



**NWRDC/McKnight  
Hispanic Arts Projects**

**Program Guidelines &  
Application Form**



**Fiscal Years 2009 - 2010 (July 1, 2008 - June 30, 2010)**

**Application Deadlines:**

November 1, 2008

February 1, 2009

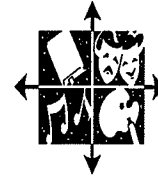
November 1, 2010

February 1, 2010

**Northwest Minnesota 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 MINNESOTA 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 Minnesota 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 Minnesota Arts Council developed the Hispanic Arts Project Grant program with McKnight Foundation funding to promote traditional and contemporary Hispanic arts in the region. There are three categories of Hispanic Arts grants available:

**(1) Individual Artist Grants** are made directly to Hispanic artists. Funds of up to \$1,200 may be requested to assist an artist to complete an artistic work or to take advantage of an opportunity.

**(2) School Residency Grants** are awarded to a school for a Hispanic artist-in-residence project. The school completes and submits the application. Funds of up to \$1,200 may be requested.

**(3) Community Project Grants** are awarded to help an organization sponsor or produce an arts project or event such as an arts workshop, a play, an exhibit, or a performance. The sponsoring organization completes and submits the application. Funds of up to \$1,200 may be requested.

Assistance with your application is available from Mara Wittman, Arts Council Director. If you are applying to the November 1, 2007 grant deadline, your project must be completed by December 2008.

## APPLICANT ELIGIBILITY

### **(1) Individual Artist Grants**

- An applicant must be Hispanic and a resident of Minnesota and have resided in the seven-county northwestern Minnesota area for at least one year prior to the deadline date of the application.
- An applicant must be at least 18 years of age.
- Artists are not eligible to receive a grant two consecutive years. Artists who have never received a grant might be given priority during the review session.
- Applicants may not apply for funds to be used toward completion of a degree.

### **(2) School Residency Grants**

- 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.
- The residency must significantly involve a Hispanic artist.
- Artists are to be paid a minimum of \$125 per day.
- Schools may only repeat the same artist two years in a row.

### **(3) Community Project Grants**

- 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.
- The project must include a significant Hispanic artistic component. Which can be involving a Hispanic artist or the participants being primarily Hispanic.

## HOW TO APPLY

Submit the application materials required below. 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 main deadline date is November 1, 2007; if funds remain a second deadline date will be February 1, 2008. 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 MN Arts Council, 115 South Main, Suite1, Warren, MN 56762

## APPLICATION MATERIALS THAT YOU NEED TO SEND IN

### (1) Individual Artist Grants

If you are applying as an individual artist, complete and submit the following materials:

**a. Application Form:** Applications must be submitted on the NWRDC/McKnight Hispanic Arts Project Grant Application form found in this packet.

**b. Artist Statement.** This should be a personal and thoughtful page about yourself and your art. The type of information you may want to include is : information on your artistic style, the ideas behind your art, your goals as an artist, what motivates you to do your art, philosophical or historical context for your art, etc. Your artist statement should refer in some way to your proposed project.

**c. Artist's Resume:** Your resume may have a structured format, or it may be a less formal narrative. It should describe any training or experiences that you've had in the arts. As an example, you can list any classes you've taken; list any studies you've had with another, more experienced artist; list any exhibitions where your work has been shown; list any special awards that you've received for your art; list places your work is for sale; list pieces of your work that have been purchased. Please do not let a lack of exposure as an artist keep you from applying.

**d. Project Narrative.** This narrative should clearly explain your project. It should relate to your goals as an artist. The narrative should include a time line for your project. Remember that your project should be completed within one year of the deadline date to which you are applying. If you cannot complete your project within that timeframe call Mara Wittman at 1-800-646-2240 to discuss options, do not assume that you should not apply.

### **e. Work Samples.**

Samples of the artist's work should be submitted as indicated:

**Dancers and Theater Artists and Media Artists** - A 5-minute sample on a standard 1/2" VHS videotape or standard DVD, cued for review. Please include short sections of two contrasting works.

**Musicians** - A 5-minute sample on a standard 1/2" VHS videotape or on a standard audio cassette tape, cued for review. Please include short sections of two contrasting works.

**Visual Artists, Set Designers, Costume Designers and Photographers** - Submit up to 10 slides or photographs of your art work.

**Writers and Playwriters** - Ten page sample, must be original work, typewritten.

**f. Description of Work Samples.** A maximum of one typewritten page describing all of the work samples must be submitted. Any information pertinent to better understand the work samples should be included. For visual artists, the information must include the size of the work and the medium used.

**g. Letter of Recommendation (Optional).** Letters of recommendation serve to enhance the application and improve your overall rating during review. Note: We are looking for an individual who can speak on your behalf that you complete projects on time with a high degree of commitment and professionalism.

## (2) School Residency Grants or (3) Community Project Grants

Schools and organizations may apply for funds for Residency Grants or Community Project Grants. Complete and submit the following materials.

**a. Application Form:** Applications must be submitted on the NWRDC/McKnight Hispanic Arts Project Grant Application form found in this packet.

**b. Resumes:** Resumes for all artists involved with the project. The resume may have a structured format, or it may be a less formal narrative. It should describe any training or experiences that the artist has had in the arts. As an example, the artist can list any classes they've taken; list any studies they've had with a more experienced artist; list any exhibitions where their work has been shown; list any special awards that they've received for their art; list places their work is for sale; list pieces of their work that have been purchased.

**d. Project Narrative.** This narrative should clearly explain the goals, activities, timeline, and location of your proposed project. Include the names of project directors, artists, teachers, and others who will be involved with the project. If your project involves a performance or exhibit, be sure to tell us when and where this will take place. We strongly recommend sharing your project back with the community.

You must include information which will help us evaluate the ability of your school or organization to do the project that you are proposing. Tell us about other projects that your school/organization has successfully done; tell us about the qualifications of the people of your project, etc.

You must also tell us how this proposed project will benefit your school, your organization, and/or your community.

Please make sure that your project will be completed within a year from the deadline date that you are applying for.

### e. Work Samples.

You should include some type of work sample from each of the artists involved, so that the artistic merit of the project can be evaluated. If you wish the work samples returned, please include a return addressed and postage paid envelope.

**Dancers and Theater Artists and Media Artists** - A 5-minute sample on a standard 1/2" VHS videotape or standard DVD, cued for review. Please include short sections of two contrasting works.

**Musicians** - A 5-minute sample on a standard 1/2" VHS videotape or on a standard audio cassette tape, cued for review. Please include short sections of two contrasting works.

**Visual Artists, Set Designers, Costume Designers and Photographers** - Submit up to 10 slides or photographs of your art work.

**Writers and Playwriters** - Ten page sample, must be original work, typewritten.

## REVIEW PROCESS AND CRITERIA

- The Northwest Minnesota 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, partial funding, or denial of funding based on the following review criteria:
  - a. Merit and Artistic Quality: overall excellence of the work samples; evidence that the application promotes traditional and contemporary Hispanic Arts
  - b. Ability of the Applicant to Carry-out the Project: history of past success, compliance with arts grant contracts, logical budget, timeline, facility, and evaluation.

- c. Need of Demand for the Project: project will encourage a new awareness of Hispanic art and culture, serve a new geographic area, and respond to the communities need for Hispanic art.
- 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.
- If the funds available are insufficient to cover the lower- ranked request, the applicant will be offered partial funding. If accepted, a revised project description and budget must be submitted within thirty days of notification. The revised budget is required to illustrate the project's potential for completion as stated with reduced funding. Failure to provide the required documents within the prescribed time can result in the cancellation of a grant commitment.
- 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, except when a revised budget and/or project description is necessary.

## GRANTEE RESPONSIBILITIES

If a grant is received, the grantee must:

1. Sign and submit to the NWRDC the NWRDC/McKnight Arts Contract and the Request for Payment Form.
2. Agree that the project will be carried out within the project calendar year. Expend funds for the project specifically described in the grant application, or as amended by NWRDC/grantee agreement. The project must be carried out as described in the grant application and budget. 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 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. Be legally responsible for the completion of the project and for the proper management of the grant funds.
5. Provide access to the NWRDC to any books, documents, papers, and records regarding the granted project in the case of an audit or evaluation of the project. The records and supporting documents must be retained for a period of three (3) years following the completion of the project.
6. Submit a final report on the form provided within 60 days of the completion of your project.
7. Assure that the project will be accessible to all people regardless of national origin, race, religion, age or sex.
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

Organizations and schools will receive payment of 100% of the grant award within forty-five (45) days after the signed NWRDC/McKnight Individual Artists Grant Contract and Request for Payment are received by the NWRDC office. The final report is due within 60 days of project completion.

Individuals will receive three payments. The first payment of \$500.00 will occur within forty-five (45) days after the signed NWRDC/McKnight Individual Artists Grant Contract and Request for Payment are received by the NWRDC office. The second payment of \$500.00 will occur after a review of progress, the remaining payment of \$200.00 will be paid after the individual's final report is received. Individuals must submit receipts with their final report form.

The final report is an extremely important document. If the project has been carefully managed, the project description and budget in the original application and the final report should be very similar.

The Arts Council is aware that as some projects develop, some minor differences may arise, but applicants should take every precaution to insure implementation, operation and evaluation of the project as described on the application.

Applicants who fail to submit the final report within the prescribed time without good cause, subject to NWRDC approval, will automatically be considered ineligible for future funding.

## 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.

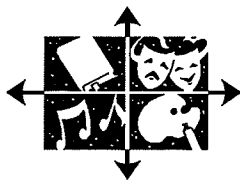
**If termination occurs after funds have been distributed, the entire amount of the distributed grant award must be returned to the NWRDC.**

## APPLICATION SCHEDULE: FISCAL YEAR 2009 and 2010

Applications must be post marked by deadline date to be eligible for consideration. Late applications will not be considered.

APPLICATION DEADLINE	ARTS COUNCIL REVIEW	NWRDC ACTION DATE	EARLIEST STARTING DATE	LATEST ENDING
Nov. 1, 2008	Nov. 16, 2008	Dec. 7, 2008	Jan. 1, 2009	Dec. 31, 2009
Feb. 1, 2009	Mar. 6, 2009	Mar. 26, 2009	Apr. 1, 2009	Mar. 31, 2010
Nov. 1, 2009	Nov. 15, 2009	Dec. 6, 2009	Jan. 1, 2010	Dec. 31, 2010
Feb. 1, 2010	Mar. 5, 2010	Mar. 25, 2010	Apr. 1, 2010	Mar. 31, 2011

The review dates are based on regular meeting dates of the regional Arts Council and the Northwest Regional Development Commission. Consult the regional Arts Council Director regarding the availability of funds and potential changes in meeting dates.



<b>FOR OFFICE USE</b>			
Date Received _____	Application# _____	Discipline _____	
Award Date _____	Rating _____	Grant Award _____	

**Applicant Name** \_\_\_\_\_  
**Contact Name** \_\_\_\_\_ (if applying as a school or organization)  
**Mailing Address** \_\_\_\_\_ **Eve Phone:** \_\_\_\_\_  
**City/State/Zip** \_\_\_\_\_ **Day Phone:** \_\_\_\_\_  
**E-mail and Web Site Address:** \_\_\_\_\_  
 If you are applying as an individual please provide your Social Security # \_\_\_\_\_

Give a brief, one sentence description of your proposed project: \_\_\_\_\_

Examples: Support for a four day pottery residency with Hispanic artist Maria Gomez in Crookston High School on March 3, 4, 17, and 18, 2008. Creation of a promotional CD to market my storytelling, which features Hispanic folklore.

**APPLICATION CHECKLIST:** Check off each item to be sure that you have enclosed it:

Check the one category in which you are applying:

<input type="checkbox"/> Individual Artist	<input type="checkbox"/> Application Form
<input type="checkbox"/> School Residency	<input type="checkbox"/> Project Narrative
<input type="checkbox"/> Community Project	<input type="checkbox"/> Artist Statement (Individual Artist Category only)
	<input type="checkbox"/> Resume(s)
	<input type="checkbox"/> Work Samples

How many adults do you anticipate will benefit from your project? \_\_\_\_\_ Children/students? \_\_\_\_\_

**BUDGET:** Clearly describe each item. Show calculations for your figures. Round all figures to the nearest \$5.00. Donated cash value (not cash itself) of services or items donated can be listed in an additional column to the right. Attach additional pages as necessary or attach a spreadsheet of your budget and just fill in totals below.

1. Fees, contracted labor: _____	\$ _____
2. Mileage, lodging, meals: _____	\$ _____
3. Publicity, printing, advertising: _____	\$ _____
4. Supplies, materials, or equipment: _____	\$ _____
5. Other (Describe): _____	\$ _____
<b>6. Total Cash Needed (add all lines above):</b>	<b>\$ _____</b>
7. \$ _____ Cash that I will contribute to the project, if any. (For residencies list the cash that the school will contribute to the project. For Community projects, list the cash that your organization will contribute to the project.)	
8. \$ _____ Cash for my project that will come from other sources, if any. List sources and amounts: _____	
9. \$ _____ Cash Match (Add line 7 and 8).	
10. \$ _____ My Grant Request (= Line 6 "Cash Needed" minus Line 9 "Cash Match"). Grant maximum is \$1,200.00.	

**Certification:** "My signature below certifies that I 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, and that I have submitted a complete application fulfilling all items on the checklist."

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Printed name:** \_\_\_\_\_ **Title:** \_\_\_\_\_