



NWRDC/McKnight  
Hispanic Arts Projects

Program Guidelines &  
Application Form



EXPERIENCE SALSA DANCING

Application Deadlines:  
May 15, 2007

Northwest Regional Arts Council  
Northwest Regional Development Commission  
115 South Main  
Warren, MN 56762

Questions? Contact Mara Wittman, Arts Council Director  
1-800-646-2240 (218) 745-6733  
[www.nwrdc.org/arts.htm](http://www.nwrdc.org/arts.htm)  
[mara@nwrdc.org](mailto:mara@nwrdc.org)

# NORTHWEST REGIONAL ARTS COUNCIL



**McKNIGHT**  
**HISPANIC**  
**ARTS**  
**PROJECTS**

## GENERAL INFORMATION

The Arts Council of the Northwest Regional Development Commission is one of eleven regional arts councils in the State of Minnesota. The regional arts council system provides a decentralized mechanism for the distribution of arts funding.

The Northwest Regional Arts Council offers granting programs, information services, technical assistance, and arts programs to residents of the seven counties of northwestern Minnesota. The seven-county area includes Kittson, Marshall, Norman, Pennington, Polk, Red Lake and Roseau Counties.

The Northwest Regional Arts Council developed the Hispanic Arts Project Grant program with McKnight Foundation funding to promote traditional and contemporary Hispanic arts in the region. Salsa Dancing is featured in this special May 15, 2007 deadline.

## APPLICANT ELIGIBILITY

- Any public or private school in our Northwest Region is eligible to apply. Northwest Region includes Kittson, Marshall, Norman, Pennington, Polk, Red Lake, and Roseau Counties.
- Any community group or organization in the Northwest Region is eligible to apply. Northwest Region includes Kittson, Marshall, Norman, Pennington, Polk, Red Lake, and Roseau Counties.

## HOW TO APPLY

Submit the salsa dancing application form and your narrative page. Please keep a copy for your records; you will need to refer to it if we call you with any questions. Applications may not be faxed nor e-mailed.

The deadline date is May 15, 2007. Applications must be postmarked by the deadline date, there will be NO EXCEPTIONS. You are responsible for determining how late your local post office will be open to cancel mail with the necessary date. If you prefer to deliver your application directly to our office, you may do so, however, it must be given directly to our staff by 4:00 pm of the deadline date.

Mail applications to : NW Regional Arts Council, 115 South Main, Warren, MN 56762

## REVIEW PROCESS AND CRITERIA

- The Northwest Regional Arts Council Director will review the applications for accuracy, completeness, and eligibility.
- Council members with a conflict of interest in regard to a specific applicant or project, declare such and comply with the Northwest Regional Arts Council Policies and Procedures.
- Applications will be reviewed solely on the application form and supporting materials submitted.
- In reviewing the applications, the Council members will first determine the eligibility of the application, based both on the individual's eligibility and the project restrictions. Any projects which are determined to be ineligible shall be eliminated from the review process.
- Through majority vote, the Council will make a recommendation for full funding or denial of funding based on the following review criteria:
  - a. the project's link to the school or community group and to the artist's creative and professional growth as demonstrated in the application form and the letters of recommendation.
  - b. evidence that the school/organization will share this activity with the public
- If an application is recommended for funding, the Council will then rate the application.

- Applications will be ranked in descending numerical order. A copy of the Northwest Regional Arts Council's Rating Form is available upon request.
- Grants are awarded to the extent of funds available. If two applications receive identical ratings, the application with the earliest receipt date will be given first priority. Applicants should be aware that even though an application may be recommended for funding, its ranking may fall below the line of available funds.
- The recommendations of the Regional Arts Council will be submitted to the Northwest Regional Development Commission for action.
- All applicants will receive a notification letter of acceptance or rejection within 20 days after final review of the application by the NWRDC.
- Any applicant who can show cause that established grant review procedures were not followed may file an appeal according to NWRDC policies which are available upon request.

## GRANTEE RESPONSIBILITIES

If a grant is received, the grantee must:

1. Sign and submit to the NWRDC within 45 days of receiving the funding notice, the contract and a request for payment form.
2. Agree that the project will be carried out within the project calendar year. Any changes must be requested and approved, in writing and in advance, with the Arts Council office.
3. Include the following credit line in all publicity, advertising, news releases, printed programs, and promotional material:  
 "This activity is funded by a grant from the McKnight Foundation through the Northwest Regional Development Commission."
4. Insure that access to participation in the project will not be limited on the basis of national origin, race, religion, age or sex.
5. Be legally responsible for the completion of the project and for the proper management of the grant funds.
6. Submit the final evaluation form along with supporting materials within thirty(30) days of the project's completion to ensure no future penalty.
7. Permit the NWRDC reasonable access to all activities supported by the NWRDC for purposes of an audit or evaluation. The NWRDC shall have access to any books, documents, papers, and records regarding the granted project. These records and supporting documents shall be retained for a period of three (3) years following the completion of the project.
8. Return the entire grant award to the NWRDC in the event the project cannot be completed as stated in the application.

If necessary, additional but clearly outlined conditions will be added to the contract.

## GRANT PAYMENT AND FINAL REPORT

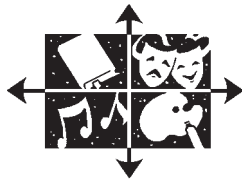
Payment of 100% of the grant award will be sent to the grantee within forty-five (45) days after the signed Grant Contract and Request for Payment are received by the NWRDC office.

## GRANT TERMINATION

A grant may be terminated at any time under the following circumstances:

- a. by mutual written consent of the NWRDC and the recipient;
- b. upon the written request of the recipient, but such termination shall not necessarily relieve the recipient of its responsibilities as set forth in the Individual Artist Grant Contract;
- c. by the NWRDC upon the failure of the recipient to comply with one or more of the conditions of the Northwest Artist Fellowships Grant Contract. Such termination shall be effective upon receipt of written notice by the recipient.

**If termination occurs after funds have been distributed, the entire amount of the distributed grant award must be returned to the NWRDC.**



**FOR OFFICE USE**

Date Received \_\_\_\_\_ Application # \_\_\_\_\_ Discipline \_\_\_\_\_  
Award Date \_\_\_\_\_ Rating \_\_\_\_\_ Grant Award \_\_\_\_\_

**Applicant Name** \_\_\_\_\_  
**Contact Name** \_\_\_\_\_  
**Mailing Address** \_\_\_\_\_ **Eve Phone:** \_\_\_\_\_  
**City/State/Zip** \_\_\_\_\_ **Day Phone:** \_\_\_\_\_  
**E-mail and Web Site Address:** \_\_\_\_\_

**PROJECT: Sponsor a Salsa Dancing experience.** Two days with two salsa dancing professionals based out of East Grand Forks. Dates and activity schedule will be arranged after you are selected as a grantee. Dates must occur by December 2007. The two days could possibly include a school demonstration, school kids participating in a class to learn salsa, then an after school or evening dance class for adults. A TEACHER/COORDINATOR WILL BE PRESENT AT ALL TIME TO ASSIST

**PUBLICITY:** Your school or organization is required as part of the process to use the press information provided to you from our office to inform the public about the experience and the grant you received. You must use our credit line on all extra publicity that you create to announce and celebrate this project grant. WE WILL DO THE REQUIRED PUBLICITY

**EVALUATION:** Your school or organization is required to complete our evaluation form within 30 days of your ending date. The form will be provided to you. WE WILL COMPLETE THE EVALUATION FORM

**PARTICIPANT ESTIMATES:** How many adults do you anticipate will participate as dancers? \_\_\_\_\_ audience members? \_\_\_\_\_  
How many children/students do you anticipate will participate as dancers? \_\_\_\_\_ audience members? \_\_\_\_\_

**MAKE YOUR CASE:** Please write a brief paragraph related to what makes you a good applicant to receive this grant. The Arts Council is looking for statements about how this experience will relate back to curriculum or appreciation of Hispanic Art Forms. Attach an extra sheet of paper with your answer. MAKE YOUR CASE NARRATIVE INCLUDED

**SHARING YOUR EXPERIENCE WITH OTHERS:** Please think creatively about how your school or organization will promote appreciation of Hispanic Art and Hispanic Art Forms with others. You can include your plans and expectations on your attached sheet. SHARING YOUR EXPERIENCE WITH OTHERS NARRATIVE INCLUDED

**BUDGET:**

**Expenses:**

Salsa Dancer Fees: 2 days with 2 dancers \$ 1,000.00  
Lunch Meal and/or Evening Meal each day OUR SCHOOL/ORG WILL ASSUME THESE COSTS   
Mileage, possible lodging, extra meals NW Arts Council will assume all travel costs  
based on your communities location from EGF this could be up to a \$250.00 value

**Income:**

Required Cash Match from your school/organization \$250.00  
Grant Amount \$750.00

**Certification:** "My signature below certifies that we meet all of the eligibility requirements listed in the guidelines, that all information contained in this application and its attachments are true and correct to the best of my knowledge."

**Authorizing Official for School or Your Organization**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Printed name:** \_\_\_\_\_ **Title:** \_\_\_\_\_