



Arts Learning Program (Individuals)

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 Arts Learning Project program provides funding of up to \$5,000 to support arts learning activities in any arts discipline. This grant program is intended to serve as a catalyst for innovative, participatory projects which provide high-quality, age-appropriate arts education to increase knowledge, skills, and understanding of the arts. These projects may occur in a wide variety of community venues.

Review Criteria

Educational Value (50%): The quality, significance, and appropriateness of the arts instruction for the identified learners. This includes the specific qualifications of the teacher(s) or groups involved, as well as the value of the overall concept behind the project.

Impact (25%): 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 (25%): Your 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 readiness to undertake the project.

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
The Ordean Building
424 West Superior Street, Suite 104
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.

Eligibility

Who's Eligible?

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 be a resident of Aitkin, Carlton, Cook, Itasca, Koochiching, Lake, or St. Louis County for at least six months, and remain a Minnesota resident for the duration of the project. Individuals enrolled in arts-related degree programs are ineligible to apply. Past grant recipients with overdue, unaccepted, or falsified final reports are also ineligible.

Coordination with Minnesota State Arts Board Support

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 Individual Receive in One Year?

- In the Arts Learning grant program, you can submit one application per deadline.
- 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.

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 "Arts Learning Grant (Individuals)" 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.

Narrative Questions

Educational Value

(50% of your score):

Describe the quality, significance, and appropriateness of the arts instruction for the identified learners. This includes the specific qualifications of the teacher(s) or groups involved, as well as the value of the overall concept behind the project.

- What is your proposed project? Where will it take place, and what is the timeline for your activity?
- Describe the educational vision behind your project.
- Describe the qualifications of the instructors and project leaders and tell us why they were selected. If the intended instructors/project leaders have not been selected, explain the selection process that will be used. Be as specific as possible.

Impact

(25% of your score):

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 decision to pursue this project.
- What is the anticipated 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 you with answers about whether you have achieved what you intended (as described above) by doing this project.

Ability

(25% of your score):

Describe your 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 readiness to undertake the project.

- Why are you the right person to administer 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 yourself or your proposed project?

Example Lesson Plan

You are required to provide a sample of a lesson plan for your project by supplying the information listed below. This should be written for a single lesson rather than an entire course or unit of study.

- Teaching Artist Name
- Title of Lesson
- Descriptive overview of lesson objectives
- Description of arts learning community (age, grade, developmental level, number of arts learners)
- Time required for lesson
- Resources and equipment required
- Learning goals for arts learners
- Lesson activities toward outcomes
- Evaluation methods for assessment of learning goals

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 you have 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.
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.

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. Indicate the type of grant, the amount received, and the year it was granted.

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.

- **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.

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 your ability 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 your past activities or those of other project partners. These items help give the review panel a better understanding of your 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 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, and I 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 by a panel of Board and community members, and the panel's recommendations are approved by the Board. All applicants will be notified of the meeting and are 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