



**SPRING 2019 CITY ARTS PARTNERSHIP (CAP)
GRANT GUIDELINES AND APPLICATION INSTRUCTIONS
FOR
GENERAL OPERATING SUPPORT GRANTS**

APPLICATION DEADLINE

April 19, 2019 at 5:00 pm

No applications will be accepted after this date.

**PRE-APPLICATION WORKSHOPS
mandatory attendance**

For arts/culture non-profits with annual budgets of \$40,000 or more

Wednesday, March 6 from 8:30 – 9:15 am

OR

Thursday, March 7 from 5:30 – 6:15 pm

Meetings will be held at APT, TAP's arts incubator, at 225 4th Ave N in Fargo (entrance on the northwest side of the building)

ON-LINE APPLICATION

The application can be found at theartspartnership.net/grants/

Organizations planning to apply for a CAP Grant **must** attend a mandatory application workshop or will be ineligible to apply. If you cannot attend an appropriate session but would like to submit a proposal, please contact Tania Blanich, Director of Operations, at tania@theartspartnership.net or 701.237.6133 by Monday, March 4. *If at all possible*, we will make other accommodations.

GENERAL INFORMATION

The City Arts Partnership (CAP) Grant program, funded by the Cities of Fargo, Moorhead and West Fargo, invests in the overall health and success of the Metro's arts community and by extension, the health and success of our community at large.

Through General Operating Support (GOS) Grants, the Metro's largest arts-and-culture organizations receive unrestricted funding in support of their work. Sanford Health provides funding for the Sanford Arts Partnership Merit Awards, which are awarded to those GOS grantees whose work in the arts and cultural arenas in our community is exemplary, as evidenced by the review panel's scoring of the selection criteria. No additional application is required.

The pre-application meetings provide the opportunity for your organization's grant writer to understand the application and grant review process, including any changes from the prior year. Additionally, we encourage you to contact the TAP office with questions about eligibility or the application itself, after first reviewing the guidelines and application instructions.

Contact: Tania Blanich, Director of Operations, at tania@theartspartnership.net or 701.237.6133

ELIGIBILITY

Only non-profit organizations with an *explicitly stated* arts- and/or culture-focused mission are eligible for General Operating Support. The organization's current annual budget, staffing and programming determines the level of GOS support (see *Grant Tiers* below).

Applicants for the CAP General Operating Support grants must:

- Be a stand-alone 501(c)(3) non-profit organization with an arts-and-culture mission and with tax-exempt status in North Dakota or Minnesota
OR
be an arts-and-culture K-12 school program in the Fargo, ND; Moorhead, MN or West Fargo, ND school districts that serves *multiple* school districts.
- Be an arts presenter or arts producer with an annual budget of \$40,000 or more.
- Be based in and primarily serve Fargo, ND; Moorhead, MN; and/or West Fargo, ND. *Entities serving an entire region or state are not eligible for General Operating Support but may be eligible for Project Grants.*
- Demonstrate general fiscal responsibility and agree to use the grant funds to further the arts in our community.
- Have a Board of Directors that meets on a regular basis; exceptions will be made for K-12 school programs serving *multiple* school districts.
- Have a board-adopted strategic plan created within the previous 5 years; if that does not exist, the organization may apply for CAP Project support but is not eligible for GOS support.
- Attend a pre-application meeting prior to submission (see page 1).
- Be up to date with all reporting requirements if a current grant recipient.
- Submit a complete and accurate application, providing all requested information, by the stated deadline.

Applicants and projects not matching the above requirements may be eligible to receive Project Support. The Project Support Guidelines are located at theartspartnership.net/grants/

GRANT TIERS

Arts-and-Culture organizations that fit the above requirements but have NOT received a CAP Grant in one of the previous two years are eligible to apply for GOS II support; such organizations will only be eligible for a maximum grant award of \$3,000 in the current year.

- **General Operating Support I (GOS I)** – grants of \$5,000 and up
 - Annual budget \$250,000 and more
 - Paid professional staff, full-time management

- Year-round or seasonal programming; not single-day events or performances
- Financial statements audited or reviewed by a CPA
- **General Operating Support II (GOS II)** – grants between \$3,000 and \$5,000
 - Annual budget between \$40,000 and \$249,999
 - Paid administrative full- or part-time staff (may be seasonal)
 - Year-round or seasonal programming; not single-day events or performances
 - Financial statements professionally audited or reviewed by a CPA *or* a balance sheet and profit and loss statement signed by their Board Chair.
- **Sanford Arts Partnership Merit Awards** – Merit Awards are made to GOS I and GOS II Grantees *in addition to* the CAP Grant award. These awards recognize organizations whose work in the arts and cultural arenas in our community are exemplary, and are based on the grant review panel’s scoring of the selection criteria.

GRANT REVIEW PROCESS AND CRITERIA

Applications for the CAP GOS grants are reviewed and discussed in an open, public meeting in mid-May. The meeting date will be posted at theartspartnership.net/grants by April 15, 2019.

Applicants are encouraged to attend to listen to the panel discussion; however, they will not be able to make a presentation or participate in the discussion *unless* the panel has a specific question to ask an organizational representative. The applicant may fill out an Errors and Omissions form at the meeting to clarify any points; this form will be reviewed by the panel prior to scoring the proposal.

The TAP grant review panel for the CAP grants consists of individuals from the region who are invested in the arts, whether as arts administrators, artists or participants/supporters. Panelists serve two-year terms. TAP observes strict procedures to prevent any conflict of interest. Each panel member reviews all the on-line application submissions. The panel uses the following criteria to assess all applications:

- Artistic quality, including the organization’s integrity and intention regarding its arts programming.
- Impact, existing or potential, on the communities and audiences the organization serves and/or plans to serve.
- Organizational capabilities: capacity, efficacy and organizational stability and fiscal position.

The Review Criteria and Scoring Rubric used by the panel to make their determinations can be found at theartspartnership.net/grants/. Panelists score applicants in each of the criteria; those scores are averaged, providing a highest possible total score of 30. Applicants receiving 20 to 30 points will be considered for funding, based on their ranking. If two or more applications receive identical rankings, the panelists rank those applications to determine the funding priority and amounts. Applicants receiving less than 20 points are not considered for funding.

GRANT POLICIES AND REQUIREMENTS

Grant Period

The grant period is up to 12 months, beginning no earlier than July 1, 2019 and ending by June 30, 2020.

Notification, Contract, Payment and Reporting Requirements

The TAP Board reviews and approves the grant recommendations made by the grant review panel. Applicants receive email notification regarding whether or not the application has been funded, followed by hard-copy notification. Notification typically occurs within 45 days of the application deadline. If the application is not funded, you may contact TAP to receive feedback.

If awarded a grant, the organization must sign a formal grant agreement. TAP has provided the following General Conditions for reference; please note that the final Grant Agreement may include additional Terms and Conditions that will be communicated in writing at the time of any grant award.

Funding Distribution

Grantees must submit the signed grant agreement to TAP within seven days of receiving it in order to trigger payment of the grant. GOS I and II grantees will receive a first installment representing 90 percent of the amount awarded, with the remaining 10 percent paid out once the final report is received. Project Support grantees will receive the full amount of the reward. Generally, the grant checks are handed out at TAP's annual meeting in June.

Reporting Requirements

- Interim Grant Meetings for GOS Grant Recipients: Grantee agrees to meet with TAP staff and its Board members in January or February of the grant year to discuss significant administrative or programmatic updates since the application submission.
- Interim Reports for Project Grant Recipients: Grantee agrees to provide TAP with an interim narrative report by January 15 of the grant year.
- Final Report: Grantee agrees to submit a final report within 30 days of the end of the grant period (by the following July 31). The report must include a narrative, financial accounting and samples of publicity, programs, etc. containing the appropriate credit line(s). Submission of the Final Report will trigger payment of the remaining grant award amount for GOS grantees. The Final Report Form may be found at theartspartnership.net/grants/.

Note: Grantees that do not comply with the reporting requirements will be ineligible to apply for a CAP grant in the subsequent year.

Use of Funds

The organization must use the grant funds for the purposes and activities described in the Application and may not be applied to any ineligible expenses. Ineligible activities include those that do not have arts/culture as their primary focus, endowment funds, capital expenditures, fundraising, requests that would reduce or eliminate accumulated deficits, activities that are primarily for religious socialization, or re-granting or scholarships.

Any significant revisions in the project or in the use of the grant funds must receive approval by TAP before expenditures of grant funds.

Grant Termination

A grant may be terminated at any time by:

- Mutual written consent of TAP and the Grantee.
- Written request of the Grantee, but such termination shall not necessarily relieve the Grantee of its responsibilities as set forth in the contract.
- TAP upon the failure of the Grantee to comply with one or more of the conditions of the grant agreement.

Return of Funds

If at the end of the grant period, any grant funds have not been expended or committed in accordance with the Grant Agreement (whether expended or committed for a purpose not in accordance with the Grant Agreement, or not spent or committed at all) or if the final report is not submitted by the due date, the Grantee must promptly repay the amount of such funds to TAP. If the Grantee anticipates having unexpended and uncommitted funds at the grant period, it may submit a written request for amendment of the Grant Agreement to TAP. Any such amendment shall be effective only if it is approved in writing by TAP and the Grantee.

Administration of Funds

Grantee agrees to maintain a complete and accurate record of the grant funds received and expended.

Tax Status

Grantee represents and warrants that is a non-profit organization with tax-exempt status in North Dakota or Minnesota or is fiscally sponsored by a non-profit with such tax-exempt status. It represents and warrants that the Internal Revenue Service has issued a written determination to that effect; and that such determination has not been revoked, and is not under review or audit by the Internal Revenue Service. Grantee agrees to give immediate written notice to TAP if it ceases to be an organization described in Internal Revenue Code Section. If Grantee does not have a US tax status noted above, Grantee must provide proof of a fiscal sponsorship agreement with a non-profit with such tax-exempt status.

Publicity and Recognition of Support

The following credit line must appear on all programs and publicity/outreach materials related to the grant:

This activity is funded by The Arts Partnership, with support from the Cities of Fargo, Moorhead and West Fargo.

For Sanford Merit Awardees, the acknowledgement should read:

“Organization’s Name” has been awarded a Sanford Arts Partnership Merit Award, administered by The Arts Partnership.

APPLICATION SUBMISSION DETAILS

Reminder: contact TAP early in the application process with specific questions regarding your application. Tania Blanich, Director of Operations, at Tania@theartspartnership.net or 701.237.6133.

- **How to Begin.** Go to theartspartnership.net/grant. Click on the link to the application for General Operating Support 2019.
- **Filling Out Your Application.** We suggest having a copy of these guidelines to use as reference while working on the application. Your application may be edited any time prior to its final submission.

IMPORTANT NOTE: Although you can save your work and return to edit it, *the system does not save any uploaded documents.*

- **Notification of Receipt.** Applicants will receive an email confirmation of submission. *Save and print this email to document the application submission date and time.* If you have not received an email within two business days, contact Tania Blanich at tania@theartspartnership.net or 701.237.6133.

TAP reviews submitted applications for completeness and eligibility. Applicants are notified within two business days if a proposal contains significant errors or omissions or is otherwise ineligible. An effort will be made to contact applicants to correct *minor* errors after the submission deadline and prior to the distribution of the applications to the grant review panel.

APPLICATION FORM

The following provides a step-by-step overview of the information required in the on-line application form. The character limit or attachment requirements are listed for each question.

ORGANIZATIONAL INFORMATION

- Provide the organization's name, legal name (if different), address, phone number, website, EIN number and name, title and contact information for the Executive Director or organizational head.
- **Incorporated as a Non-Profit?**
Select *Yes* or *No*. If your organization is not a non-profit organization, it is not eligible to apply for General Operating Support.
- **Did an organizational representative attend a mandatory application review meeting?**
Select *Yes* or *No*. If an organizational representative has not attended a mandatory application review meeting, the organization is not eligible to apply for a grant.
- **Type of Support Requested (*check one*):**
Please review the guidelines if you have questions about the type of support for which your organization is eligible.
 - *General Operating Support I* for arts/culture organizations with an annual budget of \$250,000 and more
 - *General Operating Support II* for arts/culture organizations with an annual budget between \$40,000 and \$249,999

- **Organization Mission and Program Overview**

Provide the organization's mission statement and an overview of the organization's artistic and/or cultural programming. *Character Limit: 500*

- **Current Annual Budget**

Character limit: 20

NARRATIVE QUESTIONS

*Use the sub-questions as a guide to craft your narrative responses. **Not every sub-question may be applicable to your organization.***

- **Who are you?**

Where is your organization in its life cycle? Where do you hope the organization will be in three years, and how are you strategically preparing to get there? What are your organizational aspirations? Briefly describe the roles and skills of both the management and artistic teams. Provide evidence of a strong administrative and programmatic infrastructure, and the organization's financial health and stability. *Character Limit: 1500*

- **What do you do – and how do you do it?**

Describe the artistic or cultural product presented or produced by your organization. Who makes the artistic and/or programming decisions? How do you ensure programmatic and artistic quality? How do you respond to changing directions in art forms and to changing needs within the community? How will this grant broaden and/or deepen the artistic work your organization does? *Character Limit: 2500*

- **To whom does it matter? How will you reach them?**

Who is your audience? How and to whom do you promote and/or publicize your work? Discuss specific outreach plans and activities to broaden, deepen and/or reach new and more diverse audiences and why it's important that you do so. It's not always about quantity, but it should always be about *quality*. *Character Limit: 1500*

- **How will you know it matters?**

How do you measure success as an organization overall and for discrete programs or projects produced by your organization? Who or what provides feedback? What do you do with the knowledge gleaned from such efforts? Note actual evaluation methods your organization uses and why. *Character Limit: 1500*

ADDITIONAL MATERIALS

All documents should be submitted as PDF files unless otherwise noted. Please contact Tania Blanich at tania@theartspartnership.net or 701.237.6133 if you are having difficulty uploading files.

- **Annual Operating Budget**

Submit the board-approved annual operating budget for the organization's current fiscal year, showing income and expense compared next to the year-end actuals for the prior two fiscal years.

- **Financial Statements**
 - **GOS I applicants** must submit the most recently completed audit or financial review by an outside CPA.
 - **GOS II applicants** must submit the most recently completed audit or financial review by an outside CPA; if such a review does not exist, the organization may provide a balance sheet and a profit and loss statement for the most recently completed fiscal year, signed by the organization’s treasurer.

- **Budget/Financial Statement Narrative** (optional)
Up to one page of narrative to provide additional information about your budget and/or financial statements. Explain changes of 15% or more in either income or expenses from year to year, and plans for reducing any deficit (include the factors that contributed to the deficit and its amount).

- **Current Board Roster** Provide names, affiliations and years of service; indicate officers.

- **Strategic Plan or Statement**
Submit a board-adopted strategic plan created within the previous 5 years; if that does not exist, the organization may apply for CAP Project support.

- **Staffing Qualifications**
Provide short bios and a brief overview of responsibilities of up to 5 key management, arts programming and project team members. Limit one paragraph per team member.

- **Demographics Form**
Download the fillable form from TAP’s website at theartspartnership.net/grant

- **Description of Work Samples**
Provide a brief description and context for each sample submitted. *Character Limit: 450 words*

- **Work Samples**
Submit one and up to three examples that demonstrate the kind of arts/culture programming you do and/or its impact in the community, for example a review or article, a press release, an informational brochure, or video or audio files. Generally, it is discouraged to submit programs. The document(s) may be submitted in PDF, JPEG or MP4 formats or links to video/audio.
 - Sample 1**
 - Sample 2** (optional)
 - Sample 3** (optional)

- **Proof of Tax-Exempt Status**
If your organization is new to the CAP Grant application process, has not submitted a CAP application since prior to Spring 2015, or your tax-exempt status has changed since the 2015 CAP application, provide a copy of the organization’s tax exemption letter.