ARROWHEAD REGIONAL ARTS COUNCIL

QUICK START PROGRAM

(for Organizations)

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.

Arrowhead Regional Arts Council
Fitger's Complex
600 East Superior Street, Suite 404
Duluth, MN 55802
218-722-0952 or 800-569-8134
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 organizations 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:

- workshop, performance, or exhibition expenses that are current and timely;
- fees for opportunities that provide organizational training in the arts;
- an immediate need for equipment and/or repairs to facilitate an arts related project; or
- an unexpected or unanticipated presenting, educational, or mentoring activity.

ELIGIBILITY

To be eligible to apply to the Quick Start Grant program, an organization or group must be registered as a non-profit in the State of Minnesota and be a federal non-profit, tax-exempt 501(c)(3) organization located in the following Arrowhead counties: Aitkin, Cook, Carlton, Itasca, Koochiching, Lake, or St. Louis. If your group has not yet received federal non-profit, 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 non-profit in the State of Minnesota, you are encouraged to do so within three years of receiving your first ARAC grant. For information on how to use a Fiscal Sponsor, see the Fiscal Sponsor Guidelines page on our website, or contact us directly.

Organizations currently receiving Operating Support from the Minnesota State Arts Board (MSAB) are not eligible to apply to this or any other ARAC program, though they may serve as an eligible group's fiscal sponsor or project partner. Past ARAC grant recipients with an overdue, unaccepted, or falsified final report are ineligible to apply.

Funded projects 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.

THIS PROGRAM DOES NOT FUND PROJECTS IF ANY OF THE FOLLOWING ADDITIONAL 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 and is not open to the general public;

- ✕ the project takes place in "phases," unless the proposed "phase" can stand alone as a distinct and individual project;
- ✕ the project funds an activity that functions as graded school arts curriculum;
- ✕ the funds are requested to pay K-12 students, or college students in an arts-related degree program;
- ✕ the project includes a religious ceremony;
- ✕ the project is for capital improvement or construction;
- ✕ the funds are requested for a project that serves as a benefit or fundraiser; or
- ✕ the activity engages in political lobbying or discriminates against persons or groups.

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 MY ORGANIZATION RECEIVE IN ONE YEAR?

- In the Quick Start grant program, an eligible applicant can receive **one** grant per ARAC fiscal year (July 1-June 30).
- In a single ARAC fiscal year, an organization can be awarded grant funding of **up to $20,000 total** from applications reviewed in all eligible programs.

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 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 programming produced by the organization. (The Educational Value criterion applies to the interactive aspect of your 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 the appropriateness of the project to your organization's artistic mission and goals.

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 your organization 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 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.

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 ORGANIZATION'S 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 organization's artistic work and/or the educational value of it, if applicable.

SPEAK TO THE NEED FOR YOUR PROJECT

- Describe your group's artistic mission and tell us how the project will address this mission. How will this project help your organization meet its artistic goals or address identified needs?

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 ORGANIZATION'S ABILITY TO CARRY OUT THIS ACTIVITY

- Describe up to three activities that your organization has done in the past that demonstrate its ability to complete this activity. You can also include activities done by participating individuals in other contexts.

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**.

FINANCIALS

- **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.

- **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.

REQUIRED ATTACHMENTS

The following documents required for this program 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:** Upload a single document containing one page resumes or biographical information for all principal artistic and administrative personnel involved in your proposed project. Limit each resume to no more than one side of one page per person.

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 work samples, 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."