

Season/Series Arts Support Grant 2023-2024

Region 2 Arts Council

INTRODUCTION

Maximum Award: \$18,000

Deadline: September 15, 2023 by 11:59 pm

Review Date: October 10, 2023

Approval Date: October 19, 2023

Earliest Start Date: November 3, 2023



Funding Source

Region 2 Arts Council Season Series Arts Support Grants are made possible by the voters of Minnesota thanks to a legislative appropriation from the Arts and Cultural Heritage Fund.



Values Statement

Region 2 Arts Council is here to spark an idea, offer a point of contact, add strength to your existing network, or offer fuel for a creative project. Our values show the kind of culture that we wish to embody through our work. Our culture of respect and responsiveness means we will meet you where you are at, and work with what you have to share. Our culture of inclusivity and equity offers a place for you in what we have to offer. Our culture of curiosity gives us the opportunity to witness, listen, and celebrate creativity in its many forms.

Season/Series Arts Grant Intention

This grant program was created to help arts organizations, and other nonprofit entities that do a high volume of arts activities or arts programming, by allowing them to fill out one grant application to fund many events instead of multiple grant applications to fund each individual event. It is our hope that this will save valuable staff/volunteer time and effort in applying for

our funding and subsequently filling out all the follow up information connected to a funded grant.

Eligible Organizations

Organizations must be nonprofit and physically located within one of the five Region 2 Arts Council counties of Beltrami, Clearwater, Lake of the Woods, Mahnomen, or Hubbard and have planned and executed **at least 4** arts or arts and culture activities, programs, performances, projects or workshops accessible by the public within the 24 months prior to this application deadline.

Eligible organizations include:

- arts organizations
- schools (*parochial schools are ineligible*) and community education programs**
- colleges and universities
- local city, town, county government entities
- local tribal government entities of the sovereign nations of Red Lake, Leech Lake, and White Earth
- non-profits providing arts programming
- arts affiliate to a 501(c)3 host organization or other non-profit entity (such as a school, college, university, or city, town, county, or tribal government entity)

**** Based on Minnesota Statute 124D.19, Community Education Programs will be assumed to be operated by the school district and *will be subject to all grant guidelines that apply to schools.***

Eligible Proposals

Each Season/Series Arts Support Grant assists an organization in funding the creation, production, and presentation of two or more arts activities to benefit of the residents of Minnesota's Beltrami, Hubbard, Clearwater, Lake of the Woods, and Mahnomen counties. Proposals that include public art, arts festivals, engagement of guest artists, artists-in-residence programs, educational performances, educational arts field trips, arts training or workshops, exhibitions, presentations, or performances will be considered. These proposals must show a commitment to developing new/and or expanded arts programming from what the applicant organization has presented in the past. Additional attention should be paid to one or more of the following:

- removing barriers that audiences may have to accessing arts activities
- developing knowledge, skills, and understanding for the arts for Minnesotans of all ages
- representing through the arts the diverse ethnic and cultural arts traditions in our state
- building bridges between Minnesotans through arts and culture.

IMPORTANT: Any project or program for which project-specific expenses have been incurred and paid prior to the earliest start date is not eligible for funding from this grant.

Instructions

- Items marked with an asterisk (*) are ***required*** and must be answered by all applicants before submitting. To allow for flexibility some items NOT marked with an asterisk are still required. Samples of your 4 qualifying arts activities from the past two years, for example, require uploaded or linked content to be eligible for funding, even though these items are not marked with an asterisk. **Read all instructions carefully.**
- When uploading a file, make sure it is in one of the accepted formats listed (pdf, jpg, xlsx) and that it does not exceed the file size (1 MB) specified. If you need assistance reducing file size or converting your files to a different format, please contact staff@r2arts.org. We have software you might not have access to like Adobe Photoshop and Adobe Acrobat Pro and we are happy to help.
- You may save and return to your application as many times as you like before the deadline. The system automatically saves your work every few seconds, but this can be disrupted by an unstable internet connection. It helps to create a document with all your answers on it to transfer to and from your application. Also, the system will log you out due to inactivity. If this happens simply log back in and your answers should be waiting for you.
- Do not press "SUBMIT APPLICATION" unless you are sure your application is complete. (If you submit your application in error, please contact R2AC staff. We can revert your application status to draft so you can access it and make changes before the deadline if needed.)
- The grant application has a hard deadline of 11:59 pm. All submissions are locked as of 11:59 pm on the deadline date. The system does not provide a warning that the deadline cut-off is coming, so please watch the clock if you are down to the last few minutes. We suggest submitting by 11:30 pm to allow for any technology glitches. You will receive an automated email to confirm your application was submitted successfully.
- Once your application is submitted, **NO CHANGES OR CORRECTIONS WILL BE ALLOWED.** Please see our Grant Submission Policy.

We suggest that you also click on all links to policies and guidelines to get more clarification on what is expected in your grant application. We also suggest clicking on the gray arrows at the beginning of each section to collapse or expand that section. This helps you more easily navigate to the section of the application you need to work on.

If you have any questions or problems in filling out the online application, please feel free to contact R2AC staff. Helping applicants is part of the services we provide.

Email: staff@r2arts.org **Voice:** 218-751-5447 or 1-800-275-5447 **Text:** 218-407-2507

You may request staff to read through your application at anytime before the deadline and provide feedback (9 am - 5 pm, Mon.-Fri.) as time allows. To request *a thorough review* of your application prior to submission, contact staff ***at least a two weeks prior to the deadline***. Please review our Grant Writing Support Policy. ***Disclaimer: A review of your application does not guarantee that your request will be funded.***

GENERAL ORGANIZATION INFORMATION

Multiple Organization Names

If the name on your 501(c)3 determination letter and the name you applied under differ, please explain why.

Character Limit: 1000

Legal Name of Organization*

What name appears on legal documents for your organization such as your articles of incorporation, tax forms, or documentation for your tax exempt status? *For Arts Affiliates this would be the legal name of your Host Organization.*

Character Limit: 250

DBA (Doing Business As) Name, if your organization uses one.

If you want us to promote your organization under a name different from the legal name above, such as an arts affiliate name, please enter it here.

Character Limit: 250

My organization is:*

Choices

- a nonprofit arts organization
- a nonprofit providing arts programming
- a school, community education program, college or university
- a tribal government
- a local city, town, county government
- an arts affiliate that is part of a nonprofit host organization or other non-profit entity

Season/Series Name*

Please provide a very brief title or name for your proposed season or series of arts activity/programming. The name you choose will appear at the top of your application and also to refer to this application when you log in to our grants portal and view your dashboard.

Please be aware that R2AC staff will be adding an R2AC Grant Number (e.g. ACHS-2023-01) at the beginning of your project name after you have submitted your grant to help us better refer to and search for your grant application in our database.

Character Limit: 250

Arts Activity Description*

Briefly describe this season/series of arts activity/programming in one sentence. (Example: Funds will assist *Organization Name* to provide arts activities including *list of proposed arts programming or activities*.)

Character Limit: 250

Start Date*

The start date should be approximately one month before your first arts activity is to take place or before you have to contract for services and may fall between the Earliest Start Date (listed at the beginning of this application form) and one year after the Earliest Start Date.

Character Limit: 10

End Date*

Final reports must be submitted within 45 calendar days from the end date of your final arts activity as indicated here. Keep in mind your final report must be submitted before June 30, 2025.

Character Limit: 10

Program Dates*

Please enter the proposed dates of all performances, exhibitions, workshops, festivals, or other arts programming funded by this grant.

Character Limit: 500

Does this funding request include public art?*

If public art (meaning the art or art-making resides in a public place such as a sculpture walk, a mural, a community place-making project, a street festival, a performance in a park, art displayed in government buildings, etc.) is part of your funding request then you will need to adhere to our Public Art Policy and provide specific documentation for the public art you wish to fund.

Choices

Public Art Included in Funding Request

No Public Art Included in Funding Request

Grant Administrator*

Please list the contact information for the Grant Administrator who will be responsible for overseeing the proposed arts activities, submitting reports, and communicating with Region 2 Arts Council about the proposed arts activities. Include name, title, address, city, zip code, phone numbers and an email address.

Character Limit: 500

ELIGIBILITY CERTIFICATION

Please read the eligibility criteria statements below carefully. These statements will help you discern if your proposed arts programming or activities are eligible for funding through this grant.

Once you have read through the entire list and are sure that your arts activities fit within all of these eligibility guidelines, the Grant Administrator and Authorizing Official will need to type their names and titles below. Typing your name acts as an electronic signature and verifies that your organization and any proposed arts programming or activities are in compliance with all eligibility criteria and that responses to all questions in this application and any documents included with this application are true and factual. Your electronic signature holds you legally responsible for any false or fraudulent information in this grant application.

If you have any questions on any of the eligibility criteria, please email staff@r2arts.org (**Voice:** 218-751-5447 or 1-800-275-5447 **Text:** 218-407-2507) to discuss eligibility. We can help you determine your proposed arts activities' eligibility for this grant and, if needed, recommend a different grant to better suit your needs.

Arts Focus:

The proposed arts programming or activities have arts or arts and culture as their primary focus.

Arts Activity in the Previous 2 Years

The organization I am applying on behalf of has held **at least 4** arts or arts and culture activities, programs, performances, projects or workshops accessible by the public within the 24 months prior to the application deadline.

(Note: Qualifying activities may have been funded by any means, including, but not limited to, Region 2 Arts Council and Minnesota State Arts Board grant awards.)

Clean Water, Land, and Legacy Amendment Funding Requirements

The proposed arts programming or activities support Arts Access, Arts Education, and/or Arts & Cultural Heritage as stipulated by the Clean Water, Land, and Legacy Amendment which provides funding for this grant.

Accessibility:

The proposed arts activities will be accessible to the public.

Location of Organization:

The organization I am applying on behalf of has a physical address located in one of the following Minnesota counties: Beltrami, Clearwater, Hubbard, Lake of the Woods or Mahnomen and will retain that address throughout the grant period. *(Note: Organizations that*

relocate outside of our service area during the grant period will be asked to return all grant funds received.)

Location of Arts Activity:

The proposed arts programming or activities will occur within the state of Minnesota.

5 County Impact:

The proposed arts programming or activities will primarily impact residents in one or more of the following Minnesota counties: Beltrami, Clearwater, Hubbard, Lake of the Woods or Mahnommen.

Relocation:

The organization I am applying on behalf of does not intend to use Season/Series Arts Support Grant funds to relocate their legal address outside the geographic boundaries of Beltrami, Clearwater, Hubbard, Lake of the Woods or Mahnommen Counties or outside the state of Minnesota.

Tax exempt status:

The organization I am applying on behalf of has Minnesota non-profit 501(c)3 tax exempt status, or is an arts affiliate to a 501(c)3 host organization or other tax exempt entity, or is a school, college, or university, or city, town, county, or tribal government entity.

Ineligible Organizations:

I am not applying on behalf of a for-profit business, an organization intending to influence public policy, a parochial school, or a religious organization.

Requests for Funding for Expenses Paid Prior to the Earliest Start Date:

This request is not intended to cover funding deficiencies in a project that was already completed or to fund a project or activity for which project-specific expenses have been incurred and paid prior to the earliest start date.

Already Funded by R2AC:

The proposed arts programming or activities are not currently receiving funding from an R2AC grant award, seeking to use funding from more than one R2AC grant, or seeking to cover costs of a project or activity that are specifically being covered through another R2AC grant award.

Two Applicants Seeking Funding for the Same Project:

The organization I am applying on behalf of is not seeking funding for the same proposed project as another applicant in an effort to obtain more funding for the joint project from R2AC. (i.e. Multiple organizations cannot apply for grants to fund projects that include the same artists and activities which occur at the same date, time and location.)

Capital Improvements:

The proposed project or activity does not seek funding for a new building project, capital improvement, building renovation, or building construction costs. Note: Freestanding capital equipment, defined as equipment that does not alter the property, is not permanently affixed to the property, and does not change the value of the property, is an allowable budgetary expense for 501(c)3 nonprofit organizations only.

Activity started prior to Earliest Start Date:

The proposed arts activities will not have started prior to the Earliest Start Date listed at the beginning of this application form. R2AC funds do not cover expenses incurred and paid prior to the Earliest Start Date.

Funding from Clean Water, Land & Legacy Amendment:

The proposed arts programming or activities are not over 80% funded by Minnesota State Arts Board, Library Legacy, Historical Legacy, Department of Agriculture or other grant awards funded by the Clean Water, Land & Legacy Amendment and will not become over 80% funded if awarded this grant.

Objectionable Content:

The proposed arts programming or activities do not promote use of illegal substances, violence, and/or racism and will not have pornographic content (Please note it is at the board's discretion to deem an activity objectionable)

Proselytizing:

The proposed arts programming or activities do not proselytize a belief or involve the religious socialization of the audience or participants.

Attempt to Influence State or Federal Legislation or Appropriation:

The proposed arts programming or activities are not an attempt to influence any state or federal legislation or appropriation.

Fundraising:

The proposed arts programming or activities are not intended to raise funds for an organization, charity, or cause, or to start or build an endowment.

Unreasonable Fees for Artists:

The proposed arts programming or activities do not require artists to pay an unreasonable entry fee in order to exhibit, perform, or be included in the activity.

Purchase of Food or Drink:

The proposed arts programming or activities are not seeking funding for the purchase of food or drink for events.

Grant Writer Conflict of Interest:

I am not a current member of the Anishinaabe Arts Initiative Council, the R2AC board or staff, or a member of their immediate family (Immediate family is defined as: spouse, domestic partner, parent, child, child's spouse, brother, brother's spouse, sister, or sister's spouse).

Organizational Conflict of Interest: The organization I am applying of behalf of does not have an Executive Director, Artistic Director, Chair, President, Vice President, Secretary, or Treasurer who is also a current member of the R2AC Staff, the Anishinaabe Arts Initiative Council, or the R2AC Board of Directors.

Internal Conflict of Interest:

The organization I am applying on behalf of does not have any internal conflicts of interest as defined by Minnesota State statute 317A.255

Granted Projects in Open Modification:

The organization I am applying on behalf of does not have a grant project in the state of open modification, in which the grantee has mentioned that a project needs to be modified, but specific modifications have not been requested or approved, such as when you already have an open change form.

Past Contractual Agreements with R2AC:

The organization I am applying on behalf of is not in violation of any past contractual agreement with R2AC, such as an overdue final report from a previous R2AC grant.

Terminated Grant Contract/Agreements with R2AC:

The organization I am applying on behalf of has not failed to return grant funds to R2AC after having any R2AC grant contracts/agreements terminated or funding revoked.

Misuse of Funds

The organization I am applying on behalf of has not misused granted funds and has not been deemed ineligible to receive funds from R2AC, the Minnesota State Arts Board, or any other regional arts council due to the misuse of funds, plagiarism, or misrepresentation on a grant application.

Public Art Projects:

If public art is a part of the proposed arts programming or activities, then the proposed activity falls within the parameters of the Public Art Policy.

Literary Arts Projects:

If literary arts are part of the proposed arts programming or activities, the proposed activity falls within the parameters of the Literary Art Policy.

Film/Television/Media Arts Projects:

If part of the focus of this project is film, television or other video media, the activity falls within the parameters of the Film/Media/Television Art Policy.

Academic Credit or Retention of Teaching License:

The proposed arts programming or activities are not seeking funding for arts activity resulting in academic credit, tuition for academic coursework, teaching license, or continuing education requirements (CEUs) to retain teaching license.

Compensation for School Personnel:

The proposed arts programming or activities do not provide compensation for personnel to complete work in the institution where they are employed.

Public Access to School/College/University Activities:

The proposed arts programming or activities do not serve students or faculty only, but include activities specifically designed to be easily accessible to the general public, such as evening performances or art exhibits.

School/College/University Equipment Restriction:

The proposed arts programming or activities are not seeking to fund equipment for a school, community education program, college or university.

School/College/University Arts Programs:

The proposed arts programming or activities do not seek to fund discontinued or nonexistent arts programs or pay an artist or organization to provide essentially the same services an arts teacher/instructor/professor or arts specialist employed by the institution would be expected to provide. **NOTE:** The proposed project or activity may **supplement** activities that are meant to fulfill a standard, but **may not be used to fulfill a standard**.

Type in the names and titles of the following lead positions for this application, with the consent of all signatories, as electronic signatures. Note that the typed name constitutes a legal signature and all parties undersigned must agree to the following statement:

"We certify that all information provided in this application is, to the best of our knowledge, true and factual and we have not plagiarized artists' work or otherwise knowingly misrepresented our organization, as described in the R2AC Plagiarism Policy. Our proposed arts programming or activities are in compliance with all the eligibility criteria stated above, as well as with all applicable federal, state, and local laws, rules, regulations, and ordinances in relation to the use of these funds."

Grant Administrator Signature*

Character Limit: 100

Grant Administrator Title

(e.g. Grant Writer, Arts Teacher, Artistic/Executive Director, Board Member, etc.)

Character Limit: 250

Authorizing Official Signature*

(This **cannot** be the same individual as the Grants Administrator)

Character Limit: 100

Authorizing Official Title

(e.g. Board Chair/President, Artistic/Executive Director, Principal/Superintendent, etc.)

Character Limit: 250

QUALIFYING ARTS ACTIVITIES

Qualifying Arts Activities from the Past Two Years

Include links and uploaded content below that clearly shows *at least 4 different arts activities* offered to the public by your organization in the 24 months prior to deadline for this grant application. **For Arts Affiliates** - if you and your host organization are both applying for this grant you may not use the same qualifying arts activities. You can use photos or videos of arts activities such as theatrical productions, concerts, arts workshops, exhibitions, literary readings, etc. You can also upload posters, programs, postcards, etc. used to promote these activities.

Please Note: News media about past performances are not allowed. You may upload/link to news broadcasts/articles only in the Supplemental Information section. **Links to Facebook, Instagram, Twitter, Pinterest or other social media are not allowed. and will be deleted prior to review.**

LINKS:

You can use these link boxes to provide music and video samples for your 4 qualifying arts activities. We prefer unlisted or public links. Try to keep content 2-4 minutes in length. You can upload content to YouTube, Vimeo, SoundCloud, DropBox or other file-sharing sites. **All links must be able to be viewed by any browser without use of a subscription, special software, passwords, or plug-ins. Remember to include a description for each link in "Description of Links" question below.**

Link 1

Character Limit: 2000

Link 2

Character Limit: 2000

Link 3

Character Limit: 2000

Link 4

Character Limit: 2000

Description of Links

You must provide a description of each link in the text box provided.

Include:

- Description of the arts activity and your organization's role, as well as the names of any partner organizations involved
- Date or dates of the arts activity
- Title of the work and name of the artist/author/performer/director/composer
- List of performers and their instruments or roles (e.g. Robin Miller as Mercutio or Emery Jones on Trombone)
- If the link is to a music or video file over 4 minutes, please indicate which 2-4 minutes you would like the panel to review to best showcase the activity.

Character Limit: 3000

UPLOADS:

Please upload photos (.jpg) or other content (.pdf) documenting your 4 arts activities below. They could be photos of your activity or items such as posters, programs, advertisements, etc. If you are having trouble re-sizing your jpgs or pdfs to fit the 1MB size requirements, please contact the Grants Manager at least a week before the submission deadline for help. You may also want to link to high resolution images via Dropbox using the Links section above.

Remember to include descriptions of each image or document you have uploaded under "Description of Uploads" question below.

Sample 1

File Size Limit: 1 MB

Sample 2

File Size Limit: 1 MB

Sample 3

File Size Limit: 1 MB

Sample 4

File Size Limit: 1 MB

Description of Uploaded Work Samples

You must provide a description of each uploaded sample in the text box provided.

Include:

- Description of the arts activity and your organization's role, as well as the names of any partner organizations involved
- Date or dates of the arts activity
- For photos of artistic activity, please explain the activity pictured and name people in the picture if possible
- For single works of art include name of artist, title, dimension, medium or materials used to create the piece
- For documents explain how they relate to your arts activity.

Character Limit: 3000

Planning & Execution*

Provide evidence supporting your ability to plan and successfully execute arts programming or activities. Please describe what made arts programming or activities you have done in the past successful.

Character Limit: 1000

ARTISTIC VISION FOR SEASON/SERIES

Arts Season/Series Proposal*

How many activities are you seeking to fund and what does each entail? Describe the ways in which the proposed arts programming or activities support your organization's mission and goals. Describe the roles of participating artists and audiences in the activities or programming you will provide. Include an approximate timeline with anticipated dates, times, and locations of your arts activities if possible. Describe how your proposed arts programming or activities contribute to the vibrancy of the arts in our region and will help instill the arts into community and public life in our region.

Character Limit: 5000

IMPORTANT: These Arts and Cultural Heritage Funds may be used to **supplement**, but never **substitute**, for traditional sources of funding.

For schools, colleges, and universities: You *may not* use these funds for arts programming or activities that in the past have been funded by the school, college, or university *in any way*. In order to be eligible for funding, the proposed arts programming activities must be new, and go above and beyond activity that your school or your school's instructors would normally be contracted to do. The proposed project or activity may **supplement** activities that are meant to fulfill a standard, but **may not be used to fulfill a standard**.

For all applicants: If your organization has done a version of these arts activities or programs in the past (*and for schools, colleges, and universities, if the project meets the above requirements*), you need to **show us how the arts programming or activities have been expanded or enhanced.**

New and Expanded Programming*

Describe how this arts programming or these arts activities are expanded or enhanced from similar arts programming or activities your organization has done in the past. If the planned activities are new for your organization, describe how these new arts programs or activities will expand or enhance what your organization can offer to the community.

Character Limit: 1000

Artistic Quality*

Please describe the artistic quality of the arts programming or activities you are seeking to fund. Focus your description on creativity, originality, and artistic technique.

Character Limit: 1500

Artist Selection*

Describe the process you used, or will use, to select the artists for your proposed arts programming or activities. Describe the procedures followed to avoid conflict of interest between the board/staff and the selected artists. Upload your request for proposal (RFP), request for qualifications (RFQ), or opportunity promotion if you are using one.

Character Limit: 1000

RFP (Request for Proposal) or RFQ (Request for Qualifications)

If you have not selected artists for some of your activities yet, upload a request for proposal, request for qualifications, or other promotional material outlining what you expect from an artist.

File Size Limit: 1 MB

Support Documentation for Arts Programming or Activities

If you have already selected artists to exhibit, teach, present, or perform, or works of art to perform in concert or as theater, upload or link below to work samples, resume/bios, lesson plans, schedules, etc. Resumes/Bios should be under 2 pages in length and linked work samples should take under 2 minutes to play.

Support Upload 1

File Size Limit: 1 MB

Support Upload 2

File Size Limit: 1 MB

Support Upload 3

File Size Limit: 1 MB

Support Upload 4

File Size Limit: 1 MB

Support Upload 5

File Size Limit: 1 MB

Support Link 1

Character Limit: 2000

Support Link 2

Character Limit: 2000

Support Link 3

Character Limit: 2000

Support Documentation Descriptions

Give a brief description of how the documents or samples presented are part of your arts programming or activities. Include information such as artist/performer/presenter/instructor name, title of the work or the kind of document provided such as lesson plan, schedule, resume, etc.

Character Limit: 3000

COMMUNITY IMPACT & EVALUATION OF SEASON/SERIES

Clean Water, Land, and Legacy Amendment Funding Goals*

Choose all of the goals that apply to your proposed arts programming or activities for your season/series.

Choices

The arts are interwoven into every facet of community life
People of all ages, ethnicities, and abilities participate in the arts
The arts thrive in Minnesota

Please read the following funding requirements for the three kinds of arts activities that can be funded by the Clean Water, Land, and Legacy Amendment.

Arts and Cultural Heritage Fund Use Requirements

For Arts Access Funds

- To produce, present, and offer arts programming and projects that provide accessible new and/or expanded arts activity.

- To support arts programming and projects that take place within the state of Minnesota.
- To support arts projects and programming for which measurable outcomes have been established, and a plan for evaluating the outcomes and results is in place.
- To supplement, but never substitute, for traditional sources of funding for arts projects and programming, especially in schools/colleges/universities.
- To support only those arts projects and programming for which no expenses have been paid prior to the earliest start date.

For Arts Education Funds

- To produce, present, and offer arts education programming and projects that provide new and/or expanded arts activity and are accessible to the public.
- To support arts education programming and projects that take place within the state of Minnesota.
- To support arts projects and programming for which measurable outcomes have been established, and a plan for evaluating the outcomes and results is in place.
- To supplement, but never substitute, for traditional sources of funding for arts education projects and programming, especially in schools/colleges/universities.

For Arts & Cultural Heritage Funds

- To produce, present, and offer new and/or expanded arts programming and projects that represent the range of Minnesota's ethnic and cultural arts traditions and are accessible to the public.
- To support arts programming and projects that take place within the state of Minnesota.
- To support arts projects and programming for which measurable outcomes have been established, and a plan for evaluating the outcomes and results is in place.
- To supplement, but never substitute, for traditional sources of funding for arts projects and programming, especially in schools/colleges/universities.
- To support only those arts projects and programming for which no expenses have been paid prior to the earliest start date.

What kind of activities will this funding support?*

Which funding categories, as described above, will the art activities or arts programming you are planning fit into? Check all that apply.

Choices

Arts Access Activities

Arts Education Activities

Cultural Heritage Arts Activities

Who will your Target Audiences be?*

Who would your organization like to intentionally reach out to for the activities you're planning? The blanks in the sample outcomes template could be filled with specific groups from this list (or others, depending on your goals for the activities) that your organization will intentionally reach out to, provide access to, and strive to impact positively in terms of arts knowledge, skill, attitude, awareness, behavior, or condition.

- Young people
- K-12 students
- Elders/Seniors
- Members of specific cultural/racial/demographic groups
- Performers
- Technicians
- Participants
- Audience members
- Attendees
- Actors
- Beginning/experienced artists
- Musicians
- Any group listed above with limited mobility, hearing, or vision

Character Limit: 500

How will your arts programming or activities impact your target audiences?*

Which item(s) below best describe the arts-related impact for your target audiences?

Choices

Access to the arts activity enables a change in knowledge for the target audience

Access to the arts activity enables a change in skills for the target audience

Access to the arts activity enables a change in attitude for the target audience

Access to the arts activity enables a change in awareness for the target audience

Access to the arts activity encourages a change in behavior for the target audience

Access to the arts activity enables a change in condition for the target audience

Outcomes Template for Multiple Target Audiences

This outcomes template is adaptable to multiple activities and multiple target audiences. Use and adapt this template to support the kinds of Clean Water, Land, and Legacy Amendment activities (Arts Education, Arts Access, Arts and Cultural Heritage) your organization is planning; the kinds of impacts (knowledge, skill, attitude, awareness, behavior, or condition changes) you're seeking; and specific group/s (target audience/s) your activities intend to serve. In this template, you can see how each activity could have a different target audience, and support a different type of Clean Water, Land, and Legacy Amendment activity:

As a result of this series of activities, _____ (target audience) will learn new skills in _____ (writing/acting/painting/photography etc.); _____ (target audience) will experience increased access to our _____ (performances/workshops/presentations etc.); and _____ (target audience) will experience increased cultural knowledge and understanding.

Example: As a result of this series of activities, youth will build skills in playwriting, elders will experience increased access to our performances, and non-native community members will experience increased cultural understanding.

Sample Outcome for Single Target Audience and Multiple Activities

Perhaps your organization would like to intentionally reach out to one specific group (target audience) for the entire series of activities. Perhaps your organization has the same outcome or different outcomes for all activities in your series. That works too! In this template, notice how the activities are the same (performances), the target Audience is the same (K-5 audiences), and the learning outcomes are varied.

As a result of this season/series of activities, _____ (target audience) will _____ (e.g. learn new skills in..., have a change in attitude or awareness about..., gain knowledge about/an appreciation for..., begin to ...) through _____, _____, and _____ (types of activities that you are planning for the series).

Example: As a result of this season/series, K-5 students, in the form of actors and audiences, will gain some or all of the following: acting skills, cultural knowledge about the development of the American musical, and an understanding of set design through performing or viewing a musical, and learning about theater's tech and design elements.

Proposed Outcomes for Target Audiences*

Following the above templates, or by creating a sentence structure of your own, please write an outcome statement. An outcome should describe a change in knowledge, skill, attitude, awareness, behavior, or condition in your target audiences. Effective outcomes are specific, measurable, and can be reasonably achieved by the proposed activities or art programming. Remember that your outcome statement must include detail about each of the kinds of arts projects or programs you're envisioning, including the specific target audience for each, and what you hope the target audience will gain.

Character Limit: 1000

Evaluation Format*

How will your organization measure and document progress made in achieving the proposed outcome(s) for the target audience? Choose all that apply.

Choices

Participant Survey
 Audience Survey
 Artist Survey
 Follow-up Meeting with Project Planners
 Interviews
 Focus Groups
 Participant/Audience Voting
 Capturing Target Audience impressions through artistic expression, journaling, etc.

Evaluation Summary*

Please summarize, in 1-3 sentences, the evaluation format, timing, and types of questions for each target audience. If you have multiple target audiences you should have a sentence for each. If you have one target audience for the whole season/series, one sentence may suffice but make sure it covers all evaluation methods used over multiple activities

Sample sentence structure: Evaluation methods include _____ (evaluation format or formats) administered _____ (timing - e.g. pre/post/during activity) to measure _____ (summary of questions) in _____ (target audience).

Character Limit: 1000

Community Support*

Describe the community support your organization receives for arts activities and programming in terms of direct involvement (*participants, volunteers*), non-monetary donations (*goods and services*), and financial support (*sponsors, donors, funders*).

Character Limit: 500

Public Participation

What plans do you have in place to ensure public participation in the proposed arts activities beyond your school, university, college or organization's membership? **** For Public Schools, Community Educations Offices, and publicly-funded Colleges and Universities this question is required.***

Character Limit: 500

Population to benefit by age.*

Select all categories that, by your best estimate, will make up 25% or more of the population that will directly benefit from the award during the period of support. These responses should refer to populations reached directly, rather than through broadcasts or online programming ***UNLESS*** broadcasting via radio/tv or live-streaming via the internet is how you intend to reach the majority of your audience or participants.

Choices

- 1 Children/Youth (0-18 years)
- 2 Young Adults (19-24 years)
- 3 Adults (25-64 years)
- 4 Older Adults (65+ years)

9 No single age group made up more than 25% of the population.

Population to benefit by distinct groups.*

Select all categories that, by your best estimate, will make up 25% or more of the population that will directly benefit from the award during the period of support. These responses should refer to populations reached directly, rather than through broadcasts or online programming *UNLESS* broadcasting via radio/tv or live-streaming via the internet is how you intend to reach the majority of your audience or participants.

Choices

- D Individuals with Disabilities
- I Individuals in institutions
- P Individuals below the Poverty Line
- E Individuals with Limited English Proficiency
- M Military Veterans/Active Duty Personnel
- Y Youth at Risk
- 5 Pre-K, children 5 and under
- G No single distinct group made up more than 25% of the population.

Population to benefit by race/ethnicity.*

Select all categories that, by your best estimate, will make up 25% or more of the population that will directly benefit from the award during the period of support. These responses should refer to populations reached directly, rather than through broadcasts or online programming *UNLESS* broadcasting via radio/tv or live-streaming via the internet is how you intend to reach the majority of your audience or participants.

Choices

- N Native American/Alaskan Native
- A Asian
- P Native Hawaiian/Other Pacific Islander
- B Black/African American
- H Hispanic/Latino
- M Middle Eastern/North African
- W White/not Hispanic
- G No single racial/ethnic group made up more than 25% of the population.

Publicity*

Keeping in mind your target audience, public participation beyond your organization, and the arts activity you intend to provide, describe your publicity plans.

Character Limit: 500

BUDGETING AND MANAGEMENT

Proposal Budget Information

Please read our Budget Guidelines which include important information on unallowable expenses, in-kind donations, and more. Through a series of questions below give us estimated

expenses and income for your arts season or series. Provide detailed information for each question that pertains to arts programming and activities paid for by this grant.

Give us details about the artists you intend to hire. How much will each artist be paid?

List the types of artists or name the specific artists you intend to hire. How many artists do you plan to hire for each activity that this grant will fund? What will their roles be? (e.g. \$3,000 paid to Joan Didion, essayist - \$100/hr. for 30 hours - Ms. Didion will teach a series of ten 3 hr. workshops for local writers; \$1,200 stipend for Director of Children's Musical)

Character Limit: 1000

How much, in total, do you plan to spend paying artists?*

(You may enter \$0 if this is not an expense you expect to have as part of your Season/Series. Please round the amount to the nearest dollar.)

Character Limit: 20

Give us details about vendors/contractors/consultants. How much will each be paid?

(e.g. \$1,000 paid to XYZ Videography to create video documentation of the arts event)

Character Limit: 1000

How much, in total, do you plan to spend paying vendors/contractors/consultants?*

(You may enter \$0 if this is not an expense you expect to have as part of your Season/Series. Please round the amount to the nearest dollar.)

Character Limit: 20

Describe the travel expenses you expect to pay. How much will each item cost?

Will you pay artists' or presenters' airfare, lodging, meals, mileage, etc?

Character Limit: 1000

How much, in total, do you expect to pay for artists' or presenters' travel expenses?*

(You may enter \$0 if this is not an expense you expect to have as part of your Season/Series. Please round the amount to the nearest dollar.)

Character Limit: 20

Give us details about your promotional expenses. How much will each item cost?

(i.e. Print/broadcast/social media ads, postage for promotional postcards, printing of posters, tickets, programs, etc.)

Character Limit: 1000

How much, in total, will your promotional expenses be?*

(You may enter \$0 if this is not an expense you expect to have as part of your Season/Series. Please round the amount to the nearest dollar.)

Character Limit: 20

Give us details on what you will need to rent. How much will each item cost?

(i.e. performance space, classroom space, tables, chairs, tents, sound equipment, costume, scripts, scores, etc.)

Character Limit: 1000

How much, in total, will your rental expenses be?*

(You may enter \$0 if this is not an expense you expect to have as part of your Season/Series. Please round the amount to the nearest dollar.)

Character Limit: 20

Give us details about any equipment you intend to purchase. How much will each item cost?

(i.e. Assistive listening devices, microphones, open captioning equipment, light/sound board, portable stage, etc.)

Note: Schools, community education offices, and colleges or universities are not allowed to purchase equipment with these grant funds.

Character Limit: 1000

How much, in total, will you spend on equipment purchases?*

(You may enter \$0 if this is not an expense you expect to have as part of your Season/Series. Please round the amount to the nearest dollar.)

Character Limit: 20

What materials and supplies do you intend to purchase? How much will each category of items cost?

(i.e. Paint, brushes, paper, canvas, clay, fabric, lumber, sheet metal, fasteners, scripts, sheet music, guitar strings, jewelry findings, stage makeup, etc.)

Character Limit: 3000

How much, in total, will you spend on purchasing materials and supplies?*

(You may enter \$0 if this is not an expense you expect to have as part of your Season/Series. Please round the amount to the nearest dollar.)

Character Limit: 20

Give us details on any administrative expenses and their cost for the proposed arts activities.

(i.e. insurance, accounting services, utilities, custodial services, etc.) *Up to 15% of Total Estimated Expenses are allowed but they MUST be project specific.*

Character Limit: 1000

How much, in total, will you spend on administrative expenses?*

(You may enter \$0 if this is not an expense you expect to have as part of your Season/Series. Please round the amount to the nearest dollar.)

Note: Only up to 15% of the Total Estimated Arts Season/Series Expenses are allowed to be administrative costs and all MUST be specific to the season/series you expect to fund.

Character Limit: 20

Total Estimated Arts Season/Series Expenses*

(Add up all the expenses listed above. please round to the nearest dollar)

Character Limit: 20

Grant Amount Requested*

This amount may not exceed \$18,000.00

Character Limit: 20

In-kind Donations

Please list all in-kind donations you expect to receive as part of your proposed arts activity and where the donation is coming from.

In-kind donations are non-cash donations of goods, rent, or specialized services by an individual, corporation/business, governmental agency or another nonprofit. According to accounting rules, in-kind services require specialized skills, are provided by individuals possessing those skills, and would typically need to be purchased. Examples of those providing specialized services are accountants, doctors, lawyers, teachers, etc.

Unallowable expenses are not allowed as in-kind donations. Please check our Budget Guidelines for a list of unallowable expenses. Artist fees are not allowable *in-kind* expenses nor are they an allowable source of *in-kind* income.

Character Limit: 500

Income

If the grant amount requested will not cover the total expenses for the activities you're planning, how will you pay for the remaining expenses?

(i.e. income, other grants or donations, applicant's savings or cash on hand, etc.)

Character Limit: 1000

Total Estimated Income for Arts Season/Series*

(i.e. tickets prices and estimated ticket sales, registration and materials fees and estimated number of participants, etc.)

Character Limit: 20

Certification of Expenses*

None of the expenses above have been incurred and paid prior to the Earliest Start Date listed at start of this grant application.

Choices

I certify this statement is true.

Name on the Grant Award Check*

If you are awarded a grant, who do we make your grant award check out to? Please specify the name we should use on your award check. Is it the name of the applicant organization? The organization's legal name or its DBA (Doing Business As) name? The name of the arts affiliate or the host entity? The name of the government entity, school or university, or the name of a particular department?

Character Limit: 250

Additional Information

Share any additional information that will help the review panel understand your budget or plans for your proposed arts programming or activities.

Character Limit: 500

Qualifications of Key Project Personnel*

Upload (.pdf) **current or updated** resumes, *including dates for all listed activities and containing no more than 2 pages each*, for specific personnel that your organization deems key to carrying out the proposed arts programming or activities. This will include the grant administrator, any project directors, the authorizing official, etc. Include resumes/bios for those key individuals contracted for their specialized skills, and resumes for those specific professionals offering in-kind services that appear on the budget.

Dates are important! Make sure resumes are updated and current. Do not include a full Curriculum Vitae. Pages will be deleted from any resume that is longer than two pages.

File Size Limit: 1 MB

File Size Limit: 1 MB

File Size Limit: 1 MB

501(c)3

501(c)3 Determination Letter*

Upload a copy of the federal non-profit, tax-exempt 501(c)3 determination letter (.pdf) for your organization.

File Size Limit: 1 MB

ARTS AFFILIATE

Name of Your Nonprofit Host Organization or Tax-exempt Entity*

Character Limit: 250

Name of Arts Affiliate*

Character Limit: 250

Host Organization/Entity's 501(c)3 Determination Letter

Upload a copy of the federal non-profit, tax-exempt 501(c)3 determination letter (.pdf) for your host organization. *(If your host organization/entity is a school, institution of higher learning, or city, town, county, or tribal government, you are exempt from this requirement)*

File Size Limit: 1 MB

PUBLIC ART

If your season/series involves art in a public space, such as a commissioned sculpture, a community mural, an arts festival, concert, or performance held on a city street or in a public park, or any other form of public art, you must provide the information requested below. Failure to do so could effect the eligibility of your application. Please contact the Grants Manager before filling out this section if you are unsure whether your project is public art project.

Public Art Project Planning*

Any funded activity involving public art must adhere to our Public Arts Policy. Please describe where the public art will happen or be housed, who owns the space, who is responsible for installation, who is responsible for maintenance, who owns the artwork, and if there are special considerations, such as the historical significance of the site or permitting or zoning issues. If the project is temporary or will be installed in more than one location, please include a timeline of when and where the piece(s) or performance(s) of will appear in a public space.

Character Limit: 1500

Public Engagement and Input*

Describe the ways in which your organization will seek and ensure public engagement and input in the planning of the public art described above.

Character Limit: 1000

Letter(s) of Permission/Agreement*

Utilizing the upload button below, submit (pdf, jpg) at least one letter of agreement/permission (*emails are acceptable*) outlining the details of the public art. The artist(s), the grant administrator or other representative of your organization, and the site owner or city/county/state official in charge of overseeing the site will all need to state their approval and agreement to the terms of this public art installation or performance. (*Include multiple letters if there are multiple sites*)

File Size Limit: 1 MB

File Size Limit: 1 MB

Photo of site where public art will be installed/performed

File Size Limit: 1 MB

Preliminary Sketch or Script (if available)

File Size Limit: 1 MB

File Size Limit: 1 MB

SUPPLEMENTAL INFORMATION

You may provide links or upload files to further document, demonstrate or highlight:

- Your proposed arts programming or activities, such as a timeline or schedule, resumes/bios for additional performers/presenters/organizers, lesson plans, syllabi, or other teaching materials (if you have not already uploaded them), or a link to the website of any organizations/groups you plan to partner with.
- Your organization, such as annual reports, strategic plans, Diversity, Equity, and Inclusion statements, audience demographics, articles, reviews, press releases, news coverage, or other promotional materials
- Your proposed use of these grant funds such as detailed descriptions or documentation of equipment, software, or services you intend to purchase to support your arts programming or activities.

These items may help give the review panel a better understanding of your organization and its arts programs.

Supplemental Link 1*Character Limit: 2000***Supplemental Link 2***Character Limit: 2000***Supplemental Link 3***Character Limit: 2000***Description of Supplemental Links***Character Limit: 1000***Supplemental Upload 1***File Size Limit: 1 MB***Supplemental Upload 2***File Size Limit: 1 MB***Supplemental Upload 3***File Size Limit: 1 MB***Description of Supplemental Uploads***Character Limit: 1000****DATA COLLECTION*****RAC Grant Data Collection***

The information you provide below is used to gather data about grant applicants. The data is maintained by the Minnesota State Arts Board (MSAB) in cooperation with the Minnesota Regional Arts Councils (RACs), and the Minnesota Citizens for the Arts (MCA) and may be distributed to others in accordance with the Minnesota Data Practices Act. Information collected in this section of the grant application is not shared with the review panel but could be accessed by the public on request. Region 2 Arts Council uses this information only for the assessment and evaluation of our programs and services. Complete information is necessary to ensure the reliability of our data.

Choices

I understand

Race/Ethnicity (optional)

For Organizations: Please select the option that best represents 50% or more of your staff or board or membership.

Choices

American Indian/Alaska Native

Asian
 Native Hawaiian/Pacific Islander
 Black/African American
 Hispanic/Latino
 Middle Eastern/North African
 White
 Multiracial or Biracial
 Other

If you chose "Other" and would like to provide a short description, type it below:

Character Limit: 100

Special Characteristics (optional)

For Organizations: select the *one category* below that best represents 50% or more of your staff, board, or membership.

Choices

Disability
 Older Adult - 60+
 Veteran
 None of the Above

Season/Series Discipline*

Select a discipline from the drop down menu that best describes the kind of art showcased in the arts programming or activities you are seeking to fund with this grant.

Choices

01 - Dance
 01A - Dance - Ballet
 01B - Dance - Ethnic/Jazz
 01C - Dance - Modern
 02 - Music
 02A - Music - Band
 02B - Music - Chamber
 02C - Music - Choral
 02D - Music - Electronic/Experimental
 02E - Music - Ethnic
 02F - Music - Jazz
 02G - Music - Popular
 02H - Music - Solo/Recital
 02I - Music - Orchestral
 03 - Opera/Musical Theater
 03A - Opera
 03B - Opera - Musical Theater
 04 - Theater
 04A - Theater - General
 04B - Theater - Mime
 04C - Theater - Puppetry
 04D - Theater for young audiences

- 04E - Theater - Storytelling
- 05 - Visual Arts
 - 05A - Visual Arts - Experimental
 - 05B - Visual Arts - Graphics
 - 05D - Visual Arts - Painting
 - 05F - Visual Arts - Sculpture
- 06 - Design Arts
 - 06A - Design Arts - Architecture
 - 06B - Design Arts - Fashion
 - 06C - Design Arts - Graphic
 - 06D - Design Arts - Industrial
 - 06E - Design Arts - Interior
 - 06F - Design Arts - Landscape Architecture
 - 06G - Design Arts - Urban/Metro
- 07 - Crafts
 - 07A - Crafts - Clay
 - 07B - Crafts - Fiber
 - 07C - Crafts - Glass
 - 07D - Crafts - Leather
 - 07E - Crafts - Metal
 - 07F - Crafts - Paper
 - 07G - Crafts - Plastic
 - 07H - Crafts - Wood
 - 07I - Crafts - Mixed Media
- 08 - Photography
- 09 - Media Arts
 - 09A - Media Arts - Film
 - 09B - Media Arts - Audio
 - 09C - Media Arts - Video
 - 09D - Media Arts - Tech/Experimental
 - 09E - Media Arts - Screen/Scriptwriting
- 10 - Literature
 - 10A - Literature - Fiction
 - 10B - Literature - Nonfiction
 - 10C - Theater - Playwriting
 - 10D - Literature - Poetry
- 11 - Interdisciplinary
- 12 - Folk/Traditional Arts
 - 12A - Folk/Traditional Dance
 - 12B - Folk/Traditional Music
 - 12C - Folk/Traditional Crafts/Visual Art
 - 12D - Folk/Traditional Storytelling
- 13 - Humanities
- 14 - Multidisciplinary
- 15 - Non-arts/Non-humanities

Fiscal Year*

What is your most recently **completed** fiscal year?

Choices

2021

2022

2023

Annual Adult Participation*

Total number of adults (19 years of age and older) who participated in arts activities within your organization's most recently completed fiscal year. Please include **all** arts activities not just those funded by R2AC. (Do not include broadcast/internet audience) **Public Schools, Community Educations Offices, and publicly-funded Colleges and Universities: Please provide participant totals for extracurricular and supplemental arts programming ONLY.**

Character Limit: 10

Annual Youth Participation*

Total number of children/youth (0-18 years of age) who participated in arts activities within your organization's most recently completed fiscal year. Please include **all** arts activities not just those funded by R2AC. (Do not include broadcast/internet audience) **Public Schools, Community Educations Offices, and publicly-funded Colleges and Universities: Please provide participant totals for extracurricular and supplemental arts programming ONLY.**

Character Limit: 10

Annual Arts Expenses*

Total annual arts-related expenses for your organization's most recently completed fiscal year. For arts organizations this would be your total expenditures and for non-arts organizations this would be annual expenses for all arts programming or services for your organization. **Public Schools, Community Educations Offices, and publicly-funded Colleges and Universities: Please provide expenses for extracurricular and supplemental arts programming ONLY.**

Character Limit: 20

Website

Please enter the URL (Universal Resource Locator or web address) of your organization's website, and make sure to include a complete URL with https:// or http:// as appropriate. Also make sure to include www if that is part of your URL. **A link to Facebook or other social media is not acceptable.** If your organization does not have a web page, please leave this question blank.

Character Limit: 2000

Board/Council Members*

Please provide a list of Board Members, School Board Members, Advisory Council Members, Tribal Council Members, or Trustees governing your organization, arts affiliate, school/college/university, or city/town/county/Tribal government entity. Enter first and last name only.

Character Limit: 1000

Board/Council Contact Information*

Please upload (.pdf) contact information for your top three members, especially executive committee members such as the chairperson, the president, the vice-chair or vice president, the treasurer, secretary, etc. Include a current email address and phone number for each person listed.

File Size Limit: 1 MB