Art Project Program

Application Guidelines
For July 1, 2018 through June 30, 2019
Grant Deadlines and Start Dates
Friday, July 27, 2018 for projects starting after **October 1, 2018**
Friday, January 25, 2019 for projects starting after **April 1, 2019**
All projects must be completed by **May 31, 2020**

The Art Project program provides funding of up to $5,000 to support relevant, meaningful arts activities with value to the community your organization serves. Support may be used to create, perform, exhibit or publish artistic works; or to present arts events by contracting the services of other organizations or individuals.

Review Criteria

Artistic Vision (40%): The strength of the artistic concept behind your project. This includes not only the artistic quality of the artist(s) or groups involved, but also the appropriateness to the community served.

Impact (30%): The anticipated community value of your project. This includes demonstrating a clear vision of what success will look like, as well as articulating appropriate evaluation to know whether you achieved what you intended.

Ability (30%): Your organization's capacity to undertake your project. This includes: providing a budget that is realistic, feasible, and demonstrates a clear understanding of the scope of your project; adequate support materials; as well as narrative responses articulating your organization's readiness to undertake the project.

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.

Eligibility

Who's Eligible?

Organizations outside of Duluth with minimum prior year arts operating expenses of $40,000 are eligible to apply into this program. All Duluth organizations are eligible regardless of budget size. Smaller groups outside of Duluth are eligible to apply into our Rural & Community Art Project program.

What Kind of Organizations?

- State-registered and federally recognized non-profit, tax-exempt organizations
- Accredited schools
- Tribal governments
- Units of government

To be eligible, your organization must be located in the following Arrowhead counties: Aitkin, Cook, Carlton, Itasca, Koochiching, Lake, or St. Louis.

If your group has not yet received nonprofit, tax-exempt status, you may apply by using another nonprofit organization, accredited school, tribal government, or other unit of government as a fiscal sponsor. For information on how to use a Fiscal Sponsor, see the [Fiscal Sponsor Guidelines](#) page on our website, or contact us directly.

Coordination with Minnesota State Arts Board Support

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.

Projects seeking financial support from both ARAC and the Minnesota State Arts Board (MSAB) may do so only after consulting with ARAC staff.

Important Dates

Deadlines
Friday, July 27, 2018 for projects starting after **October 1, 2018**
Friday, January 25, 2019 for projects starting after **April 1, 2019**
Your project must be completed and grant funds spent by **May 31, 2020**. If you have questions please contact the ARAC office.

How Many ARAC Grants Can an Organization Receive in One Year?

- In the Art Project grant program, an eligible applicant can submit one application per deadline and can receive one grant per round.
- No more than one ARAC grant may be used to fund a single project.
- In a single ARAC fiscal year (July 1-June 30), an organization can be

awarded grant funding of **up to $20,000 total** from applications reviewed in all eligible programs.

Americans with Disabilities Act

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.

What Kinds of Things are Ineligible for Funding?

- The project is located or takes place outside the state of Minnesota; this grant may not fund out of state travel
- The project is designed for a private audience and is not open to the general public
- 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 to purchase more than $600 worth of equipment or to purchase real property
- The funds are requested for general operating support
- The funds are requested for a project that serves as a benefit or fundraiser
- Artists are required to pay excessive entry or exhibition fees to exhibit or perform
- The activity engages in political lobbying or discriminates against persons or groups
- The project was once supported by state general fund appropriations

Note: ARAC has attempted to provide a thorough and clear articulation of its eligibility rules, but 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. Grantees are responsible for complying with all federal, state, and local laws, rules, regulations, and ordinances in relation to the use of these funds. Failure to comply may result in termination or forfeiture of the grant.

Tips on Applying for Grants

- First time applicants are strongly encouraged to contact ARAC staff at 218-722-0952, 800-569-8134, or grants@aracouncil.org to discuss the eligibility of their activity or project.
- ARAC staff will review your grant application if you request that review two weeks or more before the grant deadline. 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 before pressing submit.

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.

To be eligible, your application must include all the required materials. Applications must be submitted 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.**

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 on the "Apply" button under the "Art Project Grant" section to start your application.

Completing the Application

Save your work frequently. The "Save" button is located at the bottom of the page.

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

Artistic Vision
(40% of your score):

In this section, describe the strength of the artistic concept behind your project. This includes not only the artistic quality of the artist(s) or groups involved, but also the intentionality behind the project and its appropriateness to the community served.

- What is your proposed project? Where will it take place, and what is the timeline for your activity?
- Describe the artistic vision behind your project.
- 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.

Impact
(30% of your score):

In this section, describe the anticipated community value of your project. This includes demonstrating a clear vision of what success will look like, as well as articulating appropriate assessment strategies for knowing whether you achieved what you intended.

- Describe the process behind your organization's decision to pursue this project.

- What is the anticipated community value of your project? What will success look like?
- What assessment strategies will you use to evaluate the success of your project? The methods you choose should provide your organization with answers about whether you have achieved what you intended (as described above) by doing this project.

Ability
(30% of your score):

In this section, describe your organization's capacity to undertake your project. This includes: providing a budget that is realistic, feasible, and demonstrates a clear understanding of the scope of your project; adequate support materials; as well as narrative responses articulating your organization's readiness to undertake the project.

- Why is your organization the right fit for administering this project?
- 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 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 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.

Project costs may include

- 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
- Rental fees

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

- Paying artists for the practice of their art: $24/hour or more as appropriate

- Paying artists for arts education work: $24/hour or more as appropriate, with one hour of preparation time allocated for every two hours of direct instruction

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

The Expenses Section

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.

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.

A. The totals of sections 1, 2, 3, 4 and 5 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. Remember that your total grant request may not exceed $5,000. Listed at the bottom of the first column in line A. The total of the entries should equal the amount of the grant request listed in the application form.

The Project Contributions and Revenue Section

The Project Contributions and Revenue section of the budget template supplies the Council with information pertaining to your ability to carry out the proposed project. Refer to the following instructions when filling out this section of the budget.

Identify and list all monetary contributions, proposed revenue, and the dollar value of all in-kind contributions your organization has committed for the 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.

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 section must also appear as expenses in the upper section.

The totals of parts 1, 2, 3 and 4 will be the Total Contributions and Revenue (line C). The Total Support for the Project must equal the Total Project Expenses shown on line A.

Financial Questions

These questions supply the Council with information about your organization's size and stability, and past history of grants received. Government units, or groups which are not exclusively an arts producer or presenter, should provide only their arts budgets. Schools should provide only their extracurricular arts budgets.

- **Previous Grants Received:** List any previous grants received from either ARAC or the Minnesota State Arts Board over the past two years. The purpose of giving this information is to provide additional background on the applicant organization. Indicate the type of grant, the amount received, and the year it was granted.
- **Fiscal Year Prior to the Activity Dates:** List the beginning and end 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 end 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.

- **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 in one of the following formats: Word, 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 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.)

- **Letters of Commitment (if applicable):** If your project is taking place at another site, specific letters of commitment must be included from the administrators at your secured site.
- **Federal Tax Exempt Determination Letter:** Upload a copy of the federal nonprofit, tax exempt [such as 501(c)(3)] determination letter for either your organization or the group acting as your fiscal sponsor.

Work Sample

Provide a work sample illustrating the artistic quality of your organization's programming and/or the participating artists involved in your project. 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 12 digital images. (Accepted file formats: .JPG, .PDF, Word, or as a Power Point slideshow)
- **Video:** Up to 4 minutes of video. (Accepted file formats: .WMV, .SWF or .MP4)
- **Audio:** Up to 4 minutes of audio. (Accepted file formats: .MP3, .WAV, .WMA, .AIF)
- **Written:** Up to 15 pages of play manuscript; 10 pages of single-

spaced poetry; or 15 pages of double-spaced prose, fiction or creative nonfiction. (Accepted file formats: Word or PDF)

Work samples containing multiple formats must limit the amount in each format equivalently. Please contact the office for assistance with this.

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: Word, 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 organization's or the participating artists' role in the work.
  - **Written:** Include title, date completed, and page numbers.

- Provide any technical instructions for presenting your work sample.

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: .JPG, .PDF, Word, Excel or as a Power Point slideshow.

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."

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. Reminder: Late or incomplete applications are ineligible.
2. Eligible applications are reviewed and approved by the ARAC Board. All applicants will be notified of the meeting and are allowed to observe the proceedings. All board and panel meetings are open to the public.
3. Applicants will be notified via email of the Board's decision within fourteen days of the board grant review. Successful applicants will receive a contract and a final report form which must be completed and submitted within thirty days of completion of the project. Applicants are responsible for updating ARAC in writing of any major changes to their proposed 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.

For more information
Please call our office at
(218) 722-0952
or 800-569-8134
Email our grants manager at
grants@aracouncil.org