



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

APPLICATION DEADLINE	April 19, 2019 at 5:00 pm No applications will be accepted after this date.
PRE-APPLICATION WORKSHOPS mandatory attendance	Wednesday, March 6 from 5:30 – 6:15 pm OR Friday, March 8 from 8:30 – 9:15 am Meetings will be held at APT, TAP’s arts incubator, at 225 4 th Ave N in Fargo (entrance on the northwest side of the building)
ELIGIBILITY FOR PROJECT GRANTS	<i>See further details on p. 2</i> <ul style="list-style-type: none">▪ Arts-and-culture organization with annual budget under \$40,000▪ Arts-and-culture college/university department▪ Arts-and-culture organization that serves an entire region or state▪ Non-profit <i>without</i> an arts-and-culture mission proposing mission-related reason for arts-and-culture project▪ Arts-and-culture organization fiscally sponsored by tax-exempt non-profit
ON-LINE APPLICATION	The application can be found at theartspartnership.net/grants/

Organizations planning to apply for a CAP Project Grant **must** attend a mandatory application workshop or will be ineligible to apply. The pre-application meetings provide the opportunity for your organization’s grant writer to understand the application and grant review process, including eligibility any changes from the prior year.

If you cannot attend an appropriate session but would like to submit a proposal, please contact Tania Blanich, Director of Operations by Monday, March 4. *If at all possible*, we will make other accommodations.

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

OVERVIEW

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.

Project Support grant awards range from \$500 to \$1,500 and are available to arts-and-culture non-profit organizations and those non-profits wishing to incorporate the arts in their work. Please review the requirements carefully to determine your organization's eligibility to apply for a grant.

ELIGIBILITY

Applicants for the CAP Project Support grants:

- Must be an organization based in and primarily serving Fargo, ND; Moorhead, MN; and/or West Fargo, ND.
- Must be one of the following:
 - a stand-alone 501(c)(3) non-profit organization with an arts-and-culture mission and an annual budget under \$40,000.
 - an arts-and-culture department of a college or university that can demonstrate that their arts programming reaches beyond the campus to the general Metro community; no budget threshold.
 - an arts-and-culture organization based in the Metro that serves an entire region or state (*note: proposed projects must be based in and primarily serve the Metro community*); no budget threshold.
 - a non-profit tax-exempt organization *without* an arts-and-culture mission that can provide a strongly articulated and mission-related reason to engage in the proposed project and can give evidence that they can accomplish the project; no budget threshold.
 - an arts-and-culture organization without non-profit tax-exempt status that is fiscally sponsored by a non-profit tax-exempt organization; no budget threshold. If fiscally sponsored by The Arts Partnership, the fiscal agent fees will be waived.
- May be volunteer staffed.
- Must demonstrate general fiscal responsibility and agree to use the grant funds to further the arts in our community.
- Must have a Board of Directors that meets on a regular basis; exceptions will be made for departments of higher education.
- Must attend a pre-application meeting prior to submission (see page 1).
- Must be up to date with all reporting requirements if a current grant recipient.
- Must submit a complete and accurate application, providing all requested information, by the stated deadline.

Eligible projects include, but are not limited to:

- One-time projects, not anticipated to be sustained
- Pilot projects that are anticipated to continue in subsequent years
- One-day events (such as a festival) or a series of events (such as a series of author talks)

Ineligible activities include:

- Activities that do not have the arts and/or culture as their primary focus
- General operating support
- Re-granting or scholarships
- Endowment funds
- Capital expenditures
- Fundraising
- Requests that would reduce or eliminate accumulated deficits
- Activities that are primarily for religious socialization

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.
- Project or program concept, including the scope and potential impact of the project/program and the plans for implementation.
- 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 40. Applicants receiving 25 to 40 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 25 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/limitations are listed for each question.

ORGANIZATIONAL INFORMATION

- Provide the organization's name, legal name (if different), address, phone number, website, EIN number and the name, title and contact information for the Executive Director or organizational head.
- **Incorporated as a Non-Profit?**
Select *Yes* or *No*. If you selected *no*, please include the name of your fiscal sponsor. If your organization is not a non-profit organization and you do not have a fiscal sponsor, you are ineligible to apply for a grant.
- **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.
- **Organization Mission and Project Overview**
Provide the organization's mission statement and a one- or two-sentence description of the proposed project or program. *Character Limit: 500*
- **Current Annual Budget**
Non-arts or culture-mission organizations should enter the current budget for its arts and culture activities ONLY. *Character limit: 20*

- **Total Project Budget**
Character limit: 20
- **Total Amount Requested from TAP**
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 or proposal.***

- **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? Briefly describe the roles and skills of both the management and artistic teams. What is the organization's capacity to deliver the project both on a staffing and financial basis? Provide evidence of a strong administrative and programmatic infrastructure, and the organization's financial health and stability. *Character Limit: 1500*
- **What do you want – and how will you do it?**
Describe the proposed project and discuss your organization's aspirations for it during the grant period – and beyond, if applicable. If not an arts-and-culture organization, how do arts-and-culture projects fit into your organization's mission and strategic goals? Who will make the artistic and/or programming decisions? How will you ensure programmatic and artistic quality and success? How will this grant broaden and/or deepen the work your organization does? *Character Limit: 2500*
- **To whom does it matter? How will you reach them?**
Identify your target audience(s) for the proposed project or program and specific outreach activities to ensure that the program serves a broad, deep and diverse audiences. It's not always about quantity, but it should always be about *quality*. Briefly describe your plans for promoting and/or publicizing your work. *Character Limit: 1500*
- **How will you know it matters?**
How will you measure the success of the proposed project or program? Who or what will you seek out to provide feedback? Note actual evaluation methods your organization plans to use. *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**
 - **Arts/Culture Non-Profits.** 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.
 - **Other Non-Profits** (those without an arts/culture-based mission or departments of higher education). Submit a budget reflecting *only* the organization's or department's arts/culture activities for the current fiscal year, showing income and expense, as compared to the prior two fiscal years.

- **Project Budget**
Budget showing the entire project budget, both income and expense. Indicate additional sources of revenue beyond the request to TAP and note which have been secured.
- **Budget Narrative** (optional)
Up to one page of narrative to provide additional information about your annual budget and/or project budget. 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** (optional)
Submit a board-adopted strategic plan created within the previous 5 years.
- **Staffing Qualifications**
Provide short bios and a brief overview of responsibilities of up to 5 *key* management, arts programming and project team members, including any arts/culture consultants who will be implementing the project or program. Limit one paragraph per team member.
- **Demographics Form**
Download the fillable form from TAP's website at theartspartnership.net/grant
- **Letter(s) of Intent**
From partners or collaborators, if relevant to the project.
- **Description of Sample Materials**
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 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 *one* of the following:
 1. A copy of the organization's tax exemption letter
 2. Evidence of the organization's application for tax exemption status
 3. Fiscal agent agreement (if applicable)