



Rural and Community Art Grants

**Guidelines and Application Forms
for July 1, 2015 through June 30, 2017**

Grant Deadlines:

FY2016: October 30, 2015 and April 29, 2016

FY2017: October 28, 2016 and April 28, 2017

Arrowhead Regional Arts Council
Marshall Professional Building
1301 Rice Lake Road, Suite 120
Duluth, MN 55811
218-722-0952 or 800-569-8134
info@aracouncil.org
MN Relay Service 1-800-627-3529

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

If any of the information in the guidelines is unclear, contact the office at (218) 722-0952, (800) 569-8134, or grants@aracouncil.org.

ABOUT THE ARROWHEAD REGIONAL ARTS COUNCIL

Mission: The Arrowhead Regional Arts Council (ARAC) seeks to facilitate and encourage local arts development. This mission statement grows from a conviction that the arts improve the quality of life in the region.

Legislative Mandate: ARAC is one of eleven regional arts councils designated by the State of Minnesota “to make final decisions on the use of legislative appropriations for local/regional arts development.” The ARAC is charged to assess the needs of the seven counties in the Arrowhead Region and to plan and administer programs and services based on its assessment.

Arts and Cultural Heritage Fund Mandate: ARAC receives funding from the Legacy Amendment which was appropriated by the State Legislature with money from the vote of the people of Minnesota on November 4, 2008. The intent of this funding is to support and create access to the arts for artists, arts organizations, and communities; to support arts education for Minnesotans of all ages; and to support diverse ethnic and cultural arts traditions represented in this state.

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The following important conditions pertain to this program.

- All State funds, from the general fund and the arts and cultural heritage fund, may only be spent on projects located in Minnesota.
- A recipient of money from the State general fund must not use more than 10 percent of the total grant for costs related to travel outside the state of Minnesota.
- You **must** use this grant program if your organization is located outside the city limits of Duluth and has an annual cash budget under **\$40,000**. (*organizations located outside the city limits of Duluth with an annual cash budget of \$40,000 or greater, must apply to ARAC's Art Project Grant program*).
- Accredited schools or units of government located in the Arrowhead Region, outside the city limits of Duluth, **must** use this program to request funding for public arts projects.
- An organization **may submit only one** Rural and Community Art Grant applications per review round.

PART 1: GUIDELINES

Before completing your application, please review the guidelines carefully to determine whether or not your group and project are eligible for ARAC funding.

You are encouraged to call ARAC staff to discuss your project. Do you:

- Need more information?
- Want help in preparing your application?
- Require this application in an alternative format?

You may contact staff for further assistance by calling (218) 722-0952 or (800) 569-8134; or emailing: grants@aracouncil.org; or access these guidelines on our website: www.aracouncil.org.

These guidelines and application process must be used for all grants submitted after July 1, 2015.

The ***Arts and Cultural Heritage Fund***, as appropriated by the State Legislature with money from the vote of the people of Minnesota on November 4, 2008, supports the arts in the Arrowhead Region in the following ways:

- Up to 80 percent of the money may support Minnesota artists and arts organizations in creating, producing, and presenting high-quality arts activities; to overcome barriers to accessing high-quality arts activities; and to instill the arts into the community and public life in this state.
- Up to 14 percent of the money may support high-quality, age-appropriate arts education for Minnesotans of all ages to develop knowledge, skills, and understanding of the arts.
- Up to 6 percent of the money may support events and activities that showcase the diverse ethnic and cultural arts traditions, including folk and traditional artists and art organizations, represented in this state.

A description of the program:

This program provides grant funding of up to \$5,000 per project to support community or artist-initiated high-quality arts activities that will impact the group and/or community it serves. It may also help support arts activities in their early years of development. Applicants may be *community organizations, neighborhood groups, or informal artist groups*. This program is for groups that reside outside the *Duluth city limits* with an annual cash budget under \$40,000. Proposed projects should have a community arts focus.

Rural and community arts activities should be collaborative efforts between community groups, artists, and/or arts organizations. *These activities generally have a close relationship to a specific population or location and enable applicants to produce or present arts activities which benefit their group and/or the community they serve.*

The purpose of your proposed activity should be to do one or more of the following:

- support creating, producing, and/or presenting enriching arts activities;
- overcome barriers to accessing enriching arts activities;
- encourage the artistic growth of artists or an art form;
- advance the development of the artistic growth of an arts organization; and/or
- support activities that represent the diverse ethnic and cultural arts traditions, including folk and traditional artists and art organizations.

Grant support is intended to improve your organization's ability to present or produce arts activities which might not take place as proposed without ARAC support. The purpose of this grant is to fund rural arts groups and 501(c)(3) non-profit, tax exempt organizations for the sole purpose of providing access to art within communities in the Arrowhead Region. Projects may be proposed in the following disciplines: visual arts, media arts, music, dance, theater, literature, film, and folk or ethnic art. This program has two grant deadlines per year. An approved application must begin within twelve months of the date you are notified of your award and completed in twenty-four months.

- These are *20% matching grants*. An application will not be reviewed if the amount being requested is more than 80% of the total project budget, or if the amount of the request is more than \$5,000. In-kind contributions cannot be used to make up the entire match.
- Projects seeking financial support from both ARAC and the Minnesota State Arts Board (MSAB) should do so only after consulting with ARAC staff.

What kind of activities does this program fund?

Grant proposals may include the following activities. This list is not a complete list of eligible opportunities.

- ✓ Activities that encourage artistic collaborations among groups, artists, and/or communities.
- ✓ Public performances by touring artists or companies. *Regional presenters are encouraged to block book with other presenters when bringing artists into the region.*
- ✓ Presentations of regionally produced touring ensembles and assembled touring exhibitions. *Regional organizations are encouraged to tour exhibitions, productions, and performing arts events.*
- ✓ Productions of exhibitions developed by the applicant organization or group.
- ✓ Residencies which offer artists' time and space to produce their art.
- ✓ Lectures dealing with some specific aspect of the exhibition, concert, or proposed project. *Teaching activities, workshops, and master classes need to be submitted to the Arts and Cultural Heritage Community Arts Learning Grant program.*
- ✓ Projects that represent or support the diverse ethnic and cultural art traditions throughout the state.
- ✓ Projects that commission new works of art in any medium.
- ✓ Presentations of film or video screenings.
- ✓ Productions of public readings by local, regional, or state writers or poets.
- ✓ Publications of art or literature by Minnesota artists.
- ✓ Projects which provide technical assistance to arts organizations and/or individual artists.
- ✓ Projects which promote arts organizations or groups to collaborate and/or share resources.
- ✓ Projects which promote arts organizations to overcome barriers, collaborate, and/or share resources.
- ✓ Projects that promote or create arts criticism.
- ✓ Projects which enable organizations to offer arts programming or performances to communities throughout Minnesota.

Who may apply to this program?

To be eligible to apply to the **Rural and Community Art Grant** program, an organization or group must be registered as a nonprofit in the State of Minnesota and be *either* a federal nonprofit, tax-exempt 501(c)(3) organization or a group with an annual agency cash budget under \$40,000, located in the following Arrowhead counties: Aitkin, Cook, Carlton, Itasca, Koochiching, Lake, or St. Louis. Accredited K-12 schools or units of government located outside Duluth in the Arrowhead Region are also eligible to apply to this program. *Organizations within the city limits of Duluth cannot apply to this program, but are eligible to apply to the Art Project Grant program.*

- If your group *has not yet received* federal nonprofit, tax-exempt 501(c)(3) status, you may apply by using another 501(c)(3) organization as a fiscal sponsor.
- If your group *has not yet registered* as a nonprofit in the State of Minnesota, you will be required to do so within three years of receiving your first ARAC grant.

For information on how to use a fiscal sponsor to apply for funding, please see our [Fiscal Sponsor Guidelines](#), or contact the staff by calling (218) 722-0952 or (800) 569-8134 or emailing: grants@aracouncil.org.

Who or what this program does *not* fund?

The following organizations are **ineligible** to apply for project funding:

- For-profit organizations.
- Artist groups or arts groups located within the Duluth city limits.
- Artist groups or arts groups located outside the city limits of Duluth, with an annual cash budget greater than \$40,000.
- Accredited non-profit community colleges, private universities, and state universities located in the Arrowhead Region.
- Arts organizations, schools, or units of government which are not located in the Arrowhead Region.
- Arts organizations which currently receive Minnesota State Arts Board General Operating Support.
- ARAC grant recipients with an overdue, unaccepted, or falsified final report.

The program does not fund projects when any of the following conditions exist:

- the project is located or takes place outside the state of Minnesota;
- the project involves using more than 10% of the total requested grant funds for travel outside the state of Minnesota;
- the project is designed for a private audience which is not open to the general public;
- the project begins before the “earliest possible starting date” listed in the deadline information;
- the project takes place in “phases,” unless the proposed “phase” can stand alone as a distinct and individual project;
- the project is submitted by an educational institution or group for an activity which replaces or substitutes for basic arts curriculum;
- the project is primarily intended as an arts education or arts learning activity; *(If 75% or more of the project involves workshops, teaching sessions, or other learning activities, you should use the Arts and Cultural Heritage Community Arts Learning Grant program.)*
- the project includes funding to pay for a presentation by a student organization or student artists;
- the project proposes using the arts for another purpose such as physical or social rehabilitation; historic interpretation; or community or religious socialization (a religious service cannot be any part of a proposed project);
- the project is for capital improvement or construction;
- the funds are requested to purchase more than \$600 worth of equipment per grant application;

- the funds are requested to purchase real property;
- the funds are requested for projects which do not result in an arts presentation, production or technical assistance activity;
- the funds are requested for general operating support;
- the funds are requested for a project that serves as a benefit or fund raiser;
- the application budget includes no cash match;
- the application is made by an individual;
- artists are required to pay excessive entry or exhibition fees to exhibit or perform; or
- the activity engages in political lobbying or discriminates against persons or groups.

How many ARAC grants may a group receive in one year?

- In the Rural and Community Art grant program, an applicant may submit only one application per round.
- In a single ARAC fiscal year (July 1-June 30), an organization may be awarded **up to a total of \$20,000** in grant funding.

Deadlines and Important Dates:

Application Deadline	Board Review Meeting	Earliest Possible Starting Dates*
Friday, October 30, 2015	Thursday, January 12, 2016	February 1, 2016
Friday, April 29, 2016	Thursday, June 16, 2016	July 1, 2016
Friday, October 28, 2016	Thursday, January 19, 2017	February 1, 2017
Friday, April 28, 2017	Thursday, June 15, 2017	July 1, 2017

Grant Writing Workshops are held two weeks prior to the deadline. The dates, times, and locations will be listed on our [Grant Workshops](#) page on our website. Workshops are held both in Duluth at the ARAC offices and out in the region. Staff will provide technical assistance in preparing and submitting an application. Contact the ARAC office for information and directions.

* For an application to be eligible for funding, the proposed exhibition, presentation or performance must take place after the “earliest possible starting date” which corresponds to the application deadline. The “earliest possible starting date” is defined as the point at which money in the project budget is spent to set the activity in motion (i.e., payment of professional fees, payment of contracts, or equipment purchases) or the date when the exhibition, presentation or performance actually takes place. You *may not* spend any of the money requested from ARAC prior to the “earliest possible starting date” listed above. *ARAC will not fund the reimbursement of any expenditures occurring prior to the “earliest possible starting date” listed in the grant application.*

The following actions or administrative activities shall not make a grant applicant ineligible: Exhibitions, presentations or performances selected prior to the “earliest possible starting date,” securing of rights for a post-start date production, printing of season marketing materials (so long as costs occur after start date or are pro-rated based on start date). General marketing of an exhibition, presentation or performance that is included with other similar events at that venue or is part of a series of events, research of or selection of acts to be included after the “earliest possible starting date,” etc.

The following actions or administrative activities shall make a grant applicant ineligible if made prior to the earliest possible start date if the purpose is to reimburse the expenses with ARAC funding: Payment for products or services specifically for an exhibition, presentation, performance or event, signing of an irrevocable contractual commitment regarding an exhibition, presentation or performance or event that commits ARAC funding for that particular event. Payment to artists, directors, choreographers or technicians for the specific exhibition, presentation, performance or event, etc.

What happens after you apply?

1. The staff reviews all applications and materials for completeness and eligibility. Applicants are responsible for the quality and scope of their application. **Reminder:** Late or incomplete applications are ineligible.
2. Eligible applications are reviewed by a panel of Board and community members, and the panel's recommendations are approved by the Board. All applicants will be notified of the meeting and are encouraged to observe the proceedings. All Board and panel meetings are open to the public.
3. Applicants will be notified in writing of the Board's decision within fourteen days of the Board grant review. Successful applicants are asked to fill out a contract stipulating the terms of the award within the ARAC Grant Portal within thirty days. Applicants are responsible for updating ARAC in writing of any major changes to their proposed project. A final report on the grant is due within thirty days of the completion of the project.
4. The Board's funding decisions may be appealed solely on alleged procedural errors. An applicant must request an appeal within thirty days of notification of the Board decision. A Review Process Subcommittee, consisting of at least three members appointed by the ARAC chair, will consider any appeals. The Review Process Subcommittee reports its findings and recommendations to the full ARAC Board for action.

Funded applications must comply with the Americans with Disabilities Act (ADA). The ADA requires that organizations make access to publicly funded projects available to people with disabilities. For more information contact: VSA Minnesota at 612-332-3888, craig@vsamn.org, www.vsamn.org, or the MN State Council on Disability at 800-945-8913, council.disability@state.mn.us, www.disability.state.mn.us.

PART 2: HOW TO APPLY FOR FUNDS

Applications must be completed and submitted using the [ARAC Grant Portal](#). Submissions in any other format, including email, will not be accepted. Instructions for navigating the online granting system can be found both in the guidelines and on the [ARAC website](#).

- The online application process will walk you through submitting your application.
- To be eligible, your application must include all materials listed as required in the online application.
- Applications must be **received** into the online system by **4:30 p.m.** on the deadline dates. Applications received after this time are ineligible and will not be reviewed. There are no exceptions to this policy.

Hints that might be helpful as you complete your application.

- Plan ahead. It takes time to write a good application.
- First time applicants are strongly encouraged to contact the ARAC offices at (218) 722-0952 or (800) 569-8134, or email grants@aracouncil.org to discuss the eligibility of their activity or project.
- Technical and grant writing assistance is available upon request, but realize that staff assistance in no way implies your grant request will be funded. Attend an ARAC grant writing workshop if possible.
- Once you have accessed the application page in the online granting system, you have the option of printing off the question set list and requirements. It may be helpful to print these off and work on them separately to ensure you have everything together when you are ready to submit.
- Have a person not involved in your project read your application. It helps to have a fresh set of eyes look at your application.

THE REVIEW CRITERIA

In their deliberations, the Council uses the following criteria to evaluate applications:

- **Merit:** This criterion applies to the appropriateness of the activity to the applicant organization's mission.
- **Artistic Quality:** This criterion applies to the artistic quality of the artist(s) or groups involved in the proposed project; the artistic quality of the proposed production or activity; or the artistic qualifications of the proposed individuals to be able to produce a high quality project.
- **Ability:** This criterion applies to the applicant's demonstrated ability to accomplish activities of the size or scope of the proposed project.
- **Need and Impact:** This criterion applies to the applicant being able to explain how this project will address needs identified by the group, community, artists or audience served. The group also needs to be able to explain how meeting the identified needs will benefit their community.

When reviewing each application, all four criteria will be considered with equal weight.

ACCESSING THE ARAC GRANT PORTAL

You can access the link to the ARAC Grant Portal through each of the grant pages on the ARAC website.

If you are a first-time user of the ARAC Grant Portal:

1. Click on **“Create New Account”**.
2. Complete the registration form with all of your contact information. All fields marked with an asterisk (*) are required fields.
3. **Important:** The email address you use to register with will be your user login to get back into the system. You will need this login and a password you create for any future applications or follow-up materials. All communication for your grant will also come to this email address, so be sure to add administrator@grantinterface.com to your safe senders email list.

If you have previously applied using the ARAC Grant Portal:

1. Click on **“Log On”** and enter your email address and password.
2. If you have forgotten your password, click on the **“Forgot Your Password”** link and a link to reset your password will be sent to your email address.
3. Once logged in, you will be able to view past grant requests and available grant application.

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If any of the information in the guidelines is unclear, contact the office at (218) 722-0952, (800) 569-8134, or grants@aracouncil.org.

Starting a new grant application:

1. Log into the ARAC Grant Portal.
2. Click on “**Apply**” on the left side menu. This will bring you to a list of currently available grant programs and applications.
3. Click on “**Rural and Community Art Grant**” to start your application.

COMPLETING THE ONLINE APPLICATION FORM

Tip: The online application form allows you to save your work and come back to it later. The “**Save**” button is located at the bottom of the page. It is recommended that you save your work often, even while continuing to work on it, so as not to lose any work. *Always* save before exiting the online granting system, as any work you have done or any files you have uploaded may not have automatically saved.

The beginning of the application contains multiple demographic fields. This statistical and demographic information is used for data collection and reporting, and is not used in the review of your application. Fields marked with an asterisk (*) are required.

PROPOSAL • OUTCOME • EVALUATION

This program is funded in part with money from the arts and cultural heritage fund: a fund created by the people of Minnesota in November, 2008, to support the arts and preserve state heritage. As Minnesotans have made this commitment, you have an obligation to be very intentional about how you work: the goals, impacts, results, and the community benefits. Therefore, your outcomes and your evaluation become an important part of this funding proposal.

NARRATIVE

The following model should be used when describing your proposal, outcomes, and evaluation goals. When you answer the narrative questions, be sure your answers are framed in the **SMART** model: **S** = specific, **M** = measurable, **A** = achievable, **R** = realistic, and **T** = time-bound.

The following questions will be asked in the Narrative portion of the application:

Speak to the *Merit* of your proposed project:

This criterion applies to the appropriateness of the project to your organization’s mission. This criterion constitutes 25% of the review of your application.

- **What is your proposed project? Where will it take place, and what is the timeline for your activity?**
- **What is your organization’s mission? How will your project address or advance this mission?**

Speak to the *Artistic Quality* of your proposed project:

This criterion applies to the artistic quality of the artist(s), group(s), and/or activities involved in the proposed project, the artistic quality of the proposed production or activity, or the artistic qualifications

of the proposed individuals to be able to produce a high quality art project. This criterion constitutes 25% of the review of your application.

- **Describe the artistic quality of the artist(s), group(s), and/or activities involved; and describe the qualifications of the project leaders.** *If the intended artists or groups have not been selected yet, explain the selection process that will be used. Be as specific as possible.*
- **Briefly describe your organization's artistic goals.** *How do you define artistic success for this project?*

Speak to the Need for your proposed project and its possible impact:

This criterion applies to your ability to explain how this project will address needs identified by your organization or artists and audiences you serve. This criterion constitutes 25% of the review of your application.

- **What identified needs will your project address and how were they determined? Be as specific as possible.**
- **What impact do you hope to see as the result of addressing the identified needs?** *Will the project increase access to the arts or facilitate the overcoming of barriers to the arts and/or will it support diverse ethnic and cultural arts traditions in your community?*

Speak to your Ability to accomplish your proposed project:

This criterion applies to your demonstrated ability to accomplish activities of the size or scope of the proposed project. This criterion constitutes 25% of the review of your application.

- **How will the ARAC funding be used?** *Your project budget should be realistic, feasible, and include appropriate funding to complete and promote your project.*
- **Describe the process used to select your project, and tell us the short and long range measurable outcomes you hope to address by doing your project.** *Outcomes are the goals you intend to accomplish by doing your project.*
- **What measurement tools will you use to determine whether or not you have achieved your outcomes?** *The methods you choose should provide your organization with answers about whether or not you have addressed or advanced your short and long-term artistic goals by doing your project.*
- **Describe up to three activities you have completed in recent years and share comments about what made them successful or unsuccessful.**

Optional:

- **Is there anything more you would like to tell ARAC about your proposed project or your organization?**

PROPOSED GRANT BUDGET

Click on the link to download the [Grant Budget Template](#). ‘Save As’ the file to your computer before filling it out. Once you have filled out the budget, save it and then upload it into the File Upload space provided in your application.

The **Proposed Grant Budget** page supplies the Council with two important pieces of information. The first column contains the description and dollar values for all expenses related to your proposed request and the second column contains the dollar values of the expenses for which you are requesting ARAC funds. This is a matching grant program requiring a 20% cash match. Refer to the following instructions when filling out this page.

Rural and Community Art grant assistance focuses on assisting rural arts groups to produce or present a wide range of high-quality arts activities in the region that will benefit the arts group, their community and/or the artists they serve.

Project costs may include the following:

- fees, contracts or honoraria for artists, performers, curators, commissions, etc.;
- directly applicable administrative salaries, wages and expenses;
- expendable materials expenses;
- travel expenses related to doing a production or bringing in a touring artist or group;
- directly applicable promotion expenses; and/or
- rental fees.

Recognizing the value of labor in all dimensions of the arts world, ARAC requires that grant applications use the following figures in calculating the value of labor.

- Paying Artists for the Practice of their Art: minimum \$24/hour
- Paying Artists for Arts Education Work: minimum \$24/hour, with one hour of preparation time allocated for every two hours of direct instruction

These minimum hourly rates are calculated based on a report for 2015 from Independent Sector, a leadership network for nonprofits.

From these hourly wages, artists must deduct FICA, personal income tax, the costs of health insurance, retirement planning, the maintenance of tools and equipment, and other professional costs.

ARAC recommends that artists list hours beyond the number payable within the grant as "in-kind contribution."

How to fill out the Expenses section of the budget:

Estimated Project Expenses: In the first column on the Proposed Budget page, list everything necessary to carry out your project and give each item a dollar value even if you expect some portion of the expense to be an “in-kind” contribution. Round all estimated expenses to the nearest \$10.

What is an “in-kind” contribution? *In-kind contributions include all donated materials, labor, space and/or services that can be given a dollar value and are specifically committed to the project. Each expected in-kind contribution must be assigned a fair market value. In-kind contributions must appear in both the revenue and expense side of your proposed project’s budget. Grantees must keep records of the cash values of in-kind contributions.*

1. **Salaries and Wages:** List the salary and wage expenses for the project director, administrative personnel and volunteers necessary to carry out the administrative duties of your project. Estimate the amount of time they will spend on the project and multiply it by their hourly wage.
2. **Artists' Fees, Contracts and Honoraria:** List all the artistic personnel involved in your project and how much each will be paid. *ARAC advocates for the payment of fair market wages for all artists involved in projects seeking support.*
3. **Supplies and Materials:** List the expense of all the expendable materials associated with the project. Expendable items would include such things as paper, photocopying, audio recordings, digital recordings, and supplies expended for the administration or execution of the project. In a production project, expendable items might also include materials used in costuming, staging, exhibiting or other expenses related to the activity.
4. **Travel, Lodging and Per Diem:** List all expenses related to transportation, room and board for guest artists, and other travel related expenses incurred by organizational staff carrying out your project. *(Remembers that you may not use more than 10 percent of the total grant for costs related to travel outside the state of Minnesota.)*
5. **Other:** List all other expenses associated with the project. Included here should be such expenses as space and equipment rental, venue rental, insurance, printing and publicity expenses, etc. You should **only** include the portion of these expenses directly related to carrying out your proposed project.

The totals of sections 1, 2, 3, 4 and 5 will be your Total Project Expenses.

ARAC Request: In the second column on the Proposed Budget page, list the part of the expenses listed in the first column for which you are requesting ARAC funding. Remember that your total grant request may not exceed \$5,000 and can be **no more** than 80% of the **Total Project Expenses**, listed at the bottom of the first column. The total of the entries in each category individually should add up to be the **Total Requested from ARAC**.

How to fill out the Sources of Match section of the budget:

The Sources of Match page supplies the Council with information pertaining to your ability to carry out the proposed project. Refer to the following instructions when filling out this page.

Match: Identify and list all proposed revenue and the dollar value of all in-kind contributions your organization has committed as match for the project. **The total match for a project must contain some actual cash. In-kind contributions cannot make up the entire match.**

1. **Cash:** List all sources of cash-on-hand budgeted for the project. Include general operating funds, past surpluses or salaries committed to this project.
2. **Other Grants/Donations:** List all grants, business or corporate donations, and contributions you plan to pursue to fund this project, in addition to this request. You **must** indicate if these grants or contributions have been **received** or are **anticipated**.
3. **Earned Income:** List estimated earned income from tickets (*include the estimated number of tickets times the price of a single ticket*), registration fees, ads, book and refreshment sales, etc. Multiply the estimated number of people or sales by the price of a ticket, book, ad, etc.

- 4. In-Kind Contributions:** List all contributions of donated materials, labor, space and/or services that have been given a dollar value and are specifically committed to the project. All in-kind contributions listed in this column **must** also appear as expenses in Column A.

The totals of sections 1, 2, 3 and 4 will add up to be the Total Matching Funds and Contributions.

The Total Support for the Project must equal the Total Project Expenses.

FINANCIAL QUESTIONS

These questions supply the Council with information about your organization's size and stability, and past history of grants received.

▪ **Previous Grants Received:**

List any previous grants received from either ARAC or the Minnesota State Arts Board in the last two years. The purpose of giving this information is to provide additional background on the applicant organization. **Indicate the type of grant (including the grant program name if from ARAC), the amount received, and the year it was granted.**

The following questions are about the applicant organization's annual budget and fiscal years. (Schools, government units, or groups which are not exclusively an arts producer or presenter should provide only their arts budgets.)

▪ **Fiscal Year Prior to the Activity Dates:**

List the beginning **and** ending date of the **most recently completed** fiscal year by month and year. **List the actual income and expense figures for your organization's most recently completed fiscal year.**

▪ **Fiscal Year of the Activity:**

List the beginning **and** ending date of the fiscal year in which your proposed project will take place. **List the estimated income and expense figures for the year in which your proposed project will take place.**

▪ **Fiscal Sponsor**

If your organization is using a Fiscal Sponsor, enter their name, address, city, zip code, and daytime phone number, as well as the name of a contact from the organization that is authorized to sign off on your application and proposed project. **Your Fiscal Sponsor must be a federal non-profit, tax-exempt 501(c)(3).**

▪ **Fiscal Sponsor Agreement**

If your organization is using a Fiscal Sponsor, upload a copy of your contractual agreement. Be sure to refer to the [Fiscal Sponsor Guidelines](#) on our website for examples of what an agreement should include.

REQUIRED ATTACHMENTS

The following documents required for this program must be uploaded. *Documents must be uploaded in one of the following formats: MS Word, MS Excel or PDF.* If you have any problems uploading the required documents, please contact the office at admin@aracouncil.org or (218)722-0952.

✓ **Resumes**

Create a single document containing resumes or biographical information for all principal artistic and administrative personnel involved in your proposed project. Limit each resume to no more than one page per person.

✓ **Board List**

Upload a list of your organization's current board members with a description of their professional or community affiliations and one or two lines of biographical information.

✓ **Community Support Letter**

Upload at least one letter of community support. You **may** attach up to four letters of community support, but they must be combined and uploaded as one document. *Letters of support should not be from individuals directly involved in the administration or artistic aspects of your proposed activity.*

✓ **501(c)(3) Determination Letter**

Upload a copy of the federal non-profit, tax exempt 501(c)(3) determination letter for either your organization or the group acting as your fiscal sponsor.

OPTIONAL ATTACHMENTS

Applicants may upload **optional** attachments. These attachments should document, demonstrate, or highlight:

- the artistic quality and merit of the artists or groups involved in your proposed project; and/or
- the ability of your organization to carry out your proposed project.

Optional attachments may include **up to six pages total** of articles, reviews, press releases, posters, or other promotional materials which document past activities by your organization, or the artists or organizations you will be presenting. These items help give the review panel a better understanding of your organization and its programming. *Documents must be uploaded in one of the following formats: MS Word, MS Excel or PDF.*

CERTIFICATION

Applicants will need to certify their application with an electronic signature by typing in the names of the following lead positions for the application: Authorizing Official (this should not be the same person as the Project Director), Project Director, and Fiscal Sponsor. Note that the typed name constitutes as a legal signature in agreement to the following statement:

“We certify that the information provided here is true and correct to the best of our knowledge and we will accommodate requests from persons with disabilities to facilitate their access to this project if funded.”