



LRAC4.org

## 2018-2019 LRAC GRANT PROGRAM GRANT GUIDELINES AND APPLICATION INSTRUCTIONS

# INDIVIDUAL LEGACY ARTS & CULTURAL HERITAGE

LRAC welcomes your questions about eligibility, grant programs, and application support for grant applications. First time applicants are especially encouraged to contact the LRAC office prior to starting an application, after first reviewing the guidelines and application instructions.

Contact: Betsy Ostenson, Grant Manager to set up appointment in person or by phone.

### Questions?

### Please Contact LRAC!

#### Grant Information

**Amount:** no maximum limit

**For:** Individual Artists living in the LRAC nine county region

**Purpose:** To increase Arts Access, Arts Learning and Arts and Cultural Heritage opportunities for all Minnesotans.

#### Grant Review Schedule

##### *Round #1*

Fall Legacy Grant

Project Start Date after November 20, 2018

Grant Writing Webinar:

Tuesday, August 21, 2018 **6:00 pm**

**Application Deadline:**

**Midnight, Tuesday, October 2, 2018**

Grant Review:

LRAC Board Meeting, Tuesday, November 20, 2018

##### *Round #2*

Spring Legacy Grant

Project Start Date after April 16, 2019

Grant Writing Webinar:

Tuesday, January 29, 2019, **6:00 pm**

**Application Deadline:**

**Midnight, Tuesday, March 5, 2019**

Grant Review:

LRAC Board Meeting, Tuesday, April 16, 2019



Revised July 1, 2018

FUNDED BY:

This activity is made possible by the voters of Minnesota through grants from the Lake Region Arts Council, thanks to a legislative appropriation from the Arts and Cultural Heritage fund.

**IA. OVERVIEW**

The Minnesota State Arts Board and Minnesota’s Regional Arts Councils will be entrusted with stewardship of significant new funding through the State of Minnesota’s Arts and Cultural Heritage Fund.

Proceeds from the fund may be spent only on arts, arts education and arts access and to preserve Minnesota’s history and cultural heritage.

The fund is intended to create a strong arts legacy in Minnesota and will exist for a period of twenty-five years.

**Vision:**

In 25 years, *Minnesotans* will have made a significant investment in the arts.

**As a result:**

*In Minnesota, the arts define who we are.* This is a place where people are transformed by quality arts experiences, and see the arts as essential to their communities. The arts in Minnesota connect people of all ages and cultures, fostering understanding and respect.

Arts and culture are central to *Minnesota’s* educational system and lifelong learning opportunities. The arts develop creative minds that maximize new opportunities and find solutions to life’s challenges.

*In Minnesota,* the arts are an integral part of the economy. Because of the arts, *Minnesota* communities are successful, dynamic, attractive places to live and work.

*Minnesota* is a recognized national arts leader, a magnet for artists and arts enthusiasts, and a destination for tourists. Residents and visitors are assured a world-class quality arts experience.

*Minnesotans* appreciate, create, attend participate or invest in the arts. *Minnesota’s* effective, innovative, vibrant, public-private support for the arts is the strongest in the country. Universal support and appreciation for the arts help ensure the state’s exceptional quality of life.

**Tip** LRAC Logos and taglines may be downloaded from the LRAC website, <https://lrac4.org/grant-management/>



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## IB. GENERAL INFORMATION

**Proposals for Arts and Cultural Heritage funding for artists will be reviewed at the November and April LRAC Board meetings.**

- ✓ All proposed projects and activities must have an end date no more than 12 months from the proposal start date
- ✓ No match is required, either in cash or in-kind contributions.
- ✓ An individual artist may request from \$500 to \$10,000 or more with no maximum amount.
- ✓ A final report must be submitted by the applicant within 60 days after project completion. The final report is available through the LRAC Foundant online grant system.
- ✓ An applicant cannot be awarded more than 50% funding from Lake Region Arts Council and 40% funding from the Minnesota State Arts Board for a total of 90% combined funding for the total expense for the same project.

### *For example*

Artist X wants to do an exhibit and the total budget is \$4,000.

They submit requests to both the Lake Region Arts Council and the Minnesota State Arts Board.

If they are funded from both LRAC and MSAB, LRAC can fund a maximum of \$2,000 and MSAB can fund a maximum of \$1,600.

*Applicants requesting over \$10,000 in funding from LRAC must do the following:*

1. **Contact** the LRAC office prior to starting the application process.
2. **Acquire** a Fiscal Sponsorship (Agent) for your project. Submit the Fiscal Agent Contract as part of the grant application. Contact a nonprofit organization or Springboard for the Arts which is a nonprofit agency that offers this program. Please be advised that there is a 7% fee charged with the Springboard program Here is a link to their site.  
<http://springboardforthearts.org/incubator-program/>
3. **Prepare** a presentation for the LRAC Board as part of the proposal. The presentation will be limited to a five minutes speech and five minutes question & answer session with the LRAC Board. The LRAC office will provide a presentation schedule prior to the grant review date.

**No handouts or art work are permitted at the presentation.**

4. **If proposal is funded**, LRAC reserves the right to require an interim report and the right to conduct a mid-point review, which can include an onsite visit from the LRAC Executive Director and/or LRAC Board member from a county that is not the applicant's county of residence.
5. **Supply** LRAC with additional information as requested.

***Please be advised that to better serve artists and arts organizations of our region, each fiscal year, based on input from applicants, the Lake Region Arts Council will review, and when necessary revise the grant process, grant limits, and grant review procedures.***

## IC. DEFINITION OF KEY AREAS

The Arts and Cultural Heritage Fund will support activities in three key areas:

### Arts & Arts Access:

**Up to 79%** of the fund will support Minnesota artists and arts organizations in creating, producing, and presenting high-quality arts activities; to overcome barriers to accessing high-quality arts activities; and to instill the arts into the community and public life in this state.

#### Such activities may be, but are not limited to:

**Investing** in activities that make the arts available to persons who might not otherwise have access due to economic, geographic, or physical barriers.

**Ensuring** that Minnesota's artists have sufficient financial support to create high quality art.

**Investing** in the long-term health and vitality of Minnesota's arts sector by supporting capacity-building and professional development.

**Investing** in efforts that enable Minnesotans to connect with arts/arts experiences.

**Investing** in efforts to fully integrate the arts into local community development efforts.

**Investing** in efforts to integrate the arts into local and state economic development planning.

**Investing** in public art that is available throughout the state.

**Recognizing and rewarding** artists/arts organizations/arts providers for exceptional artistic quality and service to their audiences and/or the state.

### Arts Education:

#### Investing in lifelong learning in the arts:

**Up to 16%** of the fund will support high-quality, age-appropriate arts education for Minnesotans of all ages to develop knowledge, skills, and understanding of the arts.

#### Such activities may be, but are not limited to:

**Investing** in efforts that enable Minnesotans to connect with arts learning opportunities.

**Ensuring** that artists are able to invest in professional development.

**Ensuring** that arts learning opportunities are achieving intended outcomes through ongoing assessment and evaluation.

### Arts & Cultural Heritage:

#### Building bridges between Minnesotans through arts and culture:

**Up to 5%** of the fund may be used for events and activities that represent the diverse ethnic and cultural arts traditions, including folk and traditional artists and art organizations, represented in this state.

#### Such activities may be, but are not limited to:

**Providing** Minnesotans with opportunities to celebrate our cultural heritage through events and activities that represent the range of Minnesota's ethnic and cultural arts traditions.

**Ensuring** that Minnesotans are able to experience folk/traditional arts of diverse cultures by supporting the work of folk and traditional artists/arts organizations.

## II. ELIGIBILITY OF APPLICANT

### Who can apply:

**Individual artists in all disciplines, those who seek help with creating, producing or presenting high quality art.**

### To be eligible for funding, the LRAC grant applicant must:

1. Be an individual artist in any arts discipline.
2. Be a resident of the LRAC region for a minimum of 6 months.  
The LRAC region includes the nine counties of Becker, Clay, Douglas, Grant, Otter Tail, Pope, Stevens, Traverse and Wilkin. Residency is determined by voting location, payment of Minnesota state income taxes, possession of a valid Minnesota driver's license or a current utility bill.
3. Be at least 18 years of age.
4. Be a United States citizen or have permanent resident alien status.
5. Do not intend to relocate your legal residence outside the 9 county LRAC region during the year of the grant project or until approval of the final report.

***Note; if grantee leaves the LRAC region before completion of the grant project, the grant funds must be returned.***

### Applicants are not eligible for funding who:

- Individuals that do not have arts/culture related activities as the focus of their proposals.
- Individuals whose primary focus is not the creation of art.
- Individuals cannot apply for the Individual Artist Legacy grant on behalf of a group of artists, i.e. musical act, acting ensemble, literary group.  
The artist group should solicit a community partner 501(c)3 organization or a local government entity to apply for the LRAC Legacy Organization Grant program on their behalf.  
**An artist group is defined as a group of artists having a history of performing together and/or performs under a recognized name, not a group that comes together for a one time project and then disbands.**
- Have an outstanding final report ***on the deadline date*** due to the LRAC.
- Directors of the LRAC Board, LRAC employees, and independent contractor with LRAC or family members of LRAC Board, LRAC employees, and independent contractors. **Family members defined as spouse, domestic partner, parent, child or spouse of a child.**
- **Individuals that have not submitted a complete and accurate application** providing all requested information.  
The proposed budget must be accurate, detailed and appropriate to the purpose of the project.

### III ELIGIBILITY OF PROJECT

#### Types of proposals that are eligible include but are not limited to:

- Projects for the production of Public Art.
- School artist residencies.
- Artistic performances.
- Arts educational experiences.
- Art workshops.
- Art exhibits.

**Any events related to this project must be open to the general public.**

#### Activities not allowed:

- A.** Requests that ask for support from LRAC Career Development Grants and Arts and Cultural Heritage Funding for the same project during the same fiscal year.
- B.** Activities that does not have arts/culture as their primary focus.
- C.** To compensate ongoing school personnel in full or in part.
- D.** To pay an artist to provide essentially the same services that an ongoing teacher or arts specialist would be expected to provide.
- E.** For tuition, fees, materials for college or university credit, or work towards a degree.
- F.** For tuition for teachers to earn degrees, meet licensure requirements, or meet continuing education requirements to retain a teaching license.
- G.** Projects that are a routine completion of work in progress or are a continuation of past work unless there is a new or expanded focus or audience.
- H.** The translation or editing of material that is not a literary work of art.
- I.** Payment of debts incurred before the grant request is approved.
- J.** Events from which proceeds will benefit a secondary group, with prior LRAC approval.
- K.** Activities that are essentially for the religious socialization of the participants or audience.
- L.** Living or travel costs which are intended to provide experiences and not artistic growth.
- M.** Payment for new building projects.
- N.** Arts activities that take place outside the LRAC nine county services area of Becker, Clay, Douglas, Grant, Otter Tail, Pope, Stevens, Traverse and Wilkin Counties.
- O.** Trainings or workshops that take place **outside of Minnesota**.
- P.** Projects, *any component* of which is primarily limited to students\*, staff or members. (Such as Girl Scouts, 4-H, series subscription concerts, etc.)  
\* **Exception:** This does not apply to school residency projects. A school residency will have an interactive learning component.
- Q.** Grants awarded partial funding may not seek the unfunded portion of their grant in a second LRAC grant request.
- R.** Activities that would financially benefit "for profit" entities directly.

## IV. REVIEW PROCEDURES

### Grant Review

LRAC Board members receive copies of all applications at least one week prior to the review session.

After grant applications have been formally submitted, board members are prohibited from discussing them with grant applicants. Applicants should direct questions to the LRAC office staff

The LRAC Board observes strict procedures to prevent any conflict of interest.

At the LRAC grant review meeting, grant applications are reviewed in the same order in which they were submitted online.

In arriving at decisions, council members

**First** determine the eligibility of the applicant. Any applicants that are determined to be ineligible shall be eliminated from the review process.

**Second**, determine the project eligibility. The council discusses each application in relation project criteria.

**Third**, Through majority vote, the council determines whether the grant application will be approved for funding based on the three review criteria (See Page 9 Review Criteria) or denied funding based on specific criteria.

### Ranking

After determination of funding, each project will be ranked. Points acquired by each application are totaled and divided by the number of council members ranking that project.

Projects are ranked in order from high score to low score. Grants are then awarded according to their rank.

Applicants should be aware that although an application may be approved for funding, its rank might determine that it will receive partial or no funding.

### Funding Options: Full or Partial

Due to three funding categories; Access, Education & Heritage, a project may be fully funded in one category, but receive partial funding or no funding in other categories. Then the applicant is designated as a partially funded application. If the applicant accepts partial funding, a revised budget must be submitted and approved by LRAC prior to the distribution of funds.

If the applicant refuses partial funding, the amount will be offered to the next applicant in the ranking list requesting funding in each category.

If two applications receive identical rankings, the application with the earliest submission date will be given priority.

### Notification

Applicants are notified of funding decisions within two weeks after the grant review. A notification letter will be sent to the applicant.

Applicants wishing to know the funding decision after the LRAC Grant Review may log into the LRAC Grant Site to check out the status of their application or call the LRAC office **after 3 p.m. the following day**

If funding is approved, the applicant will be complete the Grant Contract and the Request for Payment form on line and submit a W-9 form.

If a revised budget and/or project description are necessary, applicants will receive an email listing all additional requirements for the partially funded grant prior to completing the Contact and Request for Payment online.

### Funding Distribution

Upon receipt of the W-9, signed grant contract and request for payment forms, 80% of the grant funds will be mailed to the grantee.

Upon approval of the final report, the remaining 20% of the grant funds will be sent to the grantee provided the final report conforms to the project approved by the Board.

## V. REVIEW CRITERIA

The Lake Region Arts Council makes an effort to distribute available funds fairly and equitably among the different art forms and across the different geographic and cultural areas of the region. Projects supported by the LRAC are expected to encourage and reflect the highest possible standards of artistic excellence. The council observes strict procedures to prevent any conflict of interest. Review meetings are open to the public.

**The LRAC uses the following review standards for all applications.**

### A. Merit and artistic quality of the Project or of the service to the arts

Considerations used to address this criterion may include the following:

1. How does this proposal help instill the Arts into your community and public life?
2. How does this proposal help provide a high quality arts experience?
3. How does this proposal help Minnesotans access high quality arts experiences?
4. How does this proposal help to develop knowledge, skills, and understanding of the arts?
5. How does this proposal help to represent diverse ethnic and cultural arts traditions? (Optional, answer N/A if not a part of your proposal.)

### B. Need for the project

Demonstrated need by artists, arts organizations, art resources, or the public.

Considerations used to address this criterion may include the following:

1. Does the application demonstrate there is community involvement and support for the project? (i.e.: in-kind contributions, community partnerships, collaboration with other organizations, etc.)
2. How does the project meet some of the artistic needs of the community?
3. How does the budget demonstrate financial need?

### C. The ability of the applicant to accomplish the project

Considerations used to address this criterion may include the following:

1. Is the project budget feasible?
2. Are the marketing and publicity plans appropriate for the project?
3. Does the project's budget demonstrate fiscal responsibility?
4. Does the applicant demonstrate the ability to evaluate the outcome of the project? Are the goals realistic and the outcome achievable?

**All applications submitted on the deadline date are not eligible for revisions and no corrections or changes are permitted to the application.**

**Tip**

Once submitted, **print a PDF copy** of the submitted application, Click on the Application Packet button.



Application Packet



Question List

**VI. GRANT RECIPIENT RESPONSIBILITIES**

1. **Submit**, upon request from the LRAC, an interim report and participate with LRAC in a midpoint review, which can include an onsite visit from the LRAC Executive Director and/or the LRAC Board member from a county that is not the applicant’s county of residence.
2. **Submit** to the LRAC with 45 days of mailing, one copy of the LRAC “Request for Payment” form and the Grant Contract. Upload a signed and dated W-9 form.
3. **Carried out** the project in compliance with the project description, budget and dates as set forth in the application.  
The types of changes would include large budget expenditures, i.e. in excess of \$500, changing artists, venues, or dates, or scope, focus or artistic intentions of the project.

*Note: Any significant revisions must be received prior approval of the LRAC before expenditure of grant funds*

Any requests for revision submitted between LRAC Board meetings will be considered at the next scheduled meeting.

***Depending on the decision made by LRAC at the meeting. The grantee may or may not be required to return money to LRAC or may of may not receive their final 20%.***

4. **Insure** that access to participation in the project will not be limited on the basis of national origin, race, religion, age or sex.
5. **Be** legally responsible for the completion of the project and the proper management of the grant funds.

**If a fiscal agent is used**, it must be a tax-exempt 501(c) (3) non-profit organization, or any unit of government such as: cities, public schools, public libraries, recreation departments, or departments or agencies of the state. The fiscal agent must have a written contract with the applicant that specifies the responsibilities of each.

**The contract with the fiscal agent must be submitted with the application form.** The fiscal agent must sign the application form and, if a grant is received, sign the grant contract.

The fiscal agent is legally responsible for the completion of the project and for the proper management of the grant funds. The fiscal agent is **not** responsible for the completion of the final report, but is responsible for the verification of it through signature.

6. **Maintain** records, documents or papers that show evidence of use of grant funds.
7. **Include** the following credit line in any advertising, news releases, printed programs or promotional material related to the grant:

**This activity is made possible by the voters of Minnesota through grants from the Lake Region Arts Council, thanks to a legislative appropriation from the Arts and Cultural Heritage fund.**

8. **Comply** with all applicable federal, state, and local laws, rules, regulations and ordinances in relation to the use of these funds. Failure to comply may result in termination or forfeiture of the grant.
9. **Submit** the Final Report Form **within 60 days of completion of the project** along with the supporting materials and documentation of expenses.  
Logon into the LRAC Grant Site by clicking on the APPLY button at LRAC4.org. The Final Report is located in the Follow Up Form section on the Applicant Dashboard.
10. **Submit** the Final Report’s supporting documents to the LRAC office by uploading them into the Final Report. These documents should include:
  - All receipts and purchase invoices
  - Evaluation results with details.
  - all publicity containing the LRAC credit line as listed in item 7.

**Note:** The LRAC reserves the right to audit the project if circumstance warrant it.

## VII. GRANT TERMINATION

A grant contract may be terminated at any time:

- ▶ By mutual written consent of the LRAC and the recipient;
- ▶ Upon the written request of the grantee, but such termination does not necessarily relieve the grant recipient of the responsibilities as set forth in the contract;
- ▶ By the LRAC upon the failure of the grantee to comply with one or more of the contract conditions. Such termination shall be effective upon the receipt of written notice by the recipient.
- ▶ The grant contract is considered terminated if the applicant leaves the region before the project is completed.

## VIII. REVOCATION OF FUNDS

A commitment of funds to a recipient may be rescinded by the LRAC if one of the following conditions exists:

1. The recipient does not return the signed contract and/or attachments within 45 days of the date it is received.
2. The recipient does not return a revised budget and project descriptions within 30 days of the date of notification of the LRAC Action by letter.

Occasionally, additional “riders” or conditions will be placed on the use of the grant funds. These conditions, or in some cases recommendations, from the council, will be clearly outlined in the contract.

## IX. APPEALS POLICY AND PROCEDURE

*Grant applicants may appeal the decisions of the LRAC only on the basis of procedure used during the review of the grant applicants. The appeals procedure is as follows:*

1. Applicants must notify the LRAC office, in writing, of their wish to have an appeals hearing and the basis for the appeal. **The applicant has ten business days from the date of receipt of the LRAC funding decision to submit this letter.**
2. The appeals committee reviews the request for an appeals hearing and recommends to the chair whether or not there is a basis for an appeal. This recommendation is sent to the chair within ten business days of receipt of the request for an appeals hearing.
3. The chair then authorizes an appeals hearing or denies the request based on the committee report. If it is determined that there is no basis for an appeal, the applicant is so informed. The chair must take one of these actions within ten business days of receipt of the appeals committee recommendation.
4. When an appeals hearing is authorized, it is scheduled by the appeals committee chair with the applicant. Following the hearing, the appeals committee makes a recommendation to the LRAC at its next regularly scheduled meeting..
5. The LRAC then reviews the committee recommendations and makes a final decision on the appeal. The applicant is then notified of the LRAC’s decision within ten business days of that LRAC meeting.

## X. APPLICATION PROCEDURE

### Application Assistance

Applicants are encouraged to contact the LRAC office early in the planning process so the staff can provide assistance.

LRAC Board members may also provide advice and assistance to applicants during the grant preparation period. In addition, grant application tips sheets are available online at the LRAC website, [LRAC4.org](http://LRAC4.org) under the **Grants** heading, Tip Sheets and Webinars.

An LRAC Board member who provides assistance in grant preparation must **declare a conflict of interest** during the application review and may not vote on or rank that application.

Advice and assistance from the LRAC Staff or Board during the application process does not guarantee that the application will be completely free of errors or omissions.

### Grant Training Webinars

First time applicants are encouraged to complete the new grant training webinars available starting July 2017. Check out the LRAC4.org website and Newsletter for more information on dates and times.

There will be three levels of training for potential applicants.

1. Grant Writing for Organizations
2. LRAC Grant Programs Overview
3. LRAC Legacy Organization Grant

### LRAC Online Grant Application

All applicants will need to start by creating a logon profile in the new system.

*Going forward, your email address will be your user name.* If you forget your password, you will be able to create a new one 24/7 without LRAC assistance.

### Application Submission

After you have logged in, you will move into the Dashboard. Start the grant application by clicking on the Apply button.

The application must be submitted to the LRAC Grants online application website by **midnight of the deadline date**.

*When the application is received in the LRAC office, it will be checked by the LRAC staff for completeness.*

*If the application is incomplete, an effort will be made to contact the applicant prior to the distribution of the applications to the LRAC Board to obtain needed information, or to correct minor errors.*

*It is therefore to the applicant's advantage to submit the grant application in advance of the deadline date.*

### Supporting Documents and Work Samples

Supporting documents and work samples will be uploaded into the Attachment section of the online grant application. There is no authorized signature page in the new application.

Applicants will need to follow the instructions in the application for correct file size and format for uploading their documents.

### Submission Confirmation

*Once the application has been submitted to the LRAC online grant program, the applicant will receive an email which will be their confirmation of their submitted grant application. The applicant should save this email to document their submission date and time.*

## IV. APPLICATION PROCEDURE (continued)

### A Complete Application cludes the following:

- 1. The online grant application** including, paid staff, and board members .including past LRAC/MSAB grant history dating back five years.
- 2. Applicant's resume** no more than 2 pages.
- 3. Applicant's work samples** in the correct format.
- 4. Resumes** (short) for any individuals to be paid by the grant request Multiple resumes should be combined into a single PDF for uploading into the application.
- 5. Work Samples** for any individuals to be paid by the grant request.
- 6. Letters of commitment** for any individuals or organizations. to be paid by the request for the agreed amount listed in the grant.
- 7. Equipment quotes** Copies of quotes or estimate from at least two suppliers for any one piece of equipment expenses totaling more than \$500.
- 8. Supply price list.** Expenses for supplies totaling over \$500 will need a details list of supplies and purchase prices.
- 9. Venue confirmation** for all potential locations of the grant activities, such as schools, galleries, performance spaces, and other venues.
- 10. Fiscal Agent Agreement** A copy of the contract with the fiscal agent (for grants requesting \$10,000 or more).

### Supporting Documents and Work Samples

The applicant is required to upload the following:

#### **Required Supporting Documents:**

- **Artist resume**
- **Work samples**

#### **If applicable:**

- **For Paid Individuals:**
  - **Resumes/Websites**
  - **Work samples/Websites**
  - **Letters of commitment**
- **Equipment quotes**
- **Supply price list**
- **Venue confirmations**
- **Fiscal Agent Agreement**

Acceptable file types include JPGs, PDFs, or links to websites with work samples. Please refer to the application for specific types.

Website links for performing artists must include video or audio performance, not an advertisement or promotional recording. Audio and Video samples may not exceed 5 minutes in length.

*The content, accuracy and completeness of an application are solely the responsibility of the applicant.*