



## Grant Application Form

# Arts and Cultural Heritage Grants

Fiscal Years 2010 - 2011  
July 1, 2009 - June 30, 2011

### DEADLINES

February 1, 2010  
May 1, 2010  
August 1, 2010  
November 1, 2010

Northwest Minnesota Arts Council  
115 South Main  
Warren, MN 56762  
(218) 745-6733 or 1-800-646-2240  
[www.nwrdc.org/arts.htm](http://www.nwrdc.org/arts.htm)  
[mara@nwrdc.org](mailto:mara@nwrdc.org)

## Overview

---

### Overview:

The Minnesota State Arts Board and Minnesota's Regional Arts Councils will be entrusted with stewardship of significant new funding through the State of Minnesota's Arts and Cultural Heritage Fund. Proceeds from the fund may be spent only on arts, arts education and arts access and to preserve Minnesota's history and cultural heritage. The fund is intended to create a strong arts legacy in Minnesota and will exist for a period of twenty-five years. The Clean Water, Land and Legacy Amendment passed a general election vote in November 2008 which resulted in the creation of this Fund by the Minnesota Legislature.

### Vision:

In 25 years, Minnesotans will have made a significant investment in the arts. As a result:

In Minnesota, the arts define who we are. This is a place where people are transformed by quality arts experiences, and see the arts as essential to their communities. The arts in Minnesota connect people of all ages and cultures, fostering understanding and respect.

Arts and culture are central to Minnesota's educational system and lifelong learning opportunities. The arts develop creative minds that maximize new opportunities and find solutions to life's challenges.

In Minnesota, the arts are an integral part of the economy. Because of the arts, Minnesota communities are successful, dynamic, attractive places to live and work.

Minnesota is a recognized national arts leader, a magnet for artists and arts enthusiasts, and a destination for tourists. Residents and visitors are assured a world-class quality arts experience.

Minnesotans appreciate, create, attend, participate or invest in the arts. Minnesota's effective, innovative, vibrant, public-private support for the arts is the strongest in the country. Universal support and appreciation for the arts help ensure the state's exceptional quality of life.

---

Please be advised that to better serve artists and arts organizations of our region, each fiscal year, based on input from applicants, the Northwest Minnesota Arts Council will review and when necessary revise the grant process, grant limits and review procedures.

Proposals for Arts and Cultural Heritage funding will be reviewed at the March, June, and September Northwest Minnesota Arts Council board meetings. When you submit an application please be aware that it may take 1-2 months before a decision is reached. Submit your proposals at least two months prior to your project start date. All proposals must have an end date no more than 18 months from the proposal start date.

If your organization has never applied for Northwest Minnesota Arts Council funding before or if you are requesting support for something that you have not historically requested please contact our Arts Council staff for advice and technical support.

Applicants who are requesting and receive \$6,000 grants will be required to complete an interim report. A site visit by Arts Council staff will most likely occur during the grant period.

## Background Information and Definitions

---

The Northwest Minnesota Arts Council will provide grants of up to \$6,000.00 in the Arts and Cultural Heritage Grant category. Applicants are required to provide a 10% cash match. If you have a question on this criteria please call our office for assistance. Please read the guidelines below and completely answer the questions on the application form. More information on Northwest Minnesota Arts Council programs, services, policies and review criteria is available on our web site [www.nwrdc.org/arts.htm](http://www.nwrdc.org/arts.htm) and by request 218-745-9111.

### GUIDELINES

#### 1. The Arts and Cultural Heritage Fund will support activities in three key areas. Definitions of Arts and Cultural Heritage key areas:

**Arts & Arts Access:** Up to 78% of the fund will support Minnesota artists and arts organizations in creating, producing, and presenting high-quality arts activities; to overcome barriers to accessing high-quality arts activities; and to instill the arts into the community and public life in this state. Such activities may be, but are not limited to:

- Investing in activities that make the arts available to persons who might not otherwise have access due to economic, geographic, or physical barriers
- Ensuring that Minnesota's artists and arts organizations have sufficient financial support to create
- Investing in the long-term health and vitality of Minnesota's arts sector by supporting capacity-building and professional development
- Investing in efforts that enable Minnesotans to more easily connect with arts/arts experiences
- Investing in efforts to fully integrate the arts into local community development efforts
- Investing in efforts to fully integrate the arts into local and state economic development planning
- Investing in public art that is available throughout the state
- Recognizing and rewarding artists/arts organizations/arts providers for exceptional artistic quality and service to their audiences and/or the state

**Arts Education: Investing in lifelong learning in the arts:** Up to 15% of the fund will support high-quality, age-appropriate arts education for Minnesotans of all ages to develop knowledge, skills, and understanding of the arts. Such activities may be, but are not limited to:

- Investing in efforts that enable Minnesotans to more easily connect with arts learning opportunities
- Ensuring that artists/arts organizations/arts providers are able to provide high-quality experiences for Minnesotans of all ages by investing in professional development
- Ensuring that arts learning opportunities are achieving intended outcomes through ongoing assessment and evaluation

**Arts & Cultural Heritage: Building bridges between Minnesotans through arts and culture:** Up to 5% of the fund may be used for events and activities that represent the diverse ethnic and cultural arts traditions, including folk and traditional artists and art organizations, represented in this state. Such activities may be, but are not limited to:

- Providing Minnesotans with opportunities to celebrate our cultural heritage through events and activities that represent the range of Minnesota's ethnic and cultural arts traditions
- Ensuring that Minnesotans are able to experience traditional (folk) arts of diverse cultures through supporting the work of traditional (folk) artists and arts organizations

## Eligibility

---

### 2. Overall Eligibility Criteria:

- The Northwest Minnesota Arts Council serves the Minnesota counties of Kittson, Marshall, Norman, Pennington, Polk, Red Lake, and Roseau. Therefore, eligible applicants must be located within this service area in Minnesota.
- The activity to be funded must primarily occur within our service region listed above. All activity funded must be within Minnesota.

### 3. Who can apply from our region:

- Arts Organizations, non profit, 501 (c) 3 who have the arts as a primary focus.
- Non Profits, who do not have arts as a primary focus, such as schools, senior centers, community education, colleges. Can apply for a proposal for arts focused activities.
- Local governments, city, township and county. Can apply for a proposal for arts focused activities.
- Cultural Heritage groups may apply for a proposal for arts/cultural activities.
- Arts Groups/Organizations who are not officially designated as a IRS tax-exempt non-profit must apply with a fiscal agent. Please call for assistance with questions related to fiscal agents. 218-745-9111
- Groups of artists may apply together with a fiscal agent who is eligible based on the above descriptions.

#### Not eligible are:

- for profit businesses, individuals, religious organizations, and organizations intending to influence public policy.

### 4. Types of proposals that are eligible include but are not limited to:

- Projects for the production of Public Art
- School artist residencies
- Artistic performances and performance series/gallery series
- Art and cultural festivals
- Arts educational experiences and art workshops

#### Activities not allowed:

- Activities that do not have arts/culture as their primary focus
- To compensate ongoing school personnel in full or in part.
- To pay an artist or arts organization to provide essentially the same services that an ongoing teacher or arts specialist would be expected to provide.
- For tuition for teachers to earn degrees, meet licensure requirements, or meet continuing education requirements to retain a teaching license.
- To supplant discontinued or nonexistent arts programs in schools.
- Purchase equipment for or improve facilities within K-12 public schools. The exception will be, if a nonprofit arts group uses the school facility for rehearsal, classes, performances, or exhibitions, and it needs equipment or facilities improvements for its own work. The arts organization could apply for and receive a grant and could develop a cooperative agreement with the school that spells out how the school could also benefit from the purchase items or improvements.
- Payment for new building projects

### 5. Types of expenses that are in-eligible for grant funds include:

- Purchase of food and drink
- Fundraising efforts

## Application Procedure

---

### Steps to Applying:

- Complete 1st page of Application Form with summary information related to your proposal.
- Write and attach your proposal narrative as defined on page 2 of the application
- Complete your proposal budget.
- Write and attach your proposal outcome evaluation narrative as defined on page 4 of the application
- Attach support materials, work samples, and resumes/qualifications of key personnel and artists.
- Document your tax-exempt status by attaching one copy of your or your fiscal agents 501(c)3 tax-exemption letter from the Internal Revenue Service.
- If fiscal agent is being used, attach one copy of the contract between you and the fiscal agent.
- A pre-review of the application, budget, narrative, etc. is available prior to the deadline date. Contact Northwest Minnesota Arts Council staff to set up a time. Two weeks prior to our deadline is best.

### Review Criteria

The Northwest Minnesota Arts Council makes an effort to distribute available funds fairly and equitably among the different art forms and across the different geographic and cultural areas of the region. Projects supported by the Arts Council are expected to encourage and reflect the highest possible standards of artistic excellence. The council observes strict procedures to prevent any conflict of interest. Review meetings are open to the public. The NWMN Arts Council uses the following review standards for all applications. The Arts Council will review the application and make a recommendation to the NWRDC.

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

Considerations used to address this criterion may include the following:

1. How does this proposal help instill the Arts into your community and public life?
2. How does this proposal help provide a high quality arts experience?
3. How does this proposal help Minnesotans access high quality arts experiences?
4. How does this proposal help to develop knowledge, skills, and understanding of the arts?
5. How does this proposal help to represent diverse ethnic and cultural arts traditions?

#### **B. Need for the project**

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

Considerations used to address this criterion may include the following:

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

#### **C. The ability of the applicant to accomplish the project**

Considerations used to address this criterion may include the following:

1. Is the project budget feasible?
2. Are the marketing and publicity plans appropriate for the project and organization?
3. Does the organization's budget demonstrate fiscal responsibility?

## Compliance Requirements

---

If a grant is received, the grantee must:

1. Sign and submit within 45 days of the mailing, one copy of the request for payment form and the grant contract which includes the following terms of agreement:
  - a. Expend the granted funds as described in the grant application.
  - b. Submit a final report on the form provided within 60 days of completion of the project. Upon request submit an interim report and participate in a mid-point review which can include a site visit.
  - c. Not limit access to the project on the basis of national origin, race, religion, age, or sex.
  - d. Include the following credit line and logo in all programs and promotional materials:  
**“This activity is funded, in part, by a grant from the Northwest Minnesota Arts Council and the Minnesota arts and cultural heritage fund as appropriated by the Minnesota State Legislature with money from the vote of the people of Minnesota on November 4, 2008.”**
2. Be legally responsible for the completion of the project and for the proper management of the grant funds. This includes showing evidence of the income and expenditure amounts of all funds.

If a fiscal agent is used, it must be a tax-exempt 501(c)(3) non-profit organization, or any unit of government such as: cities, public schools, public libraries, recreation departments, or departments or agencies of the state. The fiscal agent must have a written contract with the applicant that specifies the responsibilities of each. **The contract with the fiscal agent must be submitted with the application form.** (If needed, use form on next page.) The fiscal agent must sign the application form and, if a grant is received, sign the grant contract. The fiscal agent is legally responsible for the completion of the project and for the proper management of the grant funds. The fiscal agent is **not** responsible for the completion of the final report, but is responsible for the verification of it through signature.

3. Maintain records, documents, or papers that show evidence of use of grant funds and matching funds. The NW MN Arts Council reserves the right to audit the project and/or the organization if circumstances warrant it.

A more detailed account of the Review Process, Terms of Grant/Grantee Responsibilities, Grant Monitoring and Evaluation, Revocation of Funding, and the Appeals Policy and Procedures is available by requesting the Arts Project Grant application form or viewing our general Arts Project Grant guidelines on-line.

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

### Grant Termination

A grant contract may be terminated at any time:

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

## Fiscal Agent Agreement

---

\_\_\_\_\_ agrees to act as Fiscal Agent  
for \_\_\_\_\_ (Arts Organization)  
for the purpose of receiving monies as grants for \_\_\_\_\_ (Project)  
to take place \_\_\_\_\_ (Date).

The Fiscal Agent agrees to act as an instrument through which money can legitimately pass from the Northwest Regional Development Commission to the undersigned arts organization. In response to this service, the undersigned individuals agree to the following:

1. The arts organization will carry out the project in compliance with the project description, personnel, budget, and dates as set forth in the attached grant proposal, and in a manner which is exclusively charitable, literary, or educational as defined in Section 501(c)3 of the Internal Revenue Code. Further, no part of this grant may be used to influence legislation or intervene in any political campaign.
2. The Fiscal Agent will be jointly and severally liable for any portion of this grant which is used contrary to the terms of this contract, and will return such portion to the Northwest Regional Development Commission promptly.
3. The Fiscal Agent will assume responsibility for proper expenditure of grant monies. Any unexpended funds will be returned to the Northwest Regional Development Commission.
4. A final report, certified by the Fiscal Agent, will be submitted in writing to the Northwest Minnesota Arts Council.

Issue Payment to: \_\_\_\_\_  
(Name either the Fiscal Agent or Arts Organization)

\_\_\_\_\_  
Fiscal Agent Signature

\_\_\_\_\_  
Authorizing Official of Arts Organization

\_\_\_\_\_  
Position or Title

\_\_\_\_\_  
Position or Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## Instructions

---

- A. Before filling out this form, please read the **Northwest Minnesota Arts Council's Program Guidelines** to determine your organization's eligibility, any restrictions, compliance requirements, the Council's review criteria and other important information.
- B. The information requested in this form is needed for the Arts Council to adequately review your request for grant funds. Please answer, as completely as possible, all questions which apply to the project. The applicant is responsible for the quality and scope of responses.
- C. If space on the application form is inadequate, attach additional sheet(s).
- D. Submit one original of the grant application.
- E. Applications must be postmarked by the deadline date to be eligible.

### DEFINITIONS RELATED TO 1ST PAGE OF THE APPLICATION:

**"Applicant"** is the main group/organization/city/school organizing and implementing the proposal. If two groups are involved please select one to be the lead and therefore the applicant.

**"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. This person 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 proposal narrative and budget.

**"Authorizing Official"** is that person empowered to enter into contracts for the applicant organization. This is usually the board chairperson or president.

**"Fiscal Agent"** refers to the organization which is legally responsible for the proper use of the grant funds when the applicant organization is not a school or unit of government; or, does not have tax-exempt status under Section 501(c)(3) of the Internal Revenue Code. An authorized official of the fiscal agent organization must sign the application. A contract with the fiscal agent must be included in the application.

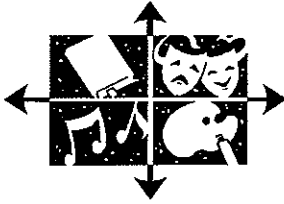
**"Total Annual Organizational Expenses"** refers to the total expenses that occurred in your last completed year. If your proposal refers to a certain portion of a larger budget please use that department's budget rather than the full budget. This number will determine whether you can request a full grant of \$6,000.

**"Main Activity Dates"** refers to when the community will experience the results of the proposal or an opening or a showcase. **"Entire Dates from Start to Finish"** refers to when your starting and ending dates for the full proposal take place.

**"Location of Activities"** refers to where the main activity will take place for audience members.

---

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



# Arts and Cultural Heritage Proposal Grant Application Form

(Please Type or Print Carefully with Black Ink)

Northwest Minnesota Arts Council - 115 South Main, Suite 1 - Warren, MN 56762

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

**1. Applicant (Official Name, Address)**

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Website: \_\_\_\_\_

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

Day Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

**3. Date of IRS Tax-exempt Letter** \_\_\_\_\_  
(All applicants should include a copy of the letter.)

**4. Fiscal Agent**  
(If Applicable. A Contract Must Be Enclosed)

**5. Total Annual Organizational Expenses**  
(Last completed year)

\$ \_\_\_\_\_

**PROPOSAL QUICK REFERENCE STATISTICS**

**6. Adult Artists Participating** \_\_\_\_\_

**Adult Audience** \_\_\_\_\_

**Children/Youth Benefitting** \_\_\_\_\_

**7. Total Expenses** \$ \_\_\_\_\_

**Amount Requested** \$ \_\_\_\_\_

(Note: Request can not exceed 50% your answer to #5 above Total Annual Org Expenses)

**8. Main Activity Dates** \_\_\_\_\_

**Entire Dates from Start to Finish:**

\_\_\_\_\_ - \_\_\_\_\_

**9. Location of Activities** \_\_\_\_\_

\_\_\_\_\_

**10. Certification:** We certify the information in this application is true and correct to the best of our knowledge.  
(Note: You must have two different signatures below)

<b>Authorizing Official</b>	_____ Typed Name	_____ Title	_____ Signature	_____ Date
<b>Fiscal Agent</b>	_____ Typed Name	_____ Title	_____ Signature	_____ Date
<b>Project Director</b>	_____ Typed Name	_____ Title	_____ Signature	_____ Date

## Proposal Narrative Required

---

### A. Summary of proposal (2-3 paragraphs maximum)

Give a brief description of your proposal, including dates and locations, keeping in mind that the Arts & Cultural Heritage funds can only support activities that address the three priority areas of Arts Access, Arts Education and Arts and Cultural Heritage. (refer to definitions in guidelines) Proposals are encouraged to address more than one priority area. Attach a separate piece of paper titled Our Proposal with your description. Please use a bold font to draw attention to your key dates and locations and participant or audience fees and artists involved.

### B. Arts & Cultural Heritage Investment Evaluation

Your answers to the following questions will be used to evaluate the impact of your proposal. Please attach a separate piece of paper titled Our Investment Evaluation and answer the questions using the underlined text as your sub-headings. Please keep this portion to a maximum of two pages.

1. How does this proposal instill the Arts into your community and public life?
2. How does this proposal provide a high quality arts experience?
3. How does this proposal overcome barriers so Minnesotans can access high quality arts experiences?
4. How does this proposal help to develop knowledge, skills, and understanding of the arts?
5. How does this proposal help to represent diverse ethnic and cultural arts traditions? (Optional, answer NA if not a part of your proposal.)

### C. Arts & Cultural Heritage Areas of Priority Designation

Your proposal must contain activities that address at least one of the three Arts & Cultural Heritage areas of priority, Arts Access, Arts Education, Arts & Cultural Heritage. (refer to definitions in guidelines). Applicants are encouraged to think creatively about designing a proposal that will address multiple areas of priority. Attach a sheet of paper titled Areas of Priority Designation and list your activities under the following headings to help the review panel clearly identify where each of your activities fit within one or more areas of priority for this funding.

Arts and Arts Access Activities:

(example: Hire the Canadian Brass to perform a concert)

Arts Education Activities:

(example: Provide workshops for seniors on memoir writing )

Art & Cultural Heritage Activities:

(example: Hold a Scandinavian festival)

# Proposal Budget

Applicant: \_\_\_\_\_

**INSTRUCTIONS:**

- A. Maximum grant request of \$6,000.00.
- B. Show method of calculation (i.e., hours, rate, cost per item, etc.).
- C. **Round figures to nearest ten.**
- D. See guidelines for questions related to eligibility of budget items.
- E. Minimum 10% cash match required.
- F. Attach additional pages as necessary.

**EXPENSE ITEM LIST**

Explain in detail what items the money will be spent on:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**COVERED  
BY GRANT  
REQUEST**

**COVERED  
BY OVERALL  
BUDGET**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**TOTAL EXPENSES**

**REVENUE BUDGET**

**Arts and Cultural Heritage Grant Requested**  
(Same number as first column total above. \$6,000 maximum)

Earned Income: \_\_\_\_\_

\_\_\_\_\_ # People @ \$ \_\_\_\_\_

\_\_\_\_\_ # People @ \$ \_\_\_\_\_

\_\_\_\_\_ # People @ \$ \_\_\_\_\_

Cash: \_\_\_\_\_

Other Grants: \_\_\_\_\_

**TOTAL CASH INCOME**

(Remember a minimum 10% cash match required)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**IN-KIND CONTRIBUTIONS ESTIMATE:**

Please help us determine what donations of personnel, artist fees, space, supplies, rent, etc. regularly occur during the course of your proposal. Include how your numbers were determined. This helps us "make our case" for continued funding.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Proposal Outcome Evaluation

---

Money for this program comes in whole or part from the Arts & Cultural Heritage Fund, a fund created by the people of Minnesota to support the arts and preserve our heritage. Because our fellow citizens have made this commitment, we have an obligation to be much more intentional about how we work: the goals, impacts, results, the community benefits. Therefore outcome evaluation becomes an important part of a funding proposal.

The following questions will be used to set your projected evaluation goals and outcomes.

When you answer the questions please be sure your answers are SMART:

S = Specific

M = Measurable

A = Achievable

R = Realistic

T = Time-bound

**A. Attach a sheet titled Our Outcome Evaluation Plan. On this sheet answer the following five questions. Re-write the questions on your sheet as sub-headings. The next page (5) has an example of using this SMART technique. Assistance is available by our staff to help with this narrative.**

- What are the goals of the project?
- Who specifically will be the target populations of your project?
- How specifically will they be affected by the project?
- How will you know?
- How will the larger community benefit?

**B. Please help us evaluate our region's needs and our services by briefly answering the three questions below. This will not impact your application's review. You can print your answers legibly since we will not be sharing this section with the review panel. Thanks!**

- In your community or county, what do you think is the greatest strength and what is most lacking in the arts?
- What are your needs, other than funding, as an artist, arts organization or non-profit organization pertaining to the arts?
- How could the Northwest Minnesota Arts Council help you fulfill the needs identified above?

## Outcome Evaluation SMART Example

---

Here is a SMART example: The River Gallery is going to mount an exhibit, "Golden Years," which features art by and about older people. Specifically, the exhibit "Golden Years," will attract at least 150 people over the age of 65 by June 30, 2010, and will be judged positively by 50% or more of those who attend, as measured by an exit survey.

- What are the goals of the project?

To feature work done by mature artists in our area

To emphasize to viewers the diverse lifestyles of older people

To demonstrate through art the contributions older people make to our community

To encourage attendance of people over 65 at the River Gallery.

- Who specifically will be affected?

People over 65 are the primary target

- How will these populations be affected?

Viewing the exhibit will result in:

1. Having a positive experience overall
2. Awareness of the roles seniors play in our community
3. A positive attitude about aging.
4. At least 150 people over the age of 65 will view the exhibit

- How will you know?

1. An exit survey at the gallery: specifically 50% or more of those completing the survey will agree that they had a positive experience, and will express positive attitudes about aging and place of seniors in the community. The survey will include an item about the respondent's age.

2. Additional information about impact will be summarized from comments in the exhibit guest book.

- How will the larger community benefit?

Mounting an exhibit focused on senior citizens will widen the gallery's audience, raise public awareness of the place of older people in the community, and encourage the view that the arts are for everyone. Capturing the contact information of exhibit attendees will allow the gallery to mount additional activities for seniors, perhaps also increasing this age group's participation in other art activities. Over time, this will be measured by future attendance and by collecting personal stories from the participants.

Now please answer the following questions for your proposal:

- What are the goals of the project?
- Who specifically will be the target populations of your project?
- How specifically will they be affected by the project?
- How will you know?
- How will the larger community benefit?

## Services Registration

---

### A. Arts & Cultural Heritage Services Registration

As part of the Arts & Cultural Heritage Fund support to applicants, the Northwest Minnesota Arts Council will be providing the following services. We encourage you to take advantage of these services as part of your proposal. Please indicate which services you would like to use:

- Publicity/Public Awareness. Includes listing your activities on our website, in our newsletter, calendar of events, help with disseminating information via video, personal stories and photos. (Required for Arts and Cultural Heritage Community Grants.)
- NW MN Arts Council sponsored networking opportunities to share best practices, get updates and build relationships. (list of scheduled networking meetings to be included)
- NW MN Arts Council sponsored workshops. (List of scheduled workshops to be included, plus soliciting your suggestions for workshop topics.)
- Individualized Support, one on one meetings with NW MN Arts Council staff to explore how to use Arts & Cultural Heritage funds to your best advantage for this and future proposals. (Required for Arts and Cultural Heritage Community Grants.)

### B. Your suggestions?

---

## Checklist

---

Check the following that apply to this application:

- 1. The organization carrying out this project is a unit of government. (Includes cities, and departments or agencies of the state.)
- 2. The organization carrying out this project is a non-profit, tax-exempt, 501(c)(3) organization with Articles of Incorporation on file with the State of Minnesota, and a copy of the IRS Letter of Exemption is enclosed or is on file with the NWRDC.
- 3. The organization carrying out this project is applying through a fiscal agent.
  - The fiscal agent contract is enclosed.
  - The fiscal agent is a unit of government as defined above in #1.
  - The fiscal agent is a non-profit organization as defined above in #2 and a copy of the IRS Letter of Exemption is attached.
- 4. Resumes and work samples of key project personnel and artists are attached.
- 5. If proposal is for a public art piece include photographs of the location.