



**NWRDC/McKnight  
Small Capital Grants**

**Program Guidelines &  
Application Form**



**Application Deadlines:  
May 15, 2007  
Special Deadline for Schools**

**Northwest Regional Arts Council  
Northwest Regional Development Commission  
115 South Main  
Warren, MN 56762**

**Questions? Contact Mara Wittman, Arts Council Director  
1-800-646-2240 (218) 745-6733  
[www.nwrdc.org/arts.htm](http://www.nwrdc.org/arts.htm)  
[mara@nwrdc.org](mailto:mara@nwrdc.org)**



# NORTHWEST 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 for artistic equipment to schools in the seven counties of Region 1 (Kittson, Marshall, Norman, Pennington, Polk, Red Lake, and Roseau). May 1st is a special deadline that allows schools to be eligible.

With the McKnight Foundation funds, the Northwest Regional Arts Council's goal is to help arts organizations and now schools 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 a public or private school located in Region 1.
2. 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.
3. The application must be postmarked by the deadline date indicated in the cover page of this material.

## PROJECT ELIGIBILITY

1. Applications for NWRDC/McKnight Small Capital funds may be made for the purchase of artistic equipment.
2. Each school district or private school may only apply for \$1,000.00 grants, and these grants must be matched with \$500.00 cash. Therefore, project costs must equal \$1,500.00 or more.
3. Requests must be for items which are generally adaptable, i.e. usable for more than one performance or display or training session.

4. The school 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 or school.

## FUNDING PRIORITIES

Preference for funding will be given to:

- Schools that do not have an arts organization within their community that could and should be requesting funds due to the fact that they share your facility.
- Schools that continue to employ arts specialists.

## FUNDING RESTRICTIONS

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

- Funds are requested to reduce or eliminate accumulated deficits.
- 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 Regional Arts Council's NWRDC/McKnight Arts Grant Program Guidelines to determine:

- a. your school'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 Regional 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. This application has been tailored to schools so all questions should be pertinent.

Submit one original of the grant application to the NWRDC office. Please keep a copy for your files. Applications must be postmarked by or on the deadline date to be eligible for funding.

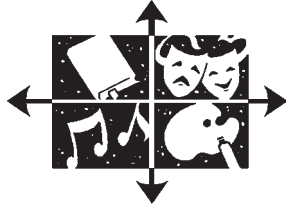
## DEFINITIONS:

**"Project Director"** is the person designated by the school 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. 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 school. This person is usually the Principal or Superintendent. 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 Regional Arts Council office if you have questions on the application!!!**



(Please Type or Print Carefully with Black Ink)

NWRDC - 115 South Main - Warren, MN 56762

<p><b>1. Applicant School</b> (Name, Address, Phone)</p>   <p>phone: _____ e-mail: _____</p>	<p><b>2. Project Director</b> (Name, Address, Day Phone)</p>   <p>day phone: _____ e-mail: _____</p>
<p><b>3. # of students benefitting</b> _____ <b># of adults benefitting</b> _____</p> <p>Please estimate within one year, if you are awarded the grant, the number of people who will benefit from the artistic equipment purchases.</p>	<p><b>4. Total Project Cost</b> \$ _____</p> <p><b>Local Match</b> \$ _____ (\$500 required; a higher amount may be needed to cover your full project cost minus the \$1,000 grant.)</p> <p><b>Amount Requested</b> \$ <u>1,000.00</u> _____</p>

**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; kiln; clavinova) 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 arts program within the school that will benefit from the equipment purchase. Include what plans this department has for events//productions for the coming year? Include other sources of support your school has received the past two years that assist in the success of the artistic departments. Then state how will you evaluate this project?
  
- 7. Need:** How did you determine the need for this project? How will this project meet the artistic needs of your teachers? How will these funds enhance the quality of the education provided by your school? What other sources have been sought for funding this project? What has been the response?
  
- 8. Attach any quotes/estimate for the project, and indicate the date and source of the quote/estimate. Attach any supporting material.**

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

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

9. **Project Budget:**

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

**Capital Costs (Equipment)**

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

**Supplies and Materials  
(Expendable Items)**

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

**Other Costs**

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

**TOTAL COSTS**

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

**FUNDING MATCH FROM OTHER RESOURCES**

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

(\$500 required; a higher amount may be needed to cover your full project cost minus the \$1,000 grant.)

**AMOUNT REQUESTED**

\$ 1,000.00 \_\_\_\_\_

10. **Check which of the following are enclosed:**

- Narrative for questions 5, 6, and 7  
 Cost Quotes (date and source indicated)

11. **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**

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Typed Name Title Signature Date

**Project Director**

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Typed Name Title Signature Date