of MN offers computer training at all levels. Call for a copy of their extensive class list.

Hands on Twin Cities  
2021 Hennepin Ave. E.  
Suite 420  
Minneapolis, MN 55413  
(612) 379-4900  
<http://www.handsontwincities.org>

Hands on Twin Cities has programs and services designed for organizations which rely on the help of volunteers. Call for a workshop flyer.