



**NWRDC/McKnight
Small Capital Grants**

**Program Guidelines &
Application Form**

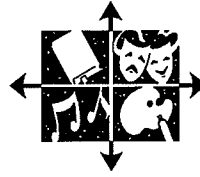


Fiscal Years 2009-2010 (July 1, 2008 - June 30, 2010)

Application Deadlines:
November 1, 2009
February 1, 2009 (tentative)
November 1, 2009
February 1, 2010 (tentative)

**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
mara@nwrdc.org**



NW MN ARTS COUNCIL

Northwest Regional Development Commission

GENERAL INFORMATION

Through the McKnight Foundation Arts Funding Plan, the Northwest Regional Development Commission (NWRDC) will provide, on a competitive basis, funding to arts organizations in the seven counties of Region 1 (Kittson, Marshall, Norman, Pennington, Polk, Red Lake, and Roseau). \$5,000.00 is available to be awarded in Fiscal Year 2009 and 2010 (July 1, 2008 to June 30, 2010).

With the McKnight Foundation funds, the Northwest Minnesota Arts Council's goal is to help arts organizations improve their artistic resources and facilities. The Council also serves to assist in the growth of quality of the arts so that all the residents in the region can have access to and enjoy a variety of art forms as creators, participants, consumers, and audiences.

APPLICANT ELIGIBILITY

To be eligible to apply for an NWRDC/McKnight Small Capital Grant each applicant must meet the following criteria:

1. The applicant must be an arts organization located in Region 1 and classified by the Internal Revenue Service under section 501(c)(3) as tax-exempt nonprofit. The applicant must have Articles of Incorporation on file with the State of Minnesota.
2. Applicant must be a professional or semi-professional regional arts organization administratively independent of state or national affiliation. (Example: A local chapter of a national group or a department of a state or private college or university is not eligible for this support.)
3. The organization must have been actively programming for at least two consecutive years.
4. The applicant must be arts producing with at least a six-month season, including planning and production and event.
5. A complete and accurate application providing all requested information must be submitted. The proposed budget must be accurate, detailed and appropriate to the purpose of the project.
6. The application must be postmarked by the deadline date indicated in the cover page of this material.

PROJECT ELIGIBILITY

1. Application for NWRDC/McKnight Small Capital funds may be made for the improvement of facilities. Priority will be given to equipment and small capital costs. If funds remain for a February deadline consideration will be given to projects related to building renovation or general maintenance/repair costs. If funds remain for a May deadline the Arts Council reserves the option to open up this category to schools.
2. Application for NWRDC/McKnight Small Capital funds may be made for the improvement of the capacity of the arts organization by the purchase of long-life items.
3. Requests must be for items which are generally adaptable, i.e. usable for more than one performance or display.

4. The organization purchasing any items with NWRDC/McKnight Small Capital funds must agree to secure and maintain the purchased items:
 - a. The model number, serial number, and description of any purchased items must be on file with the NWRDC office.
 - b. If the organization ceases to use the purchased item, the NWRDC office must be notified so that the item can be transferred to another arts organization.

FUNDING PRIORITIES

Preference for funding will be given to:

- Organizations which conduct more than one arts event per year.
- "Community-based" arts organizations rather than those associated with schools and/or units of government.
- Requests to purchase "specifically arts-related" items such as sound and lighting equipment, visual art display stands, etc. over "not specifically arts-related" items such as storage cabinets, tools, office equipment, etc.

FUNDING RESTRICTIONS

Applications for grant assistance will not be accepted for review if any of the following conditions exist:

- The project is of benefit primarily to students.
- Funds are requested to reduce or eliminate accumulated deficits.
- Funds are requested for projects which impact primarily beyond the boundaries of Region 1.
- The project is primarily for the religious socialization of the participants.
- The applicant has a report overdue from a past award given by the NWRDC.
- The project has been implemented beyond the planning stages prior to the project starting date specified by the NWRDC in the grant application instructions.

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. 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."
3. 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 NWRDC. (If you have any questions about what constitutes a change, please call the Arts Council Director.)
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 issuance of the grant check.
7. Assure that the project will be accessible to all people regardless of national origin, race, religion, age or sex.

Instructions for Completing the NWRDC/McKnight Arts Grant Application

Before completing this form, please read the Northwest Minnesota Arts Council's NWRDC/McKnight Arts Grant Program Guidelines to determine:

- a. your organization's eligibility
- b. your project's eligibility
- c. funding priorities
- d. funding restrictions
- e. other important information about the NWRDC/McKnight Arts Grant Program.

The information requested in this form is needed for the Northwest Minnesota Arts Council to adequately review your request for grant funds. Please completely answer all questions which apply to your project. If space is inadequate on the application form, attach additional sheet(s).

The applicant is fully responsible for the quality and scope of all responses. If any question is not relevant to your project, use "NA" (not applicable) in the response space.

Submit one original of the grant application to the NWRDC office. Applications must be postmarked by or on the deadline date to be eligible for funding.

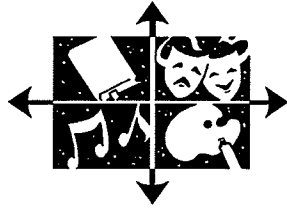
DEFINITIONS:

"Project Director" is the person designated by the applicant organization as responsible for overseeing the implementation of the proposed project. This person is responsible for the timely submission of all required forms and reports to the Northwest Minnesota Arts Council. The project director should be knowledgeable in all aspects of the proposed project, as the Arts Council may need to contact this person with questions specific to the application, the budget, or the project itself. This person must be different from the "Authorizing Official".

"Authorizing Official" is that person empowered to enter into contract for the applicant organization. This person is usually the board chairperson or president. This person must be different from the "Project Director", so that two people sign the application.

"Project Starting Date" is when a financial commitment has been made toward the project. Projects for which there has been any kind of financial commitment prior to the grant round's "Earliest Starting Date" on the Application Deadline Schedule will not be eligible for funding.

Contact the Arts Council office if you have questions on the application!!!



(Please Type or Print Carefully with Black Ink)

NWRDC - 115 South Main, Suite 1 - Warren, MN 56762

FOR OFFICE USE

Date Rcvd _____ Application # _____ Discipline _____
 Grant Award _____ Award Date _____ Rating _____

1. **Applicant Organization** (Name, Address, Phone)

phone: _____
 e-mail: _____
 web site: _____

2. **Project Director** (Name, Address, Day Phone)

day phone: _____
 e-mail: _____

3. **Date of IRS Tax-exempt Letter** _____

(First time applicants should include a copy of the letter.)

4. **Total Project Cost** \$ _____

Local Match \$ _____
 (none required but appreciated)

Amount Requested \$ _____

Directions: Please attach up to two typed pages answering questions 5, 6, and 7. Please use 1 inch margins, size 12 font, and single spaced lines include your name on the top of the page. To ease our review process, please use the bolded headings before each answer.

5. **Project Description/Priority Rating:** Describe the project for which NWRDC/McKnight Arts funds are being requested. (ie. sound system update for upcoming theater series) Include the goals of the project and details on how the project will be implemented. If you are applying for more than one item, prioritize your proposed expenditures for this project, with number 1 being the top priority.
6. **Background/Current Programming/Evaluation:** Provide a very brief history of your organization for new panel members unfamiliar with your work. Include what plans your organization has for events//productions for the coming year. Include other sources of community support you received the past two years that have made your organization successful. Then state how you will evaluate the success of this project.
7. **Need:** How did you determine the need for this project? How will this project meet the artistic needs of your community? How will these funds enhance the quality of the art form/s provided by your organization? What other sources have been sought for funding this project? What has been the response?
8. **Attach your organization's annual operating budget for the current year.**
9. **Attach any quotes/estimate for the project, and indicate the date and source of the quote/estimate. Attach any supporting material.**

Applicant: _____

10. Project Budget:

List each item on this page or attach a project budget page printed from your computer.

Please note that our average grant request in \$2,000.00. There is no required match or maximum grant request in this category.

Capital Costs (Equipment)

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

**Supplies and Materials
(Expendable Items)**

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

Other Costs

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

TOTAL COSTS	\$ _____
FUNDING MATCH FROM OTHER RESOURCES	\$ _____
AMOUNT REQUESTED	\$ _____

11. The applicant organization must meet the following criteria to be eligible for NWRDC/McKnight Arts Grant funds. Please check the criteria that apply to your organization:

- The organization is nonprofit tax-exempt under Section 501(c)(3) of the Internal Revenue Code.
- The organization is arts producing with at least a six-month season.
- The organization has been active for two or more consecutive years.

12. Check which of the following are enclosed:

- | | |
|--|---|
| <input type="checkbox"/> Narrative for questions 5, 6, and 7 | <input type="checkbox"/> Annual Budget (detailed) |
| <input type="checkbox"/> Cost Quotes (date and source indicated) | <input type="checkbox"/> Supporting Materials |
| <input type="checkbox"/> Tax-Exempt Letter (if not on file) | |

13. Certification: We certify the information in this application is true and correct to the best of our knowledge. (Must be two different people.)

Authorizing Official

_____	_____	_____	_____
Typed Name	Title	Signature	Date

Project Director

_____	_____	_____	_____
Typed Name	Title	Signature	Date