



Grant Application Form

Arts Project Grants

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

DEADLINES

August 3, 2009	August 2, 2010
November 2, 2009*	November 1, 2010*
February 1, 2010	February 1, 2011

* November deadlines tentative based on funds remaining after August.

Northwest Minnesota Arts Council
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www.nwrdc.org/arts.htm
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Arts Project Grant Guidelines

a program of the NORTHWEST MINNESOTA ARTS COUNCIL

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Introduction • • •

The Northwest Minnesota Arts Council serves as an advisory committee to the Northwest Regional Development Commission (NWRDC), with the Commission acting on recommendations from the Arts Council. The Northwest Minnesota Arts Council was designated as the regional arts council for northwestern Minnesota by the Minnesota State Legislature. The Council works with local and area arts organizations and individuals to develop the arts in Region 1.

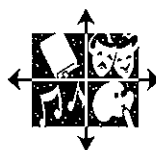
Upon approval from the NWRDC, the Arts Council submits a biennial Regional Arts Plan to the Minnesota State Arts Board. The NWRDC then receives a block grant from the Minnesota State Legislature, with the Minnesota State Arts Board serving as fiscal agent. This source of funds is used to provide grants for the 7 counties which comprise the region:

Kittson • Marshall • Norman • Pennington • Polk • Red Lake • Roseau

Funds are available for art projects which develop or enhance local or regional artists, art resources, or art audiences. A project is an activity or series of closely related activities for which funds are requested. The project must be completed within 24 months of the notification of the receipt of a grant. Funds may be requested to initiate cultural activities, to supplement existing arts programming; or, to provide enrichment, education, or participatory development opportunities.

The Arts Council schedules two main grant rounds per fiscal year (July 1 to June 30) for Arts Project Grants. Funds are slightly divided between the two main application deadlines. The November grant deadlines may be canceled if all grant monies available is awarded in August.

The maximum award for a grant is \$3,000.00. Arts organizations may not receive more than \$3,000.00 in grant funds each fiscal year.



Eligibility and requirements • • •

APPLICANT ELIGIBILITY

The applicant must be a Minnesota non-profit, tax-exempt organization as described in Section 501(c)(3) of the United States Internal Revenue Code with Articles of Incorporation on file with the State of Minnesota; or, a governmental unit or department or agency of the State of Minnesota.

An organization not meeting this requirement may apply to the regional Arts Council through a fiscal agent. A fiscal agent is a Minnesota non-profit, federally tax-exempt organization or governmental unit which applies to the regional Arts Council on behalf of an organization not meeting non-profit, tax-exempt requirements. The fiscal agent must sign the application and, if funds are received, sign the grant Arts Grant Contract and Request for Payment. The fiscal agent is legally responsible for the completion of the project and for the proper management of the grant. A contract or letter of agreement between the fiscal agent and the organization clarifying the responsibilities and authority of each, is required. (See Attachment A, Sample Fiscal Agent Agreement.)

Two or more eligible organizations or governmental units may form a partnership to present arts activities within a community and may submit one application.

PROJECT ELIGIBILITY

To be eligible for funding, a project must be for the creation and production of arts programs or projects which are for the development or enhancement of local or regional artists or arts organizations; or, the hosting of arts events by contracting for the services of another organization or individual to provide arts programming to the local or regional community.

The primary impact of the project must be within the boundaries of the region.

PROJECT MATCHING FUNDS

The applicant must show evidence of cash match of at least 10% of the total cost of the project. Matching funds may consist of cash, revenues, or other grants.

Project Restrictions • • •

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

- Funds are requested from the regional Arts Council and the Minnesota State Arts Board for the same work or expenses incurred while carrying out the same project in a single fiscal year, without the expressed consent of both the Regional Arts Council and Minnesota State Arts Board.
- State funds requested from the regional Arts Council and/or the State of Minnesota exceed 90% of the total cost of a project.
- Artists are required to pay high entry or exhibition fees in order to exhibit or perform in the project.
- Funds are requested for capital improvement or construction; purchases of capital

- equipment; purchase of real property (land or buildings); or, endowment funds.
- Funds are requested for projects limited in access to, or only serving, those attending educational institutions, including the staff.
- Funds are requested to account for fund deficiencies in projects begun prior to the project starting date specified in the "Application Guidelines" section of this Program Information.
- Funds are requested for projects which are essentially for the religious socialization of the participants.
- An organization has a report overdue from a past grant.
- Funds are requested for non fine arts portions of festivals or art fairs, including humanities and historical portions.
- The activity is not open to the public.
- Funds are requested for publications to be distributed only to the organization's members.
- The proposal includes a series of events.

Types of Arts Grants • • •

It is the intent of the Northwest Minnesota Arts Council to stimulate and maintain a high quality of artistic experiences, thus grants must be made to those organizations which are directly engaged in the creation of art, the production of art, the production of arts services, or the sponsorship of arts activities. Arts activities in all disciplines are supported by the council, including but not limited to:

Architecture and Design
 Film/Video
 Folk Arts
 Music
 Organizational Development

Theater
 Visual Arts
 Dance
 Multi-disciplinary Projects
 Literature

1. Productions or Exhibitions

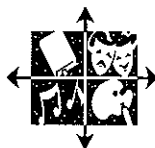
Costs directly related to the performance, publication, or exhibition of art are eligible expenses. Such costs may include artists' fees, directly applicable administrative costs, costs of expendable materials, project-specific promotional costs, travel costs, and rental fees.

Projects in which a variety of components are drawn together to compose a local or regional arts festival or fair may be funded for specific components of the event involving artists or promotional efforts. General operating support for festivals or fairs is not eligible.

The focus for this type of project is on the creation of art or a performance or publication by artists in our region.

2. Sponsorship/Guest Artists

Application may be made for contracting with a professional artist or arts group who does not regularly work for the applicant organization. Contracting may be made for



the purpose of the artistic development of the applicant, or artists and arts resources in the community, and/or for the purpose of being presented with the applicant organization in a public performance. Organizations that host art events from outside their community are part of this category.

The focus of this program is on the audience and access of that audience to a wide variety of professional artistic experiences which may be brought to a community.

General Sponsorship grants may be used for the following types of events:

- a. performances by touring artists or arts organizations
- b. assembled exhibitions on tour
- c. film and video screening
- d. public readings
- e. lectures, demonstrations, master classes, seminars, or workshops

Note: Public schools should apply for residency or workshop activities in the Artist in the Schools grant category. Please call to request that application 1-800-646-2240 or print a copy from our website www.nwrdc.org/arts.htm.

3. Organizational Development

Administrative or Consultant Services

Requesting funds for a managerial or consultant project for the purpose of improving existing programs or developing new programs is an eligible activity. This support is not for the continuation of on going managerial functions or regular staff costs. Most grants for administrative or consultant services will be granted on a one-time only basis. Services may include public relations, fiscal management, fund-raising, and other management activities.

Production or Planning Services

Activities which support and/or assist the needs of arts organizations and artists, or the arts needs of the general community by being commonly administered or coordinated by one agency are eligible projects. This may include developing methods to increase public exposure to, and education of arts in the community. Most grants requested for a consultant to assist in the production or planning of arts services will be granted on a one-time basis.

4. Publications

Funds may be requested for special arts publications such as exhibition catalogs, or visual arts and literary materials. Literary magazines and small press books are eligible for funding only after they have been published at least once. (Publication projects which are not part of an on-going series are eligible without the stipulation of previous publication.) Any publication which is distributed only to an organization's membership is not eligible. Funds may be requested for editorial services, production costs, compensation for contributing writers and/or distribution.

5. Workshops, Classes, and Arts Awareness Projects

Application may be made for funding activities or materials for classes, conferences or workshops, publications, films, exhibits, and other presentations of this nature.

Application Guidelines • • •

APPLICATION DEADLINE SCHEDULES

Grant applications must be postmarked by the deadline date as follows. Applications submitted by electronic transmission (i.e. FAX) will not be accepted. Late applications will not be considered.

Arts Project Grant Fiscal Year 2010-2011

APPLICATION DEADLINE	ARTS COUNCIL REVIEW	NWRDC ACTION	EARLIEST STARTING DATE
Aug. 3, 2009	Sep. 1, 2009	Sep. 22, 2009	Oct. 1, 2009
Nov. 2, 2009*	Dec. 1, 2009	Dec. 5, 2009	Jan. 1, 2010
Feb. 1, 2010	Mar. 2, 2010	Mar. 23, 2010	Apr. 1, 2010
Aug. 2, 2010	Sep. 7, 2010	Sep. 28, 2010	Oct. 1, 2010
Nov. 1, 2010*	Dec. 7, 2010	Dec. 11, 2010	Jan. 1, 2011
Feb. 1, 2011	Mar. 4, 2011	Mar. 25, 2011	Apr. 1, 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 for potential changes from this schedule.

* Applicants should be aware that the **November deadlines may be canceled** if all grant monies are awarded in the August grant rounds. One third of the funds available will be held so that the February deadline will occur. Occasionally a May 1st deadline could occur if funds are returned. Consult the Arts Council Director regarding the availability of funds.

EARLIEST PROJECT STARTING DATE

The project starting date is when a financial commitment has been made toward the project. Examples of financial commitments include but are not limited to: ordering play books, advertising for auditions, making a deposit to sponsor a touring group, signing a contract for a performance, etc.

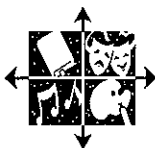
Projects for which there has been any kind of financial commitment prior to that grant round's "Earliest Starting Date" on the Application Deadline Schedule will not be eligible for funding.

APPLICATION MATCHING FUNDS

The maximum request for a project can not be greater than 90% of the total project cost. The applicant's match must be cash match. In-kind is requested on the bottom of the budget to show the amount of additional in-kind support needed to implement the project.

Cash Match

Cash match includes money budgeted for the project such as grants from other funding sources, cash donations, and earned income (such as ticket sales, fund raisers, etc.).



In-kind Contributions

Donated materials, labor and space which can be given a dollar value may be listed but will not be considered a part of the main budget or match.

The value of in-kind labor is the equivalent of the federal minimum wage with the exception of a professional donating time, e.g., an attorney donating legal services, a secretary donating typing time, and electrician donating time for work on electrical systems, etc.

In-kind labor can only be donated time for which there is no reimbursement from any other source. If the work is outside a paid staff person's normal role and hours, it may be considered in-kind.

MAXIMUM REQUEST

The maximum request for any given application is \$3,000.00. An organization may not receive more than \$3,000.00 in this category in one fiscal year, July 1, to June 30.

Application Procedure • • •

PRE-REVIEW OF APPLICATION

Applicants are encouraged to contact the Northwest Minnesota Arts Council office early in the planning process at which time the Arts Council Director can provide the most assistance. Staff are available to pre-review applications, prior to the deadline date, for completeness and accuracy. (See the Application Deadline Schedule under the "Application Guidelines" section of this Program Information.) Such assistance in no way implies that a grant request will be funded.

Elements of a pre-review include:

- a technical review of the budget and responses to the questions on the application
- a review of the attached eligibility materials (resume's, non-profit status, etc.)
- suggestions for clarification or additional information

If a pre-review is conducted, it remains the responsibility of the applicant to provide all required materials by the deadline.

APPLICATION MATERIALS

An application must include the following for consideration for funding:

1. Application Form

The applicant must submit a complete and accurate application providing all requested information. The proposed budget must be accurate, detailed, and appropriate to the purpose of the project.

It should be checked carefully to make sure all the questions are answered and that the budget is properly structured and mathematically sound. The completeness and accuracy of the grant application is solely the responsibility of the applicant. Incomplete applications are not eligible for review.

The form must contain all required signatures. One original copy should be submitted. A copy should be kept for the applicant's files and reference.

2. Documentation of Tax-Exempt Status

All applicants (except governmental units) must submit one copy of the applicant's or fiscal agent's 501(c)(3) tax-exemption letter from the Internal Revenue Service. If the tax-exempt letter is currently on file with the Northwest Minnesota Arts Council, that should be indicated.

3. Resume's

Applicants must submit a complete resume that outlines the educational and professional achievements of the project personnel that relate to the project. Resumes must be submitted for the project director (i.e. contact person for the project), artists, and key individuals involved in the success of the project.

4. Fiscal Agent Contract (If Applicable)

If a fiscal agent is being used, one copy of the contract between the fiscal agent and the applicant must also be submitted, specifying the responsibilities of each party as described in the "Eligibility and Requirements" section of this Program Information. (See Attachment A, Sample Fiscal Agent Agreement.)

The Arts Council will not assume responsibility for any loss or damage to materials submitted with applications.

Review Standards • • •

All eligible applications will be reviewed by the Northwest Minnesota Arts Council according to:

1. The artistic quality and merit of the project or program.

This criterion may include how the project contributes to the artistic development of the respective art form, how well the resources (people, facilities, activities, etc.) to be used meet the goals of the project, and how the project meets or advances the goals of the organization. In the case of service projects, the merit and quality of that service to the arts will be reviewed.

If the application is determined to be of sufficient artistic quality and merit to deserve further review, the following standards will then be applied:

2. The demand or need for the project or program by the organization applying or the group it serves.

Considerations used to address this criterion may include community involvement and support for the project, the method used to determine that the project is needed, and demonstrated financial need as exhibited in the proposed budget.

3. The ability of the organization to accomplish the project or program described, or the organizational goals as presented.

This is demonstrated by providing evidence of a planning process, qualifications of the artistic and/or administrative personnel, feasibility of the budget, publicity efforts, evidence of fiscal responsibility, previous successful efforts.



Review Process • • •

1. The Northwest Minnesota Arts Council Director reviews the applications for accuracy, completeness, and eligibility.
2. Arts Council members receive copies of all applications at least ten days prior to the review meeting.
3. Council members with a conflict of interest in regard to a specific applicant or project declare such and comply with the Northwest Minnesota Arts Council Policies and Procedures, which are available upon request.
4. Applicants may be available to respond to questions from the arts council by telephone at the time of the review.
5. In reviewing the applications, the Council members will first determine the eligibility of the application, based both on the organization's eligibility and the project restrictions. Any projects which are determined to be ineligible shall be eliminated from the review process.
6. The Council will give priority to organizations that charge a fee for sponsored events. The Council will give priority to applications which show evidence that attempts have been made to seek financial support from the community.
7. The Council reserves the right to reduce the "Estimated Total Project Cost" by items determined to be ineligible for funding and/or questioned budget items. If the ineligible items in the application reduce the amount requested to less than 80% of the original request, the project will not be funded. Examples of ineligible costs are, but are not limited to:
 - a. Transportation to exhibits/field trips
 - b. Ribbons, prizes, flowers, gifts, awards, etc.
 - c. Building space and equipment owned by the applicant
 - d. Materials and supplies sold to participants
 - e. Materials, supplies, equipment, etc. which could be used for personal gain of participants
 - f. Long-life items and permanent fixtures
 - g. Monthly/seasonal/annual office or telephone rental
 - h. Monthly/seasonal/annual storage costs
8. The Arts Council may request a revised budget and/or project description before making a final recommendation.
9. Through majority vote, the Council will make a recommendation for full funding, partial funding, or no funding, based on the established criteria for:
 - a. Artistic quality and merit of the project;
 - b. Ability of the applicant to accomplish the project; and,
 - c. Need or demand for the project.If the recommendation is for "no funding" the Council will indicate the reasoning and the applicant will be informed of such.
10. The Council will rate each application on artistic merit and quality, need for the project, and the ability of the applicant to carry out the project.
11. If the applicant's previous final report has been penalized -- refer to the approval of project revisions and reporting sections of this document -- appropriate point reductions will be made.
12. Applications will be ranked in descending numerical order. A copy of the Northwest Minnesota Arts Council's Rating Form is available upon request.
13. Grants are awarded to the extent of funds available. If the funds remaining are equal to or greater than 80% of the amount requested, the highest-ranked applicant will be offered the funds. If two applications receive identical ratings, the application with the earliest receipt date will be given first priority. Should the applicant refuse the offer, the funds may be awarded to the next ranked applicant.

If the funds remaining are less than 80% of the amount requested by all eligible applicants, the funds will be carried over to the next grant round within the fiscal year.

At the last grants round of the fiscal year the Arts Council will select alternates for funding based on the ranking process. If during the following fiscal year funds are returned or a funded project is cancelled, alternates will be funded based on the procedure explained above.
14. The recommendations of the Arts Council will be submitted to the Northwest Regional Development Commission for action, based on adherence to the procedures approved by the Commission in the Arts Biennial Plan.

Terms of Grant/Grantee Responsibilities • • •

NOTIFICATION OF NWRDC ACTION

All applicants will receive a notification letter of acceptance or rejection within 45 days after final review of the application by the NWRDC, except when a revised budget and/or project description is necessary. In that case, applicants will receive an Arts Grant Contract and notification letter within 45 days after the receipt of the revised budget and/or project description.

ARTS GRANT CONTRACT

The Arts Grant Contract is a legally binding document signed by an authorizing official of the organization which has received an arts grant. The contract obligates the organization to perform proposed activities, to fulfill the requirements in the contract, and to maintain its financial records open for audit, specifically, the parties will agree that:

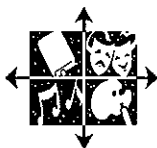
1. The project will be carried out in compliance with the project description, personnel, budget, and dates, as set forth in the application which reflects any revisions made and approved by the Northwest Regional Development Commission.
2. If the actual project cost is less than the total budgeted cost, the NWRDC will provide up to 50% of the actual project cost.
3. Participation in the project will not be limited on the basis of national origin, race, age, or sex.
4. The project will comply with the American's for Disabilities Act.
5. The following credit-line will appear on all programs and publicity related to the project:
This activity is made possible in part by a grant provided by the Northwest Minnesota Arts Council through funding from the Minnesota State Arts Board and the Minnesota State Legislature.
6. Funds for this project will not be released until a final report from any previously funded project has been submitted and approved.
7. All future grants will be contingent upon complete compliance with the terms of this agreement. Penalties will occur based on the late receipt of a final report or unapproved changes to the project.
8. The NWRDC shall have access to any books, documents, papers, and records regarding the granted project in the case of an audit or evaluation of the project. These records and supporting documents shall be retained for a period of three (3) years following the completion of the project.

The grantee's authorizing official must sign and return to the NWRDC, within 45 days from the date of mailing, one copy of the Arts Grant Contract and necessary attachments if notification is of grant approval.

Occasionally, "riders" or conditions will be placed on use of the grant funds. These conditions will be clearly outlined in the Arts Grant Contract.

In the event a grant is awarded to a fiscal agent, the fiscal agent must sign the contract and necessary attachments. The applicant organization must have submitted an agreement with the fiscal agent as described in the "Eligibility and Requirements" section of this Program Information.

The recipient must comply with all federal and state regulations specified in the contract.



APPROVAL OF PROJECT REVISIONS

The grantee must notify the regional Arts Council **in writing** at any point if the program or project is changed from the way in which it was described in the grant application. This includes, but is not limited to substitutions in personnel, change of project dates, change in number of performances, and receipt of additional funds.

Changes in the project must be approved by the Arts Council prior to the project activity date(s) and may result in a revision or revocation of the grant award.

The Arts Council Director will review the revisions requested to ensure that the change does not make the project ineligible for support. The grantee will be notified of the approval or non-approval of the project changes.

If the grantee fails to inform the Arts Council Director of the above mentioned changes before the projects dates, five points will be deducted from an applicants average rating. This will occur on the next eligible arts grant application (regardless of category) reviewed by the arts council within two years of the penalty.

REPORTING

Grant recipients must submit a final report to the NWRDC within 60 days of the date stated in the application as the end of the project or program. The final report must include a final financial report; project narrative; project evaluation; and copies of press releases, newspaper articles, and project publicity.

The grantee must request an extension from the Arts Council Director if they will be late returning their final report. This must be done prior to the due date of their final report.

If the grantee fails to request an extension, three points will be deducted from an applicants average rating. This will occur on the next eligible arts grant application reviewed by the arts council within two years of the penalty.

Failure to submit any final reports will adversely affect the recipient's eligibility for future funds. The recipient may be required to submit a certified audit report of the organization or a project funded by the NWRDC.

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 Arts Grant Contract;
- c. by the NWRDC upon the failure of the recipient to comply with one or more of the conditions of the Arts Grant Contract. Such termination shall be effective upon receipt of written notice by the recipient.

A commitment of funds to a recipient may be rescinded by the NWRDC if one of the following conditions exists:

- a. The recipient does not return the signed contract and/or attachments within 45 days of the mailing of the notification of grant award letter.
- b. The recipient does not return a revised budget and project description within 30 days of the notification letter of NWRDC action.
- c. The recipient does not request the grant within 45 days of the date of the contract.

Grant Monitoring & Evaluation • • •

FINAL REPORT

Grantees must submit a final report to the NWRDC office within 60 days after completion of the project. This includes:

1. final financial report
2. financial records, including in-kind vouchers as appropriate
3. project narrative
4. project evaluation
5. copies of press releases, newspaper articles, and project publicity.

EVALUATION BY ARTS COUNCIL

The Northwest Minnesota Arts Council members will attend NWRDC funded projects in their area whenever possible and complete an evaluation form on the project.

ACCEPTANCE OF FINAL REPORT

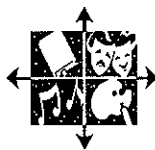
Both the final report and Arts Council evaluation form will be reviewed by the Arts Council for compliance with the "Terms and Responsibilities" set forth in the Arts Grant Contract and application. The Arts Council Director will notify the grantee of the acceptance/rejection of the final report.

Appeals Policy & Procedures • • •

Any applicant who can show cause that established grant review procedures were not followed may file an appeal as described below. There is no right of appeal for dispute of decision of the NWRDC with respect to artistic quality or merit, artistic excellence and leadership, and the quality of the artistic activity of the work of an individual artist.

The following appeal procedure shall be followed by the applicant to appeal the decision:

1. Written notification of a request for hearing must be submitted to the Executive Director of the NWRDC within ten (10) days from the date of receipt of the official notification of the NWRDC decision. The notice of request for hearing must set forth the basis for the appeal of the issues to be heard and determined by the hearing board.
2. All written notifications under this appeal procedure shall be served by certified mail, return receipt requested.
3. Upon receipt of the written request for hearing, the Executive Director will, within ten (10) days, set a date for the appeal hearing.
4. NWRDC Board and three officers of the Committee of Jurisdiction shall act as the hearing board.
5. The applicant agency will be notified in writing of the date and time of the hearing. Such notice of hearing shall be mailed to the executive director of said agency. The hearing must take place within twenty-five (25) working days of the date of receipt of the request for hearing by the NWRDC. The time for this hearing may be extended by mutual agreement of the Executive Director of the NWRDC and the executive officer of the applicant agency. Any extension or modification of the hearing date must be by mutual agreement and such agreement must be in writing.



6. The hearing will be conducted as follows:
 - a. A majority of the Hearing Panel of the NWRDC must be present for said hearing.
 - b. The Chairperson of the Commission shall chair the hearing and shall vote only in case of a tie.
 - c. The hearing chairperson shall advise the parties as well as the members of the general public present as to the hearing procedures.
 - d. There shall be no cross-examination of any witnesses by either the representative of the applicant or the representative of the NWRDC.
 - e. The applicant may make an opening statement to the hearing board prior to proceeding with testimony.
 - f. The applicant shall present all of its witnesses and exhibits.
 - g. The NWRDC representative may make an opening statement to the hearing board prior to proceeding with testimony.
 - h. The NWRDC representative shall present all of its witnesses and exhibits.
 - i. Upon the completion of the presentation of all testimony and exhibits, the applicant may make a closing statement to the hearing board.
 - j. Following the closing statement by the applicant the representative of the NWRDC may make a closing statement to the hearing board.
 - k. A record of all hearing procedures before the hearing board shall be maintained by the hearing board, either through mechanical reproduction or stenographic reproduction. The hearing board shall retain a copy of the record until the appeal procedures have been exhausted for a minimum of six (6) months. The applicant or the representative of the NWRDC may obtain a transcribed copy of said hearing or any portion thereof upon the payment of the fee required to provide such transcript.
 - l. A decision will be reached by the hearing board at the end of the hearing. The applicant and the NWRDC full Commission will be notified within five (5) days of the decision.

7. The hearing board may take one of the following actions:
 - a. Submit the proposal to the Regional Development Commission for reconsideration.
 - b. Uphold the initial action of the Commission.

Other Northwest Regional Arts Council Services • • •

In addition to grant assistance, the Arts Council offers other art services to individuals and organizations in the region, some in collaboration with the Minnesota State Arts Board.

CONSULTANT SERVICES

Staff is available to provide assistance in arts program development, including:

- a. review of project ideas which an individual or organization may be submitting for funding assistance from the NWRDC or other funding agencies
- b. technical assistance in grants preparation and other arts administration, planning, and development areas
- c. information services on other public and private grant programs and funding sources for both art organizations and individuals

WEB SITE

The Arts Council has a good web site listing all the information on grants available, services, directory information as well as links. Check out www.nwrdc.org/arts.htm.

ARTIST REGISTRY

The Artist Registry is a directory of artists and art organizations in Region 1. Artists in such disciplines as dance, music, opera/musical theater, visual arts, theater, design arts, crafts, photography, media arts, literature, and folk arts may participate in the Registry. The Artist Registry is not intended as an endorsement of artists qualifications or abilities.

The Registry is an up-to-date, comprehensive, computerized mailing list containing basic information about all northwestern Minnesota artists who are listed. Registration forms are available from the NWRDC office. The Registry information is then used to create the Northwest Regional Directory of Artists and Arts Organizations. This directory is published on our web site www.nwrdc.org/arts.htm. Information on arts organizations is also included in our Tourism Directory on the web at www.visitnwminnesota.com. This directory is also available as a 48 page Recreation Guide call the NWRDC at 1-800-646-2240 to request a copy.

NORTHWEST MINNESOTA ART EXHIBITION

Visual artists are encouraged to participate in our exhibition each Spring. Entry forms are available from the Arts Council in late February and on our web site at www.nwrdc.org/arts.htm. There are over \$1,500.00 in prize awards available in adult and high school artist categories. Visual art work is accepted in all mediums including painting, drawing, photography, digital art, pottery, sculpture, and mixed media. Each year a different community hosts the main weekend long exhibit of approximately 100 pieces. If you are interested in hosting call the NWRDC.

NEWSLETTER

A quarterly newsletter containing articles of interest to artists and arts organizations is published. Northwest Arts features articles spotlighting successful arts programs, projects, or organizations; an arts calendar of upcoming event in the region; opportunities for artists, included grant application deadlines arts employment opportunities, workshops, and conferences.

WORKSHOPS AND CONFERENCES

The Northwest Minnesota Arts Council may sponsor workshops and conferences in response to local arts development needs and in conjunction with its ongoing arts planning responsibilities. At least twice a year, a grant writing/information workshop is combined with a hands-on technical workshop. Usually the location and choice of training is initiated by a local arts organization. Call staff at 1-800-646-2240 to talk about your interest and perhaps this can happen in your community for a small materials/lunch charge.

PUBLICATIONS AND RESOURCES

Available through the Northwest Minnesota Arts Council are:

- Annual Northwest Regional Arts Council Plan
- Northwest Regional Directory of Artists and Arts Organizations
- Basic Guide to Grants for Minnesota Artists



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 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 NWRDC.
4. A final report, certified by the Fiscal Agent, will be submitted in writing to the Northwest Regional Development Commission.

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

Fiscal Agent Signature

Authorizing Official of Arts
Organization Signature

Position or Title

Position or Title

Date

Date

Instructions for Completing the Grant Application Form

1. 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 about the grants program.
2. 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.
3. If space on the application form is inadequate, attach additional sheet(s).
4. Submit one original of the grant application.
5. Applications must be postmarked by the deadline date to be eligible.

DEFINITIONS:

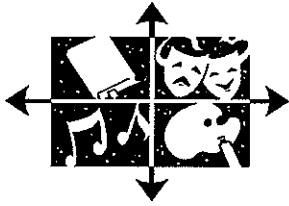
"Project Director" is the person designated by the applicant organization as responsible for overseeing the implementation of the proposed project. This person is responsible for the timely submission of all required forms and reports to the Northwest Regional Arts Council. This person should be knowledgeable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

"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.

"Project Starting Date" is when a financial commitment has been made toward the project. Examples of financial commitments include but are not limited to: ordering play books, advertising for auditions, making a deposit to sponsor a touring group, signing a contract for a performance, etc. Projects for which there has been any kind of financial commitment prior to that 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!!



Arts Project Grant Application Form

(Please Type or Print Carefully with Black Ink)
Northwest Minnesota Arts Council - 115 South Main, Suite 1 - Warren, MN 56762

FOR OFFICE USE ONLY	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: _____
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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)
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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)

Authorizing Official	_____	_____	_____	_____
	Typed Name	Title	Signature	Date
Fiscal Agent	_____	_____	_____	_____
	Typed Name	Title	Signature	Date
Project Director	_____	_____	_____	_____
	Typed Name	Title	Signature	Date

11. Give a complete description of the project, including dates and times of activities.

12. Ticket and Audience Information

- A. Number of performances or days of exhibition: _____
- B. Anticipated audience: _____
- C. List the ticket price/s for this project: _____
- D. List ticket price/s you have charged for similar events in the past two years: _____
- E. How were ticket prices determined?
- F. If you are not charging for this event, list the reasons why not:
- G. What efforts have been made to seek financial support from the community for this project?

Merit and Artistic Quality

Applicant: _____

13. What are the specific goals of this project?

14. How will you evaluate the project?

15. A. List the key artists, companies, professionals, and administrative personnel.
B. Indicate why they were selected.
C. Attach resumes for these people.

Need or Demand for the Project

16. How was the need for this project determined:

A. By artists?

B. By the community?

Ability of the Applicant

Applicant: _____

-
17. Give a brief description of all arts-related projects undertaken by your organization in the past two years, including dates.
18. Describe the publicity and/or marketing efforts, including how the participants and public will learn of the project, a description of the methods (news releases, posters, brochures, etc.) that will be used, and the range of distribution of the publicity.

Needs Assessment Questions: this section is required and will help us to continue to assess the region's needs

19. In your community or county, what do you think is the greatest strength and what is most lacking in the arts?

20. What are your needs, other than funding, as an artist, arts organization or non-profit organization pertaining to the arts?

21. How could the Northwest Minnesota Arts Council help you fulfill the needs identified in question 20?

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 Section 1. above.
 - The fiscal agent is a non-profit organization as defined above in Section 2. above and a copy of the IRS Letter of Exemption is attached.
- 4. Resumes of key project personnel (artists, companies, director, etc.) are attached.

