



Southwest Minnesota Arts & Humanities Council

Fiscal Year 2011
July 1, 2010 – June 30, 2011

Arts Legacy Grants for Organizations and Communities Guidelines

Grant Deadlines

Round 1: August 23, 2010 for projects beginning November 1, 2010 or later
Pre-application required on grants over \$10K – Deadline: July 30, 2010

Round 2: January 14, 2011 for projects beginning April 1, 2011 or later
Pre-application required on grants over \$10K – Deadline: December 6, 2010

Round 3: May 16, 2011 for projects beginning July 1, 2011 or later
Pre-application required on grants over \$10K-Deadline: April 18, 2011

Southwest Minnesota Arts & Humanities Council
1210 E College Drive, Suite 600, Marshall, Minnesota 56258
e-mail: smahcinfo@iw.net ~ website: www.smahc.org
507-537-1471 or 800-622-5284

The Southwest Minnesota Arts & Humanities Council (SMAHC) is the designated regional arts council for 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 and Yellow Medicine. SMAHC provides grants and services to nonprofit organizations and government units within these eighteen counties for projects that take place in our region.

This activity is funded, in part, 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.

Arts & Cultural Heritage Fund Overview

The Minnesota State Arts Board and Minnesota's designated regional arts councils are entrusted with stewardship of significant new funding through the State of Minnesota's Arts and Cultural Heritage (ACH) Fund. Proceeds from the fund may be spent only on arts and arts access, arts education and arts and cultural heritage. The fund is intended to create a strong arts legacy in Minnesota and will exist for a period of twenty-five years.

Minnesota Statewide Vision

In 25 years, Minnesotans will have made a significant investment in the arts. As a result:

- In Minnesota, the arts define who we are. This is a place where people are transformed by quality arts experiences, and see the arts as essential to their communities. The arts in Minnesota connect people of all ages and cultures, fostering understanding and respect.
- Arts and culture are central to Minnesota's educational system and lifelong learning opportunities. The arts develop creative minds that maximize new opportunities and find solutions to life's challenges.
- In Minnesota, the arts are an integral part of the economy. Because of the arts, Minnesota communities are successful, dynamic, attractive places to live and work.
- Minnesota is a recognized national arts leader, a magnet for artists and arts enthusiasts, and a destination for tourists. Residents and visitors are assured a world-class quality arts experience.
- Minnesotans appreciate, create, attend participate or invest in the arts. Minnesota's effective, innovative, vibrant, public-private support for the arts is the strongest in the country. Universal support and appreciation for the arts help ensure the state's exceptional quality of life.

What is Art?

Quality art, whether traditional or experimental, is challenging and original. Rooted in basic human values, it illuminates the human condition, serves the vital interests of communities, and moves the imagination and heart. Such work is well crafted and well performed

Art can describe several things: a study of creative skill, a process of using the creative skill, a product of the creative skill, or the audience's experience with the creative skill. The Minnesota State Arts Board and Regional Arts Councils define "arts" as activities resulting in the artistic creation or artistic performance of works of the imagination. These activities include, but are not limited to, Disciplines #01 through #12 listed in Section 5 on the "RAC Data Collection Form." This form is available for download from the SMAHC Website (http://smahc.org/legacy_grants.htm).

What is Preservation of our Cultural Heritage?

According to UNESCO, (*United Nations Educational Scientific and Cultural Organization*) the term “cultural heritage” encompasses several main categories of heritage, including:

1. Tangible Cultural Heritage, including:

- Movable Cultural Heritage (paintings, sculptures, coins, manuscripts, etc.)
- Immovable Cultural Heritage (monuments, archaeological sites, and so on)
- Underwater Cultural Heritage (shipwrecks, underwater ruins and cities and so on)

2. Intangible Cultural Heritage (oral traditions, performing arts, rituals, and so on) referring in particular to traditions transmitted from generation to generation, mainly concerning the following vast domains:

- languages and dialects
- performing arts, music, dance and all forms of theatre;
- social practices, rituals and festive events;
- traditional craftsmanship including techniques and skills
- knowledge and practices concerning nature and the universe;

The interaction of these elements with the physical and social environment leads to the development of local identities.

The Minnesota State Arts Board and Regional Arts Council system funds the creation and exhibition of *artistic movable cultural heritage* such as paintings and sculpture through support for artists and arts organizations, and the preservation, interpretation, and appreciation of paintings and sculptures through support for exhibitions by artists or arts organizations. The MSAB and RACs also fund *intangible cultural heritage* such as performing arts, music and dance, all forms of theatre, festive events, and traditional craftsmanship of cultures from around the world.

It is also noted that the Minnesota Historical Society and local historical societies protect some parts of Minnesota’s *movable cultural heritage* such as manuscripts and other historical artifacts, as well as *immovable cultural heritage* such as historical and archeological sites in collaboration with other entities.

Please be advised that to better serve the arts in our region, based on input from applicants, grant reviewers, staff, and board members, the Southwest Minnesota Arts & Humanities Council reserves the right to review and when necessary revise the grant application, grant requirements, grant guidelines, grant process, grant limits and grant review procedures.

Program Intent

SMAHC is committed to the support of high quality arts activities in our region. Funds are provided to organizations for a variety of arts projects and activities that develop or enhance local arts organizations, communities, artists, or art audiences. Arts Legacy Grants are intended for projects or activities that will create a strong arts legacy in Minnesota.

Applications could include but are not limited to community theatre, choirs, bands or orchestras, music or dance performances, art productions that tour area communities, visual arts exhibits, readings by authors, music in the park, environmental art, public art projects, arts festivals, arts components of community festivals, art classes for community members of all ages, artist residencies in communities or schools, or operating support for arts organizations. **The applicant must make a case that their project will help to create a legacy for arts in Minnesota.** Projects that do not leave a legacy should apply for an Art Project Grant. Project requests over \$10,000 MUST complete a pre-application, and be approved before submitting a grant application.

Organizations considering a large scale project are encouraged to apply for a Arts Legacy Project Planning Grant, which is a separate grant program. Arts Legacy Project Planning grants could include, but are not limited to, an economic analysis and a feasibility study for said project. **NOTE: Proposals for equipment and facilities requests, Strategic Planning for an arts organization and Start-up Planning grants for an arts organization should be submitted under the **Arts Organization Development** grant program.*

It is always best to contact SMAHC staff prior to submission of a grant application for assistance, to determine current funding availability, and for information on the correct application form/s to use. Although this program is open to a wide range of activities, it is up to the applicant to make the case that their project will meet the program criteria listed on page 9 of this document.

SMAHC Arts Legacy Grants for Organizations are available for projects that fit one or more of the three areas specified in the Arts and Cultural Heritage Funds legislation:

Arts & Arts Access

To support artists and arts organizations in creating, producing, and presenting high-quality arts activities; to overcome barriers to accessing high-quality arts activities; and to instill the arts into the community and public life in this state. Such grant activities may be, but are not limited to:

- Investing in activities that make the arts available to persons who might not otherwise have access due to economic, geographic, or physical barrier.
- Ensuring that artists and arts organizations have sufficient financial support to create high quality art.
- Investing in the long-term health and vitality of the arts sector by supporting capacity-building and professional development.
- Investing in efforts that enable residents to connect with arts/arts experiences and performances.
- Investing in efforts to fully integrate the arts into local community development efforts.
- Investing in efforts to integrate the arts into local and regional economic development planning.
- Investing in public art that is available throughout the region.
- Operating support for arts organizations.

Arts Education: Investing in lifelong learning in the arts

To support high-quality, age-appropriate arts education for residents of all ages to develop knowledge, skills, and understanding of the arts. Such activities may be, but are not limited to:

- Investing in efforts that enable residents to connect with arts learning opportunities and residencies.
- Ensuring that artists/arts organizations/arts providers are able to invest in professional development and workshops.
- Ensuring that arts learning opportunities and professional development are achieving intended outcomes through ongoing assessment and evaluation.

Arts & Cultural Heritage: Building bridges between Minnesotans through arts and culture

To support events and activities that represent the diverse ethnic and cultural arts traditions, including folk and traditional artists and art organizations, represented in this state. Such activities may be, but are not limited to:

- Providing SMAHC Region residents with opportunities to celebrate our cultural heritage through events and activities that represent the range of Minnesota's ethnic and cultural arts traditions including festivals.
- Ensuring that SMAHC Region residents are able to experience folk/traditional arts of diverse cultures by supporting the work of folk and traditional artists/arts organizations.

What Is Not Eligible for Funding

The SMAHC Arts Legacy Grants for Organizations and Communities grants will or can **NOT** fund:

- Applications that do not have an art focus.
- Activities of a for-profit project, organization, or business.
- Projects where funds are requested to account for deficits in projects or programs begun prior to the project earliest start date. In other words, payment of debts incurred before the grant activities begin or outside of the grant project scope of activity
- Applicants with past due SMAHC final (or other) reports.
- Applications where funds are to be used to match other SMAHC grant applications.
- Requests for new building construction, purchase of real property, or endowment funds.
- Fundraising events.
- Activities which are not open to the public.
- Religious organizations or projects which are for the religious socialization of the participants or audience.
- Activities that engage in political lobbying or intend to influence public policy.
- Projects where artists are required to pay excessive entry or exhibition fees in order to exhibit or perform in the project for which funds are sought.
- Requests for operating support from organizations that are receiving Minnesota State Arts Board Institutional Support grants during the same fiscal year, although such groups may apply for project funding
- Projects that will not take responsibility for their publicity, media coverage, and public relations and that won't provide timely promotion of the project throughout the SMAHC Region and that will not use the proper funding credit line and logo.

Additionally, for projects in K-12 schools SMAHC will or can NOT provide funds for:

- Parochial schools.
- In-school projects by students or projects carried out exclusively by or for student organizations or programs by schools that are limited in access to the public or serve only schools or staff.
- Projects that do not include a minimum of 4 hours artist contact time with one core group of students.

- To compensate ongoing school personnel who are responsible for developing arts curriculum or delivering arts instruction.
- To pay an artist or arts organization to provide essentially the same services that an ongoing teacher or arts specialist would be expected to provide.
- For tuition for teachers to earn degrees, meet licensure requirements, or meet continuing education requirements to retain a teaching license.
- To supplant discontinued or non-existent arts programs in schools.

Special Requirements

There are additional special requirements for the following: (1) Grants to organizations of \$10,000 and over; (2) Grantees with past concerns as identified by the SMAHC board via past correspondence.

1. Contact the SMAHC office prior to starting the application process.
2. Submit a pre-application for any grant requests over \$10,000 and be approved by the SMAHC Board before submitting a grant application.
3. SMAHC may require an interim report and the right to conduct a mid-point review, which can include an onsite visit from the SMAHC Director and/or SMAHC Board member.
4. If proposal is funded, SMAHC reserves the right to fund the grant project in separate payments based on successful reports including an interim report and a mid-point review.
5. Supply SMAHC with additional information as requested and submit in a timely fashion.

Grant Amounts:

Grants are available for up to **\$20,000** or **75%** of the total project cash costs, whichever is less. Applicant match must include **25%** of the entire project's cash cost. Grants of \$10,000 and over, see the Special Requirements above.

Important Dates:

- Round I** Grant Deadline: August 23, 2010 – Earliest start date: Nov. 1, 2010*
Pre-application required on grants over \$10K – Deadline: July 30, 2010
 Panel Meeting: Sept. 18, 2010; Board Action: Sept. 27, 2010
 Grant Writing workshops: July 19, 2010 4 – 6 pm in SMAHC offices and July 23, 2010 at Peace Lutheran Church in Hutchinson, MN
- Round II** Grant Deadline: January 14, 2011 – Earliest start date: April 1, 2011*
Pre-application required on grants over \$10K – Deadline: Dec. 6, 2010
 Panel Meeting: Feb. 12, 2011; Board Action: Feb. 28, 2011
 Grant Writing workshop: November 17, 2010 2 - 4 pm in SMAHC offices
- Round III** Grant Deadline: May 16, 2011 – Earliest start date: July 1, 2011*
Pre-application required on grants over \$10K – Deadline: April 18, 2011
 Panel Meeting: June 18, 2011 Board Action: June 28, 2011
 Grant Writing workshops: March 24, 2011 (SMAHC offices – Marshall), March 29, 2011 (Cottonwood Co. History Center – Windom), March 31, 2011 (Redwood Falls Public Library - Redwood Falls).

***Start Date:** The SMAHC definition for the start date for a grant is the point at which commitments are made that set the project in motion e.g., rehearsals, contracts for and/or payment of administrative or artistic fees, public notification, acceptance of tuition or fees, ordering and/or paying for supplies or printed material. No funds can be expended prior to the project start date. SMAHC WILL NOT fund projects to which you have made a financial commitment BEFORE a grant is awarded.

Application Forms:

The 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.

Application Assistance:

Applicants are strongly encouraged to submit an application to SMAHC well in advance of the application deadline. A staff member will review your application, if 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, 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 Arts Legacy Grants for Organizations and Communities grant program. 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. 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, unless requested by the SMAHC staff. Such communication regarding an application with SMAHC board or panelists during this time could result in the application being ineligible for funding consideration.
2. **Review Panel:** A grant panel reviews 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. Organizations submitting more than one application should note that only one may be given highest priority before geographical distribution is considered. The panel review meeting date is listed on page 1 of this document. Near the scheduled date of review 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 audit proceedings. Interaction between applicants and panelists is not allowed unless initiated by SMAHC.
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 to applications meeting the criteria. The SMAHC board will consider the geographic distribution of available funds and first time applicants. Contact the SMAHC office to receive more information on the rating process.
5. The recommendations of the panel are 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 application 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

These factors constitute the grant review standards: merit and artistic quality; ability of the applicant to accomplish the project (or program goals); demonstrated need for the project.

- **The merit and artistic quality of the project or program.** In the case of arts service programs and projects, the merit and quality of the service or project being provided will be reviewed.

Grant review considerations used to address this criterion may include:

1. How does this proposal instill the arts into your community and public life?
2. How does this proposal provide a high quality arts experience?
3. What is the degree to which this project broadens awareness of the power of the arts to enrich our lives and ensure the vitality of our communities?
4. How does this proposal give access in the SMAHC region to a high quality arts experience?
5. How does this proposal help to develop knowledge, skills, and understanding of the arts?
6. What will be the long term impact (Legacy) of this project?
7. How does this proposal help to represent diverse ethnic and cultural arts traditions? (Optional, answer not applicable if not a part of your proposal.)
8. Do the artist résumé, and any work samples submitted, substantiate high artistic merit & quality?
9. How does this proposal support the organization's mission and complement and build upon past projects?
10. Does this project duplicate other programs; complement existing programs or show growth and/or diversity from applicant's past projects or existing activities in the community?

If the application is determined to be of sufficient merit and artistic quality to indicate further review, the following standards will be applied.

- **The ability of the applicant or organization to accomplish the project or program goals as presented.** This is demonstrated by providing evidence of a planning process, qualifications of artistic and administrative personnel, project sustainability, publicity efforts and previous successful efforts.

Grant review considerations used to address this criterion may include:

1. Did the applicant explain the planning process for the project?
2. Is the project (and organization, if applicable) budget feasible and demonstrate fiscal responsibility?
3. Are the marketing and publicity plans appropriate for the project and applicant?
4. Is the outcome evaluation plan appropriate for the project and applicant and is it included in the project budget?
5. If this applicant is a past SMAHC grant recipient have the projects been successful and were all reporting requirements followed?
6. Do the project director and all key personnel résumé substantiate organizational ability?

- **Applicants must demonstrate a demand or need for the grant project or program in the community served.**

Grant review considerations used to address this criterion may include:

1. Does the applicant define the community served?
2. Does the application demonstrate community involvement and support for the project? Is there evidence of collaboration? Have new partnerships been formed?
3. Will the applicant be able to market the project effectively to the community served?
4. How does the project meet the artistic needs of the applicant and the community served?
5. How does the budget demonstrate a financial need?

ARTS LEGACY GRANT FOR ORGANIZATIONS & COMMUNITIES: RUBRIC
Category: MERIT and ARTISTIC QUALITY

Keywords: Quality, creativity, education, growth

The basic concept of using this rubric is to help grant panelists in their scoring of the grant applications. Look at each of the 3 columns (Needs Improvement, Average or Satisfactory and Exemplary or Exceeds Criteria) and determine how many points you want to assign to this category (**Merit and Artistic Quality**). Please note that extremely low scores (0 or 1) and extremely high scores (9 or 10) should be documented with some comments to reflect your reasoning. Write these comments on the Panel Worksheets.

Needs Improvement - Score 0 to 3 points	Average or Satisfactory – 4 to 7 points	Exemplary or Exceeds Criteria – 8-10
1. Narrative fails to give clear understanding of the project and why it should be considered of high quality. Incomplete resumes or work samples. Failure to demonstrate skills and experience of personnel to properly assess artistic quality.	1. Detailed clear narrative, complete documentation of artistic and administrative personnel suited to the stated project. Clear discussion of artistic goals.	1. Demonstrates exceptional quality through use of highly experienced personnel with complete documentation of qualifications and work samples.
2. Project fails to advance experience or knowledge of artists, organization or audience.	2. Project builds on past work to expand capabilities of artists, organizations and the community.	2. Project demonstrates use of the arts to stretch the organization, artists and audience to new levels of awareness, experience and knowledge.
3. Project fails to be tied to the organization’s stated goals and mission.	3. Project supports the organizations goals and mission.	3. Project will lead to the expansion of the organization’s mission and goals and expand the arts experience in the community.
4. Project is inappropriate to the community culturally, pedagogically or theologically.	4. Project fills an identifiable cultural absence in this community.	4. Project actively seeks to incorporate diverse cultural assets of the community.

Extra points for:

- Original, creative and new activities that challenge participants and audiences with new experiences and knowledge.
- Demonstrates how the project will permanently improve the quality of the arts experience for presenters and audiences.
- Supports and improves professional excellence and skills of local artists.

ARTS LEGACY GRANT FOR ORGANIZATIONS & COMMUNITIES: RUBRIC
Category: ABILITY of the APPLICANT TO ACCOMPLISH THE PROJECT and/or
PROGRAM GOALS

Keywords: Planning, personnel, budget, marketing, sustainability

<p>The basic concept of using this rubric is to help grant panelists in their scoring of the grant applications. Look at each of the 3 columns (Needs Improvement, Average or Satisfactory and Exemplary or Exceeds Criteria) and determine how many points you want to assign to this category (Ability to Accomplish the Project). Please note that extremely low scores (0 or 1) and extremely high scores (9 or 10) <u>should be documented</u> with some comments to reflect your reasoning. Write these comments on the Panel Worksheets.</p>		
Needs Improvement - Score 0 to 3 points	Average or satisfactory – 4 to 7 points	Exemplary or exceeds criteria – 8-10
1. Plan shows lack of detail in activities necessary to carry out the project. In-complete or no schedule. Incomplete identification of team structure & responsibilities.	1. Evidence of clear plan with reasonable timelines and personnel who are committed and capable of carrying out the project.	1. Detailed comprehensive plan showing who, what, when and where. Addresses potential problems with contingency planning.
2. Budget narrative doesn't match budget page. Budget not appropriate to the apparent needs of successful completion. Budget contains frivolous items. Itemization not clear or complete.	2. Budget narrative clearly explains all budget items, income and expense. Expenditures are appropriate to the project with clearly identified sources of income other than SMAHC.	2. Budget indicates in-depth planning and anticipation, provides for contingency and indicates multiple specific sources of income and, as appropriate, specific resources to be purchased. Documentation for committed income sources.
3. Inadequate publicity and promotional plan. Not enough lead time or budget. Publicity venue(s) are unspecified or inappropriate. Marketing plan not sufficient to develop large enough audience to build sustainability.	3. Marketing plan includes activity and expenditure sufficient to actively reach new participants and audiences and build largest possible audience.	3. Multiple forms of marketing activity that will build maximum audience, generate community financial support and build organizational sustainability.
4. Application is missing required support materials or questions are not answered fully.	4. Application addresses every question and provides all required support materials.	4. Application clearly anticipates grant panel questions.
5. Lack of fiscal responsibility in 'shopping around' and appropriateness of purchases of goods & services to the project as proposed.	5. Appropriateness of expenditures to the task at hand.	5. Demonstrated willingness to "stretch" to get the job done.

Extra points for:

- Demonstration of awareness of and plan for organizational sustainability and how this grant will improve that.
- Shows awareness of current capabilities and demonstrates how those capabilities will be improved.
- Demonstrates that the applicant is fiscally responsible in purchasing and expenditures and realistic in funding sources.
- Project and grant will lead to expansion of Community support and involvement. Multiple sources of financial support.
- Demonstrates new levels of collaboration and diversity and seeks to actively involve underserved communities.

ARTS LEGACY GRANT FOR ORGANIZATIONS & COMMUNITIES: RUBRIC
Category: DEMONSTRATED NEED or DEMAND for the PROJECT or PROGRAM in the
COMMUNITY

Keywords: Diversity, cultural assets, growth, innovation, collaboration, long term impact.

The basic concept of using this rubric is to help grant panelists in their scoring of the grant applications. Look at each of the 3 columns (Needs Improvement, Average or Satisfactory and Exemplary or Exceeds Criteria) and determine how many points you want to assign to this category (**Demonstrated Need Or Demand for the Project**). Please note that extremely low scores (0 or 1) and extremely high scores (9 or 10) should be documented with some comments to reflect your reasoning. Write these comments on the Panel Worksheets.

Needs Improvement - Score 0 to 3 points	Average or satisfactory – 4 to 7 points	Exemplary or exceeds criteria – 8-10
1. Involvement primarily of small group of regular “arts people” and minimal financial and/or in-kind support from local community	1. General broad community support and involvement both financial and in-kind	1. Demonstrates active effort to involve a wide range of community organizations, businesses and residents both locally and regionally including financial and in-kind support.
2. Fails to identify potential broad audience geographically and demographically.	2. Demonstrates awareness of and plan to broaden the intended audience.	2. Programs actively seek to build broad, diverse audiences. Scholarship availability and ADA plans.
3. Failure to identify the cultural benefit to the community of the project.	3. Clearly identifies the cultural need(s) being filled.	3. Seeks to expand the cultural knowledge and experience of the community. Clearly identifies what the long-term impact of this project might be.
4. Doesn’t demonstrate effort to bring organizations together to accomplish or improve the project.	4. Includes innovative ways to bring various arts and other resources together to accomplish and expand the project.	4. Shows evidence of seeking unique ways to collaborate with a wide variety of community resources.

Extra points for:

- Uses and expands the inventory of regional cultural assets.
- Generates lasting change through new knowledge, experience and skills.
- Builds lasting collaboration between the arts and the community.
- Permanently expands the capacity of the organization or the community, brings in new participants and reaches new audiences.

Appeals Policy and Procedures:

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. By signing the contract, the grantee agrees to the terms of the contract, including:

- The applicant must provide broad-based publicity to the community-at-large prior to the event/project.
- SMAHC's financial assistance **must** be acknowledged on all publicity and promotional material through the following credit line: **“This activity is made possible in part by a grant provided by the Southwest Minnesota Arts and Humanities Council (SMAHC) and is funded, in part, 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.”**

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. For grant awards less than \$10,000, eighty percent (80%) of the grant award will be sent to the grantee upon receipt of the signed contract and within thirty (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. Grants of \$10,000 or more may involve a scheduled series of payments.

The 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 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.

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, call us toll free (800) 622-5284, or on our local line (507) 537-1471.