



## Quick Start Program (Organizations)

### Application Guidelines

For July 1, 2018 through June 30, 2019

### Grant Deadlines and Start Dates

Eligible applications are reviewed weekly, as funding allows.

All projects must be completed by **May 31, 2020**

This program provides funding of up to \$750 for your organization to undertake meaningful projects requiring modest funding with minimal advance notice. You will be asked to describe why none of our other grant programs were/are appropriate for your request.

### Review Criteria

**Timeliness and Impact (50%):** The proposed project must have a start date within 60 days and represent an immediate opportunity or need. The impact of your project is determined by the project's appropriateness to furthering or achieving your organization's artistic goals.

**Artistic Quality and/or Educational Value of programming (25%):** Your proposal should demonstrate a level of competency and clarity of vision for your organization's artistic work.

**Ability (25%):** 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 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](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.

## Eligibility

### Who's Eligible?

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

### What kind of organizations?

- state-registered and federally recognized non-profit, tax-exempt organizations
- accredited schools
- tribal governments
- units of government

If your group has not yet received non-profit, 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.

### 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 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.

### **How Many ARAC Grants Can an 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.

### **What Kinds of Things are Ineligible for Funding?**

- The project is located or takes place outside the state of Minnesota
- 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 for a project that serves as a benefit or fundraiser
- 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](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.

## 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](#).

### 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 on the "Apply" button under the "Quick Start Grant (Organizations)" 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

### Artistic Quality and/or Educational Value of Programming

*(25% of your score):*

Your proposal should demonstrate a level of competency and clarity of vision for your organization's artistic work.

- Describe your opportunity/activity 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.

### Timeliness and Impact

*(50% of your score):*

The proposed project should have a start date within 60 days and represent an immediate opportunity or need. The impact of your project is determined by the project's appropriateness to furthering or achieving your organization's artistic goals.

- When did you find out about this opportunity or need, and what is the project's timeline? Are there other ARAC grant programs that are or would have been appropriate for this request?
- Why is carrying out this activity important at this time? How will it

help your organization meet its artistic goals?

### Ability

*(25% of your score):*

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 readiness to undertake the project.

- Describe up to two 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 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. Refer to the following instructions when filling out this page.

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."

**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 Contributions and 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**.

### 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 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.

### 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](mailto: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.
- **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.

### **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: .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.
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.

### **For more information**

Please call our office at  
(218) 722-0952  
or 800-569-8134

Email our grants manager at  
[grants@aracouncil.org](mailto:grants@aracouncil.org)