

City Arts Partnership Grants

Fargo Moorhead West Fargo

Grant Guidelines

Eligible Organizations:

- 501(c)(3) organizations designated as not-for-profit and tax exempt as defined under IRS codes. Use documentation from the IRS showing 501(c)(3) status or that such an application has been received by the IRS, or documentation showing tax-exempt status (i.e. educational institutions, units of government)
- Arts or arts-related organizations as defined in mission statement

Project Grants Only

- Non-arts organizations
- Units of Government
- Educational institutions

Award Amounts:

Awards generally range from \$300 to \$5000.

The Arts Partnership is most interested in organizations that:

- Have a program or project that is of clear cultural and/or artistic value to the community
- Have consistent and effective management
- Have clear goals and objectives
- Have a broad base of funding support (other grants, cash, and/or in-kind donations)
- Have a demonstrated ability to document programming with measurable results
- Request funds for operational support [501(c)(3) arts organizations only]
- Request funds for cultural and/or artistic projects
- Whose arts events are open and accessible to all citizens of the community, and clearly demonstrate programming or projects which bring arts experiences to the community beyond that of the applying organization or institution (particularly applicable to educational institutions and units of government)

The Arts Partnership will not fund:

- More than one (1) grant request per applicant per grant round
- Organizations or projects where The Arts Partnership is the sole funding agent
- Fund drives
- Partisan, political or denominational programs that are clearly partisan, promote a particular political point of view or are used to support particular religious dogma
- Non-arts events
- Intermediary funding agencies such as foundations
- Endowment campaigns
- Individuals
- Requests not in writing
- Programs located outside of Cass County, North Dakota, and Clay County, Minnesota, unless directly benefiting the residents in these counties

Specific Instructions for Preparation:

Grant forms are now in PDF format with interactive form fields. All applicants must use the form provided, no substitution will be accepted. You may complete the forms either by:

- *(Preferred method)* Saving the forms to your computer, filling them in using Adobe Acrobat Reader (this program will open up automatically when you click to open this file, after it opens go to "File -> Save As". By using this method you can save the data you have filled in and return to your application any time. After the application is complete you can email the application form to our office (admin@theartspartnership.net) as an attachment, you only need to email one copy of the application.

- Printing the form directly from browser, then typing directly onto the forms, after completion, application must be sent via U.S. Postal Service or delivered to The Arts Partnership office (1104 2nd Ave. S., Suite 315, Fargo ND 58103). When mailing or delivering the application one (1) original and eight (8) copies must be sent.

Regardless if application is being emailed, mailed or delivered, the signed and dated checklist and all support materials must be sent or delivered to The Arts Partnership office. The checklist and support materials must be received in our office by April 1, 2008.

Include a copy of final report for the last grant awarded to The Arts Partnership with support materials.

IF ANY OF ITEMS ON THE CHECKLIST ARE NOT INCLUDED, THE APPLICATION WILL BE CONSIDERED INCOMPLETE AND INELIGIBLE FOR REVIEW.

Review Process:

The City Arts Partnership Grants process is governed by a re-granting committee comprised of professionals and civic leaders in the fields of business, education, and the arts. This committee reviews the grant applications and recommends funding. The Arts Partnership staff coordinates the process and serves as an advocate for applicants.

- The re-granting panel meets semi-annually to review, select and award grants to not-for-profit organizations for arts-related projects and operational or project grants to not-for-profit arts organizations.
- The Arts Partnership will acknowledge receipt of proposals within two weeks. Please be advised it may take up to two months before the review is completed.
- If the Re-granting Committee has questions regarding a proposal, the applicant may receive a call or letter requesting further information, or an appointment for a site visit.
- All Committee decisions are reported by mail, generally within fourteen days of the Review Meeting.
- When proposals are approved, recipients will receive a Financial and Managerial Requirements form outlining the terms and conditions of the grant which must be signed by an authorized organization official and returned to The Arts Partnership. Funds will not be issued until this form has been returned to The Arts Partnership.

Responsibility of Recipient:

- The recipient of any grant from The Arts Partnership must use the funds awarded for the specific purpose(s) stated in the funding proposal.
- The Arts Partnership requires detailed accounting of all funds awarded. It is understood that any funds not used in the manner specified in Financial and Managerial Requirements will be returned to The Arts Partnership.
- Any request for a revision or change in the use of grant funds must be submitted in writing to The Arts Partnership and approved by The Arts Partnership's Board or Executive Committee, **prior** to spending funds.

Contact Information: The Arts Partnership
 Martha Olsen, Executive Director
 1104 2nd Ave. S. Ste 315, Fargo, ND 58103
 (701) 237-6133
 director@theartspartnership.net

Deadline for Submission: April 1, 2009, 5 p.m.

For projects beginning: July 1, 2009