



**SPRING 2023
CITY ARTS PARTNERSHIP (CAP) GRANT GUIDELINES
AND APPLICATION INSTRUCTIONS**

APPLICATION DEADLINE	Monday, May 22, 2023 at 5:00 pm No applications will be accepted after this date and time.
ELIGIBILITY	Arts-and-culture nonprofit organizations based in and serving the Metro are eligible to apply for City Arts Partnership grants, which provide support to the Metro’s arts sector. <i>Further details on p. 2</i>
GRANT PERIOD	July 1, 2023 – June 30, 2024
APPLICATION FORM	The application form will be accessible on Monday, April 10 at https://theartspartnership.net/arts-hub/grants-and-funding/

GENERAL INFORMATION

The City Arts Partnership (CAP) grants invest 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 CAP Grants, we provide general operating support (GOS) to the Metro’s arts-and-culture entities. We know how challenging it is to find general operating support, so The Arts Partnership wants to provide the arts sector with the unrestricted support it needs to do its mission-related work. The grants are funded by the Cities of Fargo, Moorhead and West Fargo.

In Fall 2020, TAP’s Board of Directors established a Diversity & Inclusion Committee to help us be better leaders and community members to everyone who calls the Metro home. TAP’s Board members and TAP staff continue to work together to help the arts sector consider ways in which it can attract and engage more diverse audiences and to encourage participation by marginalized audiences and artists whenever and wherever we can. We firmly believe that the only way power shifts and equity is achieved is when those who hold the power work actively to tip the balance towards equity for all. We hope that our support in the arts sector can ensure that *all* in our community – BIPOC, LGBTQIA+ people, people with disabilities, people of low socioeconomic status and other underrepresented groups – can participate in and engage with the arts.

ELIGIBILITY

Only nonprofit arts presenters or arts producers based in and serving Fargo and West Fargo, ND and Moorhead, MN are eligible to apply for City Arts Partnership grants.

Eligible applicants must fall into one of the following broad categories:

- Stand-alone nonprofits with an *explicitly stated* arts-and-culture-focused mission and tax-exempt status in North Dakota or Minnesota
- An arts-and-culture department of a larger nonprofit organization
- A fiscally sponsored organization with an *explicitly stated* arts-and-culture-focused mission

Additionally, grant applicants must:

- Be up to date with all reporting requirements if a current CAP grant recipient
- Demonstrate general fiscal responsibility and agree to use the grant funds to further the arts in our community
- Submit a complete and accurate application by the stated deadline

Grant Tiers

Applicants will be grouped into the following grant tiers:

- **General Operating Support I (GOS I)** – grants of \$5,000 and up
 - Stand-alone nonprofit with explicit arts-and-culture mission or an arts-and-culture K-12 school program that serves the Tri-City’s school districts
 - Annual budget of \$250,000 and more
 - Paid professional staff, full-time management
 - Year-round or seasonal programming
 - Financial statements audited or reviewed by an outside CPA
- **General Operating Support II (GOS II)** – grants between \$3,000 and \$5,000
 - Stand-alone nonprofit with explicit arts-and-culture mission
 - Annual budget between \$40,000 and \$249,999
 - Paid administrative full- or part-time staff (may be seasonal)
 - Year-round or seasonal programming
 - Financial statements professionally audited or reviewed by an outside CPA or a balance sheet and profit and loss statement signed by their Board Chair
- **General Operating Support III (GOS III)** – grants between \$500 and \$1,500
 - Stand-alone nonprofit organization with explicit arts-and-culture mission and an annual budget under \$40,000
 - The following types of entities (with no budget threshold):
 1. An arts department of a college or university that can demonstrate that its arts programming reaches beyond the campus to the general Metro community
 2. An arts-and-culture organization based in the Metro that serves an entire region or state

Organizations New to CAP

If you’ve never applied for a CAP grant or it’s been more than three years, contact Tania Blanich at tania@theartspartnership.net immediately. She’ll schedule a meeting to get (re)acquainted and to confirm that you are eligible before you work on a proposal.

GOS III Applicants

Some organizations in this category may prefer to ask for project funding.

Contact Tania Blanich at Tania@theartspartnership.net to discuss the option prior to submitting an application.

3. An arts-focused department of a Metro Park District
4. An arts-and-culture organization without non-profit tax-exempt status that is fiscally sponsored by a non-profit tax-exempt organization. If fiscally sponsored by The Arts Partnership, the fiscal agent fees will be waived if a CAP grant is awarded
5. First-time CAP applicant or one that has not applied in the prior three grant cycles

GRANT REVIEW PROCESS AND CRITERIA

TAP is committed to a transparent grant review process and to that end, holds open, public meetings at which the grants are reviewed and discussed.

The Spring 2023 meeting will be held in person. Applicants are encouraged to attend 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 CAP grant review panel consists of individuals who are invested in the Metro's arts community, whether as arts administrators, artists or participants/supporters. Panelists generally serve two-year terms. TAP observes strict procedures to prevent any conflicts of interest. Each panel member reviews all the on-line application submissions but recuses themselves from voting on an organization for which they have a conflict of interest.

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.

Panelists score applicants in each of the criteria; those scores are averaged, providing a highest possible score of 30. Applicants receiving 20 to 30 points are considered for funding, based on their ranking. Applications that receive identical rankings will be additionally ranked by the panelists to determine the funding priority and amounts. Applicants receiving less than 20 points are not considered for funding.

GRANT POLICIES AND REQUIREMENTS

Details about Grant Policies and Requirements can be found at <https://theartspartnership.net/arts-hub/grants-and-funding/>

Panel Review Meeting

Details about the meeting will be sent directly to applicants by May 27, 2022.

Review Criteria and Scoring Rubric

The rubric used by the panel to make their determinations can be found at <https://theartspartnership.net/city-arts-partnership-grants/>

APPLICATION SUBMISSION DETAILS

- **How to Begin.** The grant application is found at <https://theartspartnership.net/arts-hub/grants-and-funding>
- **Filling Out Your Application. THE FORM WILL NOT SAVE YOUR WORK** so formulate your answers in a separate document.
 - Keep a copy of these guidelines nearby as reference while writing your application.
 - When you have completed working offline and have your attachments ready to upload, you can cut-and-paste the final narrative into the application form and upload the attachments.
- **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.

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.

APPLICATION FORM

The following provides a step-by-step overview of the information required in the on-line application form. For entities that are departments of a larger institution, please consider “organization” to refer to your department. The character limit or attachment requirements are listed for each question.

ORGANIZATION CONTACT INFORMATION

- **Organization Name**
- **Contact information** for the organization, organizational head and grant writer (if different).
- **Nonprofit Status (select one)**
 - 501(c)3 Organization
 - 501(c)3 Application Pending - *this is if you’ve submitted your application for tax-exempt status to the IRS*
 - Fiscally Sponsored by [name of organization] *You will need to include a copy of the fiscal sponsorship agreement with your application.*
 - Other *Please specify, for example, you may be a department of a college or university*
- **Type of Support Requested (check one):**
Please review p. 2 of the guidelines if you have questions about the type of support for which your organization is eligible.
 - *General Operating Support I*
 - *General Operating Support II*
 - *General Operating Support III*

- **Organization Mission**

Provide the organization’s mission statement. *Character Limit: 100*

- **Current Annual Budget**

For the organization or for the department if grant applicant is part of a larger entity.

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 and what do you do?**

Provide an overview of your current programming or the artistic/cultural “product” you produce. Outline its evolution in the past three years, if any, and future strategic directions. Provide evidence of a strong administrative and programmatic infrastructure. *Character Limit: 1500*

- **How do you do your work?**

What principles, values and priorities guide and shape your programming? Who and what informs and drives the artistic/programming decisions? How do you think strategically when developing a new season or program? *Character Limit: 2500*

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

Who is your audience? Who would you like it to be? Discuss plans for expanding to, developing and engaging (or re-engaging) audiences. How do you promote and/or publicize your work? What are your audience development challenges? *Character Limit: 1500*

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

How do you measure success? What do you do with the knowledge gleaned from such efforts? Note evaluation methods you use and why. *Character Limit: 1500*

- **How are you charting your organization’s path to more diversity?**

The Metro is becoming more diverse all the time but we aren’t seeing a tremendous amount of diversity growth in the arts sector. Share your organization’s conversations, tactics and steps it is taking to make efforts to diversify your leadership, staffing, partnerships, programs and audiences. What are the barriers? What concrete steps will you take in the next year, if any? *Character Limit: 1500*

FINANCIAL AND ADMINISTRATIVE INFORMATION

- **Annual Operating Budget ***

Upload a PDF file of your Annual Operating Budget for the current fiscal year, shown against actuals for the prior fiscal year.

Budget

Provide a **concise** annual budget. Consolidate line items – for example, Foundation Support, *not* every single foundation from which you receive a grant. Need help? tania@theartspartnership.net

- **Financial Narrative ***
Provide context for the budget/financial information you’re submitting, including your organization’s current financial health and stability in relation to where you’ve been financially and where you would like to be in the next 3 years. *Character Limit: 750*
- **Staffing Qualifications ***
Provide a brief overview of responsibilities and qualifications of up to 3 key management, arts programming and/or project team members. *Character limit: 500 per team member*
- **Geographic Audience Information ***
Estimate the geographic breakdown of your audiences for the previous year by Fargo, Moorhead, West Fargo and Other.
- **Work Sample and Description***
Submit 1 example that demonstrates the kind of programming you do and/or its impact in the community, for example a press release, informational brochure, or video or audio files.
 - Samples should be submitted in PDF, JPEG or MP4 formats or as links to outside video/audio online sources.
 - Provide context for the samples you submit.
 - Performing arts organizations are strongly encouraged to provide a video or audio sample of up to 5 minutes of a recent performance.
 - Do not submit programs; they are unlikely to reveal the “meat” of your programming or organization.

Work Sample*

Work Sample Description* *Character Limit: 500*

- **Project Budget** *Required only for GOS III applicants who prefer to submit a project for funding rather than a GOS request.*
- **Current Board Roster ***
Provide names, affiliations and years of service; indicate officers. If the organization does not have a Board, submit the Programming Advisory Committee Roster. If the organization has neither, provide a narrative explanation.
- **Proof of Tax-Exempt Status, Pending Tax-Exempt Application or Fiscal Sponsorship Agreement**
Required for organizations that have not applied for a CAP grant since 2020, whose tax-exempt status has changed since that time or that are currently fiscally sponsored.

Questions?

Contact Tania Blanch at
Tania@theartspartnership.net