



MINNESOTA  
STATE ARTS BOARD

# OPERATING SUPPORT FY 2017 GRANT PROGRAM

## Program overview and application instructions

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**Application deadline**  
**Before 4:30 p.m.**  
**Friday, January 22, 2016**  
**Application review: May 2016**  
**Board approval: July 2016**

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## The Minnesota State Arts Board

The Arts Board strives to ensure that all Minnesotans have the opportunity to participate in the arts. Its mission is to:

- Serve as a leading catalyst for creating a healthy environment for the arts that fosters public participation in, and support for, the arts statewide
- Promote artistic excellence and preserve the diverse cultural heritage of the people of Minnesota through its support of artists and organizations
- Act as a responsible steward of the public trust
- Work with the statewide network of regional arts councils to ensure accessibility to arts activities for all Minnesotans



The Minnesota State Arts Board is governed by eleven private citizens who are appointed by the governor. More than 300 volunteer advisory panel members are appointed each year to review grant applications and make recommendations to the board.

The Arts Board provides financial support and services to encourage the creation, promotion, and appreciation of arts in the state. Arts Board programs are intended to reach out to all Minnesotans, regardless of geographic location, economic situation, age, racial/ethnic characteristics, or disability. Funding for Arts Board programs and services is appropriated by the State of Minnesota, with supplemental support from the National Endowment for the Arts and the private sector.

In addition, Minnesota's eleven regional arts councils provide grants for arts activities in their regions. The Arts Board acts as fiscal agent to the councils, but each council has local decision making authority over the state funds it receives. For more information about grant opportunities and programs specific to your region, please visit the Regional Arts Council section of the Arts Board Web site: [www.arts.state.mn.us/racs/](http://www.arts.state.mn.us/racs/)

## Minnesota's arts and cultural heritage fund

In November 2008, Minnesotans passed the clean water, land, and legacy amendment to the Minnesota Constitution. As a result, over twenty-five years, three-eighths of one percent of the state's sales tax will be dedicated as follows:

- 33 percent to a clean water fund,
- 33 percent to an outdoor heritage fund,
- 14.25 percent to a parks and trails fund, and
- 19.75 percent to an arts and cultural heritage fund

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

Funding for the FY 2017 Operating Support grant program is dependent on the Arts Board receiving appropriations from the Minnesota Legislature from the State's general fund and its arts and cultural heritage fund.



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## PROGRAM OVERVIEW

### Operating Support grant program

Operating Support is a grant program that provides general operating support to high quality, established arts organizations that produce, present, or exhibit works of art; to organizations that provide a broad range of services to artists; and to community arts schools and conservatories that make arts learning available to Minnesotans of all ages and abilities. The program is intended to support organizations for which providing arts activities or services is their primary mission and purpose.

The program recognizes that organizations with an established record of programmatic service and administrative stability should have access to funds to support their organizational goals and objectives, and to maintain their ongoing programs, services, and facilities without special emphasis on new initiatives as justification for funding.

**First time applicants** are encouraged to call the program officer prior to beginning an application.

### Program outcomes

By ensuring that sufficient resources are available to sustain the arts and arts organizations, the Operating Support program is dedicated to achievement of the following Arts Board long-term strategic outcomes:

- Minnesotans learn, grow, or change because they participate in quality arts experiences;
- Minnesotans are more likely to participate in the arts because arts experiences are relevant and accessible;
- Minnesota communities are stronger or more vibrant because of art's impact on social, civic, or economic life;
- Arts organizations effectively manage and strategically apply resources to maximize impact for Minnesotans.

### Applicant organizational outcomes

Each Operating Support applicant must identify one or more distinct and measurable outcomes that it intends to achieve with any support provided by the Arts Board's Operating Support grant. Applicants will define specific organizational outcomes that relate to and support their mission and key priorities during the grant period. *Applicants must be able to explain how their proposed organizational outcomes will help achieve one or more of the Arts Board's Operating Support program outcomes listed above.* Grantees will be expected to evaluate activities, maintain required financial records, and demonstrate measurable achievements related to identified Operating Support program and applicant organizational outcomes.

### Grant amount

Minimum award amount: \$15,000

**Award components** — Operating Support grants include two components:

1. **Formula award** — Applicants must meet basic expectations in all five Operating Support review criteria to receive a formula award.

The amount of the formula award will vary depending on the overall number of grantees and the total dollars available for this program, and will be based on the applicant's two-year qualifying expenses, as verified by financial information required with the application.

**2. Merit award** — Applicants who meet basic expectations in all five review criteria, and whose performance in **one or more criteria greatly exceeds program expectations**, will be eligible to receive a merit award.

For the purposes of allocating program funds to the merit portion of the award, Operating Support applicants will be separated into the following **budget groups** based on the applicant's two-year qualifying expenses:

Group 1	\$5,000,000 and above
Group 2	\$830,000 — \$4,999,999
Group 3	\$390,000 — \$829,999
Group 4	\$166,000 — \$389,999

The amount of the merit award will vary based on the number of grantees in the budget group that are recommended for merit awards, and the most recent advisory panel review score as compared to the scores of other grantees in the budget group.

**50 percent cap** — During any year, a grantee may receive no more than 50 percent of its total operating expenses from the Arts Board. The 50 percent cap will be based on the applicant's total operating expenses for fiscal 2014, as demonstrated in its fiscal year 2014 financial statements. Arts Board support includes an Operating Support grant, one or more project grants, or a combination of operating and project support.

### Multiyear funding

The Operating Support grant program uses a four-year grant cycle. First time applicants or those not funded in FY 2016 are welcome to apply in any application round.

There are two types of application review:

**1. Full application review** is required for any applicant not funded in FY 2016 and those returning applicants who have reached the end of a multiyear grant cycle. Full applications are reviewed by an advisory review panel.

If recommended for funding, full review applicants will receive a four-year grant commitment.

**2. Interim application review** is required for returning applicants in each subsequent year of the multiyear commitment. The applicant will be expected to demonstrate that it continues to meet eligibility requirements of the program and to make measurable progress toward organizational and program outcomes in order to receive funding for the next year of the four-year cycle. Interim applications are reviewed by staff.

At the end of the applicant's multiyear cycle, it will need to submit a full application to be considered for another four-year funding commitment.

### Multiyear award determination

The Arts Board is unable to commit to a specific grant amount for the multiyear grant cycle. Instead, the board will make a commitment to provide annual grants for a four-year period, based on the applicant successfully undergoing the interim application review process. The grant amount will vary each year of the four-year period; each year, the grantee will be notified of its grant amount.

## Eligibility

### Who is eligible to apply?

Eligible applicants must be one of the following:

- An **arts organization**, or
- An **arts affiliate**;

AND the arts organization or arts affiliate must be one of the following:

- An **arts producing** organization;
- An **arts presenting** organization;
- A **community arts school or conservatory**; or
- An **artist service** organization.

### DEFINITIONS

A glossary of program definitions, which includes the **bolded phrases** that appear on this page, can be found in General Program Information at the end of this document.

AND every applicant must meet all of the following conditions as of the application deadline:

- Be physically located in Minnesota. The majority of an applicant's arts programming, services, or activities must take place in Minnesota, and must primarily serve and engage Minnesota audiences and participants;
- Have been in existence and actively providing arts programming in Minnesota for two consecutive full years before applying to the Operating Support grant program for the first time;
- Have **two-year qualifying expenses**, averaged over fiscal years 2013 and 2014, of \$166,000 or more;
- Receive at least ten percent of its total unrestricted revenue from **charitable arts support**, averaged over fiscal years 2013 and 2014;
- Have at least one paid, professional, administrative staff person in a contract or salaried position (i.e., someone to whom the organization issues a W-2 or 1099 form);
- Have no reports specified in a previous contract with the Arts Board that are overdue as of the application deadline;
- Be in compliance with any active contract with the Arts Board.

AND every arts affiliate must meet all of the following conditions as of the application deadline:

- Be hosted by a Minnesota host or parent institution, with a public presence and identity as an arts affiliate that is distinct from the host organization;
- Have professional staff with expertise, training, and/or qualifications in bringing arts programming or services to the public;
- Provide an ongoing menu of arts programming or services throughout each year or season;
- Show evidence of a broad community following, as demonstrated by season ticket sales, public classes attendance, or charitable membership program;
- Have a citizen advisory or governing board independent from the host organization's board, which provides community oversight of the affiliate's activities as distinct from the host organization's activities;
- Demonstrate receipt of charitable arts support from multiple sources beyond support of the host institution;

- Have a budget for the arts affiliate's activities that is separate and distinct from the host institution's budget that can be documented through financial statements; and
- Provide arts programming or services which are intended to primarily serve the general public in Minnesota; not the host institution and/or its constituents, as would be the case with an academic degree program and its students.

#### Who is not eligible to apply?

- Any state agency, public institution, or nonprofit organization that receives a legislative appropriation or legislatively mandated grant from the State of Minnesota's arts and cultural heritage fund is NOT eligible to receive an Arts Board Operating Support grant for the same fiscal year that it receives the appropriation or legislatively mandated grant.
- Any project, program, or division housed within or affiliated with a state agency, public institution, or nonprofit organization that receives a legislative appropriation or legislatively mandated grant from the State of Minnesota's arts and cultural heritage fund is NOT eligible to receive an Arts Board Operating Support grant for the same fiscal year that it receives the appropriation or legislatively mandated grant.
- An affiliate and its host institution may not *both* receive funding in the Operating Support program. However, more than one affiliate of the same host may receive funding.
- Two separate organizations whose work supports or is based upon the same artists or arts programming — such as an organization and an associated “friends of” organization — may not *both* receive funding in the Operating Support program.

#### What doesn't the Arts Board fund?

Arts Board grant funds may not be used for the purposes listed below. An application that includes any of the following items, either as part of proposed organizational outcomes or as part of the applicant organization's routine activities, will be ineligible:

1. Activities in which artists are required to pay excessive fees in order to exhibit or perform;
2. Activities that are essentially for the religious socialization of the participants or audience;
3. Activities in primary or secondary level parochial schools;
4. Activities that attempt to influence any state or federal legislation or appropriation;
5. Events that are not open and accessible to the entire general public;
6. Events that when feasible, do not establish admission charges.

#### Use of program funds

The following activities do not make an application ineligible, but Operating Support funds may not be used for these purposes:

1. Payment of debts incurred before the grant activities begin;
2. Capital costs (such as improvements, construction, property, and equipment costing \$5,000 or more);
3. To start, match, add to, or complete any type of capital campaign (such as endowment, debt-retirement, or building campaigns); or
4. Payment of costs for activities that take place outside the geographic boundaries of the state of Minnesota.

### **New for fiscal year 2017**

The program outcomes for the Operating Support program have been revised. The new language is intended to better align the kinds of activities that might be funded through the program with Arts Board long-term goals, and to more closely tie the review criteria to the program outcomes.

As in previous years, each applicant will need to state at least one applicant outcome (and not more than three), that it intends to achieve with any Operating Support grant funds that might be awarded. The applicant outcome(s) need to address and help achieve Operating Support program outcomes.

### **Panel review**

Full applications to the Operating Support program are reviewed and discussed in open, public meetings. Applicants are encouraged to attend to listen to the discussion; however, they will not be able to make a presentation or participate in the discussion. Dates of review meetings are posted on the Calendar page of the Arts Board Web site: [www.arts.state.mn.us](http://www.arts.state.mn.us).

Interim applications are reviewed by staff, and do not undergo panel review.

### **Visits**

There are two types of visits associated with the Operating Support application review process.

1. Artistic visits—An advisory panel member or other person designated by the Minnesota State Arts Board will attend an arts activity for all applicants in full and interim review years. The artistic visitor completes a written artistic visit report to aid panelists and staff in assessing the artistic quality of an applicant's activities. Applicants are asked to provide complimentary admission to the Arts Board for these artistic visits.
2. Administrative visits—All applicants in their full application review year will have an administrative visit. Administrative visits will be scheduled after the application deadline and prior to the panel review meeting, and will be conducted by a staff member and a panelist. Visits are an opportunity for the Arts Board to clarify questions raised by the application, and for the applicant to give notice of any significant updates since its application was submitted. An oral report on the administrative visit will be presented as part of panel deliberations.

In general, visits will be conducted in person at the applicant's facility, the Arts Board office, or another location. The Arts Board reserves the right to conduct administrative visits via telephone.

### **Review criteria**

The Operating Support grant program is intended to invest in the overall health and success of high quality, established Minnesota arts organizations and arts affiliates, so that they can provide activities that will engage Minnesotans in the arts. Therefore, the Arts Board's review will take into account the effectiveness of the applicant's programming, administrative functions, public benefit, and ability to engage and serve Minnesotans while meeting identified outcomes.

Proposals will be reviewed and grants awarded, based on the degree to which the applicant addresses the following five review criteria. When the review criteria have been thoroughly addressed, the panel is able to find the necessary evidence to understand the applicant organization's programs and operations. The scores are weighted per criterion as indicated below.

Applicants may not be able to satisfy every evidence item. Panelists will take into account that some evidence items are more relevant to certain types of applicants.

**Artistic (0 - 20 points):**

1. Ongoing programming that demonstrates creativity, mastery of craft, and a distinct artistic vision that is consistent with the applicant's mission, position in the community, and stated artistic context;
2. Activities that contribute to the artistic development of the applicant's constituencies, participating artists, and/or the art form;
3. Qualifications, achievements, and reputation of individuals leading and providing artistic content, programming, learning (at the local, state, national, or international level as appropriate to the applicant's stated community context).

**Administration (0 – 20 points):**

1. Capacity to effectively manage operations and resources as reflected by organizational stability and fiscal position, board and staff qualifications, and effective governance and management relationships;
2. Sound planning strategies, involving appropriately varied viewpoints, to establish and achieve mission and meaningful outcomes;
3. Demonstrated ability to maximize earned and contributed income, develop and maintain a diversity of revenue sources, and achieve sustainable operations.

**Engagement (0 – 20 points):**

1. Programming, activities, and materials that make work relevant and accessible to the widest range of participants;
2. Programs and practices that identify and address barriers to participation (e.g., economic, geographic, demographic, physical, cultural, and perceptual barriers);
3. Efforts to develop strategic relationships with underserved communities that engage those communities meaningfully in the arts;
4. Demonstrated understanding of the accessibility challenges and opportunities associated with the applicant's artistic discipline, activities offered, and facilities.

**Public benefit (0 – 20 points):**

1. Programming or activities that incorporate the arts into varied facets of community life and help accomplish broader community goals, including, but not limited to:
  - a. making the arts a vital part of economic development for the organization's home community, region, or the state of Minnesota;
  - b. utilizing the arts to build community, improve quality of life, or address social issues related to the organization's constituencies;
2. Contributions to public goals or community service that is unique to or otherwise unavailable to Minnesotans living in the organization's geographic community.

**Evaluation (0 – 20 points):**

1. Strength and appropriateness of proposed organizational outcomes and an evaluation plan that will effectively measure those outcomes;
2. Appropriate evaluation tools that are regularly being used to shape the applicant's planning processes, goals, strategies, and programming;
3. A continuous improvement orientation that incorporates effective self-reflection, feedback, and data analysis to strengthen programs and operations.

**Scoring**

Panelists will score full applicants in each criterion. To be recommended for a formula award, an applicant must receive a score in the "meets basic expectations" range or above in all five review

criteria. Failing to achieve a score in the "meets basic expectations" range or above for even one of the five criteria means the applicant will not be recommended for funding. For those applicants recommended for a formula award, a score in the "greatly exceeds expectations" range and above in one or more criteria triggers an additional merit award.

The score from the most recent panel review is applied to interim applications. When assigning points, panelists use a scoring guide with the following rating levels:

**Exceptional:** Overwhelming evidence in application demonstrating a wide range of successful strategies in this operational area. Substantial record of ongoing accomplishments documented; applicant recognized for work and/or innovation in this area. Plans are ambitious and visionary, and there is significant evidence of capacity to achieve those plans. Significant, sustained level of human and financial resources dedicated to achieving continued and increasing excellence in this operational area.

**Greatly exceeds expectations:** Strong evidence in application demonstrating multiple successful strategies or activities in this area. Accomplishments are numerous and well documented. Plans are carefully considered, well articulated, and will further accomplishments. A high level of human and financial resources is dedicated to achieving results in this operational area.

**Somewhat exceeds expectations:** Evidence of consistent success and commitment to ongoing high performance in this operational area. Accomplishments are recent with achievable plans in place to maintain high performance. Ongoing, appropriate commitment of human and financial resources is evident.

**Meets basic expectations:** Evidence of adequate quality in the processes and activities related to this operational area; at least some evidence that programs and services are responsive to and effective in serving the identified communities. Where gaps or weaknesses exist they are being managed effectively, do not have significant impact, or the applicant has reasonably achievable plans in place to address them. Sufficient human and financial resources are typically available to maintain essential activity in this area.

**Somewhat below expectations:** Minimal evidence of periodic but inconsistent quality in the processes and activities related to this operational area. Noticeable gaps or weaknesses exist, which have negative impact on applicant's ability to deliver consistent results. Plans to improve may not be in place, or may be unrealistic to achieve. Sufficient human and financial resources are not consistently available to maintain essential activity or adequate quality in this area.

**Considerably below expectations:** Insufficient evidence that the applicant is achieving adequate quality in this operational area. Evidence shows that there are significant gaps or weaknesses in processes or outcomes. Plans to address weaknesses are insufficient, nonexistent, or not being given high enough priority. Insufficient human and financial resources dedicated to this area.

## APPLICATION INSTRUCTIONS

All applicants are required to use the WebGrants system to apply, and will submit all materials electronically. An online tutorial is available that illustrates how to use the WebGrants system. Viewing this tutorial along with WebGrants Frequently Asked Questions on the [Arts Board Web site](#) is strongly recommended.

### WebGrants registration form

All applicants must be registered as users in the WebGrants system in order to apply to any Arts Board program. New users must register before they may begin an application. **Register early.** Registrants will receive a WebGrants user ID and password within five business days, which will also be used for subsequent WebGrants applications and grants management activity. An online tutorial is available on the [Arts Board Web site](#) to guide new users through the registration process.

### Minnesota SWIFT vendor number and DUNS number

A Minnesota SWIFT vendor number and DUNS number are not needed to register or to complete an application. An individual will need a SWIFT number if awarded a grant; nonprofit organizations and those using a fiscal agent will need both a SWIFT and DUNS number if awarded a grant. If the applicant has not yet obtained these numbers, leave these spaces blank.

### Primary discipline and secondary discipline

National Standard for Arts Information Exchange codes are used by state and local arts agencies across the country and the National Endowment for the Arts to provide accountability for public money, and aid national arts planning and research.

From the drop-down lists, select the one or two codes that most clearly identify the applicant. From the primary discipline list, choose the term that best describes the applicant. Then, if the applicant works in more than one discipline, select a secondary discipline.

### How to start an application

- Log in to WebGrants from the [Arts Board Web site](#)
- Select: Funding Opportunities
- Select: The appropriate funding opportunity
- Select: Start a new application

**For reference, a list of returning applicants scheduled for full and interim review is available on the Operating Support program page of the Arts Board Web site.**

When starting a new application, applicants must select the appropriate funding opportunity for their circumstance from one of two Operating Support funding opportunities in WebGrants:

1. Returning applicants with one or more years remaining in their multiyear funding cycle must select “FY 2017 Operating Support **interim application.**”
2. Returning applicants who have completed their multiyear funding cycle and applicants who were not funded in FY 2016 must select “FY 2017 Operating Support **full application.**”

After an application is started, a complete list of questions asked and information needed to complete the application can be generated by clicking the “Preview” button on the Application Forms screen.

### Application deadline

**Applications must be submitted to and accepted by the online WebGrants system BEFORE 4:30 p.m. on Friday, January 22, 2016.**

- All forms must be opened and marked as complete before clicking “Submit.”
- Submit well before the deadline to ensure that the complete application is transmitted to and received by WebGrants.
- Applicants will be alerted through the WebGrants system if there are issues with an application that require attention. To ensure that e-mail notices don’t go to a junk e-mail folder, enter the WebGrants e-mail address **webgrants@apply.mnartsboard.com** in your address book.

Although the WebGrants system will remain visible and accessible to users beyond the application deadline, the system is designed to prevent late applications from being submitted. At 4:30 p.m. on the deadline day, WebGrants will stop accepting applications.

The Arts Board is not responsible for the failure of Internet service providers to accept or deliver application materials.

The Arts Board will not accept applications that were not submitted and accepted by the online WebGrants system before the 4:30 p.m. deadline, or grant an applicant extra time to submit an application after the deadline. There are no exceptions.

When an application is successfully submitted, a confirmation will be sent to the applicant by e-mail. Applicants are strongly advised to print and keep a copy of this e-mail as proof of their submission.

**After the application deadline passes**, the Arts Board will review all submitted application materials to determine whether the correct documents have been submitted and that all required documents are complete.

**Any applicant that fails to submit all the required materials, or submits incomplete materials, will jeopardize the eligibility of its application.**

### IMPORTANT NOTE

The Arts Board advises that applicants plan ahead and begin applications well in advance of the deadline.

The Arts Board receives many calls and e-mails on the last few days before, and especially on the day of, a deadline. It makes every effort to respond to all inquiries, in the order they are received, but depending on the volume, may not be able to do so.

Applicants that need assistance should NOT wait until the day of the deadline, and/or the last few hours before the deadline, to contact the Arts Board. Doing so may jeopardize your ability to submit an application before the deadline.

Be proactive. Submit your application well in advance of the deadline to prevent the possibility that unforeseen problems will cause you to miss the 4:30 p.m. cutoff.

**APPLICATION CHECKLIST**

Fiscal year 2017 application forms (Fill out in WebGrants)	required for full-year application	required for interim-year application	details on page
1. General information	Yes	Yes	12
2. Eligibility questionnaire – <b>COMPLETE THIS FIRST</b>	Yes	Yes	12
3. FY 2015 Artists and participants	Yes	Yes	13
4. Applicant outcomes	Yes	Yes	13
5. Mission and background	Yes	No	15
6. Application narrative	Yes	Yes	15
7. Financial support materials (See required attachments listed on chart below)	Yes	Yes	16
8. Nonqualifying expenses	Yes	Yes	18
9. Cultural Data Project (CDP) Funder Report and financial narrative	Yes	Yes	19
10. Organizational leadership (Attach resumes)	Yes	No	21
11. Artistic visit preferences	Yes	Yes	22
12. Other support materials (See required attachments listed on chart below)	Yes	No	23
13. Financial management practices	Yes	No	24
14. Scope of activities and accountability	Yes	Yes	25
15. Certifications and signatures	Yes	Yes	25

<b>Attachments list</b> (The following items will be attached to the corresponding forms, above.)	<b>attach to WebGrants application form</b>	<b>required for full-year application</b>	<b>required for interim-year application</b>	<b>details on page</b>
<b>7A. Internal board approved financial statements for fiscal years 2013, 2014, and 2015</b>	Financial support materials	Yes	Yes	17
<b>7B. Certified audit for fiscal years 2013 and 2014</b>	Financial support materials	Yes	Yes	17
<b>9A. Cultural Data Project (CDP) Funder Report</b>	CDP and financial narrative	Yes	Yes	18
<b>12A. Federal tax-exempt 501(c)(3) determination letter</b>	Other support materials	Yes	No	23
<b>12B. Current program attachments</b>	Other support materials	Yes	No	23
<b>12C. Evaluation attachments</b>	Other support materials	Yes	No	23
<b>12D. Board approved planning document</b>	Other support materials	Yes	No	23
<b>12E. Americans with Disabilities Act (ADA) access plan</b>	Other support materials	Yes	No	23
<b>12F. Background attachments</b>	Other support materials	Yes	No	24

## GUIDE TO APPLICATION FORMS

**Key:**   symbols next to the form title indicate whether the item is required for full and/or interim applications.

### Formatting narrative text

Applicants are strongly encouraged to prepare narrative text in another format (i.e., in a word processing document or spreadsheet) and then copy and paste it into WebGrants. **Fields with length limits are measured in characters, not words. All length limits include spaces.** Word processors format rich text using unseen formatting tags, counting against the character length limits. To maximize the number of characters available for text, avoid unnecessary formatting.

### File naming and format requirements

- All attachments must be in PDF file format. Do not attach other file types.
- Name files with a combination of the applicant name and document title. For example: YourOrganizationName\_Program 1.pdf.
- Use **only** letters of the alphabet, numerals, underscoring, or dashes in file names. Do not use commas, periods, other punctuation marks, or special characters, as these may result in file corruption.

## 1. GENERAL INFORMATION FORM



### Primary contact

The primary contact is the person responsible for completing and submitting this application, and is the liaison between the applicant and the Arts Board.

### Additional contacts

If more than one person registered in WebGrants is associated with the applicant, all of their names will be listed here. If more than one person will be working on the application, select their names from this list.

### Project title

This field will automatically populate with the name of the funding opportunity.

### Organization

An applicant organization should select its name from the drop-down list.

## 2. ELIGIBILITY QUESTIONNAIRE – COMPLETE THIS FORM FIRST



To determine if an applicant is eligible to apply for this Minnesota State Arts Board grant, answer “Yes” or “No” to each question in the “eligibility” section. In the “use of program funds” section, acknowledge that you have read and understand the prohibited use of program funds statements.

### 3. FY 2015 ARTISTS AND PARTICIPANTS FORM



If the applicant received a FY 2015 Arts Board Operating Support grant, enter the actual numbers of people in each category that were served during the period July 1, 2014, through June 30, 2015. Keep live, electronic, and broadcast audience counts separate. Enter whole numbers, not text, decimals, or ranges of numbers.

### 4. APPLICANT OUTCOMES FORM



Information in the applicant type and categories section of this form is used to determine the appropriate contexts within which the applicant's work will be assessed. (See the glossary section for detailed definitions of applicant types and categories in order to guide your selections.)

Information in the program and applicant outcomes section of this form addresses the fit between the applicant's goals and this program's identified outcomes, as well as the applicant's ability to effectively evaluate achievement of those outcomes. The proposed and actual outcomes, as well as the evaluation plan, will be posted on the [Minnesota Legacy Web site](#).

#### **Applicant type**

Select an applicant type, either arts organization or arts affiliate.

#### **Primary applicant category**

Select one applicant category that best describes the applicant's **primary** program activities.

#### **Secondary applicant category**

If the applicant's regular programs include substantial activities in more than one category, select a secondary applicant category.

#### **Applicant organizational outcomes (150 characters maximum per outcome)**

State at least one measurable outcome that the applicant intends to achieve. Second and third outcomes are optional. These should be succinct statements of key organizational priorities the applicant is trying to accomplish with Operating Support funds during the grant period.

#### **How will applicant organizational outcome(s) be evaluated (200 characters maximum per outcome)**

For each applicant organizational outcome, state how progress toward the outcome will be measured.

#### **Arts Board program outcome(s)**

For each applicant organizational outcome, select an Arts Board program outcome that the activities of the grant period will achieve. More than one applicant organizational outcome can support the same Arts Board program outcome.

### Tips on outcomes in Operating Support

The Operating Support program allows grantees flexibility to direct spending where it is needed, with the expectation that funds will contribute to **ongoing improvements and enhanced effectiveness of an organization's operations or programs as a whole** so that grantees may better support the quality, stability, and accessibility of the arts for Minnesotans.

Outcomes are specific changes or benefits that include a transformation in knowledge, attitudes, values, skills, behaviors, or conditions. When crafting proposed outcomes, applicants should begin with end results in mind. It is important to focus on **what change will occur** as a result of the organization's work during the grant period. Ask questions such as: what matters most at this time for the organization, its constituents, or its community? How will the organization, constituents, or community be different after the activities supported by the grant are complete? What next programmatic, administrative, or other benchmark needs to be reached to maximize impact?

Effective outcomes:

- Are consistent with and advance the applicant's mission;
- Are specific and could reasonably be achieved by conducting proposed activities;
- Measure impact, i.e., what actually changed for constituents, the organization, or the community;
- Focus on measuring the difference that activities make (e.g. attitudes changed, health indicators improved, literacy rate increased, network of community relationships expanded), going beyond documenting the mere completion of activities (e.g. number of people served, number of artworks commissioned, or dollars raised);
- Require the systematic collection of qualitative and/or quantitative data to determine the extent of change that takes place;
- Contribute to an organization's strategic growth through use of data-driven decision making related to programming and organizational effectiveness.

**Important note:** The achievement of outcomes will **not** be a criterion for interim or continuing funding at this time. The Arts Board requires Operating Support grantees to develop and evaluate outcomes to encourage them to set and pursue ambitious, yet achievable goals that further their organizational development and service to Minnesota audiences and communities. Incomplete or partial progress will not disadvantage applicants in future funding cycles if:

- Proposed outcomes are strong;
- Proposed activities could reasonably achieve the outcomes; and
- Reported evaluation findings are used to identify, plan, and implement adjustments to increase effectiveness of future activities.

For information about outcomes-based evaluation, applicants may refer to [Getting started with program evaluation](#), a resource guide published by the National Assembly of State Arts Agencies.

## 5. MISSION AND BACKGROUND FORM

(f)

### **Applicant mission statement** (750 characters maximum)

In the space provided, precisely state the applicant's board approved, publicly utilized mission. **Do not include additional information** such as vision or values statements; only include the official mission statement.

### **Background, programs, and community** (3,750 characters maximum)

Provide a brief background of the applicant. Include the following:

- a. General history;
- b. Broad description of regular artistic programs;
- c. Broad description of the community in which the applicant is located and the current role it plays in that community.

## 6. APPLICATION NARRATIVE FORM

(f) (i)

### **Full application narrative instructions** (f)

The following instructions are specific to applicants required to submit a full application.

### **Grant period applicant organizational outcomes description** (3,750 characters maximum)

In relationship to the proposed applicant organizational outcomes stated in the Applicant Outcomes form, discuss what the applicant will achieve with Operating Support grant funds and how activities will make a difference. Include the following:

- a. How the organizational outcomes relate to and support the applicant's mission;
- b. How the applicant identified the outcome(s) as priorities;
- c. What the applicant will do (i.e. activities, programs, action steps, or events) to achieve the outcomes;
- d. How the applicant will know when it has been successful, including what methods will be used to measure progress;
- e. How the proposed applicant organizational outcomes help achieve the Operating Support program outcome(s) selected in the Applicant Outcomes form;
- f. What difference the funds and the resulting activities will make.

### **Addressing the review criteria** (22,500 characters maximum)

Provide evidence of the applicant's accomplishments and capacity in relationship to the review criteria. Applicants should refer to the evidence points listed in the review criteria section and address as many as possible. Include letter and title of each of the five review criteria in **boldface** as follows:

- a. **Artistic**
- b. **Administration**
- c. **Engagement**
- d. **Public benefit**
- e. **Evaluation**

### Interim application narrative instructions i

The following instructions are specific to applicants required to submit an interim application.

#### **Applicant mission statement** (750 characters maximum)

In the space provided, precisely state the applicant's board approved, publicly utilized mission. **Do not include additional information** such as vision or values statements; only include the official mission statement.

#### **Changes in mission statement** (500 characters maximum)

If the applicant's mission has changed since it submitted its fiscal year 2016 Operating Support application, explain how and why the change was made. If mission has not changed, enter N/A.

#### **Grant period applicant organizational outcomes description** (5,000 characters maximum)

In relationship to the proposed applicant organizational outcomes stated in the Applicant Outcomes form, discuss what the applicant will achieve with Operating Support grant funds and how activities will make a difference. Include the following:

- a. How the organizational outcomes relate to and support the applicant's mission;
- b. How the applicant identified the outcome(s) as priorities;
- c. What the applicant will do (i.e. activities, programs, action steps, or events) to achieve the outcomes;
- d. How the applicant will know when they have been successful, including what methods will be used to measure progress;
- e. How the proposed applicant organizational outcomes help achieve the Operating Support program outcome(s) selected in the Applicant Outcomes form;
- f. What difference the funds and the resulting activities will make.

#### **Key staff changes** (750 characters maximum)

Describe any major changes (if any) in key staff that have occurred in the past year, and comment on the effect these have had, or will have, on the organization.

#### **Changes in activities, programs, services, or classes** (750 characters maximum)

Describe significant changes in the applicant's activities, programs, services, or classes that have occurred in the past year, or that it anticipates will take place in the coming year.

#### **Other notable changes** (750 characters maximum)

Describe other notable changes that have taken place with the applicant in the past year, or that it anticipates will take place in the coming year.

## 7. FINANCIAL SUPPORT MATERIALS FORM



In the first section of this form, indicate whether the applicant has read the statements below by selecting "Yes" or "No." In the second section, attach items as described below.

#### **Legacy amendment**

This program exists because of an appropriation from the State's arts and cultural heritage fund (ACHF). The Minnesota Constitution requires that arts and cultural heritage fund dollars must be used

to supplement not substitute for traditional sources of funding. In 2015, the Minnesota State Legislature passed a law that requires **all** recipients of ACHF dollars to ensure that they are in compliance with the constitutional requirement.

#### **Administrative costs**

In 2015, the Minnesota State Legislature passed a law that states that arts and cultural heritage fund (ACHF) dollars must not be spent on administrative costs, indirect costs, or other institutional overhead charges that are not directly related to and necessary for the specific projects or activities that will be funded with arts and cultural heritage funds dollars.

If an applicant is awarded arts and cultural heritage funds for FY 2017, it must track and be able to clearly document what portion of ACHF funds is spent on direct program or project costs and what portion of ACHF funds is spent on administrative costs, indirect, or overhead costs that are “directly related to and necessary” to carry out the programs or projects that are supported with ACHF dollars.

#### **7A. Internal board approved financial statements for FY 2013, FY 2014, and FY 2015**

##### **Attach as PDF files**

Attach the applicant's internal board approved financial statements for fiscal years 2013, 2014 and 2015, as three separate PDF files. Each required year's file must contain both the statement of financial activities (income and expense) and statement of financial position (balance sheet) for the fiscal year end. **Do not attach audits here.** Distinct from an audit, the internal board approved financial statements are reports which are routinely reviewed internally by board and staff, such as those generated from accounting software.

Arts affiliates must provide internal board approved financial statements which show the affiliate's operating activity as separate and distinct from the host institution. If the arts affiliate does not have its own statement of financial position, include the host or parent organization's statement of financial position along with the affiliate's statement of financial activities for a complete set of materials.

If the applicant's fiscal year 2015 financial statements have not been completed or board approved at the time of application, report preliminary year-end figures for fiscal year 2015.

**Reminder:** The identification of a fiscal year is the year in which it ends. For example: if an applicant's fiscal year runs October – September, the period ending September 2015 is fiscal year 2015.

#### **7B. Certified audit for FY 2013 and FY 2014**

##### **Attach as PDF files**

Applicants with total annual revenue for FY 2013 and FY 2014 in excess of \$750,000 should attach certified audits for those years.

Applicants with total annual revenue for FY 2013 and FY 2014 of \$750,000 or less, that do not have an audit for the required year, attach a completed IRS 990 form as submitted to the IRS for fiscal years 2013 and 2014 in place of an audit.

If the applicant is an **arts affiliate** that does not have a separate audit for the affiliate's distinct activity, attach the host/parent institution's audit.

## 8. NONQUALIFYING EXPENSES FORM



**Note:** Information on this form is not reviewed by panelists. It is used by staff to help determine applicant's two-year qualifying expenses.

In this form, applicants report expenses related to the Arts Board's qualifying expense calculations.

Numbers entered in this form must match the audit submitted with this application. Applicants with total annual revenue of *\$750,000 or less*, that do not have an audit, must use corresponding exact numbers from the internal board approved financial statements submitted with this application.

Be advised that Minnesota State Arts Board Operating Support grants for fiscal years 2013 and 2014 also will be excluded from the charitable arts support and two-year qualifying expense calculations. The Arts Board has these numbers on file; applicants do not need to report them.

### Nonqualifying expense exclusions

Enter figures for any nonoperating and nonarts expenses incurred in FY 2013 and FY 2014. Enter zero if applicant does not have expenses in these categories.

**Nonoperating expenses** are expenses incurred due to activities not related to the day-to-day operations of the organization. Such expenses may take a variety of forms. Some examples of nonoperating expenses in nonprofit arts organizations include: regranted funds; the costs of capital expenditures that are not depreciated (i.e., works of art); costs for capital campaigns; and any other items identified in the applicant's audit as "nonoperating."

**Nonarts activities expenses** are expenses incurred for activities which are outside of the arts programming focus of the organization. The exact nature of this will vary depending on the overall operations of the applicant. Some examples include: expenses related to charitable gaming; costs of operating an onsite restaurant or café; or a program of the organization which has a nonarts function such as a language school or a daycare operation.

### Nonoperating and other nonarts activities explanation (1,000 characters maximum)

Describe the items included in the nonoperating and nonarts activities figures entered above. State the amount and nature of the expense, and clearly identify the corresponding line items or columns in the FY 2013 and FY 2014 financials submitted with this application where these expenses were recorded.

## 9. CULTURAL DATA PROJECT FUNDER REPORT and FINANCIAL NARRATIVE FORM



### 9A. Cultural Data Project (CDP) Arts Board Funder Report Attach as a PDF file

The CDP is a statewide, collaborative effort of public and private funders throughout Minnesota, and consists of an online system for collecting and standardizing historical financial and organizational data. Its use in the Operating Support program is intended to streamline the overall application process, and provide Arts Board panelists and staff with consistent, reliable, and comprehensive data.

**IMPORTANT NOTE:** To generate the required Arts Board Funder Report, applicants must have Data Profiles for fiscal years 2013 and 2014 submitted to the CDP and in **Review Complete status** before the Operating Support application deadline of January 22, 2016. A Funder Report run off of Data Profiles that are not in Review Complete status will not be accepted; the application will, therefore, be incomplete and will not be considered for funding. Applicants should plan ahead in order to complete Data Profiles and work with CDP staff to achieve Review Complete status well in advance of the Operating Support application deadline.

To create CDP Data Profiles, visit: [www.mnculturaldata.org](http://www.mnculturaldata.org).

Be advised: CDP makes the balance sheet section of the Data Profile optional for organizations that are not audited. However, the Arts Board expects that **all Operating Support applicants, with the exception of affiliated organizations, will complete the balance sheet section of the CDP Data Profiles.**

#### How to generate Arts Board Funder Report

1. Go to [www.mnculturaldata.org](http://www.mnculturaldata.org).
2. On My CDP, click on the pink “Funder Reports” bar on the left side of the screen.
3. The Arts Board requires that applicants run this report off of fiscal year 2014. Select “fiscal year 2014” from the drop-down above the list of funders. The Funder Report will automatically pull both required years of data into the 2014 report.
4. Click the plus sign next to Minnesota State Arts Board to expand the grant program for which the CDP report is required.
5. Click the orange “View Report” button to generate the report.
6. Save the report as a PDF to your computer.
7. Review your Funder Report; if you need to make changes, call the CDP Help Desk.
8. Attach the Funder Report as a PDF to the financial support materials form in WebGrants.

If you haven't yet created Data Profiles, click for [complete instructions on getting started with CDP](#) or click for [online training on use of CDP](#).

Please direct questions concerning the Cultural Data Project or your Data Profiles to the CDP Help Desk:

Toll-free: (877) 707-3282 or (877) 707-DATA

E-mail: [help@culturaldata.org](mailto:help@culturaldata.org)

The CDP Help Desk is available Monday – Friday from 9:00 a.m. – 8:00 p.m. Eastern Time.

### Financial Health Ratios

In the executive summary section of the applicant's CDP Funder Report is a section titled "financial health ratios." This section contains five financial ratios which will assist panelists and Arts Board staff in analyzing the applicant's financial data.

The five ratios provide the following information:

- **FY 2014 current ratio** compares the amount of current assets to current liabilities, and provides a look at the applicant's ability to pay its debts in the short term (within 12 months). It also provides an understanding of the applicant's current cash flow position.
- **FY 2014 days cash on hand ratio** provides a way to measure the amount of unrestricted cash available as an operating reserve.
- **FY 2014 self-sufficiency ratio** is a look at the amount of total expenses that are being covered by earned income. This ratio provides a way to measure the financial flexibility of the applicant.
- **FY 2014 debt ratio** is a comparison of total assets to total liabilities, used to determine the overall level of financial risk an organization may face. Total liabilities should not exceed total assets.
- **Two-year average of program expenses to total expenses ratio** provides a way to measure how much of the total expenses are being used for program activities, and how much of the total expenses are being used for fundraising and administrative expenses.

### Financial narrative

Information provided in this section helps panelists to better understand the circumstances of an applicant's finances, and the degree to which the applicant meets the administrative excellence review criterion. If a question does not apply, enter N/A.

### Changes in support and revenue or operating expenses (1,000 characters maximum)

Referring to the "statement of financial activities" section of applicant's CDP Funder Report, explain the reason(s) for any change of 20 percent **and** \$5,000 or more from one year to another in any revenue or operating expense line item.

### Change in net assets (1,000 characters maximum)

Referring to the change in net assets line of the "statement of financial activities" section of applicant's CDP Funder Report, if the applicant has had surpluses, comment on the existing or potential commitment of these funds. If the applicant has had deficits, describe the reason(s) for their existence, and plans for their reduction or elimination.

### Total liabilities (1,000 characters maximum)

Referring to the "statement of financial position" section of the applicant's CDP Funder Report, describe the applicant's current and noncurrent liabilities and how these affect the applicant's financial stability. If liabilities are more than assets, explain why, and describe what steps the applicant is taking to reduce liabilities.

### Negative total net assets (1,000 characters maximum)

Referring to the "statement of financial position" section of the applicant's CDP Funder Report, explain the existence of any negative balances in unrestricted, temporarily restricted, permanently restricted, or total net assets lines. Describe the reasons for the negative balances, the steps the

applicant is taking to create positive net assets, and how soon the applicant expects net assets to be positive.

**Cash on hand** (1,000 characters maximum)

Referring to the “days cash on hand” ratio in the “financial health ratios” section of the applicant’s CDP Funder Report, if cash on hand is less than 30 days, explain why. Describe strategies to improve the applicant’s cash reserves.

**Management and administration/fundraising** (1,000 characters maximum)

Referring to the “two-year average of program expenses to total expenses” ratio in the “financial health ratios” section of applicant’s CDP Funder Report, if program expense is less than 70 percent or more than 90 percent of annual operating expenses, explain why.

**Other explanation** (1,000 characters maximum)

Use this space to discuss any other data appearing on the applicant’s CDP Funder Report that may require explanation.

**10. ORGANIZATIONAL LEADERSHIP FORM**



Information in this form will contribute to the panelists’ understanding of the applicant’s artistic, administrative, and board leadership roles and qualifications.

**Board of directors list**

Enter the applicant’s current board of directors list. Use the example below as a guide. In the list order column, select a number rank from the drop-down list to indicate the order for the entries to display in the finished board list.

**EXAMPLE**

	Board member name	Board position	Committee assignment(s)	Current term of service years	Current term #	Primary professional/ community affiliation	Professional title	Area(s) of expertise	City of residence	State of residence
1	John Doe	Chair	Executive, Governance	2014-2017	2 <sup>nd</sup> term	Northland Community College	Retired Faculty	Visual arts, arts administration	East Grand Forks	MN
2	Jane Smith	Member	Events	2015-2018	1 <sup>st</sup> term	Arctic Cat	Sales Executive	Marketing	Thief River Falls	MN

**Artistic and administrative leadership list**

Enter information regarding a minimum of one and up to four of the applicant organization’s key artistic and administrative leadership personnel.

**Position**

Select the most appropriate role from the drop-down list. For the person who holds primary responsibility for the artistic leadership of the applicant organization, select “primary artistic leader.”

For the person who holds primary responsibility for the administrative, managerial, or operational leadership of the applicant organization, select “primary administrative leader.” For other staff members that play key roles in the artistic or administrative leadership of the applicant organization, select “other key leader.”

**Title, years of service, short biography, and resume(s)**

**Attach resumes as PDF files**

Enter the person’s job title, number of years of service, and a short professional biography (500 characters maximum). For the persons identified as “principal artistic leader” and “principal administrative leader,” it is required to attach a resume (two page maximum). For the persons identified as “other key leaders,” it is optional to attach a resume (two page maximum).

**11. ARTISTIC VISIT PREFERENCES FORM**



*Full year review applicants include events that will take place between February 1 and April 30, 2016. Interim year review applicants include events that will take place between February 1 and June 1, 2016.*

Whenever possible, applicant preferences as indicated in this form will be accommodated. However, the Arts Board reserves the right to experience other work of the applicant.

After completing the Artistic Visit onsite contact section, use the “Add” button to build a list of up to five events in the Artistic Visit Events section.

**Artistic visit contacts**

Arts Board staff will utilize the primary contact person to arrange necessary tickets/admission for the visit. Also provide contact information for someone who can assist the Arts Board’s artistic visitor on the day of a visit in case of last minute scheduling issues or logistical concerns.

**Web page listing applicant's performance calendar**

Enter the URL, or Web address, of the applicant’s Web page listing of performances, gallery exhibitions, or similar public events.

**Event title**

Enter the title of the performance, exhibition, or other event.

**Begin and end date**

Enter the first date that the event will be offered. Enter the last date that the event will be offered.

**Event times (200 characters maximum)**

This is a free form text box where the time of a performance, the hours that the applicant’s gallery is open, or instructions such as "Fridays and Saturdays at 8:00 p.m., and Sundays at 2:00 p.m." can be entered.

**Event location name and full address**

Enter the name of the building and the full street address where the event will be held.

## 12. OTHER SUPPORT MATERIALS FORM



These materials provide panelists with additional information about the applicant's activities, strategies, and policies.

**12A. Federal tax-exempt 501(c)(3) determination letter**  
**Attach as a PDF file**

**12B. Current program attachments (one minimum, two maximum)**  
**Attach as PDF file(s)**

Attach a minimum of one and a maximum of two current program brochures, catalogs, or other materials highlighting artistic events, programs, classes, season, etc. that will help panelists understand the scope, breadth, emphasis, and character of the applicant's programming.

**12C. Evaluation attachments (one minimum, two maximum)**  
**Attach as PDF file(s)**

Attach a minimum of one and a maximum of two examples of evaluation tools or evaluation results that will help panelists understand how the applicant measures progress and success, and/or puts evaluative information to use to continually refine programs and services. Examples include: program evaluation plans, assessment tools, evaluation reports, data analysis, survey results, case studies, summaries of learning, and recommendation reports informed by past results.

**12D. Board approved planning document**  
**Attach as a PDF file**

Attach current board approved planning document. This information will help panelists understand the applicant's strategic priorities in relationship to the administrative excellence criterion.

**12E. American's with Disabilities Act Access Plan**  
**Attach as a PDF file**

Attach board approved ADA access plan. Staff will review the full access plan, and provide an evaluative summary report that will be used in panel deliberations. This information will contribute to panelists' understanding of how an applicant meets the engagement criterion.

### **General information about ADA**

The Americans with Disabilities Act, along with Minnesota Human Rights and State building codes provide guidance to ensure the arts are available to everyone. Persons with disabilities include individuals who may have vision impairments, hearing impairments, cognitive disabilities, learning disabilities, or mobility impairments.

Persons with disabilities have the right to access all Arts Board funded programs. Applicants' programs and facilities should be accessible to every person. **Every Arts Board grantee must have an organizational accessibility policy in place.**

### What to include in an ADA plan

ADA plans will vary and should always be designed to address access needs in relationship to a given organization's activities. The ADA access plan is specific to efforts to make programming and facilities accessible to persons with disabilities. It should not include plans to address general geographic or financial accessibility; those efforts may be described, as appropriate, in other areas of the application. To make arts programs more inclusive, the Arts Board recommends that access plans feature:

1. History and goals
2. Written policies
  - Board approved policy related to ADA accessibility and inclusion
  - Designated disability coordinator, who regularly tracks and assesses access needs, challenges, and services
  - Involvement of past participants and the disability community in access planning
  - Strategies appropriate for the organization's specific activities, size, and circumstances
3. Communications efforts and services to promote participation by persons with disabilities
  - Target marketing
  - Promotion of available accessibility services or features in a variety of accessible media
  - Services such as large print, audio description, ASL interpretation, assistive listening
4. Accessibility training for board, staff, volunteers
5. Architectural access
  - Site survey considering such things as: arrival, entry, restrooms, seating, access to goods and services, access to multiple levels

If you have questions about the ADA access plan, or ways to make your programs and facilities accessible, contact the Arts Board, at (651) 215-1600, (800) 866-2787, Minnesota Relay 7-1-1; or visit the [National Endowment for the Arts' Office of Accessibility resource page](#), where you will find accessibility planning and design publications, a self-evaluation workbook, and accessibility checklists.

### 12F. Background attachments (one minimum, two maximum)

#### Attach as PDF file(s)

Attach a minimum of one and a maximum of two items that will help panelists to better understand the applicant or its work; these may include news articles, reviews, or other externally authored materials; or annual reports, newsletters, educational materials, or other self-published documents.

## 13. FINANCIAL MANAGEMENT PRACTICES FORM



Financial management practices responses are used by Arts Board staff to monitor which financial practices are common, which are exceptional, which are not being implemented, etc.

### Financial management practices questions

All applicants must respond with a "Yes" or "No" to each question.

### Financial management practices explanation (1,000 characters maximum)

Use the space provided to explain a "no" response to any of the questions.

## 14. SCOPE OF ACTIVITIES and ACCOUNTABILITY FORM



Scope of activities responses will be used by Arts Board staff to establish and analyze benchmarks for how much of an applicant's budget is directly serving Minnesota residents and communities. Applicants are expected to provide the information requested to the best of their ability.

### Scope of activities questions

All full applicants must complete items 1, 2, and 3. If applicant selected artist service organization as an applicant category on the Applicant Outcomes form, also complete items 4-6; those who did not select artist service organization as an applicant category, skip items 4-6.

**Legacy amendment** (1,000 characters maximum) —The Minnesota Constitution requires that arts and cultural heritage fund (ACHF) dollars must be used to supplement not substitute for traditional sources of funding. Describe how the applicant would meet this requirement, if it were awarded ACHF dollars through the Operating Support program.

## 15. CERTIFICATIONS AND SIGNATURES



### Applicant's certification

The signatures of two authorizing officials with the authority to enter into legal agreements on behalf of the applicant are required. The signatures certify that all information in the application is true and correct, the applicant meets all program eligibility criteria, and the applicant intends to use any granted funds only for allowable purposes.

Both signatories must be registered WebGrants users, associated with the applicant organization. The names in the signature list are the applicant's registered WebGrants users. **If two authorizing officials are not listed, applicants must register those users to allow them to sign and certify the application.**

Here is how to register additional associated users:

- Select the WebGrants main menu;
- Click "My Profile;"
- In the associated organization(s) section at the bottom of the form, click on the name of the applicant organization;
- Click the "add" button in the registered user section;
- Complete the information for the additional contact person;
- Click the "save" button.
- An email will be sent to the new contact person with a user ID and password.

These newly created users can log into WebGrants right away; their registration will not have to go through the Arts Board approval process.

Entering an individual's name in a signature box constitutes the individual's electronic signature.

Minnesota Law authorizes state government agencies to conduct transactions electronically. Minnesota Statutes 302A.015 defines an electronic signature as "an electronic sound, symbol, or

process attached to or logically associated with a record and executed or adopted by a person with the intent to sign the record."

**If an applicant receives an Operating Support grant that includes dollars from the arts and cultural heritage fund, it must certify that it will only use those funds for the following purposes:**

- To produce, present, or offer programs, projects, services, or activities in the arts, arts education, arts access, or arts that preserve Minnesota's history and cultural heritage;
- To support programs, projects, services, or activities that take place within the state of Minnesota;
- To support programs, projects, services, or activities for which measurable outcomes have been established, and a plan for evaluating the outcomes and results is in place;
- To supplement and not substitute for traditional sources of funding; and
- To underwrite only those administrative, indirect, or institutional overhead costs that are directly related to and necessary for the programs, projects, services, or activities that the applicant will offer with the arts and cultural heritage funds it receives from the Arts Board.

## GENERAL PROGRAM INFORMATION

### Important notes

- **Tennessee warning**  
The use of the information that an applicant provides to the Arts Board is governed by the Minnesota Government Data Practices Act (Minnesota Statutes 2014, chapter 13).

Any person who registers on the Arts Board's WebGrants system, as an individual or a representative of an organization, agency, or group, must provide name, address, and additional contact information in order for the board to process grant applications. Failure to provide required information will prevent the applicant from being able to receive a grant from the Arts Board.

Members of the public may request to review, or receive copies of, any information that an applicant provides to the Arts Board. Arts Board staff and volunteers; authorized personnel from the Minnesota Office of the Legislative Auditor, Minnesota Management and Budget, and the Minnesota Department of Administration will have access to the data. Authorized personnel from the Minnesota Department of Revenue, the Office of the Inspector General, and Office of the Comptroller General of the United States may have access to the data. If a court issues an order requiring disclosure beyond the parties and purposes described here, the Arts Board will comply.

- Equal opportunity to participate in and benefit from the programs of the Minnesota State Arts Board is provided to all individuals regardless of race, national origin, color, sex, age, religion, sexual orientation, or disability in admission, access, or employment.
- Upon request, Arts Board materials will be made available in an alternate format.

### Glossary of program definitions

The following definitions are used in this Arts Board program.

- **Artist service organization** — An arts organization or arts affiliate that plays a significant supporting role in service to practicing professional artists by providing technical and management

assistance, operational services such as collaborative buying or group marketing, and opportunities for collaborative learning and group solidarity. By handling or supporting the functions that artists may not have the expertise or resources to handle alone, artist service organizations help their participants enhance or advance their careers, achieve a larger scale of operation, and free them to focus on their core mission and activities.

The following are some of the kinds of services that do not fit the definition of artist services and therefore are **not** eligible for the Operating Support program:

- Service or trade organizations whose mission is focused on supporting arts organizations
  - Management and consulting services for nonprofit 501(c)(3) organizations
  - Service organizations whose mission is focused on building community/audiences for an art form or within a geographic community or community of interest
- **Arts affiliate** — A distinct arts program or established arts division with an arts focused mission hosted within a Minnesota public or nonprofit 501(c)(3) non-arts institution (such as city government or a university) or within a Minnesota nonprofit 501(c)(3), tax-exempt, community service organization; and for whom arts programming or services represents at least 90 percent of the affiliate’s annual operating expenses.

To meet the definition of affiliate in the Operating Support program, an applicant must also meet all of the requirements listed in the eligibility section.

- **Arts organization** — A nonprofit 501(c)(3) tax-exempt organization that has an arts focused mission and for whom arts programming or services represents at least 60 percent of the organization’s annual operating expenses.

For the purposes of this program, public or private pre-K–12 schools, colleges, or universities; radio and television stations; libraries; zoos; children’s museums; historical societies or museums; natural history museums; civic organizations; human service organizations; or other community service agencies do not meet the definition of “arts organization.”

- **Charitable arts support** — Charitable arts support consists of unrestricted revenue, including contributions and donations from foundations, corporations, businesses, and individuals **which are tax deductible by the donor**; the proceeds from benefits, special events, and memberships **which are tax deductible by the donor**; contributed support from a nonprofit 501(c)(3) or government host institution to its arts affiliate; and grants from government agencies. If an applicant received Arts Board Operating Support for fiscal years 2013 and/or 2014, those grants will be excluded when calculating charitable arts support. Charitable arts support does not include in-kind contributions or revenue associated with charitable gaming.
- **Community arts schools and conservatories** — An arts organization or arts affiliate with open enrollment that provides arts instruction to individuals of varying ages or abilities. No two community arts schools are exactly alike, but their missions generally combine a commitment to artistic and educational excellence with access for everyone. Schools may operate independently or in connection with a host or parent nonprofit 501(c)(3) or public organization.

Instructors must be practicing artists, artists who have an established arts reputation, artists who have demonstrated artistic skill and vision, or artists with an advanced degree in their art form or in teaching their art form. They must be able to demonstrate appropriate proficiency.

Activities must be primarily focused on sharing knowledge and promoting the development of student skills and knowledge **in the arts**. Activities should not primarily be focused on rehearsals and/or preparing students for performances. Organizations or affiliates that use the arts as a tool or strategy for some other purpose (i.e., increasing general academic achievement, youth development, advocacy on public or social issues, or to build basic life or self sufficiency skills of participants) do not fit the definition of a community arts school or conservatory.

- **Fiscal year** — The identification of a “fiscal year” is the year in which it ends. For example: if an applicant’s fiscal year runs October – September, the period ending September 2015 is FY 2015.
- **Presenter/presenting organization** — An arts organization or arts affiliate whose work consists of engaging artists, touring companies, or exhibitions that are external to the institution. The tasks must include curatorial vision and programming choices that are connected to mission and community, contracting the artists, paying artistic fees, providing the facility, fostering connection between the presented artists’ work and audiences, marketing, and assisting in technical support. Organizations must be able to demonstrate that the majority of their activities include an active presenting role that goes significantly beyond a venue rental relationship with producing artists and audiences.
- **Producer/producing organization** — An arts organization or arts affiliate that is primarily engaged in conceiving or creating artistic work, and in assembling the artistic elements for its productions, performances, or exhibitions.
- **Two-year qualifying expenses** — Qualifying expenses are defined as all unrestricted expenses, but do not include any in-kind expenses; or nonoperating and nonarts expenses such as expenses associated with charitable gaming, acquisition, board designated reserves, endowment, or restricted expenses. If an applicant received Arts Board Operating Support for fiscal years 2013 and/or 2014, those grants will be excluded when calculating qualifying expenses. The two-year average for the FY 2017 Operating Support grant year will be based on applicant’s fiscal years 2013 and 2014.

#### For questions or help

Operating Support sample applications are posted on the Operating Support program page of the **Arts Board Web site**.

For questions about the content of the application form or narrative, please contact:

**Operating Support program officer**

[OperatingSupport@state.mn.us](mailto:OperatingSupport@state.mn.us) ..... (651) 215-1600

For questions about financial forms or required financial documents, please contact:

**Dave White**, director, finance and grants administration

[david.white@arts.state.mn.us](mailto:david.white@arts.state.mn.us) ..... (651) 215-1622

For questions about the technical aspects of the application forms, or questions about electronic submission, please contact:

**Tom Miller**, WebGrants project manager

[apply@arts.state.mn.us](mailto:apply@arts.state.mn.us) ..... (651) 215-1611

E-mail is preferred.

All staff can be reached toll-free at..... (800) 866-2787