



Promoting the arts since 1974

**Southwest Minnesota Arts and
Humanities Council**

SMAHC
1210 E. College Drive
Suite 600
Marshall, MN 56258
(507) 537-1471
www.smahc.org

Effective July 1, 2010 to June 30, 2011

Arts Organization Development Grants Guidelines

Application Deadlines

Postmarked by

Round 1: August 16, 2010

Earliest Project Start Date: Nov. 1, 2010

Round 2: February 7, 2011

Earliest Project Start Date: May 1, 2011

*(EQUIPMENT & FACILITIES IMPROVEMENT:
Requests for equipment improvement projects will be
accepted from non-arts organizations if the case can
be made that the main purpose is to support
community arts projects.)*

- * It is your responsibility to make sure your application is complete and does not include errors. Incomplete or inaccurate materials may result in your application being deemed ineligible or reduce your request.

****Due to the uncertainty of our State funding all current SMAHC programs and deadlines are subject to change. Contact the SMAHC office or check the SMAHC website to confirm what programs and rules are in place and to verify that you have the most current information.**

Applicants are encouraged to contact the SMAHC staff for assistance before submitting an application. We can answer your questions, let you know whether the project you are considering might be eligible, talk about possible resources and even help walk you through the grant forms. You can contact us via email at smahcinfo@iw.net, or call (507) 537-1471 or toll free (800) 622-5284.

Free grant writing workshops are scheduled for:

November 8, 2010 from 6-8 p.m. at the Barn Theater, 321 4th St. SW, Willmar

November 9, 2010 from 11:45-1:30 p.m. at the SW Initiative Foundation Conference Room, 15 3rd Avenue, Hutchinson

November 15, 2010 from 7:15-8:15 p.m. at the Jackson Library, 311 3rd St., Jackson

November 17, 2010 from 4-6 p.m. at SMAHC office, 1210 E. College Drive, Ste 600, Marshall

Pre-registration is required. If you aren't able to attend a grant workshop you are welcome to make an appointment to stop by our office for assistance. Check the web site to verify the dates of the workshops. Additional workshops will be posted on the SMAHC website as they are scheduled.

SMAHC Arts Organization Development Grants

Program Guidelines

July 1, 2010 to June 30, 2011

Program Intent:

The intent of this grant program is to provide grants for organizational development or management projects of community-based arts organizations serving a wide range of arts in local settings that will have a long-term impact on an organization's stability or development. Schools are not eligible to apply for a SMAHC Arts Organization Development Grant.

Examples of eligible activities include: training of staff or board members at workshops and conferences, hiring consultants, developing new arts programs and services, purchasing equipment*, facilities improvement*, or filing fees for obtaining non-profit status. Grant award may not be used for staff salaries. However, start-up costs to create a new position are eligible.

Grant Amounts:

Arts Organization Development Grants are available for up to **\$5,000** or 75% of the total project costs, whichever is less. Applicant match must include 25% of the entire project's cash cost.

Startup Organization Planning Grants are available for up to **\$2,000** with no cash match requirement for newly formed arts organizations to develop articles of incorporation, by-laws and apply for their 501(c)(3) nonprofit status. Limit one per organization, new organizations only.

Strategic Planning Grants are available for up to **\$2,000** with a 10% cash match requirement for organizations who wish to hire consultants to assist them with strategic planning.

***February 7, 2011 (Round II) Deadline only:** Grants for equipment and facilities improvement are available for **\$5,001 to \$15,000** with a 35% cash match required for organizations that can identify how the grant will enable the organization to leave a legacy. (Example: A community-supported theater needs new speaker equipment to enhance their stage productions; therefore enabling them to leave a legacy of high-quality theater experiences for years to come.) Requests for equipment will be accepted from NON-ARTS ORGANIZATIONS (i.e. city government) if the case can be made *that the main purpose is to support community arts projects*. Grant requests of this type will be required to submit a minimum of two competitive bids for equipment & facilities improvement costs – including labor. The **Pre-application Grant Request Form must be submitted by December 6, 2010** for equipment and facilities improvement projects. Applications for equipment & facilities improvement grants for \$5,001 to \$15,000 will not be accepted without prior approval of a Pre-application Grant Request. Pre-application Grant Request Forms for equipment & facilities improvement projects are posted on the SMAHC website.

Important Dates:

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|------------------|---|--------------------------------------|
| Round I | Grant Deadline: August 16, 2010 | Project Start Date: November 1, 2010 |
| | Panel Meeting: September 11, 2010; | Board Action: September 27, 2010 |
| *Round II | Equipment & Facilities Improvement Pre-application Grant Form for requests over \$5,000 | |
| | Pre-Application Deadline: December 6, 2010 Project Start Date: May 1, 2011 | |
| Round II | Grant Deadline: February 7, 2011 | Project Start Date: May 1, 2011 |
| | Panel Meeting: March 5, 2011; | Board Action: March 21, 2011 |
| | Grant Writing workshops schedule is listed on the next page. | |

Grant Writing workshops:

November 8, 2010 from 6-8 p.m. at the Barn Theater, 321 4th St. SW, Willmar

November 9, 2010 from 11:45-1:30 p.m. at the SW Initiative Foundation Conference Room, 15 3rd Avenue, Hutchinson

November 15, 2010 from 7:15-8:15 p.m. at the Jackson Library, 311 3rd St., Jackson

November 17, 2010 from 4-6 p.m. at SMAHC office, 1210 E. College Drive, Ste 600, Marshall

Application Forms:

The signed application must be postmarked or received by 4:30 p.m. of the application deadline. Late or incomplete applications will not be considered. Applications submitted by electronic transmission will not be accepted. Please read the grant guidelines and application form carefully. Submit the signed original with necessary support materials. Keep a copy for your records.

Who is Eligible?

The Arts Organization Development program is open to nonprofit arts organizations as described in Section 501 (c)(3) of the United States Internal Revenue Code, with Articles of Incorporation on file with the State of Minnesota in the following eighteen counties of southwest Minnesota:

Big Stone	Chippewa	Cottonwood	Jackson	Kandiyohi	Lac qui Parle
Lincoln	Lyon	McLeod	Meeker	Murray	Nobles
Pipestone	Redwood	Renville	Rock	Swift	Yellow Medicine

Organizations must submit proof of IRS 501(c)(3) status. Any formal organization not meeting this requirement may apply through a **fiscal agent**. A fiscal agent is a non-profit organization or an official unit of a city, county, or state government of the State of Minnesota meeting the requirements listed above. A signed agreement spelling out the relationship between the applicant and the fiscal agent must be submitted with the application. A fiscal agent, if used, must sign the application and, if funded, sign the Arts Grant Contract, and is legally responsible for the completion of the project and for the proper management of grant funds.

The applicant must be an arts council, commission, or other entity whose principal purposes include planning, services, and development for arts organizations and artists. Priority will be given to first time applicants and applicants that involve, on a regular basis, activities in more than one art form. Requests for equipment & facilities improvements will be accepted from non-arts organizations as described above if the case can be *that the main purpose is to support community arts projects* **Schools are not eligible to apply.**

For additional eligibility requirements, see the Project Requirements on the Certification Page.

Funding Restrictions:

If a non-profit arts group uses a facility owned by another non-profit organization or government agency (city or school) for rehearsal, classes, performances, or exhibitions, and it needs equipment or facilities improvements for its own work, the arts group could apply for and receive a SMAHC Arts Organization Development grant, but must submit a cooperative agreement with the facility that spells out how the arts organization will be assured access to the purchased items or improvements.

Application Assistance:

Applicants are strongly encouraged to submit a draft of the application to SMAHC well in advance of the application deadline. A staff member will review your application, as time permits, and may offer suggestions for improvement. Staff will try to help all applicants who submit prior to the grant deadline but cannot guarantee assistance. Staff assistance does not imply that a grant request will be funded. Project

quality, content, budget, accuracy and completeness of an application are solely the responsibility of the applicant. Free grant writing assistance workshops are scheduled for organizations interested in applying to the SMAHC Art Project & Arts Organization Development grant programs. To sponsor a workshop in your area, please contact the SMAHC office 507-537-1471, toll-free 800-622-5284 or e-mail smahcinfo@iw.net to make arrangements for a workshop.

Review Process:

1. SMAHC staff reviews the application for accuracy, completeness and eligibility. Only complete applications will be forwarded to the Organization grant review panel. Grant applicants may not discuss their application with SMAHC panelists or board members following the grant deadline until after the board has acted on the application. Communication regarding an application with SMAHC board or panelists during this time will result in the application being ineligible for funding consideration.
2. **Review Panel** A grant panel will review all eligible applications. Panelists are chosen for their knowledge and expertise in the arts and nonprofit management, and their ability to interpret the guidelines and review criteria equitably and fairly to each application. Geographic representation, ethnicity and gender are also considered to ensure the panel reflects the diversity of the region. The panel review meeting dates are listed on page 4 of this document. Near the scheduled date you may contact the SMAHC office for time and location of the panel meeting. SMAHC follows the State of Minnesota open meeting guidelines. Applicants are welcome to attend the meeting to hear the panel deliberations and to audit proceedings; interaction between applicants and panelists is not allowed.
3. Board and panel members with a conflict of interest in regard to a specific applicant or project declare such and abstain from comment and rating of that application.
4. Grants will be awarded to the extent of funds available. The SMAHC Board will consider the geographic distribution of available funds and the number previous of Arts Organization Development (formerly known as Local Arts Organization Development) grants received by an applicant. Contact the SMAHC office to receive more information on the rating process.
5. The recommendations of the panel will be submitted to the SMAHC Board of Directors for final approval. All applicants will receive a notification letter of acceptance or rejection within 30 days after final review of the applications by the Board of Directors.
6. If the application receives partial funding, a revised project description and budget must be submitted within 30 days of notification.

Review Criteria

Through majority vote, the organization panel makes a recommendation to the SMAHC Board of Directors for funding based on the established criteria for:

- a. **Merit** - The panel considers the merit of this project through factors such as:
 - ◆ the proposal design and planning
 - ◆ the personnel involved
 - ◆ how well the project meets and advances the stated goals of the organization
 - ◆ the role the organization plays in the artistic development of its community
 - ◆ the likelihood of the project strengthening future higher quality activities
 - ◆ appropriateness of the expenditures to the task at hand
- b. **Need** - The panel considers both the demonstrated need for this project by the organization and by the community which it serves, including:

- ♦ the need for this project by the organization and by the community which it serves
 - ♦ how well the project will strengthen the ability of the organization to serve that community
 - ♦ who the project serves and rates most highly those projects that clearly meet the needs of under served communities and reflect the diversity of the population.
 - ♦ do the organization's activities involve the whole community?
- b. Ability** - The panel considers the ability of the applicant to accomplish the project including:
- ♦ the qualifications of staff and community volunteers
 - ♦ whether the project is well planned
 - ♦ the feasibility of the budget
 - ♦ the time frame
 - ♦ the organization's plan to continue the work once the funding period is over
 - ♦ previous successes and project history as evidence of ability to complete the project

Appeals Policy and Procedure:

Any applicant who can show cause that established grant review procedures were not followed, or can show that the policies of the program are not equitable to all applicants, may file an appeal in writing, within ten (10) days of notification of the Board's decision on that application.

There is no right of appeal to dispute decisions in respect to artistic quality or merit, ability or need. Contact SMAHC at 800.622.5284 or 507.537.1471 for a copy of the appeal process.

Grant Contract and Distribution of Funds:

Awarded grantees must sign and return a contractual agreement within 30 days of notification. Failure to provide any required documents within the prescribed time can result in the cancellation of a grant commitment. Occasionally, additional but clearly outlined conditions will be added to the contract. Eighty percent (80%) of the grant award will be sent to the grantee upon receipt of the signed contract and within thirty days (30) days of the project start date. The remaining twenty percent (20%) of the grant award will be sent to the applicant upon receipt and approval of the Final Report.

SMAHC's financial assistance must be acknowledged on all publicity and promotional materials through the following credit line: **“This activity is made possible in part by a grant from the Southwest Minnesota Arts and Humanities Council (SMAHC) with funds appropriated by the State Legislature and/or by the Minnesota arts and cultural heritage fund as appropriated by the Minnesota State Legislature with money from the vote of the people of Minnesota on November 4, 2008.”**

Final Report:

A letter will be sent to the grantee along with the initial grant award check and a final report form. The report requires information on the number of persons involved, the actual costs, and an evaluation of the project. The final report is an important document. SMAHC realizes that as projects develop, some minor differences may arise, but applicants should take every precaution to insure implementation, operation, and evaluation of the project as promised. *Failure to submit a final report within 60 days of the end of the project without a prior request for an extension will result in a forfeit of the remaining 20% of grant funds and may result in the applicant being ineligible to apply for a SMAHC grant for a period of up to 3 years from the date the final report is filed.*