



Operational Support Program FY20 Guidelines

The Operational Support Program provides support exclusively to Arts and Cultural organizations throughout Michigan. These organizations connect with people and the world around them by exploring, sharing and supporting creative expression. In doing so, they promote the health and well-being of communities and citizens throughout our state. We believe that by sharing creative experiences and expressing our creativity, we build powerful connections with the people we are closest to, with our community, the world around us and with ourselves. Creativity is in everyone and all around us; by exploring and experiencing creative expression, our lives are better. Organizations supported by this program provide this service to us all.

Are you eligible to apply for an Operational Support Program grant?

You must be able to answer YES to all of the following questions:

- Is the applicant a nonprofit Arts and Cultural organization?
- Does the applicant have tax-exempt status under Section 501(c) (3) of the US IRS Code?
- Is the applicant organization physically located in the state of Michigan?
- Does the applicant have a DUNS number?
- Are the applicant's programs open to the general public?
- Does the applicant have three or more consecutive years of operating history?
- Does the applicant have three consecutive years reflecting a minimum of \$10,000 in unrestricted revenue (no in-kind), as supported by the MCACA Funder Report?
 - Funder Reports must be for Fiscal Years 2016, 2017, and 2018.

If the applicant does not meet all of the above eligibility requirements, please refer to the Project Support and/or Minigrant Arts Projects Guidelines.

Applicants with unmet obligations on prior grants (late/incomplete reports) may not be eligible. Questions? Please contact MCACA staff.

Application Deadline:

Applications are to be submitted on-line through eGrant by **11:59 p.m. EST, June 1, 2019**. The eGrant system will not accept applications after the deadline. Incomplete applications will not be accepted by the eGrant system.

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A few IMPORTANT things to be mindful of:

- It is strongly recommended applicants begin online application **BEFORE** the due date, in order to address any unforeseen developments that may prevent timely submission.
- Please read the guidelines carefully, they are designed to assist you with the completion of an Operational Support Program grant application.
- Late applications will not be accepted.
- Applicants and/or staff cannot add, alter, or revise applications/materials after the application deadline.
- The successful submission of your application does not confirm the accuracy of the grant application, materials uploaded, or that the applicant will receive funding.
- The Council is not responsible for incorrectly uploaded materials, unreadable materials, or the review panel’s inability to open attachments.

Funding Basics

Operational Support Grants are evaluated based on the Review Criteria stated in these guidelines (pgs 12-13). Please use the Review Criteria as an outline for the Narrative.

- Full applications are reviewed annually by an independent peer review panel.
- Panels are assembled on the size of the applicant's operating budget.
- Awards are annual with grant amounts based on panel score and available funds.
- Funding requests are dependent upon unrestricted revenues, no in-kind, as documented in the MCACA Funder Report.
- Please refer to the Funding Requests/Tier Descriptions for additional info (pgs 12-13).
- As of Fiscal Year 2017, the Council rewards applications that receive a score of **95 or higher** from the peer review panel by allowing that organization to participate in an Extended Track Award.
 - Organizations that accept this designation from the Council will not be required to participate in the peer panel review in the next two fiscal years.
 - Extended Track awardees are required to submit abbreviated, interim application
 - THIS IS NOT A GUARANTEE OF FUNDING OR THE SAME LEVEL OF FUNDING OVER THIS EXTENDED PERIOD.
 - Funding levels are dependent on annual legislative appropriation to MCACA for grant making and are subject to fluctuation.
 - Additional info about three year extended track funding can be found in the "Grant Awards" section below.
- Grant awards must be matched on a 1:1 cash basis only.
- Grant requests cannot exceed 50% of the total unrestricted revenues (no in-kind).
- **Grant funds must be expended between October 1, 2019 and Sept. 30, 2020.**
- All Michigan based arts and cultural applicants must participate in SMU/Data Arts' Cultural Data Profile (CDP). The CDP must reflect three years of financial and programmatic data that is entered in order to generate a required "Funder's Report" document attachment for Operations applicants. <https://culturaldata.org/>
- FY20 grant cycle applicants must have CDPs for fiscal year 2016, 2017, & 2018.
- Due to IRS regulations, MCACA will confirm all applicant organizations nonprofit status are current by verifying a Form 990 has been filed in the last three years.
- Facilities must be open to the public and provide accessible entrances.
- Applicants to the Operational Support Program must use the MCACA on-line application at <https://mcaca.egrant.net> (no www). Use the instructions in this document as a guide.
- Applicants are required to provide their Dun & Bradstreet (DUNS) number in the application. Please visit <http://fedgov.dnb.com/webform> to acquire a number.
- Operational applicants must submit a \$50.00 nonrefundable application fee.
- Applicants may apply to more than one Council program, but can only apply for one Operational Support grant per year. However, the Council reserves the right to limit the number of grant awards to any one applicant.

Grant Review

Each eligible application will be reviewed and scored by a conflict-free panel of professional peers. The panel review will be open to the public for observation.

Applications are scored on a 100-point scale. Information submitted in the application will be reviewed according to the following evaluation criteria:

- **Organizational Capacity/Management** – 25 points
- **Artistic/Cultural Quality** – 35 points
- **Community Impact** – 25 points
- **Supplemental Material** – 15 points

Following the panel meetings, the MCACA Council members will approve a funding formula that takes into consideration the panel score, number of eligible applicants and available funds to determine grant awards. The MCACA Council may also consider geography or other policy-driven factors in its grantmaking.

Grant Awards and Scores

Grant awards and grant agreements are issued annually.

Panel Score of 95 or above: congratulations, this score has made you eligible for the extended grant award track. By accepting this designation you do not have to submit a full application for the following two fiscal years, as long as all grant requirements have been met. The funding award will be based on the current panel score for three years, the availability/level of MCACA appropriation and the successful submission of the interim application.

Panel score of 80 – 94.9: this score has made you eligible for funding in the current fiscal year, based on available funds appropriated to MCACA. A score at this level does not qualify the applicant for the extended award track. A full application will be due on June 1 for the next round. Contact MCACA staff to work on improving the application for the following year.

Panel score 79.9 or below: these scores are not recommended for funding and no funds will be provided for the current fiscal year. Contact MCACA staff to work on improving the application for the following year.

Grantee Reporting

Awardees with a single year grant award are required to submit a Final Report and full application to be eligible for next year funding.

Full applications are due June 1.

The grant period begins October 1 and concludes September 30.

The Final Reports are due no later than October 31.

Awardees in the Extended Grant Award Track are required to submit an interim application and final report in order to be eligible for next year funding. The interim application is due August 1. Final reports are due October 31. If these requirements are approved by Council staff and funding is available, a grant contract will be issued for the next fiscal year. Reporting requirements will be made available upon the approval of the first year grant agreement documentation.

Please Note:

Applications must be submitted by the published deadline to be considered for funding.

If an awardee does not submit the Final Report by the deadline as stated in the signed grant agreement, the awardee is ineligible for the multi-year grant award.

Reports submitted more than three weeks late may result in the grant award being rescinded. In addition, the grantee will not be eligible to receive funds from MCACA until all obligations are met.

Grantee Responsibilities and Requirements

ACCESSIBILITY

Grant applicants are required to assure that all arts programs, services and activities made possible with MCACA funding, and all facilities in which such programs, series and activities are held (whether owned, leased or donated to the Applicant) will be accessible to persons with disabilities in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 OR will provide readily achievable reasonable accommodation as warranted.

Accessibility Resources from the National Endowment for the Arts can be found at the following link: <http://arts.gov/accessibility/accessibility-resources/nea-office-accessibility>

UNDERSERVED COUNTIES

It is the Council's long-term goal to make quality arts and cultural programs and services available to all 83 counties in the State of Michigan. In order to accomplish that, MCACA has identified underserved counties (the full list can be found on the MCACA website <https://www.michiganbusiness.org/arts/>).

In addition, underserved communities are defined as one in which people lack access to arts programs, services or resources due to geography, economic conditions, cultural background, sociopolitical circumstances, disability, age or other demonstrable factors. The term "community" can refer to a group of people with common heritage or characteristics, whether or not living in the same place.

ELIGIBILITY

Only nonprofit arts and cultural organizations are eligible for Operational Support. Applicants must be incorporated in the State of Michigan. They must ensure no part of net earnings benefit a private individual. Donations to the organizations must be allowable as a charitable contribution under section 170c of the Internal Revenue Code of 1954 as amended. (Organizations with status under Section 501(c)(3) of the IRS Code and local Units of Government meet this criteria.)

Note: interested municipalities, schools, colleges/universities and non-arts nonprofit organizations are encouraged to apply in the Project Support or Arts in Education programs.

Any applicant that has unmet obligations on current grant agreements, such as overdue or incomplete reports or other significant problems, is not eligible to apply for future funding. If any applicant fails to meet MCACA requirements on a current grant agreement, their pending application will be removed from the review process. If any applicant fails to meet MCACA requirements on a current grant, following Council approval on the application, the newly approved grant will be rescinded. Auxiliary support organizations (i.e. friends of xyz), may not apply in this grant program. Federal and State of Michigan agencies, divisions or departments are not eligible to apply for funding from MCACA.

MATCH

Operational Support grant recipients are required to make a minimum 1:1 cash match, no in-kind. State funds may not be used as matching funds. There are certain expenses that may occur during the year that should not appear on the itemization required with awardee's Final Report. Items such as: costs involved in the start-up of a new organization, costs incurred prior to the grant starting date, indirect costs for the handling/management of grant funds, awards or cash prizes, fund raising events, reception costs, out of state travel, etc.

Grantees must sign a grant agreement detailing terms for the use of Council funds. Please note that the grant agreement will detail the scope of work and the payment schedule.

VETERANS AFFAIRS

Veterans provide our workforce with a high-level skill set built through brave service to America. They bring the advantages of being immersed in a training environment, and their technical skills, strengths in strategic thinking, and versatility are just a few of the very tangible talents that make them valuable to any employer.

The arts are also a powerful, therapeutic tool in the healing process for many combat veterans reintegrating back into society and transitioning back into civilian life.

Therefore, MCACA encourages organizations to provide veterans of all eras and all branches of the military with opportunities in the arts. Providing both a foundation for their work and freedom to pursue it as they see fit, is the best means to bringing quality work forward while maintaining assistance to veterans and artists.

The Fine Print

Receipt of state and federal grants carries with it certain obligations and responsibilities. By submitting a Michigan Council for Arts and Cultural Affairs (MCACA) grant application, applicants are affirming that they are familiar with the requirements of both MCACA and the National Endowment for the Arts (NEA), and that they will comply with those requirements.

Grantees should use cost accounting principles which comply with requirements as set forth in 2 CFR Chapter, I, Chapter II part 200 Uniform Administrative Requirements, Cost, Principals, and Audit Requirements for Federal Awards*. This new guidance, commonly called the Omni Circular, Super Circular or Uniform Guidance, replaces A-87 Cost Principals – State and Local Governments, A-122 Cost Principals - Nonprofit organizations, A-89 catalog of Domestic Assistance, A-102 Administrative Rules State and Local Governments, A-133 & A-50 Audit Rules. It is important to note that for grant recipients the change from the previous federal standards (like A-87 & A-133) to the OMNI circular formally went in to effect December 26, 2014, and applies to MCACA grants awarded after 7/1/2015.

*All references to the “Omni Circular” refer to the “Office of Management and Budget 2 CFR Chapter 1 & 2 Part 200, 215, 220, 225 and 230 – Uniform Administrative Requirements, Cost Principals, and Audit Requirements for Federal Awards” dated 12/26/13, <http://www.gpo.gov/fdsys/pkg/FR-2013-12-26/pdf/2013-30465.pdf>

Since MCACA receives funding from the NEA (CFDA 45.025), organizations receiving funding from the MCACA must, in turn, comply with the requirements outlined in the NEA’s General Terms and Conditions <https://www.arts.gov/sites/default/files/2015-general-terms-and-conditions-for-partnership.pdf>.

The Grantee shall otherwise be in compliance at all times with all applicable federal laws, regulations, rules and orders including, but not limited to Title VI of the Civil Rights Act of 1964, 42 USC 2000d et seq.; Executive Order 13166; Title IX of the Education Amendments of 1972, 20 USC 1681 et seq.; Section 504 of the Rehabilitation Act of 1973, 29 USC 701 et seq.; the Age Discrimination Act of 1975, 42 USC 6101 et seq.; the National Environmental Policy Act (NEPA) of 1969, 42 USC 4321 et seq.; the National Historic Preservation Act (NHPA) of 1966, 16 USC 470 et seq.; the Drug Free Workplace Act of 1988, 41 USC 701 et seq.; Lobbying restrictions, 18 USC 1913, 2 CFR 200.450, and 31 USC 1352; Davis-Bacon and Related Acts; the Native American Graves Protection and Repatriation Act of 1990, 25 USC 3001 et seq.; the U.S. Constitution Education Program, P.L. 108-447, Division J, Sec. 111(b); and the prohibition on funding to ACORN, P.L. 111-88, Sec. 427.”

Grantees must assure the MCACA Council that professional performers and/or related or supporting personnel employed in projects funded by the Council shall not receive less than the prevailing minimum compensation as determined by the Secretary of Labor. Labor standards set out in Part 505 (29CFR) “Labor Standards on Projects or Productions Assisted by Grants from the National Endowment for the Arts.” In addition, grantees must assure the MCACA Council that no part of projects funded by the MCACA Council will be performed or engaged in under working conditions which are unsanitary or hazardous or dangerous to the health and safety of employees engaged in such projects.

Consistent with Public Law 101-512, when purchasing equipment and products under a Council grant, grantees are encouraged to purchase American-made equipment and products.

Grantees are required to comply with requirements regarding debarment and suspension in Subpart C of 2 CFR 180, as adopted by the National Endowment for the Arts in 2 CFR 32.3254. Grantees are required to execute projects and/or productions in accordance with the above noted requirements, certifying that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

Grantees are prohibited from conducting general political lobbying, as defined in relevant statutes, regulations and OMB circular within a Council funded project.

Travel outside the United States, its territories, Mexico and Canada not identified in the grant application must be specifically approved in writing by the Council before travel is undertaken. Such travel, if approved, must comply with applicable state and federal regulations.

According to section 11 of your Grant Agreement, Council support must be credited and included in all publicity, media materials, on your website and during each broadcast promotion of the activity.

When NEA funds are included in the award, the support credit must read:

“This activity is supported in part by the Michigan Council for Arts and Cultural Affairs and the National Endowment for the Arts.”

The Grant Agreement will indicate if NEA funds are included as part of your award.

Grantees must submit, in a Council required format, a Final Report. The Final Report must include a narrative summary including outcomes, methods/examples of MCACA acknowledgment and promotion, detailed financial itemization, and examples of project specific publicity materials (i.e. publication materials, photographs and news stories). Selected grantees may also be required to submit an interim report.

Grantees are required to keep on file and make available upon request the following support documentation: A list of dates and amounts of all grant payments received; documentation of all expenditures made using grant funds and matching funds, including copies of paid invoices, receipts, timesheets, payroll records, and tax withholding reports. Documentation of in-kind donations should include volunteer work schedules, copies of receipts given to donors for in-kind donations, an explanation of how the value of each donation was determined, or other supporting documentation.

Eligible Organizations

The Operational Support Program provides support exclusively to arts and cultural organizations throughout Michigan. NOTE: Interested municipalities, schools, colleges/universities and non-arts nonprofit organizations must apply in the Projects Support or Arts in Education program.

MCACA defines Arts and Cultural organizations as those organizations whose primary mission is to promote and provide connections through creative expression by sharing creative experiences, expressing our own creativity or connecting us with others and ourselves. These organization types are:

Arts Education Organizations. These organizations provide an arts education experience for students outside the K-12 classroom.

Arts Service Organizations. These organizations provide support services for other arts and cultural organizations and/or artists locally, regionally or statewide (i.e. art councils).

Collecting or Material Organizations. These organizations provide public access to physical collections and exhibits. Included are museums, historical societies and zoos.

Public Broadcasting Organizations. These organizations regularly provide significant arts and cultural programming and/or coverage of the activities of and issues facing Michigan arts and cultural organizations.

Literary Arts Organizations. These organizations provide opportunities in creative literary expression, presentation and participation.

Performing Arts Organizations. These organizations produce and/or present live, discipline-based performance experiences.

Visual Arts/ Film/Video/Digital Organizations. These organizations encourage the creation and/or presentation of visual art forms and support artists and the visual arts and media arts.

Organizations not eligible to apply in this category include:

- Organizations whose primary mission does not focus on areas of art or culture
- For-profit organizations
- K-12 schools
- Religious organizations
- Individuals
- College/Community College/University departments and programs that concentrate primarily on student degree granting activities

Applicant Eligibility Requirements

As an eligible organization in the Operational Support program, you must meet the following applicant requirements:

- Must be nonprofit, tax-exempt agency, 501(c)3 status from Internal Revenue Service (IRS).
- Must be incorporated in the State of Michigan at the time of the application.
- Must be physically located in Michigan, with the majority of arts programming, services or activities taking place in Michigan and must primarily serve and engage Michigan audiences and participants.
- Must have an operating history as a Michigan based arts/cultural organization for three consecutive years before applying.
- Must have a DUNS number.
- Must operate and provide arts services/programs directly for the benefit of the public.
- Must have three consecutive years reflecting a minimum of \$10,000 in unrestricted revenue (no in-kind), as supported by the Funder's Report.

The funding from the grant award may be used to support most aspects of the arts organization's annual operating expenses (but cannot include costs incurred prior to the grant starting date, indirect costs for the handling/management of grant funds, awards or cash prizes, fund raising events, reception costs and out of state travel).

Allowable expenses are:

- Salaries, wages, honoraria, artist fees, internships, artist residencies
- Marketing expenses
- Supplies, including performance or other production costs
- Administrative fees
- Equipment rental
- Space rental
- Technology costs, excluding the purchase of equipment
- Facility maintenance, excluding permanent structural/permanent capital improvements
- Costs related to market research, visitor studies, strategic planning
- Recording costs

Funding Request Level / Tier Descriptions

Applicants to the Operational Support category must select the appropriate Tier (reflected in the request amount) based on the unrestricted revenues (no in-kind) listed on the Funders Report. The Funders Report show financials based on a three-year history, for this grant cycle the report must reflect fiscal years 2016, 2017 and 2018. The table below reflects the five different tier levels. Note: grant requests cannot exceed 50% of the total unrestricted revenues.

<u>Tiers Based on CDP Funder Report</u>	<u>Maximum Request</u>
Tier I \$15 million and above	\$60,000
Tier II \$5-\$14.99 million	\$50,000
Tier III \$1-\$4.99 million	\$40,000
Tier IV \$250,001 to \$999,999	\$30,000
Tier V \$10,000 to \$250,000	\$25,000

Review Criteria

In order to determine the appropriateness of state support to an applicant, review criteria are utilized in two ways. First, to assist the applicant in preparing the grant application narrative by establishing, through the criteria, how panel reviewers will score the application. Second, to assist reviewers by outlining for them what MCACA expects from a successful applicant and weighting each criteria based on Council goals and priorities.

Note to Applicants:

The following Review Criteria (pg 13) should be used as an outline for your Narrative attachment. The criteria itself refers to your organization’s historical impact and achievements, not future plans or programs.

Please respond to the following questions considering your activities over the past 24 months.

Grant readers respond positively to a clear, concise narrative. Write clearly and succinctly, and respond directly to the review criteria. Panel reviewers use review criteria to score applications.

Be sure to use an editor or colleague reviewer to double-check the narrative and overall application.

For the proposal’s Narrative, refer to the Review Criteria (pg 13) as an outline to draft the Narrative. Address each Review Criteria in order. Please note: panelists score the application based on the completeness of your answers to each Review Criteria, as well as, adherence to the guidelines. Please be mindful that some criteria are worth more points than other criteria.

Operational Support Program Review Criteria

Organizational Capacity and Management (25 points)

An organization's Organizational Capacity and Management score is reflected in the organization's ability to:

- Briefly summarize the mission of the organization and how the arts and cultural programming offered by your organization advances it.
- Briefly describe the qualifications of your board and professional staff.
- Describe your organization's fiscal oversight. This refers to the supervision of financial practice, planning, policy implementation and monitoring of financial transactions.
- Describe your organization's use of adequate, appropriate promotional and marketing methods, including use of new technologies to provide organizational and service/program information.

Quality of Artistic/Cultural Programming (35 points)

An organization's Quality of Artistic/Cultural Programming score is reflected in the organization's ability to:

- Describe how your organization defines quality in the organization's produced or presented programs.
- Describe the quality of the artworks produced/presented or the services provided by your organization in the past 24 months and the qualifications of the artists involved.

Community Impact (25 points)

An organization's Community Impact score is reflected in the organization's ability to:

- Describe how you engage with and learn from your audience.
- Describe how you engage with and learn from your artists.
- Describe your organization's efforts to reach a broader community and/or specifically targeted audiences with programs, including efforts to increase accessibility.
- How is this reflected in your programming?

Supplemental Material (15 points)

An organization's Supplemental Material score is reflected in the organization's ability to:

- Provide the Funders Report for the required fiscal years and in the correct format.
- Required attachments are complete and provide relevant information.
- Supplemental attachments show evidence of public programming and strengthen the application.
- Readily available information on the website including, but not limited to, up-to-date event information, staff and board, Organizational Mission, Annual Report, Funders Report, Strategic Plan, Accessibility, link to Guidestar and appropriate uses of social media, etc.

eGrant Application Instructions

- Applicants must apply using the online eGrant system. Go to **mcaca.egrant.net** (no www.).
- Codes are supplied by drop-down tabs in the eGrant system.
- The word “project” in the instructions refers to all activities that funds are being requested for, regardless of which category you choose.
- Please use the **same** eGrant account for each/all applications. Be sure to write down your username and password. If you should lose login information, please contact MCACA (**do not create additional accounts/logins**).
- MCACA is not responsible for incorrectly uploaded materials or the inability to open attachments. Files and documents must be uploaded as “.pdf” files (portable document format).

Section 1: APPLICANT INFORMATION

Name:

Enter **organization’s** legal name (same as DUNS/FEIN name). Use exact spelling. Do not use abbreviations, unless part of the official name. Individuals cannot be applicants, do not enter an individual’s name (see Eligibility pgs. 10-11).

Department:

Enter the department, program or subsidiary of the applicant organization (if applicable).

Address 1:

Enter the organization’s physical street address or rural route #, **no PO Boxes**.

Address 2:

Enter the organization’s mailing address if different than physical address (PO Box, etc.).

City: / State: / Zip:

Enter the organization’s city, state, and zip for the physical street address or rural route #.

County:

Select the county the organization is physically located in.

Federal I.D. number:

Enter the applicant organization’s nine-digit Federal Identification Number. This number (also known as Federal Employer Identification) is recorded on 990 Tax Returns and on W-2 forms.

Dun & Bradstreet Number:

Enter the applicant organization's nine-digit Data Universal Numbering System or DUNS Number. This number issued by Dun & Bradstreet is a unique numeric identifier assigned to a single business entity. DUNS number assignments are free for all businesses. If one does not exist for your business location, it can be created within one business day.

For more information visit <http://fedgov.dnb.com/webform>

Other Common Name:

Enter another commonly used name for organization (if applicable).

Telephone: / Website: / Office Hours:

Enter the organization's phone number, website and office hours.

Authorizing official: / Authorizing official's email: / Authorizing official title:

Enter the name, email, and title of the person who is authorized to sign official papers.

***This person cannot be the same as the Project Director** (see Section 3 below).

Board chairperson: / Board chairperson title:

Enter the name and title who bears ultimate authority and responsibility on behalf of the applicant organization (can be the same as the Authorized Official).

Status: Select the code to identify/indicate applicant organization's legal status.

Institution: Select the code to identify the applicant organization.

Discipline: Select code that describes the primary area of work for applicant organization.

Section 2: PROGRAM

Program: Select "Operational Support."

Section 3: PROJECT INFORMATION

Category: Select "Arts & Culture."

Project Director (contact person):

This is the person to whom questions concerning this application and the project will be addressed. Include person's title, address, email and phone number(s).

***This person CANNOT be the same person as the Authorizing Official.** (see Section 1 above)

Project / activity title:

Operational Support requests enter appropriate tier (ex. Tier x Operational Support)

Request amount:

Enter the grant amount requested for your project. Dependent upon eligible tier level.

Start date: / End date:

Enter the dates of your grant activity, including planning time. These dates must be within the grant award period beginning October 1, 2019 and ending September 30, 2020.

Project Description:

Enter a description about the project (a maximum of 600 characters).

Project's primary discipline:

Select the discipline code that best describes the primary discipline of the project / activity.

Type of activity:

Operational Support requests ***MUST*** enter Institutions/Organizations Support.

Project Primary Counties – enter all that apply:

Enter the county in which the activity takes place. The applicant organization's location and the project location may differ. Enter all counties that apply. If you are entering multiple counties, please enter them in alphabetical order.

ARTS EDUCATION: Select the statement that best describes project activities for which support is requested. An arts education project is defined as: An organized and systematic educational effort with the primary goal of increasing an identified learner's knowledge and/or skills in the arts with measurable outcomes.

Projects not fitting the definition of arts education stated above should choose "*None of this project involves arts education.*" Please note, the majority of Capital projects will not involve arts education. This selection does **NOT** affect grant score.

Section 4: SUMMARY INFORMATION

Section 4a: Project Participation Summary

The information entered should represent your **projected** numbers for the entire grant period. If funded, awardees will be required to provide **actual** summary numbers in a Final Report.

Total number of Michigan artists directly involved:

Enter the number of Michigan artists directly involved in providing artistic services for your organization. Include living artists whose work is represented regardless of whether the work was provided by the artist or by an institution.

Total paid to Michigan artists:

Enter the amount paid to Michigan artists directly involved in providing artistic services for your organization.

Total number of artists directly involved:

Enter the total number of artists directly involved in providing artistic services for your organization. Include living artists whose work is represented regardless of whether the work was provided by the artist or an institution (total number should include Michigan artists).

Total paid to artists:

Enter the total amount to be paid to artists directly involved in providing artistic services for your organization (this total should include the amount paid to Michigan artists).

*As a reminder, the total number of Michigan artists participating, as well as, total paid to Michigan artists can be equal or less than the total number of artists participating/total paid to artists, but it cannot be greater than.

Adults engaged:

Enter the number of adults who directly engaged with the arts, whether through attendance at arts events or participation in arts learning or other types of activities in which people were directly involved with artists or the arts. Do not count individuals primarily reached through TV, radio or cable broadcast, the Internet, or other media. Include actual audience numbers based on paid/free admissions or seats filled. Avoid inflated numbers. Participation through electronic media, including webinars or any other on-line experience, should not be included. The distribution of literary material likewise should not be included.

Children/Youth under age 18 engaged:

Enter the number of children/youth (0-18 years) who directly engaged with the arts, whether through attendance at arts events or participation in arts learning or other types of activities in which people were directly involved with artists or the arts. Do not count individuals reached through TV, radio or cable broadcast, the Internet, or other media. Include actual audience numbers based on paid/free admissions or seats filled. Avoid inflated numbers. Participation through electronic media, including webinars or any other on-line experience, should not be included. The distribution of literary material likewise should not be included.

Total number of new hires:

Enter the number of full time employees/equivalents that will be hired by the applicant organization in the coming year. **Do not include contract workers.** A full time employee is defined as someone who works a minimum of 35 hours a week and receives a W2* from the organization. A part time employee is defined as someone who works less than 35 hours a week and receives a W2* from the organization. A contractual worker would be someone who receives a 1099** from the organization.

Total number of employees:

Enter the number of full time employees/equivalents for the applicant organization.

Do not include contract workers.

A full time employee is defined as someone who works a minimum of 35 hours a week and receives a W2 from the organization. A part time employee is defined as someone who works less than 35 hours a week and receives a W2* from the organization. A contractual worker would be someone who receives a 1099** from the organization.

To calculate full time employees/equivalents:

4 employees who work 35 plus hours a week	=4 full time
<u>+ 4 employees who work less than 35 hours a week</u>	<u>=2 full time</u>
	=6 full time

*W2 refers to Form W-2, a United States federal tax form issued by employers and stating how much an employee was paid in a year.

**1099 refers to the Form 1099 series, a United States federal tax form which is used to report various types of income other than wages, salaries, and tips (for which Form W-2 is used instead). An example of a reportable transaction are amounts paid to a non-corporate independent contractor for services.

Population Benefited by Race / Ethnicity:

Select any of the categories that, by your best estimate, made up 25% or more of the population that directly benefited from the award during the period of support. These responses should refer to populations reached directly, rather than through broadcasts or online programming. *If all apply, please select “No single racial/ethnic group made...”

DO NOT SELECT ALL OPTIONS.

Population Benefited by Age:

Select all categories that made up 25% or more of the population that directly benefited, excluding broadcasts or online programming. *If all populations apply, please select “No single age group made up more than 25%...” **DO NOT SELECT ALL OPTIONS.**

Population Benefited by Distinct Groups:

Select any of the categories that, by your best estimate, made up 25% or more of the population that directly benefited from the award during the period of support. These responses should refer to populations reached directly, rather than through broadcasts or online programming. *If all apply, please select “No single distinct group made up more than 25%...” **DO NOT SELECT ALL OPTIONS.**

Section 4b: AMERICANS WITH DISABILITIES ACT (ADA) INFORMATION

Enter the appropriate responses to each question. The 504/ADA Coordinator is the person to whom questions concerning 504/ADA compliance and/or accommodations will be addressed.

Section 5: REQUIRED DOCUMENTS

ALL Files MUST be uploaded as PDF documents. Do not create PDFs of your electronic documents by scanning, PDFs created this way are much larger and lower quality. Do not embed non-printable media files (video and/or sound) in your PDF documents. Please do not enable any document security settings or password-protect on any PDF files you submit. If you are uploading images, audio or visual files it is recommended to limit the size to 5MB. The ten (10) attachments must be submitted as pdf uploads with along with the on-line eGrant application, in the following recommended order:

Attachment 1	Narrative (use pgs. 12-13, Review Criteria as an outline)
Attachment 2	MCACA Funder Report
Attachment 3	Organizational History and Governing Board
Attachment 4	Staff/Project/Artist Bios
Attachment 5	Demographics
Attachment 6	Assurances
Attachments 7 – 10	Supplemental Material

MCACA and panel reviewers are not responsible for incorrectly uploaded materials or the inability to open attachments.

NOTE: All attachments should be named as indicated in each attachment section below and MUST be converted to/submitted as PDF documents.

Attachment 1 – Proposal Narrative

Name this file: Narrative-YourOrganizationName (example: Narrative-Quincyouththeater.pdf)

Submit up to four (4) narrative pages. Do not use type size smaller than 12 point. Leave a minimum margin of 1" on all sides. Failure to adhere to formatting criteria may result in a loss of points. Number pages and include the name of the organization on each page.

*Information submitted beyond page four (4) will not be scored and may result in a lower score due to lack of information. Do not submit a Narrative more than four (4) pages in length.

For the Narrative, refer to the appropriate category's Review Criteria (on pages 12-13 of these guidelines) as an outline and guide to describe the FY20 operations of the organization. Address the Review Criteria in order. Panelists score an application based on the completeness of your answers to each review criteria, and some criteria are worth more points than others.

MCACA encourages applicants to include hyperlinks and URLs of your website, links to videos, artist websites, marketing materials, Facebook pages, etc. that are pertinent to an organization's grant application.

Attachment 2 – MCACA Funder Report

Name this file: FunderReport-OrganizationName (example: FunderReport-Quincytheater.pdf)

All Michigan based arts and cultural applicants must participate in Data Arts, www.culturaldata.org. Cultural Data Profiles (CDP), reflecting three years of financial and programmatic data must be submitted and an MCACA funder report is required as an attachment to the application.

For this grant cycle you must have CDPs for fiscal year 2016, 2017 and 2018.

Attachment 3 – Organizational History and Governing Board

Name this file: History-OrganizationName (example: History-Quincyouththeater.pdf)

Provide a brief overview of your organization’s history. Include a current board list that includes the name, occupation, city of residence and community affiliations of each member. Be sure to describe your board’s representation of diverse communities defined by, but not limited to, race, ethnicity, gender, age and disabilities. This attachment is limited to three pages.

Attachment 4 – Staff / Project Bios

Name this file: Bios-OrganizationName (example: Bios-Quincyouththeater.pdf)

Provide appropriate staff and project bios as it relates to your application. Be sure to describe the representation of diverse communities defined by, but not limited to, race, ethnicity, gender, age and disabilities. This attachment is limited to three pages.

Attachment 5 – Demographics

Name file: Demographics-OrganizationName (example: Demographics-Quincyouththeater.pdf)

Understanding your organizations demographic information can help you better identify the needs and/or gaps in services for your community. Using this data can also help to illustrate how your organization connects with people and the world around you by exploring, sharing and supporting creative expression.

Answer these questions when completing your demographic information.

1. Describe your community. Describe the representation of diverse communities defined by, but not limited to, race, ethnicity, gender, age and disabilities, including artistic environment.
2. Describe your audience. Describe the demographics of your audience such as race, class, gender, ethnicity, age, sexual orientation and people with disabilities?
3. How are you using your demographic information to inform your organization’s decision-making?

This attachment is limited to three pages.

Attachment 6 – Assurances

Name this file: Assurances-OrganizationName (example: Assurances-Quincyyouththeater.pdf)

This form can be found on page 23, **OR** or can be downloaded by:

1. Clicking on the “[Click here to download the Assurances form](#)” link on the Required Documents page
2. Save the document to your desktop
3. Open document on your desktop and enter information/digital signature
4. “Save as” a pdf and name this file “CertificationForm-OrganizationName” (example: CertificationForm-Quincyyouththeater)
5. Click “Choose File” box next to Attachment 6 and attach

This form must accompany your application. If you are unable to provide an official electronic signature then you must print, sign, scan and upload the signed document as a pdf attachment to your application. If you are unable to scan and upload this form please mail it to: MCACA Capital Improvement, 300 N. Washington Sq, Lansing, MI 48913

Attachments 7-10 – Supplemental Material

Name these files: Sample#-OrganizationName (example: Sample8-Quincyyouththeater.pdf)

Use the remaining open attachments to upload supplemental attachments that show evidence of public programming and samples of work that strengthen the application. Files may include PDFs, visual, audio and video files. Be sure to name accordingly based on attachment number. Please note file size should be limited to 5MB. If you are submitting images/videos it is recommended that you provide a caption for each of the items.

Section 6: PAYMENT

A \$50.00 non-refundable application fee is required before submitting your application(s). Section 6 of the eGrant application is the payment page. MCACA applicants have an option to pay online for the non-refundable application fee. The Council **highly recommends** paying by credit card, rather than sending a check.

On the payment page, click on the link to begin application payment process.

Once payment has been accepted, you will receive a confirmation number.

The confirmation number is required to submit the grant application(s).

NOTE: Applicants can pay for more than one grant application with one payment.

In eGrant, you'll need to enter the confirmation number into the confirmation code box.

Application Submission

Applications must be submitted on-line by 11:59 p.m. EST, June 1, 2019. The eGrant system will not accept applications after this time. Incomplete applications will not be accepted by the eGrant system.

The successful submission of your application does not confirm the accuracy of the grant application, materials uploaded or that it will receive funding. The Council is not responsible for incorrectly uploaded materials or the inability to open attachments. The Michigan Council for Arts and Cultural Affairs reserves the right to retain a copy of application materials for archival purposes and its permanent record.

All application materials are public records.

Check payment and/or Assurances form that are mailed should be put in one envelope and postmarked by the **U.S. Post Office** or **dated by a commercial carrier** by June 2, 2019. Metered mail will not be accepted as proof of meeting deadlines. The Council is not responsible for the loss or damage of the application fee. Keep a complete copy of your application for your file.

Michigan Council for Arts and Cultural Affairs ASSURANCES

A: The applicant has an established policy of equal opportunity without regard to race, color, religion, national origin, age, sex or disability. The applicant agrees to take steps necessary to correct any under-representation reported on the status report and achieve a reasonably representative work force at all levels of employment. The applicant has an established policy to provide equal opportunity on all programs, activities and services.

The applicant:

1. Agrees in all recruiting materials and advertisements to state that all job applicants will receive equal consideration for employment;
2. Agrees in all promotional materials and advertisements to state that all programs, activities and services will be provided equally; and
3. Agrees to post in conspicuous places, notices setting forth the law on equal opportunity in employment and public accommodations.

B: If the grant is awarded, the applicant warrants and represents to the Michigan Council for Arts and Cultural Affairs, that the support funds will be administered by the applicant.

C: Any funds received under this grant shall not be used to supplant funds formally budgeted for same and that funds received will be used solely for the contracted activities.

D: The applicant has read and will conform to the Guidelines.

E: The filing of this application by the undersigned, officially authorized to represent the applicant organization has been duly approved by the governing board of the applicant organization.

This application was approved by the governing board on ____/____/____

This application is scheduled to be approved by the governing board on ____/____/____
If the application has not yet been approved by your governing board, notify the Council of the action taken as soon as possible.

If the notification of action by your governing board is not received prior to panel review, the application may not be recommended for funding.

Organization name: _____

Grant Program: _____

Authorized Official: (Cannot be the Project Director)

Name (typed) _____ Date _____

Signature: _____