



# THE Arts Partnership

## ART FOR ALL GRANT GUIDELINES

*Cultivating Community Through the Arts*

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<b>APPLICATION DEADLINE</b>	<b>Monday, February 27, 2023 at 5:00 pm</b> No applications will be accepted after this date or time.
<b>ELIGIBILITY</b>	Art for All Grants are available to health, human services and other nonprofit organizations that do not have an arts-related mission but wish to incorporate the arts into their mission-based work. Further details on page 2.
<b>GRANT AMOUNTS</b>	\$500 to \$1,750
<b>INTRODUCTORY MEETING</b>	<p>Organizations wanting to apply for a grant must attend a <b>mandatory</b> virtual meeting that will provide the opportunity for potential applicants to better understand the aims and possibilities of the program, learn what types of projects could be a good fit and understand the basics of submitting their best application.</p> <p><b>Tuesday, December 13 from 8 to 9 am</b> <b>OR</b> <b>Thursday, January 5 from 8 to 9 am</b></p> <p>Email Tania Blanich, Director of Operations, at <a href="mailto:tania@theartspartnership.net">tania@theartspartnership.net</a> <b>by end of day Monday, December 9</b> to indicate which meeting you will attend and you'll be sent a Zoom link.</p> <p>If you can't attend a mandatory session but plan to submit a proposal, contact Tania. <i>If possible</i>, we will make other accommodations.</p>
<b>PRE-APPLICATION GUIDANCE</b>	<p>We know many of our non-arts nonprofit colleagues believe the arts would provide a terrific boon to those they serve but may not know how to begin incorporating the arts into their mission-based work or may not have the funding resources to create and implement the programming.</p> <p>That's where The Arts Partnership staff come in. Tania will be available for one-on-one meetings or phone consultations to help applicants think through their project ideas after the introductory meeting and prior to writing the grant.</p>
<b>APPLICATION</b>	The application period opens on <b>Monday, January 2, 2023</b> .

## PURPOSE

The Art for All Grants grow and cultivate community through the arts, primarily to benefit underserved populations. The grants are meant to invest in organizations and projects that will use the arts to make a valuable commitment to and impact on their community and/or constituency(ies). Funds for the program are provided by Choice Bank and other businesses.

The grants are meant for projects that:

- Provide seed money to use the arts to encourage new thinking about how to accomplish mission-related work.
- Involve partnership and collaboration with arts groups or individual artists or arts educators.
- Serve an underserved population or populations.

We want these small grants to be the pebble thrown into the center of the pond that creates ripples to the very edges of the pond. Ripples that help a child gain confidence and poise by participating in a music program. Ripples that help a veteran with PTSD find a calming activity through painting. Ripples that make a shelter for the un-homed feel like home. Ripples that introduce people to a variety of art-making styles, opportunities and experiences.

The projects may have at their base a single art form or incorporate multiple art forms, including dance, literature and writing, music, moving image media, theatre, traditional and folk arts and craft, or visual arts.

The Arts Partnership knows that the arts sustain the overall health and success of our community. For Choice Bank and the other funders, this program is a natural extension of their corporate values. They believe that when all citizens have the opportunity to thrive, it strengthens the whole community. They are excited to be working with The Arts Partnership to ensure that everyone has access to the arts.

## ELIGIBILITY

Applicants for Art for All Grants must:

- Be a stand-alone 501(c)3 nonprofit organization or an organization with a pending 501(c)3 status *without an arts-related mission*  
*OR*  
A public or private school applying for enrichment through the arts programs *outside of the regular school day for at-risk students (see criteria details below).*
- Be based in and primarily serve Fargo or West Fargo, ND and/or Moorhead, MN.
- Demonstrate general fiscal responsibility and agree to use the grant funds to further the arts to build community.
- Attend a mandatory introductory meeting prior to application submission (see page 1).

### Questions?

Contact TAP early in the application process with questions. The mandatory introductory meetings and one-on-one guidance provide the opportunity to ask for clarification, but you may have additional questions as you write your grant.

Note: TAP's Director of Operations, Tania Blanich, will provide feedback on a draft application up until one week prior to the application deadline.

[tania@theartspartnership.net](mailto:tania@theartspartnership.net)

- Submit a complete and accurate application, providing all requested information, by the stated deadline.
- If a prior-year grantee, must be up-to-date with their reporting.

Applicants must present a well-articulated, mission-related reason to bring the arts into their work. Generally, applicants will be encouraged to work with an artist, arts educator or arts nonprofit staff to realize the project but that may not be necessary for every project. Eligible projects include, but are not limited to:

- Pilot projects that are anticipated to continue in subsequent years.
- One-time projects, not anticipated to be sustained.

Some examples of projects for consideration are listed below. *Potential projects are **NOT** limited to these examples.*

- Mural – an exterior or interior mural for your site, painted by a local artist.
- Performance – funding to hire performers (musicians, dancers, singers, children’s theatre, etc.) to perform for the organization’s clients or constituency.
- Arts Educators – funding to hire visual, writing, music, theatre or dance educators to teach a class or classes.
- Supplies – to purchase supplies for an arts, music or performance space (paints and brushes for an arts-and-crafts room or tambourines and bells for music-making) or for a series of classes directed by the artist hired to teach the lessons.

Note: After attending the mandatory introductory meeting, potential applicants may request one-on-one guidance from The Arts Partnership staff to think through a project and its cost, and for help making connections to the arts community.

Ineligible activities include:

- Activities that are **not** arts-focused
- Scholarships
- Projects not based in or serving Fargo or West Fargo, ND or Moorhead, MN
- School programs that occur as part of the regular curriculum
- Rent, Operational or Capital Improvement costs unless directly connected to the proposed program or project (in which case, contact TAP for guidance)
- Activities that are primarily for religious socialization or political purposes

## **GRANT APPLICATION PROCESS**

- You may apply for grants ranging from \$500 to \$1,750.
- The grant review panel consists of individuals from both the Metro’s arts community and the community at large. Each panel member will review all on-line application submissions.
- The panel will rank the applications based on a scoring rubric to determine funding. The rubric is available at [theartspartnership.net/grants](http://theartspartnership.net/grants).

## GRANT AWARD INFORMATION

- Successful applicants will receive a Grant Agreement to execute.
- The grant period is for 12 months from the date of notification.
- Upon receipt of the executed Grant Agreement, The Arts Partnership will issue the grant funds.
- A final narrative report and financial accounting will be due within 30 days of the end of the grant period.
- If the project receiving funds is not completed by the expected date, the grantee must request (and receive) an extension from The Arts Partnership prior to the original completion date or return the funds.

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## APPLICATION SUBMISSION DETAILS

- **How to Begin.** The application period opens on Monday, January 2, 2023; you may access the application at [theartspartnership.net/grants](http://theartspartnership.net/grants).
- **Filling Out Your Application.** We suggest keeping these guidelines handy while working on the application.
- **Notification of Receipt.** Applicants will receive an email confirmation of submission. *Save this email.* If you have not received an email within two business days, contact Tania Blanich at [tania@theartspartnership.net](mailto:tania@theartspartnership.net).

### IMPORTANT NOTE About the Application Form

You cannot save your application and return to it nor can you skip questions and go back to them.

Therefore, we suggest that you compose your answers in a word document. Once you have completed the answers, you can copy-and-paste them into the form.

You will also need to have the project budget and tax-status document available to upload at the same time.

## APPLICATION FORM OVERVIEW

*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.*

### Did an organizational representative attend a mandatory introductory 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/Contact Information

Organization Name  
Legal Name (if different)  
Address/City/State/Zip  
Website  
Organizational Head/Title  
Phone  
Email  
Grant writer/Contact Person  
Phone  
Email

**Non-Profit Status** (you will be asked to upload proof of status later in this form)

\_\_\_\_\_ 501(c)3  
\_\_\_\_\_ 501(c)3 Application Pending  
\_\_\_\_\_ Public or Private School

### Mission Statement

Provide your organization's mission statement. (50 words or less)

### Clients Served

Do the individuals and/or families that will benefit from this grant qualify for one or more of the following or are they living below the poverty level? Please check any that apply (*optional*):

- Free or reduced meal plans (school age)
- Social Assistance Programs (such as heating or housing assistance)
- Medicaid
- WIC/SNAP benefits
- Other (please specify and explain)

Do the individuals and/or families that will benefit from this grant identify themselves as one or more of the following? Please check any that apply (*optional*):

- Black, Indigenous and/or People of Color (BIPOC)
- LGBTQIA+
- Disabled (mentally and/or physically, including those who are immuno-compromised)
- Immigrants newly established in the community

### Project Information

- Project Overview (75 words or fewer)
- Number of Individuals to be Served *by the project during the grant period*

- Funding Request (in \$250 increments between \$500 and \$1,750)
- What do you want? Why do you want to do it? How will you do it? (750 words or less)  
*Describe the project. Include justification for why the organization wishes to use the arts to extend its mission work.*
- Who will this project serve? (500 words or less)
- How will you know the project has been impactful or successful? (500 words or less)
- Who's helping you with this project and how? (500 words or less)  
*Who will be leading/overseeing the activity? Describe their roles. For example, we'll be hiring an artist to create a mural or we have a staff person with theatre experience that will direct a puppet show. Be as specific as possible.*

**Project Budget** (Document to Upload)

Upload a project budget document, broken down into income and expense, and noting other funding sources. A template for the budget can be found at [theartspartnership.net/grants](http://theartspartnership.net/grants)

**Budget Narrative** (500 words or less)

Provide context and/or narrative details of any line items as appropriate.

**Project Staffing Qualifications** (150 words or less per project staff member)

Provide a brief overview of responsibilities and qualifications of the staff member who will be managing the proposed project and of up to 2 key employees (on staff or contract) responsible for project implementation. If you don't know who you will hire at the time you submit the grant, provide a description of the qualifications of the person you seek (e.g., a music educator with experience in teaching pre-school children).

**Proof of Tax-Exempt Status** (Document to Upload)

Upload a PDF copy of the organization's 501(c)3 tax exemption letter or evidence of the organization's application for such tax exemption status or a copy of proof of the school's tax exemption status.