



Art Project Grants

**Guidelines and Application Forms
for July 2010 through June 2011**

Grant Deadlines:

FY2011

July 30, 2010

November 19, 2010

March 31, 2011

Arrowhead Regional Arts Council
Marshall Professional Building
1301 Rice Lake Road, Suite 111
Duluth, MN 55811
218-722-0952 or 1-800-569-8134
info@aracouncil.org
MN Relay Service 1-800-627-3529

This information can be made available in the following alternative formats upon request: Braille, large print, and audio tape. We also can help your group find a

language interpreter to translate these guidelines. To accommodate your request, the Arrowhead Regional Arts Council will need at least 10 working days.

ABOUT THE ARROWHEAD REGIONAL ARTS COUNCIL

Mission: The Arrowhead Regional Arts Council (ARAC) seeks to facilitate and encourage local arts development. This mission statement grows from a conviction that the arts improve the quality of life in the region.

Legislative Mandate: The ARAC is one of eleven regional arts councils designated by the State of Minnesota “to make final decisions on the use of legislative appropriations for local/regional arts development.” The ARAC is charged to assess the needs of the seven counties in the Arrowhead Region and to plan and administer programs and services based on its assessment.

Funding: Funding for the ARAC grant programs and services is made possible through appropriations from the Minnesota State Legislature and The McKnight Foundation and support by the Minnesota arts and cultural heritage fund as appropriated by the State Legislature with money from the vote of the people of Minnesota on November 4, 2008.

CONTENTS

Part 1: Guidelines	1
A description of the program	1
Grant requirements.....	1
Who may apply to this program?.....	2
What kind of activities does this program fund?	2
Who or what does this program <i>not</i> fund?.....	3
How many ARAC grants may a group receive in one year?	3
Deadlines and Important Dates	3
What happens after you apply?.....	4
If you receive funding, you must comply with the Americans with Disabilities Act.	4
Part 2: How to Apply for Funds	4
What constitutes a complete application?	5
Hints that might be helpful as you complete your application.....	5
How to complete the Application Form	6
What is an “in-kind” contribution?	7
The Grant Narrative	9
A. The format requirements for your narrative	9
B. The narrative questions.....	9
C. Required attachments	10
D. Optional attachments	10
The Review Criteria	10
Eight common mistakes made by applicants	11

Included with the Guidelines:

Art Project Application Form
RAC Grant Data Collection

The following changes have been made to the Art Project Grant Program.

- *Beginning January, 2010, this program will once again have three deadlines per fiscal year.* This change means that arts organizations need to check out the new deadline dates and plan ahead to avoid missing an application opportunity.
- *Beginning January, 2010, the amount that can be requested per grant was increased from \$3,500 to \$6,000 with just a 20% match.*

Part 1: Guidelines

Before completing your application, please review the guidelines carefully to determine whether or not your group and project are eligible for ARAC funding.

You are encouraged to call the ARAC staff to discuss your project. Do you:

- Need more information?
- Want help in preparing your application?
- Require this application in an alternative format?

You may contact staff for further assistance by calling 218-722-0952 or 800-569-8134; or emailing: info@aracouncil.org. Guidelines may be downloaded from our website: www.aracouncil.org.

The new *Arts and Cultural Heritage Fund*, as appropriated by the State Legislature with money from the vote of the people of Minnesota on November 4, 2008, supports the arts in the Arrowhead Region in the following ways:

- Up to 78 percent of the money may support Minnesota 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.
- Up to 15 percent of the money may support high-quality, age-appropriate arts education for Minnesotans of all ages to develop knowledge, skills, and understanding of the arts.
- Up to 5 percent of the money may support events and activities that showcase the diverse ethnic and cultural arts traditions, including folk and traditional artists and art organizations, represented in this state.

A description of the Art Project grant program:

This program provides grant funding of up to \$6,000 per project to support activities directly involved in the creation, performance, exhibition or publication of artistic works; or to present arts events by contracting for the services of other organizations or individuals. The purpose of your proposed activity should be to do one or more of the following:

- support creating, producing, and presenting high-quality arts activities;
- overcome barriers to accessing high-quality arts activities;
- encourage the artistic growth of artists or an art form;
- advance the development of the artistic growth of an arts organization;
- support high-quality, age appropriate arts education for all ages to develop knowledge, skills, and understanding of the arts; and/or
- support activities that represent the diverse ethnic and cultural arts traditions, including folk and traditional artists and art organizations.

Grant support is intended to improve your organization's ability to present or produce a high-quality arts activity which might not take place as proposed without ARAC support. The purpose of this grant is to fund arts organizations and 501(c)(3) non-profit, tax exempt organizations for the sole purpose of providing access to art within communities in the Arrowhead Region. Projects may be proposed in the following disciplines: visual arts, media arts, music, dance, theater, literature, film, and folk or ethnic art. This program has three grant deadlines per year. An approved application must begin within twelve months of the date you are notified of your award and completed in twenty-four months.

Grant requirements:

1. Art Project grants are *matching grants*. Every four dollars requested must be matched with one dollar

raised from another source. In-kind contributions cannot be used to make up the entire match, but match sources may include general operating funds, earned income or revenue specific to this project, or other grant sources. To qualify for a full \$6,000 grant from ARAC, your project budget must total at least \$7,500.

2. Your application will not be reviewed if the grant request is more than 80% of your total project expenses.
3. Projects seeking financial support from both the ARAC and the Minnesota State Arts Board (MSAB) may do so only with the expressed consent of both granting agencies.

Who may apply to this program?

To be eligible to apply to this program, an arts organization or group must be registered as a non-profit in the State of Minnesota and be *either* a federal non-profit, tax-exempt 501(c)(3) arts organization or a group with an annual agency cash budget not exceeding \$15,000, located in the following Arrowhead counties: Aitkin, Cook, Carlton, Itasca, Koochiching, Lake, or St. Louis. Accredited schools or units of government located in the Arrowhead Region are also eligible to apply to this program.

- If your group *has not yet received* federal non-profit, tax-exempt 501(c)(3) status, you may apply by using another 501(c)(3) organization as a fiscal agent.
- If your group *has not yet registered* as a non-profit in the State of Minnesota, you will be required to do so within three years of receiving your first ARAC grant.

For information on how to use a fiscal agent to apply for funding, contact the staff by calling 218-722-0952 or 800-569-8134 or emailing: info@aracouncil.org.

What kind of activities does this program fund?

Art Project grant proposals may include the following activities. This list is intended to help you understand the purpose of the program and is **not** a complete list of eligible opportunities.

- Public performances by touring artists or companies who may also work in schools. *Regional presenters are encouraged to block book with other presenters when bringing artists into the region.*
- Presentations of regionally produced touring ensembles and assembled touring exhibitions. *Regional organizations are encouraged to tour exhibitions, productions, and performing arts events.*
- Productions of exhibitions curated by the applicant organization.
- Artist residencies, lectures/demonstrations, master classes and age-appropriate workshops open to the public.
- Projects that commission new works of art in any media.
- Presentations of film or video screenings.
- Productions of public readings by local, regional, or national writers or poets.
- Publications of art or literature.
- Projects which provide technical assistance to arts organizations and/or individual artists.
- Projects which promote arts organizations to overcome barriers, collaborate, and/or share resources.
- Projects that promote or create arts criticism.
- Projects which enable arts organizations to offer arts programming or performances to communities throughout Minnesota.

Who or what does this program *not* fund?

The following organizations are **ineligible** to apply for project funding:

- For-profit organizations (*an arts organization or group must be registered as a non-profit in the State of Minnesota and be either a federal non-profit, tax-exempt 501(c)(3) arts organization or a group with an annual agency cash budget not exceeding \$15,000.*)
- Organizations, schools, or units of government which are not located in the Arrowhead Region.
- Organizations which currently receive Minnesota State Arts Board General Operating Support.
- ARAC grant recipients with an overdue, unaccepted, or falsified final report.

The program does **not** fund projects when any of the following conditions exist:

- the project is designed for a private audience which is not open to the general public;
- the project begins before the earliest possible starting date listed in the deadline information on page 3;
- the project takes place in “phases,” unless the proposed “phase” can stand alone as a distinct and individual project;
- the project is submitted by an educational institution or group for an activity which replaces or substitutes for basic arts curriculum;
- the project includes funding to pay for a presentation by a student organization or student artists;
- the project proposes using the arts for another purpose such as physical or social rehabilitation; historic interpretation; or community or religious socialization (a religious service can not be any part of a proposed project);
- the project is for capital improvement or construction;
- the funds are requested to purchase more than \$300 worth of equipment per grant application;
- the funds are requested to purchase real property;
- the funds are requested for projects which do not result in an arts or technical assistance activity;
- the funds are requested for general operating support;
- the funds are requested for a project that serves as a benefit or fund raiser;
- the application budget includes no cash match;
- the application is made by an individual;
- artists are required to pay excessive entry or exhibition fees to exhibit or perform; or
- the activity engages in political lobbying or discriminates against persons or groups.

How many ARAC grants may a group receive in one year?

- In the Art Project grant program, an arts organization, accredited school, or unit of government may apply for **no more** than \$6,000 per grant application and may submit **no more than two** applications per deadline.
- In a single ARAC fiscal year (July 1 to June 30), a group **may** be awarded funding from applications reviewed in these ARAC grant programs: Administrative Support, Art Project, Arts and Cultural Heritage Community Arts Learning, and Rural and Community Arts grants, if appropriate.

Deadlines and Important Dates:

Application Deadline	Grant Writing Workshop*	Grant Review Meeting	Earliest Possible Starting Dates**
Fri., July 30, 2010	Wed., July 14, 2010	Thurs., September 16, 2010	October 1, 2010
Fri., November 19, 2010	Wed., November 3, 2010	Thurs., January 20, 2011	February 1, 2011
Thurs., March 31, 2011	Wed., March 16, 2011	Thurs., May 19, 2011	April 1, 2011

- * These workshops will be held from 3 to 5 p.m. in the Common Area of the Marshall Professional Building, 1301 Rice Lake Road, Duluth. Staff will provide technical assistance in preparing and submitting an application. Contact the ARAC office for information and directions.
- ** For an application to be eligible for funding, the proposed activities or project must take place *after* the “earliest possible starting date” which corresponds to the application deadline. The “earliest possible starting date” is defined as the point at which financial commitments are made to set the activity in motion (i.e., payment of professional fees, signing of contracts, or equipment purchases) or the date when the exhibition, presentation or performance actually takes place. You can not spend any of the money requested in your application budget or make a significant financial commitment to an activity prior to the “earliest possible starting date” listed above.

What happens after you apply?

1. Each application is logged in by staff and reviewed for completeness and eligibility. Applicants are responsible for the quality and scope of their application and supporting materials. It is in your best interest to be as complete and thorough as possible. **Late or incomplete applications are ineligible.**
2. Eligible applications are reviewed at an open meeting of the ARAC Board. All applicants will be notified of the meeting and are encouraged to observe the proceedings. All board and panel meetings are open to the public and follow the Minnesota Open Meeting Law Guidelines. A list of the dates and times of this year’s board meetings can be found on the ARAC website: www.aracouncil.org.
3. Applicants will be notified in writing of the Board’s decision within fourteen days of the board grant review. Successful applicants will receive a contract stipulating the terms of the award to sign and return within the following thirty days. Applicants are responsible for updating ARAC in writing of any major changes to their proposed project. If the budget of your activity changes, you must contact the office to receive approval before making the changes.
4. Applicants **must** submit a final report which describes how the project was carried out, how its outcomes will be evaluated, as well as include an accounting of the actual budget, within thirty days of its completion.
5. The Board’s funding decisions may be appealed solely on alleged procedural errors. An applicant must request an appeal within thirty days of notification of the Board’s decision. A Review Process Subcommittee, consisting of at least three members appointed by the ARAC Chair, will consider any appeals. The Review Process Subcommittee reports its findings and recommendations to the full ARAC Board for action.

If you receive funding, you must comply with the Americans with Disabilities Act (ADA). All organizations receiving public funding are required by the ADA to facilitate access for people with disabilities. If you have questions, contact the ARAC office, VSA Minnesota at 612-332-3888, craig@vsamn.org, www.vsamn.org, or the Minnesota State Council on Disability at 800-945-8913, council.disability@state.mn.us, www.disability.state.mn.us.

Part 2: How to Apply for Funds

Mail or hand-deliver your completed application form, narrative and support materials to:

4

If any of the information in the guidelines is unclear, contact the office at 218-722-0952, 800-569-8134, or info@aracouncil.org.

Arrowhead Regional Arts Council
Marshall Professional Building
1301 Rice Lake Road, Suite 111
Duluth, MN 55811

- To be eligible, your application must include all required materials. What constitutes a complete application is explained below.
- Applications must be postmarked or received by 4:30 p.m. on the deadline dates. Applications received after this time are ineligible and will not be reviewed. There are no exceptions to this policy.
- Applications will not be accepted by email or other forms of electronic transmission.
- *Keep a copy of your entire application for your files.*

What constitutes a complete application?

These materials are what the Council will use to review your organization's application. ***Be sure to include all of these materials in your complete grant application.***

1. A completed Application Form with budget. (*see pages 6 through 8*)
2. A completed RAC Data Collection Form. (*see page 9*)
3. A grant narrative of no more than three pages. (*see pages 9 through 10*)
4. Resumes or biographical information on the principal *artistic* and *administrative personnel* involved in the project. Limit each resume to **no more** than one side of one page per person. (*see page 10*)
5. A list of your organization's current board members. Include a description of their professional or community affiliations and one or two lines of biographical information including any involvement in the arts. (*If you are a university, college, or unit of government, include a list of your governing board or the committee members directly involved in the planning and execution of the project with a description of their professional or community affiliations.*) (*see page 10*)
6. Up to four pages of articles, reviews, press releases or other written materials which document your organization's past activities or the artists or organizations you will be presenting.
7. Twenty copies of up to four printed pieces such as **actual** programs, newsletters, posters or brochures.
8. A copy of the federal non-profit, tax-exempt 501(c)(3) determination letter for either your organization or the group acting as your fiscal agent, **plus** the contractual agreement between you and your fiscal agent, if applicable.
9. A copy of your State of Minnesota letter of registration as a non-profit, if applicable.

Hints that might be helpful as you complete your application.

- Plan ahead. It takes time to write a good application.
- First time applicants are strongly encouraged to contact the staff at 218-722-0952, 800-569-8134, or info@aracouncil.org to discuss the eligibility of their activity or project.
- Technical and grant writing assistance is available upon request but realize that staff assistance in no way implies your grant request will be funded. Attend an ARAC grant writing workshop if possible.
- Visit the ARAC office to review past applications. You can learn from others' success.
- Be sure to proof read your completed application before submitting it to be sure that your **narrative** addresses the questions outlined in the guidelines and clearly states what you intended to say.
- Get a friend who is not involved in your project to read your application. It helps to have a fresh set of eyes look at your application.

How to complete the Application Form:

Fill out and sign the included application form which includes budget pages and a checklist. This form is the first part of your application. Print or type the necessary information on the form provided or this application may be completed online and printed out. Additional copies of this form may be requested from the office or downloaded from our web site: www.aracouncil.org. Refer to the following instructions when filling out this page.

A. How to fill out the first page of the application form.

- Box #1** In the **Applicant** space enter the name, address, city, zip code, county, *daytime* phone number, *email address* and web site of your organization.
- Box #2** In the **Fiscal Agent** space enter the name, address, city, zip code and *daytime* phone number of your federal non-profit, tax-exempt 501(c)(3) fiscal agent, if applicable.
- Box #3** In the **Project Director** space enter the name, address, city, zip code, *daytime* phone number and email address of the person directly responsible for administering the project.
- Box #4** In the **brief description of the project** space enter a concise, one sentence description of your activity describing what you intend to do.
- Box #5** Determine the project's starting and ending dates in the following manner:
- The **starting date** should be approximately one month before your project is to take place or before you have to contract for services (*but this date can not be before the grant deadline's earliest possible starting date shown on page 4*).
 - The **ending date** should be approximately two months after the actual completion date of your project to allow time to close out all aspects of the project before submitting your final report.

You will need to complete *both budget pages* before you will be able to fill in the **budget summary** lines. Use your figures from the completed budget to fill in the **total project expenses, total match and total requested from ARAC**.

In the **Certification** section provide the following authorizing names and signatures.

- ▶ The **Authorizing Official** is the board member authorized by your organization to sign off on your grant application. Every application must include the signature of an **Authorizing Official** who is not the project director. If the project director is the person who normally signs off on your organization's grant applications, have the chair of your board sign as the **Authorizing Official**.
- ▶ The **Fiscal Agent**, if applicable, is the representative of your fiscal agent organization authorized to sign off on the grant application.
- ▶ The **Project Director** is the person your board has assigned to be directly responsible for administering the project.

B. How to complete the proposed budget page of the application form.

Art Project grant assistance focuses on artistic growth and development of arts organizations and the artists or audience they serve, making it possible for them to produce or host high-quality projects in the region.

Project costs may include the following:

- fees, contracts or honoraria for artists, performers, instructors, curators, commissions, etc.;

6

If any of the information in the guidelines is unclear, contact the office at 218-722-0952, 800-569-8134, or info@aracouncil.org.

- directly applicable administrative salaries, wages and expenses;
- expendable materials expenses;
- travel expenses related to doing a production or bringing in a touring artist or group;
- directly applicable promotion expenses; and/or
- rental fees.

The Proposed Budget page supplies the Council with two important pieces of information. The first column contains the descriptions and dollar amounts for all expenses related to your proposed project and the second column contains the part of the budget for which you are requesting ARAC funds. Refer to the following instructions when filling out this page.

Column A - Estimated Project Expenses: In the first column on the Proposed Budget page, list everything necessary to carry out your project and give each item a dollar value even if you expect some portion of the expense to be an “in-kind” contribution. Round all estimated expenses to the nearest \$10.

What is an “in-kind” contribution? *In-kind contributions include all donated materials, labor, space and/or services that can be given a dollar value and are specifically committed to the project. Each expected in-kind contribution must be assigned a fair market value. In-kind contributions must appear in both the revenue and expense side of your proposed project’s budget. Grantees must keep records of the cash values of in-kind contributions.*

1. **Salaries and Wages:** List the salary and wage expenses for the project director, administrative personnel and volunteers necessary to carry out the administrative duties of your project. Estimate the amount of time they will spend on the project and multiply it by their hourly wage. **Total all Salaries and Wages.**
2. **Artists’ Fees, Contracts and Honoraria:** List all the artistic personnel involved in your project and how much each will be paid. *ARAC advocates for the payment of fair market wages for all artists involved in projects seeking support.* **Total all Artists’ Fees, Contracts and Honoraria.**
3. **Supplies and Materials:** List the expense of all the expendable materials associated with the project. Expendable items would include such things as paper, photocopying, audio recordings, digital recordings, and supplies expended for the administration or execution of the project. In a production project, expendable items might also include materials used in costuming, staging, exhibiting or other expenses related to the activity. **Total all Supplies and Materials.**
4. **Travel, Lodging and Per Diem:** List all expenses related to transportation, room and board for guest artists, and other travel related expenses incurred by organizational staff carrying out your project. **Total all Travel, Lodging and Per Diem.**
5. **Other:** List all other expenses associated with the project. Included here should be such expenses as space and equipment rental, venue rental, insurance, printing and publicity expenses, etc. You should **only** include the portion of these expenses directly related to carrying out the proposed project. **Total all Other.**

A. Add the totals of sections 1, 2, 3, 4 and 5 to get the TOTAL PROJECT EXPENSES.

Column B - ARAC Request: In the second column on the Proposed Budget page, list the part of an expense listed in the first column for which you are requesting ARAC funding. Remember that your

total grant request may not exceed \$6,000 and can be **no more** than 80% of the **Total Project Expenses**, listed at the bottom of the first column. Total the entries in each category individually and then add the totals of sections 1, 2, 3, 4 and 5 to get the **TOTAL REQUESTED FROM ARAC**.

C. How to fill out the sources of match page of the application form.

The Sources of Match page supplies the Council with information pertaining to your ability to carry out the proposed project. Refer to the following instructions when filling out this page.

Column C - Match: Identify and list all revenue and the dollar value of all in-kind contributions your organization has committed as match for the project. **The total match for a project *must* contain some actual cash. In-kind contributions can not make up the entire match.**

1. **Cash:** List all sources of cash-on-hand budgeted for the project. This may include general operating funds, past surpluses or salaries committed to this project. **Total all Cash.**
2. **Other Grants/Donations:** List all grants, business or corporate donations, and contributions you plan to pursue to fund this project, in addition to this request. You ***must*** indicate if these grants or contributions have been ***received*** or are ***anticipated***. **Total all Other Grants/Donations.**
3. **Earned Income:** List estimated earned income from tickets (*include the estimated number of tickets times the price of a single ticket*), registration fees, ads, book sales, refreshments, etc. Multiply the estimated number of people or sales by the price of a ticket, book, ad, etc. **Total all Earned Income.**
4. **In-Kind Contributions:** List all contributions of donated materials, labor, space and/or services that have been given a dollar value and are specifically committed to the project. All in-kind contributions listed in this column ***must*** also appear as expenses in Column A of the *Proposed Budget*, Page 2. **Total all In-Kind Contributions.**

Add the totals of sections 1, 2, 3 and 4 to get the TOTAL MATCHING FUNDS AND CONTRIBUTIONS (line C).

Enter **AMOUNT REQUESTED FROM ARAC** (from line B on page 3).

Add lines C and B together. The TOTAL SUPPORT FOR THE PROJECT *must* equal the TOTAL PROJECT EXPENSES shown on line A, page 2.

D. How to fill out page 4 of the application form.

This page supplies the Council with information about your organization's size and stability, past history of grants received, and provides a check list to help you determine that your application is complete. Refer to the following instructions when you are filling out this page.

Question #6 Applicant organization's annual budget: In the first column list the actual income and expense figures for your organization's ***most recently completed*** fiscal year and identify the beginning and end of the fiscal year by month and year. In the second

column list the *estimated* income and expense figures for the year in which your proposed project will take place and identify the beginning and end of the fiscal year by month and year.

Question #7 Past grants: List and describe the grants you have received from either ARAC or the MSAB during the last two years. Indicate the type of grant, the amount received and the year it was granted.

Question #8 Checklist: Use the checklist to assure that your application is complete and includes all the necessary support materials.

E. How to fill out the RAC Grant Data Collection form.

Complete the RAC Grant Data Collection form by filling in the appropriate information on both sides of the page. For assistance completing this form, contact the office at 218-722-0952 or 800-569-8134.

Writing the Grant Narrative

In this narrative of **up to five pages** you will provide information about your organization and proposed project by answering the following ten questions which begin on page 9. Make sure you supply enough detailed information in your narrative to enable the Council to discuss your activity and organization in relation to the program's criteria. The criteria which the Council will use to evaluate your application are explained on page 10.

A. The format requirements for your grant narrative. All pages of your grant narrative **must** be in the following format:

- Submitted on one side of 8 ½ " by 11" white paper.
- Submitted using 12 characters per inch or larger. Do not photo-reduce.
- **Must be double-spaced.**
- Have at least a half-inch margin at the top, bottom and sides of each page.
- **Must include the questions in the narrative either *bolded* or *underlined*.**

Do not number the pages, staple the application or narrative, or put it in a plastic cover, folder, etc.

B. The narrative questions:

PROPOSAL * OUTCOME * EVALUATION

This program is funded in part with money from the arts and cultural heritage fund: a fund created by the people of Minnesota in November, 2008, to support the arts and preserve state heritage. As Minnesotans have made this commitment, you have an obligation to be very intentional about how you work: the goals, impacts, results, and the community benefits. Therefore, your outcomes and your evaluation become an important part of this funding proposal.

The following questions should be used to describe your proposal, your outcomes, and your evaluation goals. When you answer the questions, please be sure your answers are framed in the SMART model: **S** = specific, **M** = measurable, **A** = achievable, **R** = realistic, and **T** = time-bound.

1. What are the specific goals and the time frame of the project you plan to undertake? √

2. **Who is the intended audience and/or target population for your project and why were they selected?** ✓
3. **Is your project's goal to address an underserved audience or will it remove barriers or create new access to the arts in the region?** ✓
4. **How will your intended audience or constituents be affected by your project?** ✓
5. **How will the larger community benefit from your project?** ✓
6. **How will you determine if your project's specific goals are achieved?** ✓
7. **How will the project strengthen your organization's mission?** ✓
8. **Who will be the administrative and artistic participants?** ✓
9. **Discuss up to three projects you have completed in the last couple of years and talk about how they went?** ✓
10. **Is there anything more you would like to tell ARAC about your proposed project or your organization?** ✓

C. Required attachments. All applications *must* include the following attachments.

1. **One page** resumes or biographical information for all principal artistic and administrative personnel listed in question #8 of your grant narrative.
2. A **list** of your organization's current board members **with** a description of their professional or community affiliations and one or two lines of biographical information. *(If you are a university, college or unit of government, include a list of your governing board or the committee members directly involved in the planning and execution of the project with a description of their professional or community affiliations.)*

D. Optional attachments.

1. You **may** attach **up to** four pages of articles, reviews, press releases, or other written materials which document past activities by your organization or the artists or organizations you will be presenting.
2. You **may** submit twenty copies of **up to** four individual printed pieces of **actual** programs, newsletters, posters or brochures. Single copies of printed materials **will not** be viewed by the review panel.

Your attachments can document, demonstrate, or highlight:

- the artistic quality and merit of the artists or groups involved in your proposed project; and/or
- the ability of your organization to carry out your proposed project.

The Review Criteria

In their deliberations, the Council uses the following criteria to evaluate your application:

- ▶ **Artistic Quality and Merit:** This criterion applies to the artistic quality of the artist(s) or groups

involved in the project and the appropriateness, or merit, of the project to your organization's mission.

- ▶ **Ability:** This criterion applies to the applicant's ability to accomplish the project. This is demonstrated by providing evidence of a planning process, the qualifications of the artistic and/or administrative personnel, and publicity efforts or reviews for previously successful projects or programs.
- ▶ **Need:** This criterion applies to the need or demand for the project or program by your organization or the artists and audience you serve.

The *Artistic Quality and Merit* criterion is 50% of the review of an application. If the project qualifies under this criterion, then the criteria of *Ability* and *Need* are applied. They constitute the remaining 50% of the review process.

Eight Common mistakes made by applicants.

1. Applicants do not allow enough time to write an accurate and compelling grant proposal.
2. The budget figures do not add up correctly or you have requested more than \$6,000.
3. Your grant request is more than 80% of the total project expenses.
4. Your grant narrative is not *double-spaced* or is *more than* five pages long.
5. You have **not** included the required resumes for the principal artistic and administrative personnel.
6. The resumes for the principal artistic and administrative personnel are longer than *one side of one page* per artist, company or administrator.
7. You have **not** included a list of your organization's current board members, governing body or committee members with a description of their professional or community affiliations and one or two lines of biographical information.
8. You have **not** included a copy of the federal non-profit, tax-exempt 501(c)(3) determination letter for either your organization or the group acting as your fiscal agent; the contractual agreement between you and your fiscal agent; and/or a copy of your State of Minnesota letter of incorporation as a non-profit, if applicable.