



Southwest Minnesota Arts & Humanities Council

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

Arts Program Information and Guidelines for SMAHC

Arts Legacy Planning Grants for Organizations and Communities

Grant Deadlines

Round 1: August 2, 2010 for projects beginning September 15, 2010 or later

Round 2: January 3, 2011 for projects beginning February 15, 2011 or later

Southwest Minnesota Arts & Humanities Council
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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.

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 Planning Grants are intended to provide funding for organizations to explore the feasibility and financial possibility of creating projects or activities that will create a strong arts legacy in Minnesota. This planning grant may include, but is not limited to, conducting surveys to determine community intent, requests for proposals from artists and research to determine available resources and costs.

NOTE: Equipment and facilities requests, Strategic Planning for an arts organization and Start-up Planning grants for an arts organization are covered 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.

SMAHC Arts Legacy Planning Grants 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.
- Recognizing and rewarding artists/arts organizations/arts providers for exceptional artistic quality and service to their audiences and/or 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 Planning 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 school personnel in full or in part.
- 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.

Grant Amounts:

Grants are available for up to **\$2,000** or **90%** of the total project cash costs, whichever is less. Applicant match must include 10% of the entire project's cash cost.

Important Dates:

Round I Grant Deadline: August 2, 2010 – Earliest start date: September 15, 2010*
 Board Action: August 23, 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 3, 2011 – Earliest start date: February 15, 2011*
 Board Action: January 24, 2011
 Grant Writing workshop: November 17, 2010 4 - 6 pm in SMAHC offices

***Start Date:** The current SMAHC definition for the start date for a grant is the actual date of a performance. Applicants may begin planning, auditions, and/or rehearsals prior to the start date, knowing that if they do not receive a grant, they will still be responsible for any financial commitments made. Please note that this definition will be changed effective July 1, 2011.

Important Note: Effective July 1, 2011 the SMAHC definition for the start date for a grant will be defined as 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. **Organizations that are planning projects that will begin before November 1, 2011 should apply on August 16, 2010 or February 7, 2011.**

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 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 during this time could result in the application being ineligible for funding consideration.
2. **SMAHC Board Committee:** A committee reviews all eligible applications. Board 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.
3. 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.
4. 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.
5. 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.**

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 will this planning help you determine or establish artistic quality for your potential project?
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. What will be the long term impact (Legacy) of this project?
5. Do the artist résumé, and any work samples submitted, substantiate high artistic merit & quality?
6. How does this proposal support the organization's mission and complement and build upon past projects?
7. 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. What is the project you wish to undertake?

2. How will this planning grant enable you to determine feasibility or artistic quality?
 3. What is your time line?
 4. How will you determine public interest?
 5. Is the outcome evaluation plan appropriate for the project and applicant and is it included in the project budget?
 6. If this applicant is a past SMAHC grant recipient have the projects been successful and were all reporting requirements followed?
 7. 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?
 5. How does the project meet the artistic needs of the community served?
 6. How does the budget demonstrate a financial need?

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.