



# QUICK START PROGRAM (for Individuals)

## **Application Guidelines**

For July 1, 2017 through June 30, 2018

## **Grant Deadlines & Start Dates**

Eligible applications are reviewed weekly, as funding allows.

**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.**

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Fitger's Complex  
600 East Superior Street, Suite 404  
Duluth, MN 55802  
218-722-0952 or 800-569-8134  
[info@aracouncil.org](mailto:info@aracouncil.org)  
MN Relay Service 1-800-627-3529

# ABOUT US

**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.” 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.

**McKnight Foundation:** ARAC receives additional funding for its individual artist programs from the McKnight Foundation.

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# ABOUT THE PROGRAM

This program provides funding of up to \$1,000 for you to undertake projects requiring modest funding with minimal advance notice. This program may also be used to fund activities seeking minimal support for which other ARAC grant programs would be cumbersome or inappropriate. Examples of Quick Start projects might include, but are not limited to, the following:

- an unexpected or unanticipated opportunity to attend, or be involved in, a workshop, performance, or exhibition opportunity;
- opportunities that provide career training in the arts;
- an immediate need for equipment and/or repair to facilitate an arts-related project; or
- an unexpected or unanticipated presenting activity.

## ELIGIBILITY

To be eligible to apply for this program, you must be at least eighteen years old, a U.S. citizen or have permanent resident status, and resident of Aitkin, Carlton, Cook, Itasca, Koochiching, Lake, or St. Louis County for at least six months. Individuals enrolled in arts-related degree programs are ineligible to apply. Past grant recipients with overdue, unaccepted, or falsified final reports are also ineligible.

### **THIS PROGRAM DOES NOT FUND PROJECTS IF ANY OF THE FOLLOWING ADDITIONAL CONDITIONS EXIST:**

- × the project attempts to influence any state or federal legislation;
- × the request includes making improvements to the applicant's private property;
- × the project requires excessive entry or exhibition fees, includes tuition, fees or work toward a degree;
- × the project primarily involves developing school curriculum plans or teaching materials;
- × the project promotes religious socialization.

**Note:** While ARAC has attempted to provide a thorough and clear articulation of its eligibility rules, it reserves the right to declare an application ineligible for reasons not explicitly stated here. If you have questions about the eligibility of your project, please contact the office.

### **HOW MANY ARAC GRANTS CAN I RECEIVE IN ONE YEAR?**

- In a single ARAC fiscal year (July 1-June 30), you may receive one grant from each eligible program, as long as they are each for separate projects.

# IMPORTANT DATES

Applications are received on an ongoing basis, as funding allows. Funds are dispersed into the program quarterly, and applications are reviewed weekly until all of the available funds are awarded. The program is then closed until a new quarter begins.

Eligible projects must have a start date within 60 days of your application decision date. ARAC cannot reimburse debts incurred before your application decision date. You will receive a decision within two weeks of submitting your application.

## WHAT HAPPENS AFTER I APPLY?

1. The staff reviews all applications and materials for completeness and eligibility. Applicants are responsible for the quality and scope of their application.
2. Eligible applications are reviewed, digitally, by a panel of Board members.
3. Applicants will be notified via email of the Board's decision within fourteen days of submitting their application.
4. Successful applicants receive a grant agreement. All recipients are responsible for updating ARAC in writing of any major changes to the proposed project or activity. A final report on your grant is due within thirty days of the completion of your project.

# HOW TO APPLY

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 ARAC Grant Portal can be found both in the guidelines and on the [ARAC website](#).

## HELPFUL TIPS:

- ✓ 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 [grants@aracouncil.org](mailto:grants@aracouncil.org) to discuss the eligibility of their activity or project.
- ✓ Writing assistance is available upon request, but realize that staff assistance in no way implies your grant request will be funded. Attend an ARAC workshop if possible.
- ✓ Contact the ARAC office to view past applications. You can learn from others' success.
- ✓ Proofread your application and make sure that your narrative addresses all parts of the questions.
- ✓ Have a person who is not involved in your project read your application. It helps to have a fresh set of eyes look at your application.

# REVIEW CRITERIA

**Artistic Quality** (and/or **Educational Value** if applicable): The Artistic Quality criterion refers to the perceived quality of the artist's work. (The Educational Value criterion applies to the interactive aspect of the project. You must provide evidence that your project will create an experience related to learning about the arts that can be measured.)

**Need:** This criterion refers to how well your project meets a career goal or impacts your work.

**Timeliness:** The proposed project must have a start date within 60 days. If time is not an important issue, another ARAC grant program might be more appropriate.

**Ability:** This criterion refers to the ability of the artist to complete the proposed project.

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

## ACCESSING THE GRANT PORTAL

You can access the link to the [ARAC Grant Portal](#) through the program page on the ARAC website.

### IF YOU ARE A FIRST-TIME APPLICANT:

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

### IF YOU ARE A RETURNING APPLICANT:

1. Click "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 applications.

## TO START YOUR APPLICATION:

1. Click "Apply" on the top menu. This will bring you to a list of currently available grant programs and applications.
2. Click the "Apply" button under the "Quick Start Grant for Individuals" section to start your application.

## COMPLETING THE APPLICATION

**Tip:** The 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, impact, results, and community benefits. Therefore, your evaluation plan is an important part of this funding proposal.

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.

## NARRATIVE QUESTIONS

### SPEAK TO THE QUALITY AND/OR EDUCATIONAL VALUE OF YOUR WORK

- Describe your opportunity/activity. Include when and where it will take place, and tell us about any artists, mentors, or other participants required to make this activity happen. (Be sure to include one-page resumes for each of these individuals in the RESUME section of your application.)

- Describe the quality of your artistic work and/or the educational value of it, if applicable.

### **SPEAK TO THE NEED FOR YOUR PROJECT**

- How will this project help you meet your artistic goals?

### **SPEAK TO THE TIMELINESS OF YOUR PROJECT**

- Does this project have a start date within 60 days? Why is it important at this particular time? (If time permits, is there another ARAC grant program that might be more appropriate for this request?)

### **DESCRIBE YOUR ABILITY TO CARRY OUT THIS ACTIVITY**

- Describe up to three activities that you have done in the past that demonstrate your ability to complete this activity.

### **OPTIONAL:**

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

## **PROPOSED BUDGET**

Click on the link to download the [Grant Budget Template](#). Save 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 supplies the Council with three important pieces of information. The description and dollar values for all expenses related to your proposed request, the dollar values of the expenses for which you are requesting ARAC funds, and the sources of additional funds for the remainder of the project expenses not covered by grant funding. Refer to the following instructions when filling out this page.

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 an "in-kind contribution."

**Estimated Project Expenses:** In the first column of the Proposed Budget template list everything necessary to carry out your project. If there are not enough lines in a particular section, please combine like items and provide details in the "Notes" section on the right side of the template. Give each item a dollar value in the next column even if you expect some portion of the expense to be an "in-kind" contribution. Round all estimated expenses to the nearest \$10.

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.

The sum of everything in this column will be your **Total Project Expenses**.

**ARAC Request:** In the third column of the Proposed Budget template, list the parts of the expenses listed in the second column for which you are requesting ARAC funding. The total of the entries should equal the amount of the grant request listed in the application form.

**Estimated Project Revenue:** List the sources of how you will fund costs for your project beyond the ARAC request. Use the space provided below this if you feel it is necessary to explain the sources further.

The totals of your sources will add up to be your **Total Project Revenue**.

The **Total Project Revenue** plus the **Total Amount Requested** must equal the **Total Project Expenses**.

## 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](mailto:info@aracouncil.org) or (218)722-0952.



- **Artistic Resumes:** Include an artistic resume of no more than 2 pages with your application.
- **Additional Resumes:** Include one-page resumes for other individuals participating in your project, if applicable.
- **Letter of Confirmation:** If appropriate, your proposal requires a letter, or letters, of confirmation. Written confirmation would be appropriate, for example:
  - From a site administrator confirming dates of your exhibition, performance, reading or publication opportunity;
  - Sharing materials describing the workshop you wish to attend and confirming your acceptance into the workshop;
  - From an instructor confirming your study, mentorship, and/or travel opportunity.

## WORK SAMPLE

Provide a work sample illustrating the artistic quality of your work. Combine all work samples into one document. You may contact ARAC at (218) 722-0952 if you need assistance with converting or uploading work samples.

**Work samples can be submitted in the following formats:**

- ✓ **Images:** Up to 6 digital images (Accepted file formats: .JPG, .PDF, Word, or as a Power Point slideshow)
- ✓ **Video:** The panel will review up to 4 minutes of combined running time for selections. (Accepted file formats: .WMV, .SWF or .MP4)
- ✓ **Audio:** The panel will listen to up to 4 minutes of combined running time for all selections submitted. (Accepted file formats: .MP3, .WAV, .WMA, .AIF)
- ✓ **Written:** Up to 8 pages of play manuscript; 5 pages of single-spaced poetry; or 8 pages of double-spaced prose, fiction or creative nonfiction. (Accepted file formats: MS Word or PDF)

**For large Music and Video files:** If the upload space does not accommodate the file size you need, you may provide us with a website URL to an audio/video page (ex. YouTube, Vimeo) where we can listen to or view your selected sample.

# WORK SAMPLE DESCRIPTION

Submit no more than a one page document describing your work sample. (Accepted file formats include: MS Word, MS Excel or PDF.) Include the following information:

- ✓ A brief description of the work being presented or viewed.
- ✓ The title and completion date for each work listed.
- ✓ The information below that applies to your work sample:
  - **Images:** Identify the image by number, title, medium, dimensions, and the date the work was completed.
  - **Video/Audio:** Explain your role in the work.
  - **Written:** Include title, date completed, and page numbers.
- ✓ Provide any technical instructions for presenting your work sample.

# CERTIFICATION

Applicants will need to certify their application with an electronic signature by typing in their names in the corresponding box. Note that the typed name constitutes as a legal signature in agreement to the following statement:

“My signature below certifies that I meet all the eligibility requirements listed in the guidelines, that all the information contained in this application and its attachments is true and correct to the best of my knowledge.”