



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 _____	

<p>1. Applicant (Official Name, Address)</p> <p>Phone: _____</p> <p>E-mail: _____</p> <p>Website: _____</p>	<p>2. Project Director (Name, Address)</p> <p>Day Phone: _____</p> <p>E-mail: _____</p>
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<p>3. Date of IRS Tax-exempt Letter _____ (All applicants should include a copy of the letter.)</p>	<p>4. Fiscal Agent (If Applicable. A Contract Must Be Enclosed)</p>
<p>5. Total Annual Organizational Expenses (Last completed year)</p> <p style="text-align: right;">\$ _____</p>	

PROPOSAL QUICK REFERENCE STATISTICS

<p>6. Adult Artists Participating _____</p> <p>Adult Audience _____</p> <p>Children/Youth Benefitting _____</p>	<p>7. Total Expenses \$ _____</p> <p>Amount Requested \$ _____</p> <p>(Note: Request can not exceed 50% your answer to #5 above Total Annual Org Expenses)</p>
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<p>8. Main Activity Dates _____</p> <p>Entire Dates from Start to Finish:</p> <p>_____ - _____</p>	<p>9. Location of Activities _____</p> <p>_____</p>
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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: _____

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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 22?

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.

Proposed Budget

Applicant: _____

INSTRUCTIONS:

- A. Maximum grant request of \$3,000.00.
- 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 Project Grant Requested
(Same number as first column total above. \$3,000 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.
