CULTURAL COMMUNITY PARTNERSHIP
FY 2020 GRANT PROGRAM

Program overview and application instructions

Application deadline
Before 4:30 p.m. Friday, September 13, 2019

Application review: December 2019
Board approval: January 2020
Project dates: March 1, 2020 – February 28, 2021
The Minnesota State Arts Board
The Arts Board strives to ensure that all Minnesotans have the opportunity to participate in and benefit from the arts. Its mission is to stimulate and encourage the creation, performance, and appreciation of the arts in the state.

Through its grant programs and other activities, the Arts Board works to achieve the following strategic outcomes:
- The arts are essential to a vibrant society
- The arts are interwoven into every facet of community life
- Minnesotans believe the arts are vital to who we are
- People of all ages, ethnicities, and abilities participate in the arts
- People trust Minnesota’s stewardship of public arts funding
- The arts thrive in Minnesota

The Minnesota State Arts Board is governed by eleven private citizens who are appointed by the governor. More than 250 volunteer advisory panel members are appointed each year to review grant applications and make recommendations to the board.

The Arts Board provides financial support and services to encourage the creation, performance, and appreciation of arts in the state. Arts Board programs are intended to reach out to all Minnesotans, regardless of geographic location, economic situation, age, racial/ethnic characteristics, or disability. Funding for Arts Board programs and services is appropriated by the State of Minnesota, with supplemental support from the National Endowment for the Arts.

In addition, Minnesota’s eleven regional arts councils provide grants for arts activities in their regions. The Arts Board acts as fiscal sponsor to the councils, but each council has local decision making authority over the state funds it receives. For more information about grant opportunities and programs specific to applicant’s region, please visit the Regional Arts Councils section of the Arts Board Web site: www.arts.state.mn.us/racs/

Minnesota’s arts and cultural heritage fund
In November 2008, Minnesotans passed the clean water, land, and legacy amendment to the Minnesota Constitution. As a result, over twenty-five years, three-eighths of one percent of the state’s sales tax will be dedicated as follows:
- 33 percent to a clean water fund,
- 33 percent to an outdoor heritage fund,
- 14.25 percent to a parks and trails fund, and
- 19.75 percent to an arts and cultural heritage fund

Proceeds from the arts and cultural heritage fund “may be spent only on arts, arts education and arts access and to preserve Minnesota’s history and cultural heritage.”
## Contents

**Program Overview**

- Cultural Community Partnership ................................................................. 1
- Outcomes ............................................................................................................ 1
- Grant amount .................................................................................................... 1
- Project period .................................................................................................... 2
- Eligibility ............................................................................................................ 2
- Unallowable costs .............................................................................................. 4
- New for FY 2020 ............................................................................................... 4
- Highlights of existing procedures ..................................................................... 5
- Panel review ....................................................................................................... 5
- Review criteria ................................................................................................. 6

**Application Instructions** .................................................................................. 7

- WebGrants registration form ............................................................................. 7
- How to start an application ............................................................................... 7
- Application deadline ...................................................................................... 7

**Application Checklist** .................................................................................. 9

- Application forms .......................................................................................... 10

**General Program Information** ...................................................................... 22

- Important notes ............................................................................................... 22

**For Questions or Help** .................................................................................. 23
Program Overview

Cultural Community Partnership

The Cultural Community Partnership grant program is designed to enhance the careers of individual artists of color. Artists, at any stage in their careers, can apply for grants to help support collaborative projects. Applicants can collaborate on a project with another Minnesota artist of color or with a Minnesota nonprofit organization.

The proposed project must be designed to further the artist’s career or enhance the artist’s artistic abilities. Each project must include a community component that will draw visibility to the artist’s work. A public performance, exhibition, reading, open workshop, or demonstration that the public can attend, are some examples of possible community components.

Cultural Community Partnership funds may be used for purposes such as:

• Creation and presentation of artworks representing the heritage of artists and/or communities of color.
• Creation and exhibition of visual art, either contemporary or traditional.
• Creation and presentation of plays, music, or choreography.
• Support of public art and design projects for neighborhoods or communities.
• Arts components of neighborhood festivals or celebrations.
• Support of advanced study or residency for an individual artist with an arts organization.
• Support of mentorship between a master artist and apprentice.
• Activities directly related to enhancing an artist’s career.

Outcomes

Cultural Community Partnership program outcomes

The goal of the Cultural Community Partnership program is to encourage collaborative projects that create visibility and career development opportunities for individual artists of color. Proposed projects must address at least one of the following program outcomes:

• Minnesota artists of color develop their artistic practice, public profile, audiences, or professional network.
• Both project partners develop authentic relationships and arts experiences within or across diverse communities.
• Grantee organizations change, expand, or enrich the ways they connect to their communities.

Applicant project outcomes

Every project must have measurable outcomes that relate to program outcomes. Grantees will be expected to evaluate their activities and be able to demonstrate measurable achievements related to outcomes. For details on outcomes, see page 10.

Grant amount

Minimum grant amount – $1,000
Maximum grant amount – $8,000
An applicant may request and receive 100 percent of total project cash expenses up to $8,000.

A grantee organization may receive no more than 50 percent of its total operating expenses from the Arts Board. The 50 percent cap will be based on the applicant’s total operating expenses for fiscal year 2017, as demonstrated in its fiscal year 2017 financial statements. The identification of a “fiscal year” is the year in which it ends. For example: if an applicant’s fiscal year runs October – September, the period ending September 2017 would be FY 2017. Arts Board support includes an Operating Support grant, Community Arts Education Support grant, one or more project grants, or a combination of operating and project support. This cap does not apply to individual artists.

An organization that did not exist or had no financial activity in fiscal year 2017 may only request the minimum grant amount. Grant funds are considered taxable income for individuals.

Applicants who are awarded a grant in one of the Arts Board programs may not receive additional funding in another grant program for the same project.

An individual may apply for, but may not receive, an Arts Board Cultural Community Partnership grant and an Artist Initiative grant in the same year. If an applicant receives a grant in one program, and still has an application pending in the other program, she or he must withdraw the pending application.

The board reserves the right to award full or partial support for proposed activities.

Project period
This program funds activities that will take place between March 1, 2020, and February 28, 2021.

Eligibility

Highlights of Cultural Community Partnership eligibility requirements
- An individual or organization may be the official applicant on only one application in this program.
- An affiliate and its host organization may not both apply for a grant from the same program.

An eligible organization must:
- Be a section 501(c)(3) tax-exempt organization;
- Be located and operating within Minnesota; and
- Employ at least one paid individual, at the time of application, in a contract or salaried position, to provide administrative and/or artistic oversight of the project.

An eligible individual applicant or partner must:
- Be a professional artist applying as an individual;
- Be a United States citizen or have attained permanent resident status;
- Be at least 18 years of age;
- Have been a Minnesota resident for at least six months prior to the application date, and must continue to reside in Minnesota throughout the contract period; and
• Be an artist of color who is proposing a collaborative project with another artist of color or with a Minnesota nonprofit organization.

All applicants - an application will not be eligible if any of the following are true:
1. Artists are required to pay excessive entry or exhibition fees in order to exhibit or perform in the project or program for which funding is sought;
2. Funds are requested for payment of debts incurred before the grant activities begin;
3. Funds are requested to support activities that are essentially for the religious socialization of the participants or audience;
4. Funds are requested to support activities in primary or secondary level parochial schools;
5. Funds are requested for activities that attempt to influence any state or federal legislation or appropriation;
6. Funds are requested to pay for capital costs, such as improvements, construction, property, or endowment funds;
7. Funds are requested to pay for equipment costing $5,000 or more;
8. The complete application is not received by the Arts Board before 4:30 p.m. on the application deadline;
9. The applicant has any overdue reporting requirements as specified in a previous contract with the board;
10. The applicant is not in compliance with any active contract with the board;
11. The applicant does not make all events open and accessible to the general public;
12. The applicant does not establish admission charges for the events proposed in the application, although it would be feasible to do so;
13. Funds are requested to start, match, add to, or complete any type of capital campaign;
14. Funds are requested to support activities that will not take place within the geographic boundaries of Minnesota;
15. Either the individual applicant or the individual partner received a FY 2019 Artist Initiative grant;
16. Either the individual applicant or the individual partner received a FY 2019 Cultural Community Partnership grant as either the official applicant/grantee or the artist partner;
17. Either the individual applicant or the individual partner received two or more Cultural Community Partnership grants as either the official applicant or the artist partner.

Additionally, applications from individuals that include any of the following items will be ineligible:
1. Activities that involve any organization at which the applicant is employed and/or from whom the applicant receives a W-2 or 1099 form;
2. Paying for tuition, fees, or work toward any degree;
3. Paying for translating another person’s literary work;
4. Developing curriculum plans, teaching materials, or teaching programs that are intended to be used in the applicant’s regular course of employment;
5. Covering the costs of relocating the applicant’s legal address/residence outside the state of Minnesota;
6. Paying for the establishment of any type of arts, other nonprofit, or for-profit organization.
Unallowable costs
The following activities do not make an application ineligible, but Cultural Community Partnership funds may not be used for these purposes:
1. To support salaries or overhead of public or private schools, colleges, or universities;
2. To support academic credit producing activities or events which are primarily oriented to postsecondary students and the academic community;
3. For activities that take place outside of the project period;
4. For activities primarily intended to serve elementary or secondary school students;
5. For work on scholarly manuscripts;
6. For any activity that violates federal, state, or local laws, ordinances, or policies. Failure to comply with this requirement may cause the grant to be terminated and funds to be forfeited.

New for FY 2020
Volunteers
Individuals who contribute their time are an important asset to the success of arts organizations and programs. Beginning this grant cycle, applicants are asked to report in the Artist and Participant Estimates form the number of individuals who will be engaged in the grant period as volunteers.

Contributions from individuals
Charitable donations from individuals are the largest source of contributed income in the country. Beginning this grant cycle, applicants are asked to report in the Artist and Participant Estimates form the number of individuals they expect will make financial contributions in the grant period, and to describe the strategies they are using to generate contributions from individuals. Do not report the amount of money contributed by individuals; instead, report the number of individual donors making a financial contribution of any amount.

Earned income
Applicants should charge a fee for admission or participation whenever it is feasible to do so. Free programming may be a necessary strategy in limited circumstances—when cost is a barrier to participation, or when activities will take place in a setting (like a school or senior center) where it isn’t reasonable to charge for the service.

The Arts Board expects applicants to consider all options and implement appropriate strategies for generating earned revenue. This may include ticket or admission fees; fees for service; sales of artworks, merchandise, or concessions; etc.

Beginning this grant cycle, applicants are asked to report in the Artist and Participant Estimates form an estimate of individuals they expect will pay admission or fees in the grant period.

If an applicant intends to offer free programming, it must clearly explain in the application narrative why free programming is necessary to meet the needs of its intended participants, and provide evidence that cost is the barrier to participation.
**Demographic information**
Beginning in this grant cycle, applicants will need to complete these new forms:
- The Artistic Discipline and Populations Benefiting form – All applicants will estimate the demographic characteristics of the groups they intend to serve during the grant period.
- Demographic forms – Applicants and partners will provide demographic information.

Arts Board advisory review panels will consider the information provided in relation to the review criteria.

**Highlights of existing procedures**

**Maximizing earned revenue:** To be eligible for all Arts Board programs, applicants must establish admission charges whenever it is feasible to do so. Some arts events are not admission based and in some circumstances free or discounted admission may be appropriate. However, in all circumstances earned revenue should remain a priority in project budgets. In order to foster financial investment from all participants and promote sustainability, the Arts Board expects applicants to consider all options and implement appropriate strategies for generating earned revenue. This may include admission fees, merchandise sales, fees for service, concessions, sales of artworks, etc. If a project will not be charging admission and/or earning revenue, the applicant should clearly articulate the reasons for those choices in the proposal.

**Artistic and support services compensation rates:** The Arts Board does not specify compensation rates. Instead, compensation for artistic services, including production and technical costs, and compensation for support services, such as project management, evaluation, planning, marketing, technical work, etc. should reflect industry standards, market rates, and the skill and experience of the worker. Rates should be appropriate to the project’s needs and clearly justified in application materials. For example, if a proposal budget includes a marketing consultant at $50/hour, the applicant should explain in the narrative what project needs demand that rate and what skills, expertise, and results the consultant will provide.

**Panel review**

All Minnesota State Arts Board grant applications are reviewed and discussed in open, public meetings. Applicants are encouraged to attend and listen to the discussion, however, they will not be able to make a presentation or participate in the discussion. Dates of review meetings are posted on the Calendar page of the Arts Board Web site: [http://www.arts.state.mn.us/calendar](http://www.arts.state.mn.us/calendar).

Cultural Community Partnership applications will be reviewed by an advisory review panel that will take place in December 2019. The panel will consist of seven members who have experience in the art forms and disciplines being reviewed. Panel makeup is designed to reflect the demographics of the applicant pool.
Review criteria

Proposals will be reviewed and grants awarded, based on the degree to which the applicant addresses the following three review criteria.

**Artistic quality**
(0 - 20 points available)
- Technical skill, mastery of craft;
- Innovation;
- Originality;
- Personal artistic vision/voice;
- Work that evokes or provokes emotion, connection, intellectual inquiry, or other response from an audience.

**Merit and feasibility of the collaboration**
(0 - 20 points available)
- Impact of the project on the artist(s) career(s) is clearly identified;
- Collaboration is specific and achievable;
- Actions are logical, detailed, and address any barriers;
- Budget is appropriate to the scale of the collaboration;
- The project outcome(s) is specific, promotes artistic growth, and is appropriate to the current career level of the artist(s);
- Community component draws visibility to the work of the artist(s);
- Collaborating partner has a clearly defined role and is a strong and appropriate match for the applicant.

**Expansion of arts programming within and outside of Minnesota communities of color**
(0 - 20 points available)
- Cultural diversity is strengthened in Minnesota;
- Programming, not currently available, will be offered or enhanced;
- Suitable promotion plan and budget are described to insure community attendance and/or involvement in the community component.

Extra consideration is given to first-time applicants to the Arts Board in this program.
Application Instructions

First time applicants are encouraged to carefully review the Program Overview and Application Instructions and then call the program officer prior to beginning an application.

All applicants are required to use the WebGrants system to apply, and will submit all materials electronically. An online tutorial is available that illustrates how to use the WebGrants system. Viewing this tutorial along with WebGrants Frequently Asked Questions on the Arts Board Web site is strongly recommended.

WebGrants registration form

All applicants must be registered as users in the WebGrants system in order to apply to any Arts Board program. New users must register before they may begin an application. Register early. Registrants will receive a WebGrants user ID and password within one to two business days, which will also be used for subsequent WebGrants applications and grants management activity. An online tutorial is available on the Arts Board Web site to guide new users through the registration process.

How to start an application

- Log in to WebGrants
- Select: Funding Opportunities
- Select: The appropriate funding opportunity
- Select: Start a new application

After an application is started, a complete list of questions asked and information needed to complete the application can be generated by clicking the “Application Details” button on the Application Forms screen.

Application deadline

Applications must be submitted to and accepted by the online WebGrants system BEFORE 4:30 p.m. on Friday, September 13, 2019.

- All forms including those that you feel may not apply to you must be opened and marked as complete before clicking “Submit.”
- Submit well before the deadline to ensure that the complete application is transmitted to and received by WebGrants BEFORE 4:30 p.m.
- After the deadline, applicants will be alerted through the WebGrants system if there are issues with an application that require attention. To ensure that e-mail notices don’t go to a junk e-mail folder, enter the WebGrants e-mail address webgrants@apply.mnartsboard.com in your address book.
Although the WebGrants system will remain visible and accessible to users beyond the application deadline, the system is designed to prevent late applications from being submitted. At 4:30 p.m. on the deadline day, WebGrants will stop accepting applications.

The Arts Board is not responsible for the failure of Internet service providers to accept or deliver application materials.

The Arts Board will only accept applications that are submitted and accepted by the online WebGrants system before the 4:30 p.m. deadline, and will not grant an applicant extra time after the deadline to submit an application. There are no exceptions.

When an application is successfully submitted, a confirmation will be sent to the applicant by e-mail. Applicants are strongly advised to print and keep a copy of this e-mail as proof of their submission.

Any applicant that fails to submit all the required materials, or submits incomplete materials, will jeopardize the eligibility of its application.

IMPORTANT NOTE

The Arts Board advises that applicants plan ahead and begin applications well in advance of the deadline.

The Arts Board receives many calls and e-mails on the last few days before, and especially on the day of, a deadline. It makes every effort to respond to all inquiries, in the order they are received, but depending on the volume, may not be able to do so.

Applicants that need assistance should NOT wait until the day of the deadline, and/or the last few hours before the deadline, to contact the Arts Board. Doing so may jeopardize your ability to submit an application before the deadline.

Be proactive. Submit your application well in advance of the deadline to prevent the possibility that unforeseen problems will cause you to miss the 4:30 p.m. cutoff.
Application Checklist

<table>
<thead>
<tr>
<th>Fiscal year 2020 application forms (Fill out in WebGrants)</th>
<th>Details on page</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Information Form</td>
<td>10</td>
</tr>
<tr>
<td>Eligibility Questionnaire – <em>complete this form first</em></td>
<td>10</td>
</tr>
<tr>
<td>Outcomes Form</td>
<td>10</td>
</tr>
<tr>
<td>Artist and Participant Estimates Form</td>
<td>12</td>
</tr>
<tr>
<td>Partnership Plan Form</td>
<td>12</td>
</tr>
<tr>
<td>Budget Form</td>
<td>14</td>
</tr>
<tr>
<td>Financial Support Materials Form</td>
<td>17</td>
</tr>
<tr>
<td>Applicant Qualification Form(s)</td>
<td>18</td>
</tr>
<tr>
<td>Partner Information and Qualification Form</td>
<td>20</td>
</tr>
<tr>
<td>Artistic Discipline and Populations Benefiting Form</td>
<td>21</td>
</tr>
<tr>
<td>Applicant and Partner Demographic Forms</td>
<td>21</td>
</tr>
<tr>
<td>Certifications and Signature Form</td>
<td>22</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Attachments (Attach to WebGrants application)</th>
<th>Details on page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Financial materials</td>
<td>17</td>
</tr>
<tr>
<td>Tax-exempt materials</td>
<td>17</td>
</tr>
<tr>
<td>Applicant qualification materials</td>
<td>18</td>
</tr>
<tr>
<td>Partner qualification materials</td>
<td>20</td>
</tr>
</tbody>
</table>
Application forms

Formatting narrative text
Applicants are strongly encouraged to prepare narrative text in another format (i.e., in a word processing document) and then copy and paste it into WebGrants. Fields with length limits are measured in characters, not words, and include spaces. Word processors format rich text using unseen formatting tags, counting against the character length limits. To maximize the number of characters available for text, avoid unnecessary formatting.

Do not include links in narrative text fields. All hyperlinks will be disabled.

General Information Form

Primary contact
The primary contact is the person responsible for completing and submitting this application, and is the liaison between the applicant and the Arts Board.

Additional contacts
If more than one person registered in WebGrants is associated with the applicant, all of their names will be listed here. If more than one person will be working on the application, select their names from this list.

Project title (250 characters maximum)
This field will automatically populate with the name of the funding opportunity.

Organization
An applicant organization should select its name from the drop-down list. Individual applicants should select “Apply as Individual.”

Eligibility Questionnaire – complete this form first
To determine if an applicant is eligible to apply for this Minnesota State Arts Board grant, answer “Yes” or “No” to each question in the “eligibility” section. In the “use of program funds” section, acknowledge that you have read and understand the prohibited use of program funds statements. Acknowledge reading the Tennessen warning.

Outcomes Form
Information in this form addresses the fit between the applicant’s outcomes and this program’s identified outcomes, as well as the applicant’s ability to effectively evaluate achievement of those outcomes.

Applicant project outcomes (150 characters maximum)
State at least one distinct and measurable outcome that the applicant intends to achieve with the support that would be provided by this Arts Board grant. A second outcome is optional. The
applicant project outcome must support one of the following Cultural Community Partnership program outcomes:

- Minnesota artists of color develop their artistic practice, public profile, audiences, or professional network.
- Both project partners develop authentic relationships and arts experiences within or across diverse communities.
- Grantee organizations change, expand, or enrich the ways they connect to their communities.

**Crafting meaningful project outcomes**

An outcome describes change in knowledge, attitude, skill, behavior, or condition among the people a project is designed to benefit. Effective project outcomes are specific, measurable, and can be reasonably achieved by the proposed activities. Outcomes always have two parts: the first one describing the person/people who will change, and the second one describing what that change will be. Outcomes for different programs might look like the following:

- The artist will develop skills in (a new medium, community engagement, marketing, etc.).
- The program participants will feel (empathy toward others, confidence in their own artistic ability, etc.).
- The audience will become comfortable with (the art form, the presenting organization, the subject of the piece, etc.).

Avoid using statements like the following:

- The artist will create seventeen paintings.
- The festival will present twenty or more artists to an audience of 1,000 people.
- The company will tour the production to five communities.

These statements describe only the project activities, and do not describe a change in knowledge, attitude, skill, behavior, or condition among the people a project is designed to benefit.

**How will the applicant’s project outcome(s) be evaluated?** (250 characters maximum)

State the method(s) the applicant will use to evaluate progress toward each outcome.

**Cultural Community Partnership program outcomes**

For each applicant outcome, select an Arts Board program outcome that the activities of the grant period will achieve. More than one applicant project outcome can support the same program outcome.

For assistance crafting outcome statements, contact the program officer.

For information about outcomes based evaluation, applicants may refer to **Getting started with program evaluation**, a resource guide published by the National Assembly of State Arts Agencies.

The proposed and actual outcomes, as well as the evaluation plan, will be posted on the **Minnesota Legacy Web site**.
Artist and Participant Estimates Form

Report an estimate for the grant period in each of the categories listed below. If awarded a grant, the grantee will be asked to provide actual figures as a part of the final report, and to explain any differences.

- **Artists** — Enter the number of *artists who will be providing art or artistic content* for the grant activities. Include living artists whose work will be represented whether or not the work is provided by the artist or an institution.

- **Participants**
  - *Children/youth (0 – 18 years) engaged; Adults engaged* — Enter the number of people who will directly engage with the arts, whether through attendance at arts events or participation in arts learning or other types of activities in which people will be directly involved with artists or the arts. Do not count individuals reached through TV, radio, or cable broadcast; the Internet; or other media. Avoid inflated numbers.

- **Broadcast/electronic**
  The following figures are not relevant for most applicants, and are not intended to estimate marketing or promotion efforts. Provide *only* if project content will be delivered in these media. If not applicable, enter zero.
    - *Broadcast audience* — Estimate the total audience for radio, television, and recordings of these activities. Do not count anyone more than once.
    - *Electronic audience* — Estimate the number of audience members who will engage in arts programming through digital or online platforms. Do not count repeat visitors more than once.

- **Community contributions**
  - Number of individuals making charitable contributions — Enter the total number of individual contributors you estimate will support the grant activities.
  - Number of individuals engaged as volunteers — Enter the total number of volunteers you expect to support the grant activities.
  - Number of paying participants — Enter the estimated number of individuals who will pay admission or other fees to participate in the grant activities.

Partnership Plan Form

1. **Public statement** *(225 characters maximum)*
   - If the application is funded, this statement will be used for publicity purposes such as posting on the Arts Board Web site. Write in the third person, use complete sentences, and speak to a general audience. Example: Jane Doe and John Smith will create and perform *ArtWork*, a two person play that uses poetry to explore social justice issues.

2. **Plan narrative** *(7,500 characters maximum)*
   - This is roughly equivalent to two single-sided, single-spaced pages, with one-inch margins.
Include the following headings in the plan:

a. **Background**
   - Provide information about the applicant’s work. If the applicant is an artist, describe the artist’s work and career level (for example, emerging, mid-career, well established). If the applicant is an organization, describe the organization and its mission.
   - Provide information about the partner’s work. If the partner is an artist, provide information about the partner’s work and career level (for example, emerging, mid-career, well established). If the partner is an organization, describe the organization and its mission.

b. **Project outcome(s)**
   - Copy and paste the project outcome(s) from the Outcomes Form (page 10).
   - Describe how the outcome(s) will promote artistic or professional growth for the artist(s).
   - Discuss why the outcome(s) is the appropriate next step on the artist(s) career path, and how this partnership will impact the artist(s) career.

c. **Barriers**
   - Identify why the outcome(s) of this project can’t be achieved without the support of a Cultural Community Partnership grant.

d. **Actions**
   - Describe each partner’s role in the project.
   - Outline the activities that each partner will undertake to address the barriers and achieve the project outcome(s).
   - Explain why these activities are likely to result in the artistic and/or professional growth for the artist(s).
   - Provide a project timeline that lays out individual steps of the process; be sure the budget reflects the expenses related to the actions you identify.

e. **Community component**
   - Identify how the public will be able to participate in the project. A live and in person community component that provides meaningful public engagement and draws visibility to the artist(s) work is required. Online electronic media can be an aspect of the project, but do not satisfy the requirement for a live and in person community component. Some examples of possible community components are a public performance, exhibition, reading, open workshop, or demonstration that the public can attend. Venues and dates do not need to be confirmed at the time of application but it should be evident that viable options have been considered.

f. **Impact on the artist(s) and community**
   - Describe the impact of the project on the applicant and the partner and how the project will increase visibility for the artist(s).
   - Describe how a grant will strengthen cultural diversity within the state of Minnesota.
Budget Form

Before entering financial data into WebGrants, applicants are strongly encouraged to prepare draft budgets and check work in a spreadsheet. To support this, an optional budget spreadsheet tool is available as a resource to download on the Cultural Community Partnership program page of the Arts Board Web site.

Validate financial information
1. The total revenue must equal the total expenses. The Difference must be “0” to indicate a balanced budget.
2. The Arts Board request must be between $1,000 and $8,000.
   If either of these conditions are not met, click “Edit” and make necessary corrections.

In-kind
Projects may, but are not required to, have in-kind donations. In-kind includes the value of goods and services donated to the project. Some examples include donated services, advertising, artist accommodations, space use, and printing. Artist compensation cannot be included as in-kind. When calculating the in-kind value of volunteer time, use the Minnesota minimum wage rate. The in-kind amount will be copied to the revenue and expense sections of this form. Sample in-kind description: rehearsal space at City Center School for the Arts = $500; 3 nights at Sweet Rest Motel @ $100/night = $300.

Revenue
In the narrative text box, provide an explanation for every line item with a dollar amount entered, or enter “N/A” if line item doesn’t apply. Applicant should indicate if income is committed or pending. (1,000 characters maximum, for each line item)

Project earned income is any income earned through fees or sales related to the proposed project. In order to foster financial investment from all participants and promote sustainability, the Arts Board expects applicants to consider all options and implement appropriate strategies for generating earned revenue. This may include admissions, merchandise sales, fees for service, concessions, sales of artworks, etc. If a project will not be charging admission and/or earning revenue, the applicant must clearly explain in the application narrative why free programming is necessary to meet the needs of its intended participants, and provide evidence that cost is the barrier to participation.

Applicant cash or other income may be funds from the applicant’s and/or collaborator’s accumulated resources budgeted for these activities. Other income includes private donations, grants from foundations, corporations, collaborators, local governments, or the federal government.

SAMPLE REVENUE DESCRIPTION

Earned Income: 50 tickets @ $10/each = $500.

Applicant cash or other income: Personal savings $1,000 (committed); Kickstarter campaign (pending).
Regional arts council grant(s) includes any anticipated funding for the proposed project from any of Minnesota’s eleven regional arts councils.

Other income subtotal – This line will calculate automatically and will only be seen after selecting “Save.”

Arts Board request is the amount the applicant requests from the Arts Board to support the project. The Arts Board request is automatically calculated by WebGrants using the following formula: total expenses minus other income, excluding in-kind.

Project revenue subtotal – This line will calculate automatically and will only be seen after selecting “Save.”

In-kind revenue will be filled in automatically.

Revenue total – This line will calculate automatically after clicking “Save.”

Expenses
In the text box, provide an explanation for every line item with a dollar amount entered. or enter “N/A” if line item doesn’t apply.

Artistic and support services compensation rates: The Arts Board does not specify compensation rates. Instead, compensation for artistic services, including production and technical costs and compensation for support services, such as project management, evaluation, planning, marketing, technical work, etc. should reflect industry standards, market rates, and the skill and experience of the worker. Rates should be appropriate to the project’s needs and clearly justified in application materials. For example, if a proposal budget includes a Web designer at $50/hour, the applicant should explain in the narrative what project needs demand that rate and what skills, expertise, and results the designer will provide.

Artist compensation includes amounts paid to artists/arts organization(s) for project activities.

Other project personnel includes compensation paid to all nonartist personnel for project activities. Examples: lighting tech, Web designer, stage crew.

Travel includes artist’s travel expenses within the state of Minnesota, accommodations, food, transportation, etc. Arts Board funds may not be used for travel outside of the state or travel expenses related to bringing artists and organizations into the state to participate in the project.

Rent includes payments for use of space that is needed for the project and is not routinely used by the applicant. Examples: payments for rental of rehearsal space, theater, hall, gallery, or artistic studio.

Materials and supplies includes cost of items used in the creation or delivery of the project. Examples: fabric, notions, rehearsal CDs, DVDs, etc.
Promotion and marketing includes expenses specifically identified with promoting or publicizing the project. Examples: newspaper advertising, printing and mailing brochures, flyers, programs, posters, etc.

Equipment purchase includes payments for the purchase of equipment essential for the project. Equipment means an article of nonexpendable, tangible property, or a combination of articles with a single purpose, having a useful life of more than one year. The total amount requested to purchase equipment must be less than $5,000. If an organization has established a lesser capitalization level, that lower level applies. Examples: purchase of musical instruments, cameras, kiln, etc.

Equipment rental includes payments for the rental of equipment essential for the project. Examples: lighting, costumes, sound equipment, etc.

In-kind expense will be filled in automatically.

Other includes any other expense necessary to successfully carry out the project. Example: documentation, software, workshop fees, reception expenses, evaluation, permits, or costs to ensure accessibility.

Expenses total – This line will calculate automatically after clicking “Save.”

SAMPLE EXPENSE DESCRIPTION

Artist compensation: Research and studio time 100 hours @ $30/hr. = $3,000.

Other project personnel: Web designer $1,500.

Travel: Mileage 500 miles @ .56/mile = $280; per diem 3 days @ $32 per day = $96.

Rent: Theater rental $500.

Materials and supplies: Fabric and notions $500; rehearsal CDs and DVDs $100.

Promotion and marketing: Advertising $700; postage $300; printing $500.

Equipment purchase: XYZ sound system $1,000.

Equipment rental: Lighting instruments and control board $750.
Financial Support Materials Form

**Financial materials**

Use the chart below to determine the correct financial document(s) to submit, if any.

**File naming requirement**

- Name files with a combination of the applicant name and document title. For example: YourOrganizationName-Financial20xx.pdf, or YourOrganizationName-501c3-Determination.pdf
- Use only letters of the alphabet, numerals, underscores, or dashes in file names. Do not use commas, periods, other punctuation marks, or special characters, as these may result in file corruption.

<table>
<thead>
<tr>
<th>Applicant type</th>
<th>FY 2017 documents to attach (as PDF files)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organization with FY 2017 annual revenue of more than $750,000</td>
<td>Certified audit</td>
</tr>
<tr>
<td>Organization with FY 2017 annual revenue of $50,000 – $750,000</td>
<td>IRS form 990 or 990-EZ, or certified audit. If your organization’s fiscal year begins on January 1, attach the IRS 990 dated 2017. If you’re attaching a 990, and your organization’s fiscal year does NOT begin on January 1, attach the IRS 990 dated 2016.</td>
</tr>
<tr>
<td>Organization with FY 2017 annual revenue of less than $50,000</td>
<td>Internal board approved financial statements for fiscal year 2017, which must include the statement of financial activities (income and expense) and statement of financial position (balance sheet) for fiscal year 2017</td>
</tr>
<tr>
<td>Organization that did not exist or had no financial activity in fiscal year 2017</td>
<td>No financial attachments are needed.</td>
</tr>
<tr>
<td>Individual applicant</td>
<td>No financial attachments are needed.</td>
</tr>
</tbody>
</table>

The identification of a “fiscal year” is the year in which it ends. For example: if an applicant’s fiscal year runs October – September, the period ending September 2017 would be FY 2017.

**Tax-exempt materials**

*If the applicant is a 501(c)(3) organization,* attach the applicant’s IRS 501(c)(3) letter of determination (PDF file).
Applicant Qualification Form(s)

If two artists are collaborating, each artist must submit artist qualification materials. If an artist is collaborating with an organization, the artist must submit artist qualification materials and the organization may submit artist qualification materials.

Applicant qualification materials
A complete set of artist qualification materials includes:
1. Resume
2. Work sample(s) and description

Any applicant or partner that does not have a complete set of artist qualification materials will jeopardize its inclusion in the project.

1. Resume (two pages maximum; attach as PDF)
   - Provide evidence of strong career commitment, relevant educational background, training, mentorship, experience as an artist, and artistic recognition.

2. Work sample
   A strong work sample accomplishes the following:
   - Illustrates an artistic voice and technical skill;
   - Provides evidence of the artistic quality of an artist’s work;
   - Documents the artwork itself, not the quality of teaching or the experience of a demonstration;
   - Supports the stated intentions of the proposed project;
   - Shows work made in the last four years;
   - Is documented in a medium that best represents the work.
   If there is a compelling reason to disregard the above approach to work samples, address it in the work sample description statement.

Work samples with voiceovers or additional text that aim to describe the work or provide additional information are unallowable. Promotional or marketing documentation is not appropriate as a work sample. Unallowable work samples will not be reviewed, thereby eliminating the artist from consideration in the project.

Notes about rights
1. The works and the rights to those works resulting from Arts Board grants are the sole property of the artist(s).
2. Artists must not present the work of others as their own work. When adapting, incorporating, or significantly drawing upon others’ work, proper attribution is expected.
3. All application materials submitted to the Arts Board are public information.
4. The Arts Board may use images submitted as work samples in promotional materials and online.
**Work sample formatting and quantity**

<table>
<thead>
<tr>
<th>Work sample type</th>
<th>Submission file type</th>
<th>Maximum quantity</th>
<th>Format and tips</th>
</tr>
</thead>
<tbody>
<tr>
<td>Images</td>
<td>JPG only</td>
<td>10 images, under 2 MB each</td>
<td>• Images will be projected three at a time.</td>
</tr>
<tr>
<td>Audio</td>
<td>MP3 only</td>
<td>5:00 minutes</td>
<td>• Include only the material intended for panel review.</td>
</tr>
</tbody>
</table>
| Video            | Attach PDF file containing Vimeo URL link | 5:00 minutes | • Include only the material intended for panel review.  
• If private viewing is selected, provide the video specific password in the PDF document along with your Vimeo URL.  
• For help with Vimeo, visit [www.vimeo.com/help](http://www.vimeo.com/help)  
• No video slide show of images |
| Written work     | PDF only             | 10 pages         | • Remove title pages, table of contents, etc.  
• Include only the material intended for panel review.  
• Prose: double spaced  
• Poetry: single or double spaced  
• Scripts: formatting should follow industry standards |

Panelists will only review the allowable lengths for work samples.

If using a combination of work sample types, **follow this conversion ratio**: 30 seconds = 1 page = 1 image. Conversion ratio examples:

- 2 minutes audio/video + 6 images = 5 minutes total
- 7 pages + 3 images = 5 minutes total
- 3 pages + 5 images + 60 seconds audio/video = 5 minutes total

*Vimeo warning:* Keep video work samples on Vimeo until after grants have been awarded; make no changes. Removing or altering a video before the public panel meeting jeopardizes the eligibility of the application.

**File naming requirements:**
- Use **only** letters of the alphabet, numerals, underscoring, or dashes.
- Do **not** use commas, periods, other punctuation marks, or special characters, as they may result in file corruption.
- Name files as: document Title-document Number-last Name-first Name

Examples:  
- Worksample-1-Doe-Jane  
- Resume-2-Doe-Jane
Work sample description

1. **Title the work** – Enter a title for the artwork.
2. **Order to view** – Select a number to indicate preferred viewing order at the panel review meeting.
3. **Completion date** – Enter the date on which the artwork was completed. If the sample is a work in progress, state “work in progress.”
4. **Type** – Select the type of work sample submitted (image, audio, video, written work).
5. **Medium/Role/Genre**
   a. For images, select “medium” and provide the medium (e.g., acrylic, wool, etc.).
   b. For audio or video samples, select “role” and describe the artist’s role in the artwork, (e.g., guitar player, choreographer, voice of the bear in the story). If the artist has multiple roles in the work, please list all roles (e.g., composer/conductor, poet/performer).
   c. For written work, select “genre” and provide the genre of the artwork (e.g., science fiction).
6. **Dimensions/Duration/Pages**
   a. For images, select “dimensions” and provide the dimensions of the original artwork in both numbers and unit of measurement (e.g., 24” x 12”).
   b. For audio or video samples, select “duration” and state the length of the sample and the length of the complete artwork (e.g., 2:00 minutes of a 46:00 minute symphony).
   c. For written samples, select “pages” and provide the number of pages of the portion of the artwork that will be read in the work sample (e.g., eight pages of a 12 page scene, or three pages of a 200 page novel).
7. **Statement (optional):** 250 characters maximum
   The panel will read this as they view the work sample. This is an opportunity to provide information that will help the panel understand the work sample.

Partner Information and Qualification Form

Partner qualification materials

1. **Partnership agreement** (attach in PDF format)
   The agreement certifies that the partner has agreed to participate in the project.

2. **Artist partner resume** (attach as PDF file – two pages maximum)
   The resume should provide evidence of strong career commitment, relevant educational background/training/mentorship, experience as an artist, and artistic recognition.

3. **Organization partner background information** (attach as PDF file – two pages maximum)
   Provide information about the organization, its mission, programs, staffing, and board.

4. **Work samples are required for artist partners only.** Please follow instructions starting on page 18. Organizational partners may provide work samples but are not required to do so.
Artistic Discipline and Populations Benefiting Form
The Arts Board uses information entered on this form to prepare aggregate reports mandated by the National Endowment for the Arts, as well as to monitor its own efforts to reach all of Minnesota's demographic groups. Information in this form is used by review panels to determine which key demographic groups the applicant intends to serve.

Project information
Select the label(s) that most clearly identify the proposed project's artistic discipline.
• A primary discipline is mandatory. If the project ONLY presents puppetry, select Primary discipline: Theater, puppetry.
• A secondary discipline is optional. If the project primarily presents puppetry, but ALSO presents storytelling, select Primary discipline: Theater, puppetry; Secondary discipline: Theater, storytelling.
• From the arts education choices provided, select the one which best describes the educational goal of the proposed activity, if applicable.

Age of benefiting population
Distinct benefiting populations
Geography of benefiting populations
Racial/ethnic population benefiting

Enter numbers that, by your best estimate, are the percentages of each population directly benefiting from grant activities during the period of support. These responses should refer to populations engaged directly, rather than through broadcasts or online programming. For age, geography, and race/ethnicity selections, the total percentage should equal 100 percent or more.

Applicant and Partner Demographic Forms
The Arts Board uses demographic information to prepare aggregate reports for the National Endowment for the Arts, as well as to monitor its own efforts to reach all of Minnesota's demographic groups. Information in these forms will be used by review panels to determine the extent to which applicant or partner demographics reflect those of the populations served. All demographic forms must be completed.
• In Form A, an organization should report the actual or estimated percentage of its project staff, board, and/or project team who identify with the characteristics listed. For age, geography, and race/ethnicity selections, the total percentage should equal 100 percent or more.
• In Form B, individuals should select all the categories with which they personally identify. If an individual is not a U. S. citizen, but has the status of permanent resident, attach a copy of permanent resident card to this form as a PDF file.
Certifications and Signature Form

Applicant’s certification
If the applicant is an organization, the signature of a corporate official having the authority to enter into legal agreements on behalf of the applicant is required. If the applicant is an individual, the applicant is the authorizing official.

Minnesota law authorizes state government agencies to conduct transactions electronically. Minnesota Statutes 302A.015 defines an electronic signature as "an electronic sound, symbol, or process attached to or logically associated with a record and executed or adopted by a person with the intent to sign the record."

The names in the signature list are the applicant's registered WebGrants users. If the authorizing official's name is not in the list, register the authorizing official into WebGrants through the My Profile selection on the WebGrants main menu. Entering an individual’s name in a signature box constitutes the individual's electronic signature. The signature certifies that all information in the application is true and correct. It also certifies that the applicant meets all the program eligibility requirements, and intends to use the granted funds only for allowable purposes.

General Program Information

Important notes
• Tennessen warning
  The use of the information that an applicant provides to the Arts Board is governed by the Minnesota Government Data Practices Act (Minnesota Statutes, chapter 13).

  Any person who registers on the Arts Board’s WebGrants system, as an individual or a representative of an organization, agency, or group, must provide name, address, and additional contact information in order for the board to process grant applications. Failure to provide required information will prevent the applicant from being able to receive a grant from the Arts Board.

  Members of the public may request to review, or receive copies of, any information that an applicant provides to the Arts Board. Arts Board staff and volunteers; authorized personnel from the Minnesota Office of the Legislative Auditor, Minnesota Management and Budget, and the Minnesota Department of Administration will have access to the data. Authorized personnel from the Minnesota Department of Revenue, the Office of the Inspector General, and Office of the Comptroller General of the United States may have access to the data. If a court issues an order requiring disclosure beyond the parties and purposes described here, the Arts Board will comply.

  The contents of grant applications to the Arts Board become public data at the public review meeting at which they are considered.

• Funding for this program is dependent on a grant from the National Endowment for the Arts. The Arts Board expects to award approximately $104,000 through this grant program in FY 2020. In the most recently completed grant cycle (FY 2019), the Arts Board was able to

- Individuals and organizations that are awarded a grant will be expected to implement the project as proposed, and to submit a final report after the grant period ends that explains what activities took place and what outcome(s) were achieved. The grantee also will need to provide a financial report that compares projected costs to actual costs and accounts for how state funds were spent.

- Equal opportunity to participate in and benefit from the programs of the Minnesota State Arts Board is provided to all individuals regardless of race, national origin, color, sex, age, religion, sexual orientation, or disability in admission, access, or employment.

- Upon request, Arts Board materials will be made available in an alternate format.

**For Questions or Help**

Sample applications are posted on this program’s page of the [Arts Board Web site](http://www.arts.state.mn.us). For questions about eligibility or the content of the application, please contact:

Sherrie Fernandez-Williams, program officer  
[Sherrie.Fernandez-Williams@arts.state.mn.us](mailto:Sherrie.Fernandez-Williams@arts.state.mn.us) ..................................(651) 539-2672

For questions about the technical aspects of the application forms, or questions about electronic submission, please e-mail the Arts Board at: [apply@arts.state.mn.us](mailto:apply@arts.state.mn.us)

The following staff member may also be called regarding technical aspects, but e-mail is preferred.

Tom Miller, WebGrants project manager.............................................(651) 539-2660

All staff can be reached toll-free at ...................................................(800) 866-2787