



Two-Year Operating Support Grants

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

Grant Deadlines:

FY2016: October 30, 2015

FY2017: October 28, 2016

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.

CONTENTS

Part 1: Guidelines	2
A description of the program	2
What kind of expenses does this program fund?	3
Who may apply to this program?	3
Who or what this program does <i>not</i> fund?	4
How many ARAC grants may a group receive in one year?	4
Deadlines and Important Dates	4
What happens after you apply?	5
If you receive funding, you must comply with the Americans with Disabilities Act.	5
Part 2: How to Apply for Funds	6
Hints that might be helpful as you complete your application.....	6
The Review Criteria	6
Accessing the Online Granting System.....	7
Completing the Online Application Form	7
Narrative.....	8
Proposed Grant Budget	9
Financial Questions	12
Required attachments	12
Optional attachments.....	13
Certification.....	13

This program is made possible in part by the voters of Minnesota thanks to a legislative appropriation from the arts and cultural heritage fund.

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.**
- The required information in your application is public data. In accordance with Minnesota Statutes, it is open for review and comment by the ARAC Board during its application review process and open for public review after grant awards have been made.

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: director@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 new ***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 arts organizations, represented in this state.

A description of the program:

This program provides general operating support to high-quality, established arts organizations that produce, present, or exhibit works of art; to organizations that provide a broad range of services to artists; and to community art groups that make arts learning available to regional individuals of all ages and abilities. The Two-Year Operating Support grant program offers two years of funding to qualified organizations to maintain their ongoing operating needs and services. This program recognizes that organizations with an established record of programmatic service and administrative stability should have access to funds to support their operational goals and objectives, rather than specific projects or new initiatives as justification for funding.

Two-Year Operating Support covers a twenty-four month period and requires a 10% cash match from the organization. The itemized cash match in your two annual budgets must equal 10% of the total you are requesting from ARAC. This program has one deadline per year. Organizations may apply for up to \$15,000 to be distributed over a two year period. Payments will be distributed based on the applicant's request.

The Two-Year Operating Support grant program's goal is to recognize that the arts are essential to a vibrant Arrowhead Region. Every applicant supported by this grant program must propose measurable outcomes to achieve the intended impact of the funding. Grantees will be expected to evaluate their activities and must be able to demonstrate achievements related to outcomes.

Each applicant must identify one or more measurable outcomes that it intends to achieve with the support provided by the Two-Year Operating Support grant. The applicant can define its own outcomes that relate to and support its mission and the key priorities it proposes to accomplish. Applicants must be able to explain how their proposed outcomes will help achieve one or more of ARAC's following long-term, strategic outcomes:

- The arts are interwoven into every facet of community life.
- Artists, arts organizations and arts activities thrive and contribute to the regional economy.
- Community members and audiences are arts literate.
- People of all ages, ethnicities, and abilities participate in the arts.

What kind of expenses does this program fund?

Grant proposals may request funding for the following expenses based on identified needs and proposed outcomes. This list is not a complete list of eligible expenses.

- ✓ Pay general operating expenses (rent, operational insurance, supplies, utilities, travel, etc.)
- ✓ Hire paid staff for the first time or increase current staff time or salary (ARAC funding may not be used to pay employee health insurance or benefits).
- ✓ Pay for board and staff training or long range planning.
- ✓ Pay for program-related and administrative expenses (membership, data managing, public relations, marketing, branding, etc.)
- ✓ Purchase of equipment or small capital expenses necessary to the mission of the organization.
- ✓ Pay for staff or consultant time to create a fundraising plan that is sustainable.

Who may apply to this program?

To be eligible to apply to the **Two-Year Operating Support Grant** program, an arts organization must reside in one of the following counties which constitute the Arrowhead Region: Aitkin, Cook, Carlton, Itasca, Koochiching, Lake, and St. Louis. Your organization must also meet *all* of the following requirements:

1. Your organization must be physically located in the Arrowhead Region.
2. The majority of your programming, services, or activities must take place in Minnesota, and must primarily serve and engage Minnesota audiences and participants.
3. Your organization *must* be an arts producing, arts presenting, or artist service agency, dedicated primarily to the arts. *“Primarily” is defined as meaning more than 75% of your organization’s activities and budget must be solely dedicated to the arts.*
4. Your organization *must* have a history of at least one year of arts related programs and services prior to applying.
5. Your organization *must* have at least one paid or designated volunteer staff person.
6. Your organization *must* be a regional arts organization. Local chapters of state or national organizations *are only eligible to apply* if they are administratively independent or receive little of no funding from their parent group.
7. Your organization *must* not currently be a recipient of MSAB operating support.
8. Your organization must be a federally designated nonprofit, tax-exempt 501(c)(3) and registered as a nonprofit in the State of Minnesota at the time of application, or may use another federally designated 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, see our [Fiscal Sponsor Guidelines](#), or contact the staff by calling (218) 722-0952 or (800) 569-8134 or emailing: director@aracouncil.org.

Who or what this program does *not* fund?

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

- For-profit organizations.
- Schools, universities, churches, radio and television stations, libraries, civic organizations, or other community service agencies.
- Organizations physically located outside of the Arrowhead Region.
- Organizations which currently receive MSAB operating support.
- Grant recipients with an overdue, unaccepted or falsified final report.

Organizations are also **ineligible** to apply to this program if their primary activities:

- take place outside Minnesota, and mostly serve and engage non-Minnesota audiences and participants;
- use art as a vehicle for other than artistic goals, for example: physical or social rehabilitation, historic interpretation, or socialization;
- require artists to pay excessive fees to take part in their programming and/or services;
- are designed for private audiences that are not open to the general public;
- replace or substitute public school curriculum;
- take place in primary or secondary level parochial schools;
- attempt to influence any state or federal legislation;
- involve setting up an endowment; or
- pay debts incurred before the grant activities.

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

- A group may be awarded a *Two-Year Operating Support* grant and still be eligible to apply for and receive funding from all of ARAC’s appropriate grant programs: *Art Project*, *Rural and Community Art*, *Community Arts Learning* and *Quick Start*.
- In a single ARAC fiscal year (July 1 to June 30), an organization **may** be awarded **up to a total of \$20,000** in grant funding.
- A group receiving a *Two-Year Operating Support* grant must wait one year after filing a final report before submitting a new application.

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, October 28, 2016	Thursday, January 19, 2017	February 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 general operating activities, exhibition, presentation or performance must take place after the “earliest possible starting date.” The “earliest possible starting date” is defined as the point at which money in the project budget is spent to set the operating activities in motion (i.e., payment of professional fees, payment of contracts, or equipment

purchases) or the date when the operating activities 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 operating expense, exhibition, presentation, performance or event, signing of an irrevocable contractual commitment regarding an operating expense, exhibition, presentation or performance or event that commits ARAC funding for that particular event or activity.

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 will not be accepted.
2. Eligible applications are reviewed at an open meeting of 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 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. An interim report will be due after completion of one year into the grant period, and a final report will be due two months after the completion of the full grant period. Both reports will be completed and submitted online. Applicants are responsible for updating ARAC in writing of any major changes to their proposed project.

Starting 2015, ARAC will require Two-Year Operating Support grant recipients to submit a most recently completed fiscal year CDP Funder Report with their interim report to receive their second year payment.

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. An Appeals Subcommittee, consisting of at least three members appointed by the ARAC chair, will consider any appeals. The Appeals 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 date. 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 staff at (218) 722-0952, (800) 569-8134, or director@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

- **Artistic Excellence and Leadership:** as demonstrated by the following kinds of evidence:
 - High-quality activities and services that achieve your organization's artistic vision consistent with your organization's mission and goals.
 - Ways in which your organization's activities enable the art form to develop.
 - Opportunities for regional artists to be involved, supported, and developed.
 - Activities that contribute to the artistic growth of your constituents.
 - Qualifications and achievements of the individuals responsible for the artistic and administrative leadership of your organization.
 - The role the organization and its leaders play as advocates for the arts as a vital part of economic development in their community.
- **Management and Fiscal Responsibility:** as demonstrated by the following kinds of evidence:
 - Your organization's capacity to effectively manage its operations and resources as reflected by organizational stability.
 - Appropriate board composition, staff qualifications, and clearly articulated roles and responsibilities.
 - Appropriate planning strategies to establish and achieve the applicant's mission and goals.
 - Evidence of a planning process that includes viewpoints of artists, participants, and the community.
 - Evidence of a board commitment to fiscal stability in the region's current economy.
 - Evidence that your organization is utilizing its available resources to generate earned income and contributed income, and is implementing strategies and activities appropriate for your organization's size and community served.
- **Assessment and Evaluation:** as demonstrated by the following kinds of evidence:
 - Evidence that the applicant uses assessment, evaluation, and feedback to strengthen its programs and operations as well as measure the organization's progress and effectiveness.

- Evidence that the applicant has an evaluation plan to measure the outcomes proposed for the next two years.
 - The degree to which assessment and evaluation are being used to shape the organization’s planning process, goals, strategies, and programming.
- **Community Accessibility:** as demonstrated by the following kinds of evidence:
- Services and programs that are approachable and available to a broad public audience.
 - Evidence of efforts to address economic, geographic, physical, or cultural barriers; cultural diversity; and appropriate adherence to the Americans with Disabilities Act (ADA).
 - Programming offerings to allow Minnesotans of all ages to learn in and through the arts.

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.

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 **“Two-Year Operating Support 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 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 *Artistic Excellence and Leadership* of your organization:

Your answers in this section should articulate your organization's mission, programs and services and address how the requested funding will be spent. This criterion constitutes 25% of the review of your application.

- **Briefly describe your organization and its role in your community.**
 - *What is your organization's mission and artistic vision for the next two years? What are your organization's current programs and services and how do they address your mission; support area artists; and/or attend to the artistic growth of your constituents.*
 - *Who is responsible for the artistic and administrative leadership of your organization? Describe their artistic, organizational, and community leadership qualifications.*
- **Explain what your organization intends to do with the two-year operating support.**
- **What are the opportunities, problems, issues, or needs your organization intends to address with the requested operating support in each of the next two years? Explain how the requested operating funds will be spent. Be specific.**
- **Describe the short and long range measurable outcomes you hope to address with the operating support. Outcomes are the goals you intend to accomplish or address 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 range goals.**
- **Do you own a facility or intend to purchase equipment with operating support?**
 - *If you plan on purchasing equipment or other forms of small capital, explain how it will address the goals identified above.*
 - *Does your organization own and operate a facility? Briefly explain, if appropriate.*

Speak to the Management and Fiscal Responsibility of your organization: *Your answers in this section should articulate your organization's administrative, planning, and fiscal capabilities. This criterion constitutes 25% of the review of your application.*

- **What is your board and staff configuration? What are their roles and responsibilities?**
- **Briefly explain your board's commitment to fiscal stability.** *Is your bookkeeping, fundraising, and financial strategies appropriate for your organization's size and the community served?*

Speak to the Assessment and Evaluation Strategies of your organization: *Your answers in this section should speak to your assessment and evaluation processes. This criterion constitutes 25% of the review of your application.*

- **How does your organization use assessment, evaluation, and feedback to shape the organization's planning process, goals, strategies, and programming?**
 - *What does your organization do on an ongoing basis to assess and evaluate if your programs and services are addressing the needs of your constituents?*
 - *Do you solicit feedback on a regular basis from artists, constituents, and/or your community concerning your programs and services?*

Speak to your organization's Community Accessibility: *Your answers in this section should speak to the accessibility of your programs and services. This criterion constitutes 25% of the review of your application.*

- **Briefly explain how your current programs are accessible to a broad public audience and allow people to participate in the arts.** *Does your programming appropriately adhere to the Americans with Disabilities Act?*
 - *What does your organization currently do to address economic, geographic, physical or cultural barriers?*
 - *Do you have an ADA accessibility plan?*

Optional:

- **Is there anything more you would like to tell ARAC about your organization or your two-year operating request?**

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.

Operating Support focuses on offering two years of funding to qualified organizations to help strengthen their operations without a special emphasis on specific projects or new initiatives as a justification for funding.

Funding may support the following:

- administrative salaries and wages;
- unexpected changes to general operating expenses such as rent, supplies, utilities, travel, etc.;

Page | 9

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

- the purchase of equipment or small capital expenses;
- fees for professional consultants;
- board, staff or organizational development activities;
- networking activities;
- staff or consultant’s time to develop and create assessment and evaluation strategies;
- staff, board, or consultant’s time to create a fundraising plan that encourages sustainability; and/or
- other identified expenses necessary to the mission of the organization.

The first column contains actual revenue and expenses for your most recently completed fiscal year. The second and third columns are the projected revenue and expenses for the two years of your plan. The fourth column is a breakdown of just the expenses for which you are requesting ARAC funding. The totals for the fourth column will be the same as the amount of the Operating Support grant you are requesting from ARAC.

Most Recently Completed Year’s Actual Budget: In the first column on the budget page, list your actual revenue and expense figures for your most recently *completed* fiscal year in the line items provided. Round all estimated expenses to the nearest **\$10**.

Years 1 and 2 of Your Plan: In these columns on the budget page, list everything necessary to carry out the two years of your plan. Round all estimated expenses to the nearest **\$10**.

How to fill out the Revenue section of the budget:

1. **Cash:** List the actual and proposed cash-on-hand at the beginning of each year. This may include leftover general operating funds, past surpluses, etc.
2. **Business, Foundation, and Membership Support:** List on these lines the anticipated or received support from community businesses, foundations, or membership for each year.
3. **Earned and Endowment Income:** List on the Earned Income line revenue from tickets, registration fees, class fees, program ads, book sales, etc. List on the Endowment Income line revenue from any endowments your organization might receive in each year.
4. **Fundraisers:** List anticipated revenue from proposed fundraisers for each year.

The projected actual cash in the above line items constitute the 10% cash match required for your Two-Year Operating Support grant.

5. **Amount of the Operating Support Grant Requested:** Allot the amount of your Operating Support grant request over the two years. The grant funds may be divided up however is appropriate to address your identified needs and proposed outcomes. (\$7,500/\$7,500, \$5,000/\$10,000, etc.) Your budgets must include a cash match equaling at least 10% of your ARAC request. The 10% cash match must be dedicated to the activities in your grant proposal.
6. **Other Grants:** List projected support from other grants either anticipated or received for each year.
7. **Other:** List any additional sources of income either anticipated or received for each year.

Total all revenue for each year.

How to fill out the Expenses section of the budget:

1. **Salaries, Wages, and Benefits for Employees:** List on the Salaries and Wages of Employees line the salary and wages for all projected employees of your organization for each year. *Employees may include the staff, the project director, and/or administrative personnel necessary to carry out your plan.* List on the Employee Benefits line the projected taxes and benefits for all employees for each year.
2. **Capital Costs:** List all anticipated capital costs for each year.
3. **Marketing and Publicity:** List all anticipated marketing and publicity expenses for each year.
4. **Organizational Development:** List all anticipated development expenses related to your organization, board, and staff for each year. Include on this line the projected expenses for any proposed consultants necessary to carry out your plan.
5. **Artists' Fees:** List all anticipated artists' fees (honoraria, performance fee, teaching fee, etc.) related to your organization's programming and services for each year.
6. **Programming Costs:** List all anticipated programming expenses, not listed on other line items, related to programs and services provided by your organization for each year.
7. **Supplies and Materials:** List all anticipated expenses for expendable materials associated with your organization's programming and services for each year. Expendable items include such things as program specific supplies, refreshments, office supplies, documentation, etc.
8. **Postage and Printing:** List all anticipated expenses of paper, photocopying, printing, and postage associated with your administration, programming, and services for each year.
9. **Travel, Lodging and Per Diem:** List all anticipated expenses related to transportation, room and board for consultants, artists, teachers, and programming personnel as well as travel related expenses incurred by staff or board members for each year. *(Remember that you may not use more than 10% of the total grant for costs related to travel outside the state of Minnesota.)*
10. **Other:** List any additional projected expenses for each year.

Total all expenses for each year of the two years in your plan.

How to fill out the ARAC Request section of budget:

In the fourth column on the budget page, list your requested grant amount on the revenue line **ARAC Operating Support Grant Requested**. The amount of your grant request must equal the sum of the amounts listed on this line in the columns for Year 1 and Year 2. In the operating expenses part of this budget, list the part of each expense listed in the columns for Year 1 and Year 2 for which you are requesting ARAC **Operating Support** funding. Each budget in the columns for Year 1 and Year 2 must include a cash match of at least 10% of the amount of your grant request that is dedicated to activities that address the identified needs and outcomes in your grant proposal. You may divide your request between the Year 1 and Year 2 columns to best suit your two-year plan. In this column, your total operating revenue and expenses should be equal and match the amount of your **Two-Year Operating Support** grant request.

FINANCIAL QUESTIONS

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

- **Potential Funding Sources:** List any current or potential funding sources you anticipate receiving in the next two years.
- **Anticipated Surpluses:** Explain any anticipated surplus in either of the two years of the plan. Explain how you intend to use the surpluses.
- **Anticipated Deficits:** Explain the reason for any anticipated deficits in the next two years. Explain how you intend to address the deficits.
- **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.**
- **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).**

The following documents required for this program must be uploaded, and must be in one of the following formatting requirements: MS Word, MS Excel, or PDF. If you have any problems in uploading the required documents, please contact the office by email at info@aracouncil.org, or phone at (218) 722-0952.

- **Financial Statements:** Upload board approved financial statements for your most recently completed fiscal year.
- **Cost Estimates:** Upload documented quotes of the cost of equipment or small capital expenses, if applicable. (Ex. Estimated receipts or screenshots of proposed items for purchase.)
- **Fiscal Sponsor Agreement:** If your organization is using a Fiscal Sponsor, upload a copy of your contractual agreement. Please refer to the [Fiscal Sponsor Guidelines](#) 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 info@aracouncil.org or (218)722-0952.

- ✓ **Resumes:** Upload a single document containing one page resumes or biographical information for all principal artistic and administrative personnel, including name and title, paid or volunteer, and a summary of their roles and responsibilities. Limit each resume to no more than one side of 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. (*If you are a university, college, or unit of government, include a list of your governing board or the committee members directly involved in the planning and execution of the project with a description of their professional or community affiliations.*)

- ✓ **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 programs and services and/or
- your organization’s role, impact, or involvement in your community, the region, or beyond.

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.”