Community Arts Support Grant 2024-2026

Region 2 Arts Council

INTRODUCTION

Community Arts Support Grant – 2024-2026

Deadline: February 15, 2024

Review Date: March 21, 2024

Earliest Start Date: April 4, 2024

Interim Report Deadline: February 15, 2025

Interim Report Approval/2nd Payment: March 2025

Final Report Deadline: January 15, 2026

Funding Source

Region 2 Arts Council (R2AC) Community Arts Support (CAS) Grants are made possible by the voters of Minnesota thanks to a legislative appropriation from the Arts and Cultural Heritage Fund (ACHF). The CAS grant program is also funded, in part, by an appropriation from the Minnesota State Legislature with money from the State's general 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.

Eligible Organizations

All eligible arts organizations, arts affiliates, and arts groups seeking 501(c)3 status have arts programming at the center of their mission, **and have been providing arts programming to our Region 2 Arts Council communities for at least two years.**

Arts Organizations

Eligible arts organizations are physically located with a legal address in one of the five counties of the Region 2 Arts Council service area (Beltrami, Clearwater, Hubbard, Lake of the Woods, Mahnomen).

Arts Affiliates

Eligible arts affiliates are physically located with a legal address in one of the five counties of the Region 2 Arts Council service area (Beltrami, Clearwater, Hubbard, Lake of the Woods, Mahnomen). Region 2 Arts Council defines an Arts Affiliate as an established arts entity that is hosted within or is part of a 501(c)3 tax-exempt organization, college or university, or city or tribal government. Host organizations or host entities often have activity other than art as their central mission. *NOTE: An Arts Affiliate and its Host are not both eligible to apply for Community Arts Support Grant Funding.*

The arts affiliate must currently have

- Consistent or reliable arts programming or services for the general public in Minnesota, not just for the host institution or entity

- A documented advisory or governing board that provides oversight of the arts affiliate's activities

- A budget tracking system for the arts affiliate's activity only, one that indicates all of the arts affiliate's revenue and expenses, and is supported by financial statements

- Leadership that has a vision for the impact that the arts affiliate can have on the communities it serves

Groups Seeking 501c3 nonprofit status

Groups without 501(c)3 nonprofit tax status must be formed for non-profit purposes, must have the equivalent of a governing body similar to a board of directors or advisory council, and must use a Minnesota-based non-profit, tax-exempt 501(c)3 organization as a fiscal sponsor for this application.

Grant Awards

This is an operating support grant. Two-year award amounts between $2,000 and $7,000 per year will be paid out in two installments. The award amount is tiered as listed below and is based on each applicant organization's averaged expenses for the two completed fiscal years previous to the application deadline.

The 1st year award payment will be made once Region 2 Arts Council has approved the organization's outcomes and evaluation measures and the signed contract has been received. Granted organizations may begin expending funds once contracts have been signed by both the organization and the Region 2 Arts Council.

The 2nd year award payment is contingent first and foremost upon Region 2 Arts Council's availability of funds. R2AC is committed to a second-year payout of this operating support grant program; however, if statewide distribution of State General Fund and Arts and Cultural Heritage Fund dollars is interrupted or stalled, this could impact a second-year payment to CAS grant recipients. When statewide distribution of funds is on schedule, a completed interim report (February 15, 2025 deadline) including documented evidence of the expenditure of year-one funds and a renewed commitment to organizational growth, stability, and evidence of follow-through on the approved outcomes will result in a second-year payment of this grant award. All awarded organizations must expend the second year of grant funds and submit a final report by January 15, 2026.

Determining Funding Levels for CAS Applicant Organizations

Average Annual Expenses under
$5,000 receive $2,000/year funding support

Average Annual Expenses between
$5,000-$10,999 receive $3,000/year funding support
$11,000-$20,999 receive $4,000/year funding support
$21,000-$34,999 receive $5,000/year funding support
$35,000-$90,999 receive $6,000/year funding support
$91,000-$173,999 receive $7,000/year funding support

Note: Organizations with FY21 & 22 averaged expenses of $174,000 and over are eligible to apply for a Minnesota State Arts Board (MSAB) operating support grant, but are NOT eligible for an R2AC Community Arts Support grant. However, we realize that with the gap between our required two most recently completed fiscal years and MSAB's required FY21 & 22, that some applicants fall into a grey area where they it appears they are not eligible for either grant. Please contact us at staff@r2arts.org or call us at 218-751-5447 if this is your situation, and we will consider your eligibility as a special case.

Eligible Proposals

R2AC CAS operating support funds **may not** be used to cover an organization's arts programming and project costs. This funding is designated for an organization's operational costs; those costs that support an organization's ability to provide arts programming.

An organization's proposal must show both a commitment to the organization's mission and the communities it serves by using this operational support grant funding *for operations that support the organization's capacity* to offer expanded and/or new arts programming that is accessible and open to the public. Arts and Cultural Heritage Funds shall not cover costs for activity or operations that have formerly been funded in another way, nor may funds be used to supplant/replace an organization's traditional funding sources. Arts and Cultural Heritage Funds may, however, be used to supplement those funding sources if programming and expected outcomes are new and or expanded.

Community Arts Support Grant Eligible Uses for Funding

- Administrative and operating expenses such as rent, utilities, wages/salaries, facility maintenance that support an organization's growth, expansion, and improvement

- Capital improvement projects, which support arts access, education, and arts and cultural heritage activity, made to property owned by the applicant arts organization.

- Training for staff and board to expand and/or improve an organization's accessibility and equity in its programming and practices.

- Development/improvement of diversity, equity, inclusion, and/or accessibility plans.

- Development/improvement of marketing and publicity plans including website development, engagement of consultants, etc. that will support an organization's new or updated initiatives

- Free standing equipment for an organization's office or facility, or non-expendable items, such as instruments, easels, computers, updated technology.

- Capacity building, audience and board development, feasibility studies, strategic planning, facilitation of networking, collaborative projects, outreach.

- Expenses associated with obtaining 501(c)3 tax exempt status for groups with a mission and purpose focused solely on the arts, to prepare them for increased arts programming.

Online Form 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, such as rental agreements or fundraising plans if they are applicable to your organization. **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. If you would like to discuss your grant or project ideas, please contact our office in Bemidji for an appointment. 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

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

ELIGIBILITY CERTIFICATION

Please read the eligibility criteria statements below carefully. These statements will help you discern if your project is eligible for funding through this grant. If your response to any of the statements below is "False", your organization and/or your proposal may be ineligible for funding from this grant. Please take time to pay special attention to statements marked as "*NEW!*" because eligibility criteria often change.

Once you have answered "True" (or N/A) for all of the eligibility criteria statements, the Authorizing Official, Grant Administrator, and Fiscal Sponsor (if applicable) will need to type their name and title below. Typing your name acts as an electronic signature and verifies that your project is 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.

If you have any questions on any of the eligibility criteria, please email or call the R2AC office (218-751-5447 or 1-800-275-5447) to discuss eligibility. We can help you determine your organization's eligibility for this grant and, if needed, recommend a different grant to better suit your needs.

Mission*
The purpose of the organization or arts affiliate that I am applying on behalf of is to provide arts programming to the public.

Choices
True
False

Two Years of Arts Programming*
The organization I am applying on behalf of has produced or sponsored arts projects, events, or opportunities for the public during the past two years.

Choices
True
False

Service Area*
The organization I am applying on behalf of primarily serves the people of one or more of the following Minnesota counties:
Beltrami, Clearwater, Hubbard, Mahnomen, Lake of the Woods.

Choices
True
False

Location of Organization*

The organization I am applying on behalf of is physically located in one of the following Minnesota counties: Beltrami, Clearwater, Hubbard, Lake of the Woods or Mahnomen and will retain that location as their legal 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.)

Choices
True
False

Relocation*

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

Choices
True
False

Location of Funded Activity*

The activity proposed for funding will occur within the state of Minnesota.

Choices
True
False

5-county Impact*

The activity proposed for funding will occur within one or more of the following Minnesota counties: Beltrami, Clearwater, Hubbard, Lake of the Woods or Mahnomen, or will primarily impact residents of one or more of those counties.

Choices
True
False

Tax Exempt Status*

The organization I am applying on behalf of has 501(c)3 or other tax exempt status or is a group formed for non-profit purposes that is applying for this grant in order to cover expenses associated with obtaining 501(c)3 tax exempt status.

Choices
True
False

NEW!

990, 990-EZ, 990-N Annual Filing*

The organization that I am applying on behalf of currently holds 501(c)3 or other tax exempt status and has a filed either a 990, 990-EZ, or 990-N with the IRS for the years 2022, 2023, or both. If the organization I am applying on behalf of is an arts affiliate or a group formed for non-profit purposes, then the host organization or fiscal sponsor, if required, has filed a 990, 990-EZ, or 990- N with the IRS for the years 2022, 2023, or both.

Choices

True
False
N/A (Public Entity such as School or Government)

Averaged Annual Operating Expenses*

The averaged annual operating expenses from the two consecutive completed fiscal years of the organization I am applying on behalf of is not greater than $173,999.

Choices

True
False
My organization falls between R2AC and MSAB operating support funding and has permission to apply.

Other General Operating Support*

The organization I am applying on behalf of will not be receiving operational support funding from the Minnesota State Arts Board between March 2024 – February 2025.

Choices

True
False

NEW!

Charitable Organization Annual Report Form Filing*

At the time of this application submission, the organization I am applying on behalf of is up-to-date on its Charitable Organization Annual Report Filing with the Minnesota Attorney General's Office. If the organization I am applying on behalf of is an arts affiliate or a group formed for non-profit purposes, then the host organization or fiscal sponsor, if required, is up to date on its registration with the Minnesota Attorney General's office.

Choices

True
False
N/A (School or Government Entity)

Use of Operating Support Funds*

The arts organization I am applying on behalf of does not intend to cover arts project and programming production costs other than administrative or operational support costs associated with arts projects and programming. (Community Arts Grant funding is designated

for an organization's administrative or operational costs; those costs that support an organization's *ability to provide* arts programming).

Choices
True
False

Support for Accessible and New/Expanded Arts Activity*

The organization I am applying on behalf of intends to use Community Arts Support Grant funding for operations to support arts programs or services that provide accessible and new and/or expanded arts education, arts access, and arts and cultural heritage activity as stipulated by the Clean Water, Land, and Legacy Amendment.

Choices
True
False

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.

Choices
True
False

Grant Administrator 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.)

Choices
True
False

Organizational Conflict of Interest*

The organization I am applying on behalf of does not have a current member of the Anishinaabe Arts Initiative Council or the R2AC board or staff holding the position of Executive Director, Artistic Director, or the position of Chair, President, Vice Chair, Vice President, Treasurer, or Secretary of our board of directors.

Choices
True
False

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

Choices
True
False

Ineligible Organizations*
The organization I am applying on behalf of is NOT a for-profit business, an organization intending to influence public policy, or a religious organization.

Choices
True
False

Objectionable Content*
The organization I am applying on behalf of and the proposed project or activity does not promote use of illegal substances, violence, and/or racism and any activity supported with these funds does not include pornographic content. (*Please note it is at the board's discretion to deem an activity objectionable.*)

Choices
True
False

Proselytizing*
The organization I am applying on behalf of and the activity proposed for funding does not proselytize a belief or involve the religious socialization of an audience or participants.

Choices
True
False

Attempt to Influence State or Federal Legislation or Appropriation*
This request does not include activity that is an attempt to influence any state or federal legislation or appropriation.

Choices
True
False

Fundraising*
This request does not include activity that is intended to raise funds for an organization, charity, or cause or to start or build an endowment.

Choices
True
False

Unreasonable Fees for Artists*
This request does not include activity that requires artists to pay an unreasonable entry fee in order to exhibit, perform, or be included in the project.

Choices
True
False

Purchase of Food or Drink*

The request is not intended to fund the purchase of food or drink for events.

Choices
True
False

Unallowable Capital Improvements*

This request is not intended to cover capital improvement projects made to property which is not owned by the applicant organization or its nonprofit host.

Choices
True
False

Allowable Capital Improvements*

This request does not include capital improvements that do not support one or more of the following: new and/or expanded arts access, arts education, arts and cultural heritage activity.

Choices
True
False

Requests for Funding After the Fact*

This request is not intended to cover funding deficiencies or to cover purchases made prior to March 1, 2024.

Choices
True
False

Already funded by R2AC*

This request is not meant to cover costs associated with a project or activity that is currently receiving funding from an R2AC grant award.

Choices
True
False

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.

Choices
True
False

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.

Choices

True

False

Unfinished Projects*

The organization I am applying on behalf of does not have any past CAS grant final reports that are either incomplete or in extension.

Choices

True

False

Public Art

If public art is a part of this request, the funded activity falls within the parameters of the Public Art Policy.

Choices

True

False

N/A

Literary Arts*

If literary arts are part of this request, the funded activity falls within the parameters of the Literary Art Policy.

Choices

True

False

N/A

Film/Television/Media Arts*

If film, television or other video media are part of this request, the funded activity falls within the parameters of the Film/Media/Television Art Policy.

Choices

True

False

N/A

Academic Coursework Expenses*

This request does not include expenses associated with receiving academic credit, tuition for academic coursework, teaching license, or continuing education requirements (CEUs) to retain a teaching license.

Choices
True
False

Compensation for School Personnel*
This request does not include compensation for school personnel to complete work in the school where they are employed.

Choices
True
False

Public Access to School/College/University Activities*
This request does not serve K-12 schools, university students, or faculty only.

Choices
True
False

School/College/University Arts Programs*
This request does not 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.

Choices
True
False

Over 80% Funded*
This request, if approved, will not put CAS grant award funds toward any activity in which the total project cost is being supported with up to 80% Arts and Cultural Heritage or State General Funds provided by any State/Arts and Cultural Heritage funding sources such as Minnesota State Arts Board, Library Legacy, Historical Legacy, Department of Agriculture , etc. and will not become over 80% funded if awarded this grant.

Choices
True
False

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 activity is 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."

Signature and Title of Authorizing Official*

(Board Chair/President or Artistic/Executive Director. This cannot be the same individual that signs as the Grant Administrator. If the Executive/Artistic Director is also the Grant Administrator, the Board Chair/President needs to sign as Authorizing Official to ensure eligibility. *For Arts Affiliates, the Authorizing Official should be the director/chairperson/president/mayor/department chair of your host organization.*)

Character Limit: 100

Date of Authorizing Official's Signature*

Character Limit: 10

Grant Administrator Signature*

Character Limit: 100

Date of Grant Administrator's Signature*

Character Limit: 10

Fiscal Sponsor Signature (if applicable)

Character Limit: 100

Date of Fiscal Sponsor's Signature

Character Limit: 10

GENERAL ORGANIZATION INFORMATION

My organization is:*

Choices

a 501(c)3 nonprofit arts organization

an arts affiliate that is part of a 501(c)3 nonprofit organization

an arts affiliate that is part of a public school, college/university, or local or tribal government

a group formed for nonprofit purposes providing arts programming

My organization's membership is:*

Choose zero if your organization does not have membership.

Choices

0

1-5

5-10

10-20

20-50
50-100
100-200
More than 200

Membership Information

If your organization has members, use this space to share additional information about your organization's membership.

Character Limit: 500

Project Name*

Please provide a very brief title or name and an R2AC Grant Number (e.g. CAS-2024-01)

Character Limit: 250

Funded Activity Description*

Briefly describe your proposed use of these funds in one sentence. (Example: Funds will assist *Organization Name* to *proposed use*.)

Character Limit: 250

Start Date

The start date should be approximately one month before your project 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 of the project end date you have indicated here. Keep in mind your project end date may be no later than 18 months from the Earliest State Date listed at the beginning of this application form.

Character Limit: 10

Grant Administrator*

Please list the contact information for the Grant Administrator who will be responsible for administering the proposed use of these general operating support funds. Include name, title, address, city, zip code, phone numbers and an email address.

Character Limit: 500

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

Multiple Organization Names

If the name on your 501(c)3 determination letter and the name you applied under differ, please explain why. (e.g. DBA vs. Legal Name)

Character Limit: 500

990, 990-EZ, or 990-N Annual Filing*

Upload a copy (.pdf) of your organization's 990, 990-EZ, or 990-N filing with the IRS in calendar year 2022 or later.

File Size Limit: 2 MB

By-Laws*

Upload a copy (.pdf) of your organization's bylaws.

File Size Limit: 1 MB

Articles of Incorporation*

Upload a copy (.pdf) of your organization's articles of incorporation

File Size Limit: 1 MB

Charitable Organization Annual Report Form Filing*

Upload a copy of verification of your organization's up-to-date Charitable Organization Annual Report Form Filing with the Minnesota State Attorney General's Office.

File Size Limit: 1 MB

ARTS AFFILIATE

Name of Arts Affiliate*
Character Limit: 250

Name of Host Organization*
Character Limit: 250

Host Organization 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.

File Size Limit: 1 MB

Host Organization 990, 990-EZ, or 990-N Annual Filing*

Upload a copy (.pdf) of your host organization's 990, 990-EZ, or 990-N filing with the IRS in calendar year 2022 or later.

File Size Limit: 2 MB

Host Organization Charitable Organization Annual Report Form Filing*

Upload a copy of verification of your host organization's up-to-date Charitable Organization Annual Report Form Filing with the Minnesota State Attorney General's Office.

File Size Limit: 1 MB

ARTS AFFILIATE LETTER OF SUPPORT

Name of Arts Affiliate*

Character Limit: 250

Name of Host Organization*

Character Limit: 250

Official Letter of Support*

Arts Affiliates that are part of public school, college/university, city/town/county government or federally recognized tribe or sovereign nation must upload an official letter (pdf) from the director/chairperson/president/mayor/department chair of its host organization, recognizing the arts programming that the arts affiliate offers in the community and supporting the arts affiliate's application to this operating support grant program.

File Size Limit: 1 MB

FISCAL SPONSOR

Fiscal Sponsor*

If your organization is using a Fiscal Sponsor, enter their name, address, city, zip code and daytime phone number, as well as the name of a contact from the organization who is authorized to sign off on your application and proposed project expenses.

Your Fiscal Sponsor must be a Minnesota-based non-profit, tax-exempt 501(c)3 organization, or other tax exempt entity such as a school, institution of higher learning, or city, town, county, or tribal government.

Character Limit: 500

Fiscal Sponsor Agreement*

If your organization is using a Fiscal Sponsor, upload a copy of the contractual agreement (.pdf) between you and your Fiscal Sponsor. For your convenience, click here to download a template of a Fiscal Sponsor Agreement.

File Size Limit: 1 MB

Fiscal Sponsor 501(c)3 determination letter

Upload a copy of the federal non-profit, tax-exempt 501(c)3 determination letter (.pdf) for the organization acting as your fiscal sponsor. *(If a school, institution of higher learning, or city, town, county, or tribal government is acting as your fiscal sponsor you are exempt)*

File Size Limit: 1 MB

Fiscal Sponsor 990, 990-EZ, or 990-N Annual Filing

Upload a copy (.pdf) of your organization's 990, 990-EZ, or 990-N filing with the IRS in calendar year 2022 or later. (If a school, institution of higher learning, or city, town, county, or tribal government is acting as your fiscal sponsor you are exempt)

File Size Limit: 2 MB

Fiscal Sponsor Charitable Organization Annual Report Form Filing

Upload a copy of verification of your fiscal sponsor's up-to-date Charitable Organization Annual Report Form Filing with the Minnesota State Attorney General's Office. *(If a school, institution of higher learning, or city, town, county, or tribal government is acting as your fiscal sponsor you are exempt)*

File Size Limit: 1 MB

COMMITMENT TO SOUND MANAGEMENT AND FISCAL RESPONSIBILITY

Below you will need to upload documents about your organization. *Please make sure all uploaded spreadsheets are Excel compatible (.xls or .xlsx) and all uploaded documents are .pdf*, so they can be easily read by our reviewers. You can export to Excel format from most spreadsheet programs such as Apple's Numbers or Open Office's Calc. Contact the Grants Manager if you need help. PDF, or portable document format, can be accessed by the free Acrobat Reader from Adobe. You can also save, export, or print as a pdf from most word processing programs.

If your pdf is larger than the 1MB allowed, optimize it using Adobe Acrobat Pro or save it in a format for email or the web from your word processing program. Acrobat Pro can also be used to create multiple page pdf documents from many smaller single/double page documents, or to delete unnecessary pages from an existing pdf document.

If you are scanning a document through a copier, printer or scanner, make sure to choose black and white at 150-200 dpi (dots per inch), especially for multiple page documents, to ensure a file size of under 1MB. If you do not have a scanner, remember you can also take a photo of the document with your phone or digital camera and save it as a jpg or pdf.

If you have questions or need assistance with your documents, including resizing, combining

multiple pages, or any other formatting or uploading issues, please contact the Grants Manager or call our office at 218-751-5447 or 1-800-275-5447.

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

Misson and Purpose*

Please provide your organization's mission statement and/or describe its purpose.

Character Limit: 500

Commitment to Sound Management and Fiscal Responsibility*

Describe your organization's practices contributing to sound management and fiscal responsibility.

Character Limit: 1000

Notable Changes*

Describe any notable changes that have taken place with the applicant organization in the past year, or changes that are anticipated to take place, and comment on the effect these have had or perceived effect they will have on your organization. (Such as a move, changes/additions to staff/board, new strategic plans, etc.)

Character Limit: 1000

Board/Council/Advisory Group Contact Information*

Please upload (.pdf) contact information for your board of directors/council members/advisory group/trustees and your organization's staff. Include their job title or office (Chair, Executive Director, President, Artistic Director, Treasurer, etc.) and a current email address and phone number for each person listed.

File Size Limit: 1 MB

Resumes*

Upload the resumes (.pdf) of your organization's executive director or equivalent, key staff (when relevant to the proposal), and board chair/president. (Limit of 6 pages per file and 2 pages max per resume - excess pages will be removed by staff prior to review by the panel). If you need additional room to upload resumes, use the "Supplemental Information" section.

File Size Limit: 1 MB

File Size Limit: 1 MB

File Size Limit: 1 MB

Fiscal Year*

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

Choices
2021
2022
2023

Annual Arts Expenses*

Total annual expenses for your arts affiliate's/arts organization's most recently completed fiscal year.

Character Limit: 20

Board Approved Statements of Financial Activity*

Upload your arts affiliate's/organization's approved statements of financial activity, showing income and expenses, for the **two last completed fiscal years (between September 2022 and January 2024) from which to average expenses**.

File Size Limit: 2 MB

*

File Size Limit: 2 MB

Revenue and Expense Breakdown*

Complete and upload the revenue and expenses template with information from your organization's financial records from the last two completed fiscal years.

File Size Limit: 1 MB

Board Approved Balance Sheets (when available)

Upload your organization's approved Balance Sheets (or equivalent, when available) that include the final month of the last two completed fiscal years.

This document typically includes assets, liabilities, and net assets and should indicate whether they are unrestricted, temporarily restricted, or permanently restricted.

File Size Limit: 2 MB

Dates of Board Approval*

In the textbox provided, please list the dates on which the statements of financial activity and balance sheets were approved by the organization's board of directors.

Character Limit: 250

Additional Financial Narrative

If you feel that any information provided in the uploaded financial documents requires further explanation, please upload an additional financial narrative.

Character Limit: 1000

Levels of Funding Support*

Choose one of the levels of funding support based on your organization's average expenses the two selected, consecutive completed fiscal years as verified by your statements of financial activity. *Arts Affiliates, all financial documentation and information you provide is for the arts affiliate activity only.*

Choices

Average Annual Expenses under $5,000 receive $2,000/year funding support
Average Annual Expenses between $5,000-$10,999 receive $3,000/year funding support
Average Annual Expenses between$11,000-$20,999 receive $4,000/year funding support
Average Annual Expenses between$21,000-$34,999 receive $5,000/year funding support
Average Annual Expenses between$35,000-$90,999 receive $6,000/year funding support
Average Annual Expenses between91,000-$173,999 receive $7,000/year funding support

Amount Requested*

Type in the amount you requested per year.

Character Limit: 20

Name on the Grant Award Check*

If you are awarded a grant, who do we make your grant award check out to? Usually we make the check out to the organization applying, but perhaps you have a legal name and a DBA *(doing business as)* name. In the case of groups applying with a fiscal sponsor the check must be made out to your fiscal sponsor which carries the tax-exempt status. For arts affiliates we might be filling out a check for you or to your host organization or entity. For schools, universities, or government entities we might make the check out to your institution or your particular department. Please specify which name to use on your award check.

Character Limit: 250

Fundraising Plan

Upload a copy (.pdf) of your organization's current/annual fundraising plan (if applicable)

File Size Limit: 1 MB

Rental Agreement

You must upload a copy of the rental agreement (.pdf) if renting a performance venue or if rental of office/studio/workshop/meeting space is proposed as part of your use of Community Arts Support Grant funds.

File Size Limit: 1 MB

No Expenses Paid Prior to Earliest Start Date Certification*

This request for funding does not include any expenses that have been incurred and paid prior to the Earliest Start Date, as listed at the start of this grant application.

Choices

I certify this statement is true.

COMMITMENT TO QUALITY AND EXCELLENCE IN THE ARTS

Does this request for funding include public art?*

If this request for funding results in art or art-making that 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. you will need to adhere to our Public Art Policy and provide specific documentation.

Choices

Public Art Project
Not a Public Art Project

Arts Activity in two of the four most recently completed fiscal years

Please provide evidence of arts activity your organization has sponsored during two of the four most recently completed fiscal years. Examples should demonstrate the strongest artistic product, performance and/or programming that your organization produces or provides.

These can be uploads of photos of arts activities/performances/events (.jpg), posters, programs from a performance, news articles, promotional brochures, (.pdf) etc. These may also be in the form of links via YouTube, Vimeo, SoundCloud, or DropBox to video or sound recordings of events or performances, or to websites featuring workshops/training/conferences your organization has attended or offered.

Provide a description of each sample in either the "Descriptions of Linked Work Samples" section or the "Descriptions of Uploaded Work Samples" section below.

Links to Facebook, Instagram, Twitter, Pinterest or other social media are not allowed.
You must include at least two work samples, whether uploads or links.To ensure a fair process, staff will remove any work samples beyond the maximum allowed. Any applicant that fails to submit the minimum number of work samples jeopardizes the eligibility of their grant application. Questions? Consult the Work Sample Submission Policy or contact R2AC staff.

LINKS TO WORK SAMPLES:

You can use these link boxes to provide music and video samples that require more bandwidth than our grant software can provide. You can also use them to share visual art samples via Dropbox if you find our file size requirements too small for your purposes; however, the number of images need to fit within the minimum/maximum requirements and must appear as a curated set of images. *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 Linked Work Samples" question below.**

Link 1
Character Limit: 2000

Link 2
Character Limit: 2000

Link 3
Character Limit: 2000

Description of Linked Work Samples

You must provide a description of each link in the text box provided. Include the title of the work, the name of the artist/author/performer/director, and the dates of completion, performance or recording, as well as a list of performers, instruments, or any other necessary information. 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 your work.

Character Limit: 1000

UPLOADED WORK SAMPLES:
Please upload visual (.jpg) or literary (.pdf) samples below. 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 larger images via Dropbox using the Links section above. *Remember to include descriptions of each work sample you have uploaded under "Description of Uploaded Work Samples" 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

Sample 5
File Size Limit: 1 MB

Description of Uploaded Work Samples

You must provide a description of each uploaded work sample in the text box provided. Include the title of the work, the name of the artist/author/performer/director, and the dates of completion, performance or recording, as well as a list of performers, instruments, or any other necessary information.

Character Limit: 1000

Overall Quality*

Describe your organization's overall arts programming and activity in terms of the ways the artistic choices demonstrate one or more of the following: your organization's creativity, distinct artistic vision, desire to highlight or promote artistic mastery for audiences and participants.

Character Limit: 1000

PUBLIC ART

If your use of funds for administrative or operating support specifically results in 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 affect the eligibility of your application. Please contact the Grants Manager before filling out this section if you are unsure.

Public Art Project Planning*

If your use of funds for administrative or operating support specifically results in public art, it must adhere to our Public Arts Policy. Please describe where the public art will happen, 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 public art is temporary or will be installed in more than one location, please include a timeline.

Character Limit: 1500

Letter 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 resulting public art. The artist, the project director, and the site owner or city official in charge of overseeing the site will all need to state their approval of the public art and agreement to the terms of governing the public art in that location. (*Include multiple letters if there are multiple sites or multiple stakeholders)*

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

COMMITMENT TO ORGANIZATIONAL GROWTH

Short- and Long-Range Plans*

Describe your organization's or arts affiliate's short- and long-range plans and upload your organization's strategic plan, minutes, or other documentation reflecting your short- and long-range plans.

Character Limit: 1000 | File Size Limit: 1 MB

Proposal*

Taking into account the Community Arts Support Grant Eligible Uses of Funding listed at the beginning of this application, describe the ways in which your organization intends to grow, develop, or shift utilizing Community Arts Support Grant Funds in the next two years. How will the use of these funds support accessible arts programming and align with your organization's mission and short- and long-range plans? Highlight barriers to engagement that your organization has experienced and may be aiming to reduce for artists, audiences, participants, or board members over the next two years of operational support such as geographic barriers, barriers due to disability/varying abilities, cultural or racial barriers, economic barriers, or other barriers. Describe how the use of these funds will help build new initiatives to support expanded arts programming to engage more Minnesotans in the arts through your organization.

Character Limit: 3500

COMMITMENT TO COMMUNITY

Needs Assessment*

Explain the process by which your organization/arts affiliate assesses and responds to the artistic needs of the community it serves.

Character Limit: 500

Target Audience*

What audience do you identify as the primary group to be impacted by your organization's/arts affiliate's use of these funds?

Character Limit: 500

Impact*

What kind of outcomes/impacts are you seeking for your organization/arts affiliate that will result in benefits for the communities you serve/intend to serve?

Character Limit: 500

Estimated Number of Adult Artists Participating - Year 1*

Estimate the number of adult artists (19 years of age and older) expected to be directly involved in providing art or artistic services for your organization.

Character Limit: 10

Estimated Number of Adult Artists Participating - Year 2*

Character Limit: 10

Estimated Children/Youth Engagement - Year 1*

Estimate the number of children/youth (0-18 years of age) who will directly engage with the arts through your organization, whether attending an arts event, participating in arts learning, or participating in other types of activities in which people will be directly involved with artists or the arts. (Please exclude repeat attendees, paid performers, and those reached through TV/Radio/Internet or other media).

Character Limit: 10

Estimated Children/Youth Engagement - Year 2

Character Limit: 12

Estimated Adult Audience Engagement - Year 1*

Estimate the number of adults (19 years of age and older) who will directly engage with the arts through your organization, whether attending an arts event, participating in arts learning, or participating in other types of activities in which people will be directly involved with artists or the arts. (Please exclude repeat attendees, employees, paid performers, artists participating, children/youth, and those reached through TV/Radio/Internet or other media).

Character Limit: 10

Estimated Adult Audience Engagement - Year 2*

Character Limit: 12

Estimated Population to benefit by age.*

Select all categories that, by your best estimate, will make up 25% or more of the population that will benefit as a result of the award during the period of support. These responses should refer to populations reached directly, rather than through broadcasts or online programming.

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.

Estimated 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 benefit as a result of the award during the period of support. These responses should refer to populations reached directly, rather than through broadcasts or online programming.

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.

Estimated 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 benefit as a result of the award during the period of support. These responses should refer to populations reached directly, rather than through broadcasts or online programming.

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.

SUPPLEMENTAL INFORMATION

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

- the artistic merit of your proposed use of funds such as resumes/bios for any performers/presenters/project directors/organizers or a link to the website of any organizations/groups whose partnership is integral to your proposal

- additional documentation that supports your use of funds, such as your organization's strategic plan, instructional materials, etc.,

- your organization's annual report

- needs assessment documentation that supports your organization's proposed use of funds

If you have questions about whether the items you are uploading or linking to are allowable in this section, please contact the Grants Manager.

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), the Minnesota Citizens for the Arts (MCA), and the McKnight Foundation, 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. Region 2 Arts Council uses this information only for the assessment and evaluation of our programs and services. Please see our Data Privacy Policy. Complete information is necessary to ensure the reliability of our data. Note: If you are an organization using a fiscal sponsor, please fill out this information as it pertains to the organization conducting the activity, not the fiscal sponsor.

Choices
I understand

County*

Choose the county in which your organization is located.

Choices

Clearwater
Beltrami
Hubbard
Lake of the Woods
Mahnomen

Race/Ethnicity (optional)

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
Other

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

Character Limit: 100

Special Characteristics (optional)

Select the *one category* below that best represents 50% or more of your staff, board, or membership.

Choices

Disability
Older Adult - 60+
Veteran

Discipline*

Select a discipline from the drop down menu that best describes your art form, if applying as an individual, or the kind of art/arts your organization works with, if you are applying on behalf of an organization.

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

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 Adult Online Participation*

Estimated number of adults who directly engaged with the arts online, related specifically to the grant, whether through attendance at or participation in arts learning, performance, or other types of activities in which people were directly involved with artists or the arts. (Exclude employees, paid performers, artists participating, or children/youth) *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 Youth Online Participation*

Estimated number of children/youth (0-18) who directly engaged with the arts online, related specifically to the grant, whether through attendance at or participation in arts learning, performance, or other types of activities in which people were directly involved with artists or the arts. *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