



LRAC4.org

2017-2018 LRAC GRANT PROGRAM
GRANT GUIDELINES AND APPLICATION INSTRUCTIONS

PROJECT GRANT

LRAC welcomes your questions about eligibility, grant programs, and application support for grant applications. First time applicants are especially encouraged to contact the LRAC office prior to starting an application, after first reviewing the guidelines and application instructions.

Contact: Betsy Ostenson, Grant Manager to set up appointment in person or by phone.

Grant Information

- Amount:** up to \$3,000 per application
- Purpose:** To fund productions, exhibits, touring artists & school residencies.
- For:** Non profit art organizations & governmental entities such as K-12 schools and community eds, colleges and universities departments, museums, libraries, and municipalities.

Grant Schedule

Round #1

- Fall Project Grant* *Project Start dates must be after October 18, 2017*
- Grant Writing Webinar** Tuesday, July 18, 2017
- Application Deadline:** **Midnight, Tuesday, September 12, 2017**
- Grant Review:** Tuesday, October 17, 2017

Round #2

- Spring Project Grant* *Project Start Dates must be after March 21, 2018*
- Grant Writing Webinar** Tuesday, December 12, 2017
- Application Deadline:** **Midnight, Tuesday, February 6, 2018**
- Grant Review:** Tuesday, March 20, 2018.

Revised: July 1, 2017

FUNDED BY:

This Lake Region Arts Council Grant Program is funded through a Minnesota State Legislative appropriation."

IA. GENERAL INFORMATION

- ☑ This program is funded by an appropriation from the Minnesota State Legislature.
- ☑ Project Grant activities must be directly involved in the creation, performance and/or exhibition of art.
- ☑ Any project using art as a secondary vehicle for achieving another goal should consider applying to a more appropriate funding source.
- ☑ Proposal budgets must include a 20% cash match from applicant.
- ☑ All proposed projects and activities must have an end date no more than 12 months from the proposal start date.
- ☑ Applicants may request funding of up to \$3,000.00 per project.
- ☑ Applicants may apply for more than one project per grant round.
- ☑ No applicant may receive more than \$5,000 per fiscal year for multiple projects in Project Grants.

IB. PROJECT GRANT CATEGORIES

Project grant activities can include, but are not limited to:

A. Production or Exhibition Activities:

1. The project directly involves the creation, performance or exhibition of art, or the development of an art form.
2. Projects in which a variety of components are drawn together to compose a local or regional arts festival or fair may be funded for specific components of the festival or fair which involve artists or promotional efforts.
General operating support for festivals or fairs is not available.

B. Guest Artists:

may be contracted from outside the organization for the purpose of artistic development. The focus is on providing the audience access to a wide variety of professional arts experiences, such as:

- ▶ Performances by a touring artist(s) or company (ies)
- ▶ Assembled exhibitions and displays that tour
- ▶ Film and video screenings
- ▶ Public readings.

No more than 10% of the total grant can be spent on travel cost (mileage, air fare, room and board) to bring in a presenter from outside the state of Minnesota.

The project may concentrate on:

1. Developing the applicant organization
2. Developing the artists or arts resources of the community
3. Presenting a public performance by the visiting professional with or without the members of the applicant organization.

C. School Residencies for K-12 Public Schools:

School applicants should develop residency programs that **enhance** existing school curriculum. A school residency will include an interactive learning component. The role of the artist-in-residence is to work in cooperation with teachers to devise a plan which best corresponds to the strengths of the artist and the needs of the classes.

Applicants must make sure that some component of the residency is accessible to the community, such as a public performance or exhibit.

The Lake Region Arts Council will not fund any school residency project that receives funding from the Minnesota State Arts Board.

IB. PROJECT GRANT CATEGORIES (CONTINUED)

D. Organizational Development:

This support is for the development of the organization to promote its artistic growth.

It is not for the continuation of ongoing managerial functions or regular staff costs.

Types of support can include:

1. Administrative or consultant services:

Funds for managerial or consultant projects for the purpose of improving existing programs or developing new programs.

Most grants for administrative or consultant services will be awarded on a one-time basis.

Applications for a second grant for a similar project may be considered again; however organizations must demonstrate substantial need and commitment to carrying on the position after initial funding.

These services may include: public relations, audience development, design assistance, fiscal management, and other related management activities.

2. Production or planning services:

Activities that support and/or assist the needs of arts organizations and artists, or of the art needs of the general community by being commonly administered or coordinated by one agency.

Most grants requested for consultants to assist in the production or planning of arts services will be awarded on a one-time basis.

E. Publications:

Funds are available for the production of literary magazines and small press books.

Grants are also available for special publications on the arts.

Monies may be requested for editorial services, production costs, and compensation for contributing writers or distribution.

A publication that is distributed only to an organization's membership is not eligible.

F. Workshops, Classes and Arts Awareness Projects:

Activities or materials may include classes, conferences or workshops, publications, films, exhibits and other presentations of this nature.

These activities may also culminate in a public performance or exhibit by participants.



"This activity is made possible in part by a grant from the Lake Region Arts Council with funds appropriated by the Minnesota State Legislature from its general fund.."

Note: Applicants may apply for more than one project in one grant round by submitting a separate application for each project.

II. ELIGIBILITY OF APPLICANT

Any incorporated non-profit organization can apply for grant funds from the LRAC for arts events.

An applicant must meet all of the following requirements:

A. Tax exempt status:

The applicant group must have a 501(c)(3) tax-exempt status with the Internal Revenue Service **that is an arts producing, arts presenting, or artist service organization dedicated solely to the arts.**

Use of a fiscal agent is allowed on the organization's first application. Only one application from applicant using a fiscal agent is allowed during a grant round. The process of obtaining 501(c)(3) status must have been initiated or obtained for any subsequent applications. The proof of this step should be a copy of IRS Tax Exemption Filing from 1023 or 1023EZ.

Arts Organizations with the arts as their primary focus are required to have an up-to-date Cultural Data Project (CDP) Financial profile for the most recent completed fiscal year.

Organizations that are a unit of government already have tax-exempt status. This includes cities, public schools, community education, libraries, recreation departments, and state departments or agencies.

In compliance with advice from the Minnesota Attorney General's office regarding 1985 rulings of the U.S. Supreme Court, the LRAC may not provide grants using state funding to parochial or other religious schools serving grades K-12.

B. Non-profit status with the state of Minnesota and located in Minnesota

The applicant group must have Articles of Incorporation on file with the Minnesota Secretary of State's office. **If using a fiscal agent**, the fiscal agent must have Articles of Incorporation on file with the state of Minnesota.

The applicant must be located in Minnesota and in the LRAC region, specifically the counties of

Becker, Clay, Douglas, Grant, Otter Tail, Pope, Stevens, Traverse, and Wilkin.

C. Submit a complete and accurate application providing all requested information.

The proposed budget must be accurate, detailed and appropriate to the purpose of the project.

3. The proposal's budget income section must include a minimum cash match of 20% of the total project cost.

D. Applicant must have submitted and received approval of **any final reports due** to the LRAC prior to the **Project Grant application deadline date. (new this year)**

E. Any organization receiving Operating Support Grants from the Minnesota State Arts Board in the current LRAC fiscal year is **not eligible** to apply for LRAC Project Grants. However, McKnight Operating Support grantees **are eligible** to apply for LRAC Project Grants.

Not eligible are:

1. For-profit businesses.
 2. Applicants that do not have arts/culture related activities as the focus of their proposals.
 3. Religious organizations.
 4. Organizations intending to influence public policy.
 5. Applicant organizations that are established and/or located outside of Minnesota.
 6. Applicant organization that have an outstanding final report due to the LRAC.
 7. Organizations that have not submitted a complete and accurate application providing all the requested information, supporting documents and legal documentation.
- The proposed budget must be accurate, detailed, and appropriate to the purpose of the project.

III. ELIGIBILITY OF PROJECT

Please be sure that the proposed project does not conflict with any of the following restrictions.

The Lake Region Arts Council Project Grant program will not fund:

- A. Projects in which the arts are not given primary emphasis.
- B. Applications by individuals or for profit groups.
- C. Grant applications submitted electronically, after midnight on the deadline date.
- D. Activities intended solely for fund raising.
- E. General operating support or requests that would reduce or eliminate accumulated deficits.
- F. Projects for capital improvement, endowment funds, construction, or purchase of real property (land or buildings).
- G. Purchase or long-term rental of property (including art work) or equipment costing more than **\$200 per item** or with an estimated useful life of more than one year.
- H. Payment to any employee of the applicant organization. (Services of non-professional members may be claimed as "in-kind" contributions.) Based on Minnesota Statue 129D19, "employees of a school district and their community education programs will be considered as employees of the same organization". **(New this year:)** If the applicant is a department of a higher education institution, any employee of the applicant institution will be considered an employee of the applicant organization and is not eligible for LRAC funding.
- I. Events that take place outside the borders of the LRAC region. All grants funds may only be spent on projects located in Minnesota.
- J. Projects in which the activity is essentially for religious socialization.
- K. Projects where more than 10% of the total grant is spent on travel cost (mileage, air fare, room and board) to bring in a presenter from outside the state of Minnesota.
- L. Events from which proceeds will benefit a secondary group,
- M. Activities that include in the budget: hospitality costs or purchase of supplies for "resale items," including food. *This applies to receptions and events, not to cost of meals for performing artists.*
- N. Projects involving payment of exhibition/booth fees by artists. However, it is recommended that groups charge reasonable jury/entry fees or fees for workshop or learning activities, including those which involve a public performance of skills learned in that workshop.
- O. Projects, *any component* of which is primarily limited to students*, staff or members. (Such as Girl Scouts, 4-H, series subscription concerts, etc.)
***Exception:** This does not apply to school residency projects. A school residency will include an interactive learning component. (See "Project Grant Categories")
- P. General operating support for arts festivals or fairs. Requests must be for *specific arts components* of the festival only.
- Q. Use of the grant funds for awards or prizes to the participants of the project.
- R. Proposals that include a *series of events*. A project is considered a series of events or works if different programs or performers are presented on different days. One program offered on several different dates or in multiple sites is not considered a series. A multi-day workshop is not considered a series.
- S. **(New this year:)** Payments to any applicant organization for any services, space rental, or other considerations that are owned or offered by the applicant organization. School districts and their community education programs are considered as one applicant, as are institutions of higher education and their departments.

The content, accuracy and completeness of an application are solely the responsibility of the applicant.

IV. REVIEW PROCEDURES

Grant Review

- ▶ LRAC Board members receive copies of all applications, either electronic or paper copies, at least one week prior to the review session. .
- ▶ After grant applications have been formally submitted, board members are prohibited from discussing them with grant applicants. Applicants should direct questions to the LRAC office staff.
- ▶ Review meetings are open to the public. In fairness to all applicants, the council will consider only the information on the application form with accompanying supporting materials. Applicants may not offer additional information at the grant review meeting.
- ▶ The LRAC Board observes strict procedures to prevent any conflict of interest.
- ▶ In arriving at decisions, LRAC Board members determine

First, the eligibility of the applicant and

Second, the eligibility of the project.

The LRAC Board discusses each application in relation to the project eligibility criteria.

Any applicants that are determined to be ineligible shall be eliminated from the review process.

- ▶ Next, through majority vote, the LRAC Board determines whether the grant application will be eligible for full funding based on the three review criteria or denied funding based on specific criteria.

- ▶ **All applications must at least be approved on Criteria A on page 9, section VI.**

All applications submitted on the deadline date are not eligible for revisions and no corrections or changes are permitted to the application.

It is therefore to the applicant's advantage to submit the grant application well before the deadline date.

Ranking

- ◆ Each approved grant application will be ranked. Points acquired by each application are totaled and divided by the number of council members ranking that project. Projects are ranked in order from high score to low score. Grants are then awarded according to their rank.
- ◆ Applicants should be aware that although an application may be approved for funding, its rank might determine that it will receive partial or no funding.
- ◆ If two applications receive identical rankings, the application with the earliest submission date will be given priority.
- ◆ If the applicant accepts partial funding, a revised budget will be submitted. If the applicant refuses partial funding, the amount will be offered to the next applicant on the ranking list.

Notification Process

Applicants are notified of funding decisions within two weeks after the grant review. A notification email will be sent to the applicant.

Applicants wishing to know the funding decision after the LRAC Grant Review may log back into the LRAC Grant Site to check out the status of their application or call the LRAC office **after 3 p.m. the following day**

If funding is approved, the applicant will be required to submit a Grant Contract and the Request for Payment form on line..

Payment and Final Report

Upon receipt of the signed grant contract and the "request for payment" form, 80% of the grant funds will be presented to the grantee.

Upon receipt of the final report, the remaining 20% of the grant funds will be sent to the grantee if the final report conforms to the original project approved by the Board.

V. REVIEW CRITERIA

The Lake Region Arts Council makes an effort to distribute available funds fairly and equitably among the different art forms and across the different geographic and cultural areas of the region. Projects supported by the LRAC are expected to encourage and reflect the highest possible standards of artistic excellence.

The LRAC uses the following review standards for all applications.

A. Merit and artistic quality of the Project or of the service to the arts

Considerations used to address this criterion may include the following:

1. How well do the resources (qualifications of artistic personnel, facilities, activities, etc.) meet the project goals?
2. How well does the project meet or advance the artistic goals of the organization?
3. How does the project contribute to the artistic development of the respective art form and/or audience?
4. How does the project increase the variety of arts opportunities in the community or attempt new approaches to existing arts programs?
5. How does the proposed project stand out among similar efforts?

If the application is determined to be of sufficient merit or artistic quality as to indicate further review, the following criteria will be applied.

B. Need for the project

Demonstrated need by artists, arts organizations, art resources, or the public.

Considerations used to address this criterion may include the following:

1. Does the application demonstrate there is community involvement and support for the project? (i.e.: in kind contributions, community partnerships, collaboration with other organizations, etc.)
2. How does the project meet some of the artistic needs of the community?
3. How does the budget demonstrate financial need?

C. The ability of the applicant to accomplish the project

Considerations used to address this criterion may include the following:

1. Is the project budget feasible?
2. Are the marketing and publicity plans appropriate for the project and organization?
3. Does the organization's budget demonstrate fiscal responsibility?
4. How is the per person subsidy appropriate to the needs and goals of the project?

VI. GRANT RECIPIENT RESPONSIBILITIES

If a grant is received, the grantee must:

A. Sign and submit to the LRAC within **45 days of mailing**, one copy of the LRAC Request for payment" form and the grant contract, which includes the following:

Terms of Agreement:

1. The project will be carried out in compliance with the project description, budget and dates as set forth in the application. **Any significant revisions in the project must receive prior approval of the LRAC before expenditure of grant funds.**

The types of changes would include large budget expenditures, i.e. in excess of \$500, changing artists, venues or dates, or scope, focus or artistic intentions or the project. Any requests for revisions submitted between LRAC Board meetings will be considered at the next scheduled meeting. **Depending on the decision made by LRAC at the meetings, the grantee may or may not be required to return money to LRAC or may or may not receive their final 20% payment.**

2. **Access to participation** in the project will not be limited on the basis of national origin, race, religion, age or sex.
3. The following **credit line must appear** on all programs and publicity related to the project: ***This activity is made possible in part by a grant from the Lake Region Arts Council with funds appropriated by the Minnesota State Legislature from its general fund.***
4. **Within 60 days after completion** of the project, a **narrative and financial final report** will be submitted online. This final report will include samples of publicity, programs, etc. containing the LRAC credit line in item 3, which will be sent to the LRAC office by email or regular mail.

B. Be legally responsible for the completion of the project and for the proper management of the grant funds.

If a fiscal agent is used, it must be a tax-exempt 501(c)(3) non-profit organization, or any unit of government such as: cities, public schools, public libraries, recreation departments, or departments or agencies of the state.

The fiscal agent must have a written contract with the applicant that specifies the responsibilities of each.

The contract with the fiscal agent must be submitted with the application form.

The fiscal agent must sign the application form and, if a grant is received, sign the grant contract. The fiscal agent is legally responsible for the completion of the project and for the proper management of the grant funds.

The fiscal agent is **not** responsible for the completion of the final report, but is responsible for the verification of it through signature.

- C. **Maintain** records, documents, or papers that show evidence of use of grant funds. The LRAC reserves the right to audit the project and/or the organization if circumstances warrant it.
- D. **Comply** with the requirements of the federal Americans with Disabilities Act (ADA) or show evidence of a plan to accommodate persons with disabilities. For assistance with this topic, contact the LRAC office at 218-739-5780 or contact:

VSA arts Minnesota at 1-800-801-3883 or visit <http://mn.vsarts.org>.

VII. GRANT TERMINATION

A grant contract may be terminated at any time:

- ⇒ By mutual written consent of the LRAC and the recipient;
- ⇒ Upon the written request of the recipient, but such termination shall not necessarily relieve the recipient of its responsibilities as set forth in the contract;
- ⇒ By the LRAC upon the failure of the recipient to comply with one or more of the conditions of the contract. Such termination shall be effective upon receipt of written notice by the recipient.

VIII. REVOCATION OF FUNDS

A commitment of funds to a recipient may be rescinded by the LRAC if one of the following conditions exists:

1. The recipient does not return the signed contract and/or attachments within 45 days of the date it is received.
2. The recipient does not return a revised budget and project description within 30 days of the date of notification of the LRAC action by letter.

Occasionally, additional "riders" or conditions will be placed on the use of the grant funds. These conditions, or in some cases recommendations, from the council, will be clearly outlined in the contract.

IX. APPEALS POLICY AND PROCEDURE

Grant applicants may appeal the decisions of the LRAC only on the basis of procedure used during the review of the grant applicants. The appeals procedure is as follows:

1. Applicants must notify the LRAC office, in writing, of their wish to have an appeals hearing and the basis for the appeal. The applicant has **ten business days from the date of receipt** of the LRAC funding decision to submit this letter.
2. The appeals committee reviews the request for an appeals hearing and recommends to the chair whether or not there is a basis for an appeal. This recommendation is sent to the chair within ten business days of receipt of the request for an appeals hearing.
3. The chair then authorizes an appeals hearing or denies the request based on the committee report. If it is determined that there is no basis for an appeal, the applicant is so informed. The chair must take one of these actions within ten business days of receipt of the appeals committee recommendation.
4. When an appeals hearing is authorized, it is scheduled by the appeals committee chair with the applicant. Following the hearing, the appeals committee makes a recommendation to the LRAC at its next regularly scheduled meeting.
5. The LRAC then reviews the committee recommendations and makes a final decision on the appeal. The applicant is then notified of the LRAC's decision within ten business days of that LRAC meeting.

X. APPLICATION INSTRUCTION

Application Assistance

Applicants are encouraged to contact the LRAC office early in the planning process so the staff can provide assistance.

In addition, grant application tips sheets are available online at the LRAC website, LRAC4.org under the **Grants** heading, Tip Sheets.

LRAC Board members may also provide advice and assistance to applicants during the grant preparation period. After applications are formally submitted, LRAC Board members are prohibited from discussing them with grant applicants.

An LRAC Board member who provides assistance in grant preparation must declare a **conflict of interest** and may not vote on or rank that application.

Advice and assistance from the LRAC staff or Board during the application process does not guarantee that the application will be completely free of errors or omissions.

Grant Training Webinars

First time applicants are encouraged to complete the new grant training webinars available starting July 2017. Check out the LRAC4.org website and Newsletter for more information on dates and times.

There will be three levels of training for potential applicants.

1. Grant Writing for Organizations
2. LRAC Grant Programs Overview
3. LRAC Project Grant

LRAC Online Grant Application

New this Year: LRAC is switching over to a new online grant application system. All applicants will need to start by creating a logon profile in the new system.

Going forward, your email address will be your user name. If you forget your password, you will be able to create a new one 24/7 without LRAC assistance.

Click on the APPLY link on the LRAC4.org website to create your logon profile to start your grant application

If you are a returning LRAC applicant, you will need to create a new logon profile in new LRAC online system.

Application Submission

After you have logged in, you will move into the Dashboard. Start the grant application by clicking on the Apply button.

The application must be submitted to the LRAC Grants online application website by **midnight of the deadline date.**

When the application is received in the LRAC office, it will be checked by the LRAC staff for completeness.

If the application is incomplete, an effort will be made to contact the applicant prior to the distribution of the applications to the LRAC Board to obtain needed information, or to correct minor errors.

It is therefore to the applicant's advantage to submit the grant application in advance of the deadline date.

Supporting Documents and Work Samples

New this Year: Supporting documents and work samples will be uploaded into the Attachment section of the online grant application. There is no authorized signature page in the new application.

Applicants will need to follow the instructions in the application for correct file size and format for uploading their documents.

Submission Confirmation

Once the application has been submitted to the LRAC online grant program, the applicant will receive an email which will be their confirmation of their submitted grant application. *The applicant should save this email to document their submission date and time.*