



**The Michigan Council for  
Arts and Cultural Affairs'**

**Organizational History  
& Council Policies  
and  
Procedural Manual**

With the passing of Act 48 of 1966 (AN ACT to establish a state council for the arts; and to define the council's powers and duties) the state of Michigan joined a growing movement across the nation which led eventually to the creation of state arts agencies. The Michigan Council for the Arts was among the first of the newly created agencies that would work with the National Endowment for the Arts to become the nation's stewards for the health of the arts and cultural organizations. Today, every state and each territory of the United States has a State Arts Agency, 56 in all. The State Arts Agencies are represented in Washington by the National Assembly of State Arts Agencies.

In 1991, after then Governor John Engler dissolved the Michigan Council for the Arts, the Michigan Council for Arts and Cultural Affairs was created by Executive Order No 1991-18 in the Department of Commerce. That Executive Order charged that:

The Michigan Council for Arts and Cultural Affairs shall perform the following functions;

- Advise the Governor (and the Director of the Department of Commerce) on matters relating to arts and cultural affairs.
- Disburse, fund and make grants to public and private arts and cultural entities.
- Accept gifts, grants, loans, appropriations or other aid from the federal, state or local government, from a subdivision, agency or instrumentality of the federal, state or local government, or from a person, corporation, partnership, association, firm or other organization and to agree and comply with conditions attached to such gifts, grants, loans, appropriations or other aid.
- Make and execute contracts and other instruments with any federal, state or local government, with any subdivision, agency or instrumentality of the federal, state or local government, or with any person, corporation, partnership, association, firm or other organization necessary or convenient to the proper exercise of its function.
- Develop and implement a long range plan to accomplish its objectives.

Creation of the Council was accomplished through the joint efforts of many Michigan citizens and was initially proposed during the 1991 Michigan Arts Summit – a meeting of public officials, arts patrons, artists, business and industry leaders and arts supporters convened to resolve divergent philosophies regarding funding of the arts and culture in Michigan. Summit participants reached agreement on the comprehensive role and importance of arts and culture in the daily lives of Michigan citizens and affirmed the need for creation of a strong independent entity in state government to encourage the arts and to carry out important government functions regarding the arts. In addition, the Michigan Arts Summit participants determined that the Michigan Council for Arts and Cultural Affairs should accomplish the following:

- Stimulate and encourage the performing and creative arts throughout the state;
- Provide leadership and advice to the Governor and Legislature
- Expand the availability of the arts to the public;
- Encourage the arts as an integral part of the state's education system;
- Strengthen local arts organizations; and
- Study and recommend alternative methods of financing the arts and cultural activities in the state.

In 2001 then Governor Engler created the Department of History, Arts, and Libraries and included the Council as one of the new department's five agencies.

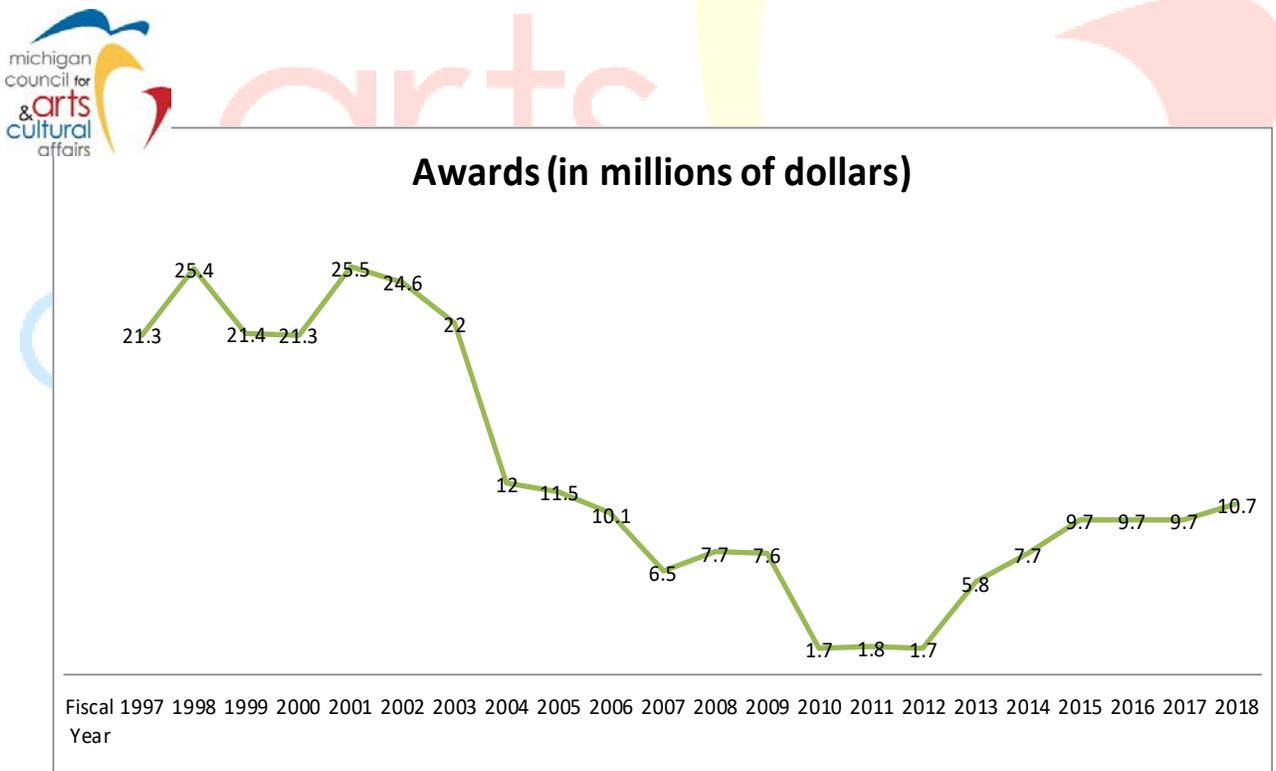
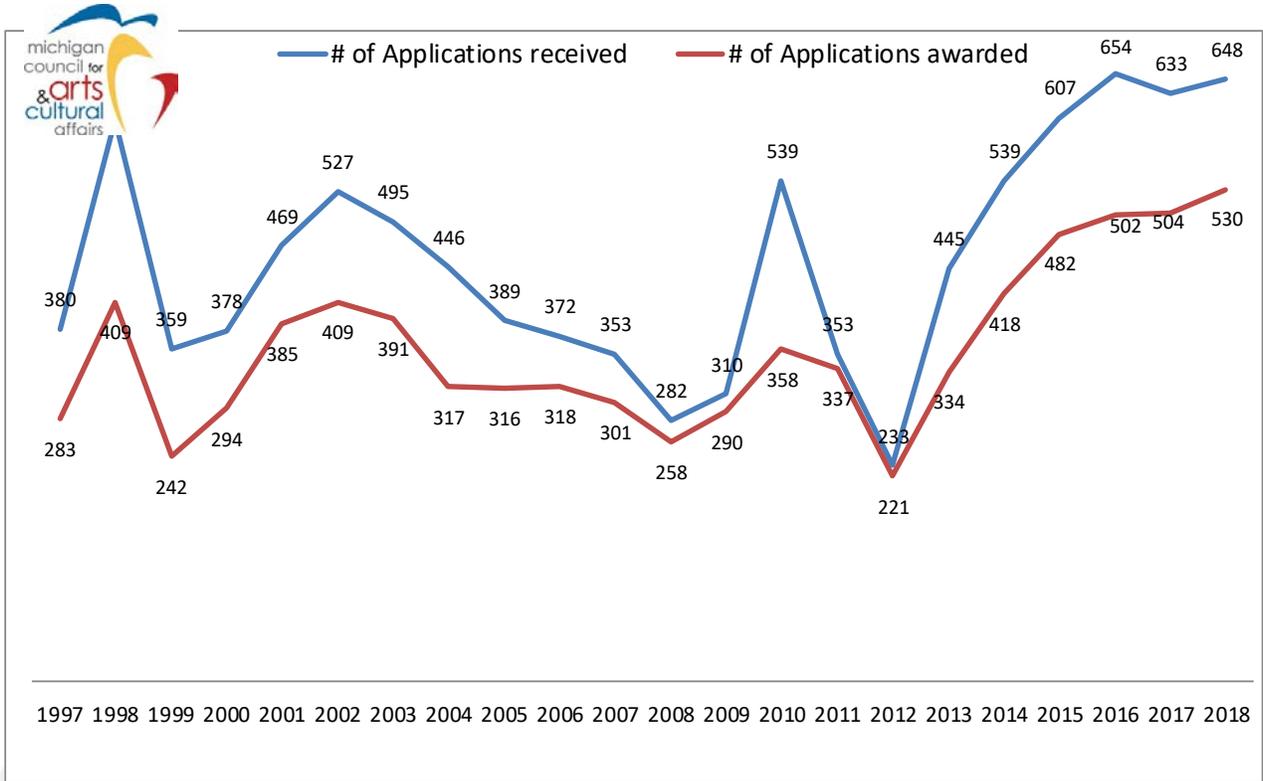
As an agency, the Council changed again in July of 2009 when then Governor Jennifer Granholm issued Executive Order No. 2009-36 Abolishing the Department of History, Arts and Libraries placing the Council within the Michigan Strategic Fund. On October 28, 2009 with the signing of the FY 2010 budget bill all Council programs were eliminated and the Council was given the direction to create new programs that reflected the significant decrease in staff and funding.

In order to quickly develop those new programs, the Council surveyed Michigan's arts and cultural field to discover the three top needs. That survey led to the creating of the Program for Operational and Projects Support, the Services to the Field Program and the Bus Grants program. The Council retained the Regional Regranting Program and the New Leaders Arts Council of Michigan, Retention and Engagement program.

Those programs continued until FY 2013 when Council received a significant increase in monies available to grant, increasing grant awards in existing programs, while creating the Capital Improvement and the Professional Development and Organizational Services programs. Which brings us to today.

It should be noted here that the Council is also a recipient of grant funds awarded to it by the National Endowment for the Arts (NEA). Each year the legislature adds a specific line in the budget bill to account for those monies.

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The Michigan Council for Arts and Cultural Affairs consists of a non-partisan Council of 15 members appointed by the Governor and seven full-time staff. The role of Council is most easily defined as the state agency that administers arts and cultural grants appropriations, promotes and strengthens the creativity capacity of our communities, organizations and individuals to provide all Michiganders with diverse opportunities to engage in arts, culture and creativity.

### Council Member Job Description

As a gubernatorial appointee to the Michigan Council for Arts and Cultural Affairs, appropriate involvement is both critical and expected. While day to day operations are led by the Director, Council members serve to advise the governor on arts and cultural policy, provide mission-based leadership to the Council and to the arts and cultural field in Michigan as well as ensure fair and equitable distribution of legislatively appropriated grant monies.

As a Council member your duties include:

- 1) Believe in and support the vision, mission values and goals of the Michigan Council for Arts and Cultural Affairs. Be an advocate on behalf of Michigan Council for Arts and Cultural Affairs within the state, regionally, nationally and internationally, with policy makers and within your professional sphere. Ways that Council members can exhibit this commitment include:
  - Speaking publicly about the Council
  - Attend subcommittee hearings when our budget is being determined
  - Attend Council sponsored events and inform the organization that you will be attending as a Council member
- 2) Prepare for and attend all Council meetings.
- 4) Attend at least one grant panel review meeting. Attendance can be via the internet
- 5) Keep policy-makers, legislators, key stakeholders and the governor's office informed of Council activities
- 6) Be aware of and participate with regional (Arts Midwest) and national (the National Assembly of State Arts Agencies) organizations.
- 7) Develop and sustain a positive relationship with Council staff.

The Michigan Council for Arts and Cultural Affairs coordinates grants to arts and culture organizations, cities and municipalities, and other nonprofit organizations to encourage, develop and facilitate an enriched environment of artistic, creative and cultural activity in Michigan.

#### Operational Support Grants

The focus of the Operational Support Category is to provide specific operational support to arts and cultural organizations only. Municipalities, schools and non-arts nonprofit organizations are encouraged to apply in the Projects Support category. The Council defines arts and cultural organizations as those organizations whose primary mission is to provide an experience, including a learning experience, that is based in a specific arts or cultural discipline. These organization types are: Arts Education Organizations, Arts Services Organizations, Collecting or Material Organizations, Public Broadcasting Organizations, Literary Arts Organizations, Performing Arts Organizations and Visual Arts/Film/Video Organizations.

#### Project Support Grants

The focus of the Projects Support Category is to provide quality arts and cultural, as well as educational, projects to citizens across the state. This category funds specific arts projects conducted by non-profit organizations, municipalities, colleges/universities and other organizations that utilize the talents and creativity of professional artists or arts educators in all arts disciplines to advance the creative, cultural and economic environment of the state. Funding may only be used for artist fees directly related to the project, salaries or wages directly related to the project, space rental, marketing or promotional expenses directly related to the project, project supplies and materials including performance or other production costs, project-related curriculum materials.

#### Capital Improvement Grants

The Capital Improvement grant category provides funding assistance to Michigan nonprofit arts and cultural organizations and municipalities for the expansion, renovation or construction of cultural facilities; upgrade of equipment and furnishing to provide a competitive and up-to-date environment; equipment and instrument acquisitions that are integral to the implementation of events and services. The improvements resulting from these grants enable citizens of all ages and abilities to enjoy more cultural events while increasing their participation within their communities.

#### Arts in Education Grants

The Arts in Education program funds arts education projects designed to introduce or enhance student knowledge of and participation in a particular art form such as dance, theatre, music, creative writing, storytelling, visual arts (including video and graphic design), or traditional folk arts by bringing a professional teaching artist into the educational setting.

### New Leaders Grant

The New Leaders grant program supports arts and cultural related projects or collaborations led by a young person ages 14-30 years old, who is associated or connected to an established youth/teen council or young professionals group.

### Regional Regranting Program

The Council's Regional Regranting Program utilizes a network of nonprofit organizations to distribute small arts and cultural project grants called Minigrants. Each Regional Regranting agency operates within its own identified service area composed of one or more counties.

### Minigrants

The Minigrant Arts Project grant supports locally developed, high quality arts and cultural projects. Professional Development Minigrants assist nonprofit organizations and arts professional acquire services or skills to strengthen the administrative infrastructure of the organization.

### Services to the Field Program

With an understanding that there are services we want offered to the field that we do not have the capacity to offer directly, the Council recognizes the need to partner with other organizations to accomplish our goals which provide the opportunity to experience, participate in or learn about high quality arts and cultural projects. The Services to the Field Program is integral to accomplishing that. In partnership with organizations around the state we can extend the reach of the Council as well as each partner through goal-based programs and initiatives.

### MCACA Partner Grants

MCACA partners with other statewide organizations that also provide grant funding to support arts and culture programming:

- Michigan Youth Arts Association – Arts & Culture Trek Grant and Arts Equipment & Supplies Grant
- Michigan Humanities Council – Arts & Humanities Touring Grants
- Arts Midwest - Arts Midwest Touring Funds

The Michigan Council for Arts and Cultural Affairs believes that arts, culture and creativity are essential to leading a full and productive life.

The Council believes it is the right of every person in the State of Michigan to have equal access to the programs and services of the Council without regard to geographic boundaries, occupation, ability, recreation, religion, ethnicity, belief, sexual orientation.

The Council recognizes the need for public support of the arts and understands the responsibility that accompanies the allocation of public funds. In recognition of that responsibility, the Council is committed to uphold and maintain the highest standards and to encourage the best in all fields.

The Council is conscious of the cultural pluralism of our ever-changing society. The Council realizes that freedom of expression is at the core of our social, cultural and political heritage, and rejects attempts to control or censor the arts and supports freedom of thought, imagination and inquiry.

Approved by Council action April 5, 2019  
Omari Rush, Chair  
Michigan Council for Arts and Cultural Affairs



A grant recipient organization, whose primary purpose is the arts or culture, may retain surplus revenue which remains unencumbered at the conclusion of a project. An organization, whose primary purpose is not arts or culture, is required to refund to the Council (State of Michigan) the amount of surplus revenue or the amount of the grant, whichever is less, within thirty days of the conclusion of the project.

Approved by Council action April 5, 2019  
Omari Rush, Chair  
Michigan Council for Arts and Cultural Affairs

The logo for the Michigan Council for Arts & Cultural Affairs features three large, overlapping, teardrop-shaped elements in light blue, yellow, and pink. The text "michigan council for arts & cultural affairs" is displayed in a sans-serif font, with "michigan" and "council for" in grey, "& arts" in pink, "cultural" in blue, and "affairs" in grey.

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The operations of the Michigan Council for Arts and Cultural Affairs involves Council members appointed by the Governor and numerous volunteers and individuals who assist the Council as advisors, grant application reviewers and consultants, and staff who are subject to the provisions of the State Civil Service System and State Law. The Council depends on these individuals and expects that they are knowledgeable, interested, and able to perform their roles, duties and assignments free from conflicts of interest.

Council members shall annually disclose their personal affiliations (e.g., employment, membership, financial relationship, etc.) with any group, organization or institution currently receiving Council grant support or potentially eligible to seek and receive such support. Council members shall not participate in the specific review and/or discussion of applications and funding requests that may result in the granting of funds to organizations with which they may be directly affiliated. Council members shall recuse themselves from all voting concerning any organization with which they are affiliated.

Council advisors, grant application reviewers, and consultants shall voluntarily disclose potential conflicts of interests. They shall not participate in the delivery of contracted services or the specific review and/or discussion of applications and funding requests which may result in the granting of funds to organizations with which they may be directly affiliated. Council advisors, grant application reviewers and consultants shall absent themselves from such reviews and discussions, by physically leaving a meeting room or discontinuing electronic communication, to avoid real and perceived conflicts of interest.

Council staff shall not personally apply for or benefit directly or indirectly from grants or services of the Michigan Council for Arts and Cultural Affairs. Council staff shall comply with all departmental, state and federal rules, policies and procedures regarding ethics, conflicts of interest and disclosure.

Approved by Council action April 5, 2019  
Omari Rush, Chair  
Michigan Council for Arts and Cultural Affairs

At the discretion of the Council Chairman, routine matters, including summaries of grant awards, eligibility determinations, and detailed program plans and reports, shall be provided to the Council well in advance of meetings for omnibus action in the form of a consent agenda.

Approved by Council action April 5, 2019  
Omari Rush, Chair  
Michigan Council for Arts and Cultural Affairs

The logo for the Michigan Council for Arts and Cultural Affairs features three large, overlapping, teardrop-shaped elements in light blue, yellow, and red. The text "michigan council for & arts cultural affairs" is displayed in a sans-serif font, with "michigan", "council for", and "affairs" in grey, "& arts" in red, and "cultural" in blue.

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Activities funded by the Michigan Council for Arts and Cultural Affairs often produces books, brochures, manuals, articles, films, recordings, and works of art. Except as otherwise provided in the terms and conditions of a contract/grant agreement between the Council and a grant recipient, vendor or contractor, the copyright for any material, including intellectual properties, created as a result of the contract shall reside with the author. However, the Council shall reserve the right to use the copyrighted material or work for public purposes, at its discretion, without obligation for payment of royalties or other compensation to the owner of the copyright.

Approved by Council action April 5, 2019  
Omari Rush, Chair  
Michigan Council for Arts and Cultural Affairs



Unless otherwise provided in the terms and conditions of a contract between the Michigan Council for Arts and Cultural Affairs and a grant recipient or contractor, the Council shall accept the cost principles adopted by the grant recipient or contractor in compliance with federal grantors, or, in the absence of specified federal procedures, generally follow those principles established in the federal OMB Circular A-122, "Cost Principles for Nonprofit Organizations". ( see: [http://www.whitehouse.gov/omb/circulars\\_a122\\_2004](http://www.whitehouse.gov/omb/circulars_a122_2004))

Approved by Council action April 5, 2019  
Omari Rush, Chair  
Michigan Council for Arts and Cultural Affairs

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Authority for making decisions on grant requests, up to \$4,000, is delegated to the Council Director. The Director shall report all such actions at scheduled Executive Committee Meetings and full Council Meetings following the date of the decision.

Approved by Council action April 5, 2019  
Omari Rush, Chair  
Michigan Council for Arts and Cultural Affairs

The logo for the Michigan Council for Arts & Cultural Affairs features three stylized, overlapping shapes: a light blue shape at the top, a yellow shape in the middle, and a red shape at the bottom. The text "michigan council for & arts cultural affairs" is displayed in a light gray font, with "& arts" in a larger, bold, red font and "cultural affairs" in a blue font.

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An organization or individual whose application for a grant in excess of \$5,000 has been considered by the Council and not approved for funding shall be entitled to pursue a process of appeal based upon technical aspects of the application review and determination process including administrative error, conflict of interest, or presentation of misinformation. The subjective opinions of application reviewers, panels or the Council are not subject to appeal. Issues of eligibility, guidelines, policy or funding amounts are not part of the Funding Determination Appeal Process.

Approved by Council action April 5, 2019  
Omari Rush, Chair  
Michigan Council for Arts and Cultural Affairs

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Applications for funding of arts and cultural projects and activities sponsored or provided by universities and colleges must: 1) demonstrate benefit to the community; 2) documentation of community engagement during the project or activity. Interested applicants should discuss their eligibility with staff prior to submitting an application.

The Council will not support general operating costs or projects and activities which are within the primary instructional and service responsibilities of the college or university, or limited to the college or university faculty, staff and students.

Approved by Council action April 5, 2019  
Omari Rush, Chair  
Michigan Council for Arts and Cultural Affairs



Through the National Standards for Arts Information Exchange (NSAIE) project, the National Assembly of State Arts Agencies (NASAA) in cooperation with the National Endowment for the Arts (NEA), developed standards for national compatibility in the organization, labeling and exchange of data utilized by federal, state and regional arts agencies. These standards include terms, definitions, codes, parameters and systems.

The Michigan Council for Arts and Cultural Affairs adopted use of the National Standards for Arts Information Exchange (NSAIE) standards for all its information systems. The Council shall require grant recipient organizations, implementing or reporting activities in which data collection and management are a part, comply with the national standards.

Approved by Council action April 5, 2019  
Omari Rush, Chair  
Michigan Council for Arts and Cultural Affairs



The Michigan Council for Arts and Cultural Affairs has limited resources with which to support the activities and programs of organizations serving Michigan citizens, communities, artists and arts and cultural organizations. However, the Council seeks and responds to quality regional, national and international opportunities to promote Michigan artists and arts and cultural resources. The Council may allocate resources to programs, projects or activities which include national and international activities and foster the mission and goals of the Council and are consistent with state and federal regulations.

Approved by Council action April 5, 2019  
Omari Rush, Chair  
Michigan Council for Arts and Cultural Affairs



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“Indirect cost” is an accounting term used to describe the process of assigning those costs which are common to two or more of grantee’s projects or programs expenses indirectly related to project or program implementation such as costs associated with building occupancy, ongoing operational equipment usage, procurement, personnel administration, accounting, and similar overhead activities which are charged to grants and contracts are “indirect costs”.

Indirect costs may not be charged to Michigan Council for Arts and Cultural Affairs grants. Indirect costs, up to 25% of a Council grant, may be utilized as “in-kind” match in those programs which permit in-kind matching. The ratio of indirect costs included as in-kind must be evidenced in the application narrative and financial detail and in final report information.

Approved by Council action April 5, 2019  
Omari Rush, Chair  
Michigan Council for Arts and Cultural Affairs



Within the context of state and federal accounting policies and procedures, and within legislative appropriation public act provisions, grant funds awarded by the Michigan Council for Arts and Cultural Affairs and subsequently returned by the grant recipient to the Council prior to the end of the fiscal year in which such funds were awarded, shall be automatically re-allocated for distribution as a Discretionary Grant(s) unless otherwise specifically directed by the Council.

Approved by Council action April 5, 2019  
Omari Rush, Chair  
Michigan Council for Arts and Cultural Affairs



The Michigan Council for Arts and Cultural Affairs shall seek the immediate return of inappropriately expended grant funds from the grant recipient. Special terms of the Council grant agreement allow for some flexibility in determining which grant funds are subject to retrieval for cause.

Generally, the Council may seek recovery of grant funds from grant recipients under the following circumstances; non-compliance with grant agreement requirements, violation of grant program guidelines, failure to submit prescribed reports on grant activity, mismanagement of grant funds, failure to meet grant matching requirements, or violation of Council or departmental policies. Eligible costs, under the grant agreement include only those approved items and amounts stipulated in the grant agreement and in related documents. Any portion of the funding made available by the grant agreement not used for fulfillment of the grant agreement shall revert to the Council. If such funds are not voluntarily returned to the Council by the grant recipient, the Council shall take appropriate action to recover the funds.

Approved by Council action April 5, 2019  
Omari Rush, Chair  
Michigan Council for Arts and Cultural Affairs



The Michigan Council for Arts and Cultural Affairs shall provide for fair and independent decisions on arts and cultural grant requests based upon published criteria. The Council shall seek to award grants on an equitable geographic basis, to the extent possible, given the quality and number of grant applications received, and funds available for distribution. Unless otherwise specified, the Council shall use a process of public peer panel review to evaluate and score grant applications. In its process of grant award determination, the Council shall consider:

- Applicant requests
- Grant application review process findings and recommendations
- Geographic and disciplinary distribution
- Diversity
- Specific Council priorities
- Underserved areas
- Access
- Accessibility
- Allocations by program
- Program goals and guidelines
- Numbers of grants per organization, and
- Services duplication

At a minimum, the Council shall require its grants to be matched on an equal dollar-for-dollar basis from local and private contributions paid and received by grant recipients. The dollar-for-dollar match may include the reasonable value of services, materials, and equipment as allowed under the federal internal revenue code for charitable contributions. However, the Council may additionally establish matching requirements, over and above the aforementioned minimum, based upon Council priorities, grant program goals and objectives and state and federal regulations.

Generally, the Council shall make grant determinations in core program areas on an annual basis, prior to the beginning of the state fiscal year in which funded projects and programs will be implemented. In addition, the Council may initiate funding and requests for proposals in response to sudden opportunities, Council priorities, Council Strategic Plan, and make grant determinations throughout the fiscal year as necessary.

The Michigan Council for Arts and Cultural Affairs shall execute binding contracts/agreements with all grant recipients and require documentation, in the form of interim or final grant reports, of matching funds and all grant related financial and programmatic activities.

Approved by Council action April 5, 2019

Omari Rush, Chair

Michigan Council for Arts and Cultural Affairs

In compliance with state and federal laws and policies of the State of Michigan, the Michigan Council for Arts and Cultural Affairs shall exercise appropriate leadership in ensuring and enhancing opportunities for full access to, and participation in, arts and culture by people with disabilities.

Further, the Council shall seek to assure that their needs are reasonably accommodated in all elements of the operation of the Council, its partners and grant recipients. Toward this end, the Council shall conduct appropriate monitoring and assessment and provide technical assistance.

The Michigan Council for Arts and Cultural Affairs shall conduct public meetings in spaces accessible to all and free of physical and communication barriers. Physical barriers may include obstructions to parking, entrance, movement, seating, restrooms and water fountains. Communications assistance for individuals with visual or hearing impairments shall be provided upon 48-hours' notice. Such assistance shall include sign language interpreters, assisted listening devices, signing, foreign language interpreters and accessible telephone.

The Council shall conduct business in office quarters which are accessible to all members of the public and free from physical barriers. The Council offices shall be accessible to persons who are deaf or hard of hearing through available communications technology. Additionally, the Council shall make its grant programs and resource information accessible to all citizens through development of alternative formats. Official Council grant program guidelines and other public documents shall reflect this accessibility policy.

Approved by Council action April 5, 2019  
Omari Rush, Chair  
Michigan Council for Arts and Cultural Affairs



As part of routine grant monitoring, the Michigan Council for Arts and Cultural Affairs performs on-site visits. Council staff will use best efforts to reach ten percent (10%) of Council grantees annually with such a visit. Grantees, as part of their signed grant agreement, will accommodate Council staff requests to attend ticketed events as part of grant monitoring.

Aside from the normal grant monitoring, including website or other electronic monitoring or attending special or culturally significant events as part of the ten percent (10%) goal, when possible Council staff will visit grantees that have difficulties with issues raised at their last Peer Panel Review by the review panel, such as:

- a) A large percentage (40% or greater) of personnel turnover or the loss of key positions;
- b) Significant budget issues or trouble meeting matching funds requirements;
- c) Curtailed programs or hours of operation;
- d) Severe grantsmanship or other professional development needs raised at their last Peer Panel Review by the review panel;
- e) Any other significant issues of importance to the Council and the administration of funds.

Such on-site visits would take place during regular business hours.

Approved by Council action April 5, 2019  
Omari Rush, Chair  
Michigan Council for Arts and Cultural Affairs



The Michigan Council for Arts and Cultural Affairs is headed by a Director, which is currently a Civil Service position.

It is the policy of the Council (the 15 advisory members appointed by gubernatory action) that in the event of the departure of a Director, the Council Chairman, or his/her designee, be assigned by the appointing authority (the State Department in which Council is housed if that is the case) to sit on the interview/selection committee assigned to vet replacement candidates for the Council Director position.

Approved by Council action April 5, 2019

Omari Rush, Chair

Michigan Council for Arts and Cultural Affairs



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The Michigan Council for Arts and Cultural Affairs operates within the parameters established under Act 63 of 2001, Section 399. To enable the Council to carry out its legal mandates, and adhere to national standards for state arts agencies, an efficient and effective operational process shall be implemented on an annual basis. To ensure accountability, this process shall engage all members of the Council and offer mechanisms to exchange information, deliberate, engage the public and take appropriate and timely actions.

Act 63 of 2001, 399.77, (6) The Council shall do all of the following:

- (a) Advise the governor and the director on matters relating to arts and cultural affairs.
- (b) Disburse, fund, and make grants to public and private arts and cultural entities.
- (c) Accept gifts, grants, loans, appropriations, or other aid from any person and agree and comply with conditions attached to such gifts, grants, loans, appropriations, or other aid.
- (d) Make and execute contracts and other instruments with any person, necessary or convenient to the proper exercise of its function
- (e) Develop and implement a long-range plan to accomplish its objectives

#### **Council Meetings**

Council Meetings or meetings of the full body of appointed members shall be convened at least four times during the fiscal year, for grant award decision making (core programs), strategic planning and program development. Refer to Operational Procedure 2, Guidelines Governing Council Meetings.

#### **Council Organization**

The Council Chair shall organize the Council membership in standing committees and/or working groups, not representative of a quorum, to facilitate research, planning, and development for decision-making. The Executive Committee shall function as the Council's primary standing committee for policy and budget. The Executive Committee shall meet at a minimum on a quarterly basis, and shall timely report to the full Council on its activities and actions.

In response to extraordinary, emergency or crisis circumstances, the Council Director or designee, in adherence to Council and departmental policies, shall implement alternative methods, procedures and processes to facilitate Council decision making and shall report actions taken to the Director and the Executive Committee.

Revised/Approved  
Alison Watson, Director  
March 2019

As a public body, the Michigan Council for Arts and Cultural Affairs invites public attendance at certain of its meetings. Recognizing the need to maintain order, the Council has adopted guidelines which provide a simple process to accommodate those who wish to participate. Attendance at Council Meetings, workshops, conferences, etc. is open to anyone. Attendees, comprised of large numbers of people or individuals with special needs, should notify the Council in advance of the event to assure adequate space and other accommodations. Visitors are invited to register their attendance with the meeting clerk. Refer to additional enclosed documents regarding MCACA meeting procedures.

**Council Meetings**

Attendance at Council Meetings, or meetings of the full body of appointed members, is open to anyone. The Council Chairperson, in consultation with Council Committee Chairpersons and the Director, establishes the Council Meeting agenda. An item entitled “Other Matters” is always included in Council agendas. Those wishing to bring matters before the Council are invited to notify the Director in advance of the meeting. This will allow the staff time to work with interested parties in preparing information for Council consideration and to assemble additional data in order to assist the Council in better understanding an issue or opportunity and/or in making informed decisions.

Those wishing to personally address the Council are asked to inform the meeting clerk of their intention by providing their name, organizational affiliation, address and phone number. Submission of a copy of prepared remarks or a synopsis would be helpful. Inclusion of new items on the meeting agenda and the length of presentation shall be at the discretion of the meeting Chairperson. Such new items will be considered under “Other Matters”. Agenda items which cannot be accommodated due to time limitations will be held over to the next meeting.

Copies of the meeting agenda are made available to meeting attendees. Copies of other materials will be available for review under the provisions of the Freedom of Information and Open Meetings Acts. Individuals wishing to prepare materials for Council consideration are requested to provide a minimum of twenty (20) copies. All materials distributed at a meeting must be provided to the clerk and authorized for distribution by the meeting Chairperson. Materials so distributed become a part of the public record and the property of the Michigan Council for Arts and Cultural Affairs.

On an annual basis, the appointed members of the Council convene as a body of the whole to make determinations on grant requests. Information, data and materials prepared for such meetings are considered “tentative” pending Council approval. Such information, data and materials are not “final” unless and until approved by a majority of the members in attendance. A quorum of the Council is required for formal action. A final listing of grant determinations by the Council is made readily available to the public after meeting adjournment.

Confirmed Council Meeting dates are announced at least one month in advance. Depending on the location and other factors, meetings generally begin at 1:00 p.m. and are concluded by 3:00 p.m. The Council is authorized to underwrite the cost of lunch for staff, members of the Council and invited guests.

The Council expects those attending meetings to conduct themselves in a manner that contributes to a productive atmosphere. Robert's Rules of Order apply.

Revised/Approved  
Alison Watson, Director  
March 2019



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Michigan Council for Arts and Cultural Affairs regards continuing review of the agency's disbursement of public monies in support of the arts and culture to be one of its most important duties. In addition to its own members and staff, the Council utilizes advisors and consultants who provide their professional expertise in specific arts and disciplines or other skills to assist the Council in the determination of projects and programs to be funded or activities to be undertaken. It would not be possible for advisory groups to represent the highest level of competency if they did not include people with professional interests in particular artistic pursuits and/or organizations.

Since the interests of the arts in Michigan require a maximum contribution from leaders in each field, Council members and advisors of the Council should not disqualify themselves from participation in the arts, in arts organizations or in the projects supported by the Michigan Council for Arts and Cultural Affairs solely because of their appointed or advisory capacity with the Council. Neither should they be disqualified from serving on the Council or its advisory bodies because of affiliation with arts-oriented organizations. However, Council members, staff and advisors must be constantly alert to avoid action which could possibly be interpreted as a misuse of such capacity to further their own interests or those of an organization with which they may be affiliated. Council members, advisors and staff shall implement the Council Policy regarding conflicts of interest.

#### **Conflict of Interest Policy**

The Council has adopted the following policy effective December 14, 1993:

*A Council member shall not participate in the specific application review which may result in the granting of funds to an organization with which he/she may be affiliated and shall voluntarily disclose their conflict of interest and absent themselves from the meeting room during discussion of an action on such applications. Council members shall exercise diligence to avoid conflicts of interest when discussions about programs and funding plans may have a direct bearing on an application from which he/she might receive a direct financial benefit. Council members shall disclose the names of organizations with which they may have a conflict of interest in carrying out their duties as members of the Council on an annual basis.*

*Grant application or on-site reviewers shall not participate in a specific application review which may result in the granting of funds to an organization with which he/she may be affiliated and shall voluntarily disclose their conflict of interest and absent themselves from the meeting room during discussion of an action on such applications.*

*Council staff shall not personally apply for a benefit directly or indirectly from a grant or service of the Council. Staff is subject to Civil Service rules and Departmental policies regarding Conflict of Interest and disclosure.*

## **Conflict of Interest Disclosure**

### **Council Members**

On an annual basis, Council Members shall complete a Conflict of Interest Disclosure notification and provide it to the Council's Office. It is the responsibility of council members to notify the Council Office of any changes in this disclosure during the course of the year. The minutes of Council meetings will include the disclosure of registered conflicts of interest.

### **Grant Reviewers**

Upon appointment as a grant reviewer, notification of any conflicts of interest shall be disclosed to Council Office. The records of Review Committee meetings shall release all registered conflicts and indicate the action which was taken at the meeting to implement the Council's Policy.

### **Staff**

Staff of the Council is subject to the provision of Section 2-8, Conflict of Interest and Disclosure, of the Civil Service Commission Rules and are required to comply with those rule in accordance with the administrative requirements of the State of Michigan.

### **Gratuities**

No council members, staff member or advisor to the Council shall receive, accept, take, seek or solicit, directly or indirectly, anything of economic value as a gift, gratuity or favor from any person or organization, if such Council member, staff member or advisor has any reason to believe such gift, gratuity or favor is tendered because of his/her position with this state agency and is intended to unduly influence action on a pending application or proposal. In making such judgments, it should be kept in mind that attendance at many types of art events and performances enhances an individual's value as a Council member, staff member or advisor. Therefore, acceptance of complimentary tickets, catalogs and publications is within the bounds of permissible action.

### **Reference**

- This procedure is based upon policy established by the Council on December 14, 1993
- Civil Service Commission Rules
- Act 196 of 1973, as amended; MCL 15.341 *et seq*; MSA 4.1700(71) *et seq*

Revised/Approved  
Alison Watson, Director  
March 2019

In compliance with the Michigan Freedom of Information Act, PA 442 of 1976 the Council has adopted the following procedures to meet the intent of the Act. In accordance with this Act, public access to certain records must be provided.

### Definitions under the Act

**Persons** means an individual, corporation, partnership, firm, organization, group or association.

**Public record** means a writing prepared, owned, used, in the possession of, or retained by a public body (Michigan Council for Arts and Cultural Affairs) in the performance of an official function from the time the writing is created.

**Writing** means handwriting, typewriting, printing, photographing, photocopying and every other means of recording, and includes letters, words, pictures, sounds or symbols, or combination thereof, and papers, maps, magnetic and paper tapes, photographic films or prints, microfilms, microfiche, magnetic or punched cards, discs, drums, or other means of recording or retaining meaningful content.

### Materials Subject to Disclosure

Under this Act public records are separated into two classes: those that are exempt from disclosure, and all others which shall be subject to disclosure.

In accordance with the Act the following Council materials are considered to be exempt from disclosure.

*Information of a personal nature* where public disclosure will constitute a clear unwarranted invasion of individual privacy. (Examples: Portions of personnel records and files of classified employees; parts of sick leave usage logs which give reasons for usage; information about individuals obtained in confidence from another party.)

*Communications and notes within the agency* or with other public agencies of an advisory nature to the extent that they cover other than purely factual materials and are preliminary to a final determination of policy or action. This broad category tends to include work papers, notes, memoranda and letters by technical and clerical staff, advisors, auditors, program specialists and staff occupying supervisory or administrative positions, etc. The test for determining exemption is whether or not the public interest is encouraging frank communications between officials and employees of public agencies clearly outweighs the public interest of disclosure.

### **Requests for Information**

Requests from the public for access to or copies of written materials must describe the material sufficiently to enable the Council to identify the material requested. A request for information should be immediately referred to the Director. The Director will move the request to the MEDC legal team charged with FOIA requests.

The MEDC legal team will advise the Council Director on next steps and compliance.

Revised/Approved  
Alison Watson, Director  
March 2019



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& arts  
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Council staff is frequently invited to participate, in an official capacity, in a range of public and private events and activities. This procedure is designed to strengthen communication among staff regarding participation and to provide increased opportunities for professional development and visibility to staff as appropriate.

**Requests**

Requests for staff participation in public and private events (e.g., conferences, receptions, seminars, panels, meetings, workshops, classes, performances, etc.) must be communicated to the Council office for prior approval and staff assignment.

Staff initiating opportunities for official participation in public and private events and activities must plan and coordinate the planning and implementation of such events and activities through the Council office. Invitations requesting official staff participation in public and private events and activities should briefly describe the nature of staff participation, skills or expertise required, and other relevant information (i.e., date, time, location, fees, transportation, materials, equipment, parking, honoraria, etc.).

Such invitations and requests are reviewed and considered by the Director and/or Deputy Director to determine the most appropriate person to represent Council. In some cases that person is a member of the staff. In other the cases, the most appropriate person may be an appointed member of the Council, MEDC staff, a Council Partner, etc.

**Approval**

Approval for official Council staff participation in public and private events and activities, as defined above, will be given on a case by case basis. Events and activities which are consistent with the Council Goals and Strategies, will receive priority attention. Generally, selection of a Council representative will be based upon interest, costs, skill, expertise and availability. However, on occasion, prevailing Council or Departmental needs (e.g., advocacy, marketing, etc.) may guide the selection process. Also, opportunities for participation will be rotated among staff.

Revised/Approved  
Alison Watson, Director  
March 2019

Michigan Council for Arts and Cultural Affairs program guidelines are typically developed with input from Council members, staff, clients, panels and ad hoc review committees, the Department, the National Endowment for the Arts, other state arts agencies and the public. This process is cyclical, with each annual cycle building upon previous Guidelines by revising, eliminating or creating new program concepts which are published in annual program guidelines. Program Guidelines generally follow a standard outline of contents.

Currently, Program guidelines are typically developed prior to the Council's spring meeting in order to provide time for public input and informational workshops prior to the application deadline. During a typical fiscal year, internal and external assessments of community needs and program strengths and weaknesses are conducted. Program changes are determined. Council committees monitor and guide program development activity. Substantive program changes are vetted with stakeholders and submitted to Council for review and approval. Administrative program changes are implemented with the approval of the Director.

#### **Application Assistance/Public Workshops**

Prior to the application deadline, early enough to allow applicant an appropriate amount of time, staff conducts public meetings and workshops around the state about Council programs and services, and they provide assistance project and organization development and the completion of application forms.

An internal and external assessment is made of grant activity, interest and geographic representation to determine the number and location of public grant assistance meetings.

During the year grant applicants, successful and unsuccessful, are encouraged to contact program staff for appraisal of their performance, any grantsmanship or other deficiencies, provided information for improvement, panelist comments, etc.

Staff responds to individual, organization and group requests for application assistance. Staff surveys meeting attendees, compiles survey findings and meeting outcomes and utilize the information in program development activity. A schedule of public application assistance meetings is published and widely disseminated.

Revised/Approved  
Alison Watson, Director  
March 2019

The Services to the Field program is integral to the Council's overall strategy to provide the opportunity to experience, participate in or learn about high quality arts and cultural projects. Inherent in this program is the understanding that no one person, organization, cultural facility or agency can effectively accomplish this strategy without the aid of other like-minded partners.

The Michigan Council for Arts and Cultural Affairs believes partnerships should:

- A. Be goal based and fit the missions of each partner
- B. Extend the reach of each partner
- C. Sustain a necessary or critical function that without the partnership, wouldn't exist

In addition, the Council:

- Recognizes there are services that we want offered to the field that we do not have the capacity to offer directly
- Recognizes we need to partner with other organizations to accomplish our goals and that there are unique responsibilities of a "partnership" and desires that our processes reflect this
- Recognizes partnerships exist for a purpose or goal and are not an end in themselves
- Recognizes when the goal is reached, the partnership needs to evolve or end, or that with a change of circumstance, any partner has the right to opt out.

**Process:** Participation in this program is by invitation only. The Council will send a letter of "Invitation to Apply" to an organization identified as one capable of providing a specific service. The letter will explain why the Council is interested in establishing the partnership and ask that the organization reply confirming their interest or their choice to decline the invitation.

The Council utilizes these service partnerships and collaborations, with other state and non-governmental agencies, to leverage the Council's human, financial, intellectual and material resources. Through the services to the field, the Council increases its ability to deliver quality services to people and communities throughout the state. Services to the Field activities also assist the Council in addressing the broader issues of arts and cultural access, diversity, excellence, and resources development.

Revised/Approved  
Alison Watson, Director  
March 2019

Michigan Council for Arts and Cultural Affairs receives in excess of 300 grant applications on an annual basis. Currently, the deadline for receipt of grant applications to core programs is June 1 for projects which begin October 1 and conclude by September 30.

### **Grant Application Log-In**

Grant applications are submitted through the eGrant system by 11:59 pm on the deadline date. Grant applications submitted by the deadline are sorted and placed in the corresponding Review Panel in the eGrant system. Grant application filing fees, in the form of credit card or checks, are documented within the applicant's file. Grant applications are downloaded into the Pearl database and documented by grant application control number, name of applicant organization, amount requested, grant program, 501(c)3 status, etc. Relevant grant application data and information are data entered as needed including financial information from SMU/DataArts.

### **Grant Application Review Summary**

All application materials are submitted as attachments with the application and are sorted into panel review groups based upon the program that funds are being requested through. A review panel of industry professionals receives login information to evaluate and make funding recommendations.

Grant applications are checked for accuracy and reviewed for compliance with program guidelines (e.g., eligibility, content, etc.). Relevant application data and information are entered into the data base.

Grant program guidelines contain descriptive evaluation criteria. Panelists are instructed to consider assigned applications and to document their findings within the eGrant system prior to scheduled public meetings. Panelists review and discuss their findings before their colleagues and the public. Panelists provide consensus application scores and programmatic recommendations for Council consideration.

Council committees review tentative recommendations taking into account priorities, legislation, equitable distribution, duplication of services, availability of funds, etc. The Council makes final funding determinations.

### **Key Staff Procedures**

#### **Receive Grant Applications**

- Separate into Review Panel by program/component
- Verify the number of applications by program/component
- Determine application eligibility issues and refer to Director
- Check application financial information as required

#### **Panel Meeting Dates/Panelists**

- Confirm meeting dates based upon actual number of applications

Confirm panelists/obtain and publish bios  
Obtain Director's approval and Chairman's Appointment  
Contract panelists

#### Council Action

Request and confirm Council member attendance  
Review eligibility issues and waiver requests with Executive Committee

#### Application Receipt Acknowledgments Check

All fees collected/Assurances received  
Include peer panel review schedule

#### Client Information

Verify 501c3 or other non-profit status  
Import eGrant information into the system

#### Prepare Reviewer Materials

Panel Handbook  
Make panelist assignments - primary/secondary  
Program Instructions  
Panel List  
Meeting Directions and Map

#### Panel Preparation

Arrange for meeting room set-up  
Order meals  
Arrange for A/V requirements

#### Panel Meetings

Conduct closed orientation  
Facilitate open public meeting  
Provide audience sign-in sheets  
Provide panel and staff name cards  
Process payment for reviewers post meeting

#### Council Committees

Confirm date, time, location and notices

#### Council Meeting

Confirm mid-September date  
Time, location  
Public meeting notice posting  
Room set-up  
Equipment and technicians  
Materials

#### Grant Award Listing

- Distribute to meeting attendees and the public
- Post on Council and Department websites
- Prepare copies for file and public distribution
- Prepare legislative reports

#### State Administrative Board (DTMB)

- Submit complete forms for grant award agreements in excess of \$250,000

#### Unsuccessful Grant Applicants

- Send unsuccessful applicants, letters of denial
- Upon request provide panel comments, scores and information for improvement
- Upon request Council process for appeal

Revised/Approved

Alison Watson, Director

March 2019

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All eligible grant applications submitted to the Michigan Council for Arts and Cultural Affairs core programs are reviewed and evaluated by volunteer arts, education, cultural and business professionals. Generally, the volunteers convene as an Ad Hoc Advisory Review Committee or Panel in public meetings. Only materials submitted with an application, by the established deadline, along with the professional knowledge of the Committee members are considered by the Committee.

The meetings are open to the public, including on-line attendance. Applicants may attend but cannot participate in committee discussions. Applicant attendance is encouraged, but not mandatory. Ad Hoc Review Committees recommend funding action to the Council on the basis of established program review criteria.

**Protocol**

Panel members read applications thoroughly before the review meetings. A primary and secondary reviewer are assigned to each application to review the applicant's information and attachments in-depth. Because of this prior work, it may appear that some applications are not being fully discussed during the meetings. This is not the case, nor is it an unusual occurrence. Moreover, it should not be interpreted as a "slight" to any applicant.

Prior to grant application submission deadlines, staff members work closely with many applicants to help them prepare competitive applications and to gather and clarify information about proposals. During panel meetings, staff must assume a distinctly different role and provide objective information on all applications, as required, to ensure fair and consistent review. Staff members are not at the meeting table as advocates of any particular application. They are there to respond to questions and help maintain a productive meeting process.

The public is asked not to address the panel in any manner. The only exception to this policy is the rare instance when the meeting chairperson may find it appropriate to ask a specific question of an applicant. Persons who are called upon to respond to panel concerns are encouraged to provide the requested information as briefly and succinctly as possible. There are many applications to review in a limited amount of time. Applicant lobbying is not permitted.

The public is also asked not to talk to members of the panel during breaks or when they leave the meeting room for any reason, even if they are acquaintances. This avoids putting panelists members in an awkward position which may create the appearance of lobbying.

If an applicant believes misinformation has been given to the panel, they are asked to pass a note containing the correct information to a staff member. However, it must be noted that misinformation and misinterpretation are very different. Misinformation can be corrected. Misinterpretation may be caused by misinformation or by poorly conceived or incomplete applications and supplemental materials.

There are several rounds of discussion. Typically (although this may differ with some panels) samples of work, if required by the guidelines of the grant program, are reviewed prior to the meetings. Panel recommendations are just that - recommendations. The grant application review process is dynamic, and recommendations are not final until the panel reaches consensus.

The Council makes final funding decisions. Panel recommendations are considered by the Council in committee sessions, prior to deliberations by the body of the whole. The Council may accept, reject or modify panel recommendations and make awards at its discretion.

Due to budget constraints many worthy applications may not be recommended for funding.

Revised/Approved

Alison Watson, Director

March 2019

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The Michigan Council for Arts and Cultural Affairs determines grant awards on an as needed, primarily annual, basis. This process is comprehensive and is initiated after the completion of the grant application peer review process. Generally, applications which receive a score of 80 and above are recommended to the Council for funding consideration. The Council can deviate from the “score of 80” benchmark. Such issues as: available funds, numbers of applications, or other Council priorities, may be taken into consideration.

The Council reviews applicant requests, panel scores and recommendations and determine fiscal year funding parameters (i.e., grant program allocations, geographic distribution, maximum number of grant awards per applicant and program issues and priorities).

In addition to peer review scores and findings the Council considers geographic, discipline, cultural distribution, grant program goals and priorities, and funds available for distribution.

### **Process Summary**

- Council receives and reviews grant program materials
- Application data/information, and parameters for tentative program allocations are shared
- Staff provides an analysis of past program allocations, grant award levels and distribution, and priorities, as well as legislative requirements
- Staff develops initial tentative funding plan for Executive Committee discussion
- Based on Executive Committee direction, Council committees convene, review and request various tentative funding plan scenarios
- Staff prepares and distributes all scenarios to all Council members
- Committees make recommendations to the Executive Committee regarding which scenarios, initiatives and priorities have merit
- By consensus, committees provide final recommendations for presentation of a tentative funding plan which will be considered for approval by the full Council
- Staff prepares a final tentative funding plan and other materials for the public Council Meeting in which grant determinations will be made
- Council members receive meeting materials
- Staff provides program presentations and funding recommendation to the Council as a part of the meeting agenda and Council acts on the tentative funding plan

Based upon final Council action, staff identifies and selects recipients’ organizations to implement Council initiatives. Additional grant requests received during the fiscal year are reviewed by the Executive Committee for funding determination.

Revised/Approved  
Alison Watson, Director  
March 2019

The Michigan Council for Arts and Cultural Affairs has adopted a policy which provides for a process of appeal by an organization or individual whose grant application was not approved for funding.

The Council makes final decisions in all matters in dealing with the award of grants from its appropriation. This appeal process is one of several methods available to the Council to arrive at and confirm its funding decisions.

While it is the prerogative of an organization or individual to question Council policies, procedures or judgment, the appeal process has a specific scope of purpose. Public Council meetings, held throughout the year, provide opportunities for consideration of grant guidelines, general and specific Council policies, objectives, budget requests and other matters. To this end, the interest and counsel of organizations and members of the public are encouraged.

### **Funding Determination Appeal Policy**

*An organization or individual whose application for a grant in excess of \$5,000 has been considered by the Council and not approved for funding shall be entitled to pursue a process of appeal based upon technical aspects of the application review and determination process including administrative error, conflict of interest, or presentation of misinformation. The subjective opinions of application reviewers, panels or the Council are not subject to appeal. Issues of eligibility, guidelines, policy or funding amounts are not part of the Funding Determination Appeal Process.*

### **Grounds for Appeal**

Eligibility, guidelines, policies, program design and implementation, grant award amounts, and/or other applicant and grantee concerns are not part of the appeal process, and will be reviewed instead by the Director and appropriate Council committees. Ratings assigned in the application review process are not in themselves grounds for appeal.

Requests for an appeal must be grounded in consideration of the following technical aspects of the application/review/award process:

1. Council administration error
2. Conflict of Interest
3. Presentation of misinformation

## **Appeal Process**

The appeal process is a review of decisions reached on a grant application as originally filed or as timely amended in response to Council staff inquiries. New application information and subsequent application clarification are not considered in the appeal process. There are six possible steps in the appeal process:

### **1. Preparation for Appeal**

The first step for an organization planning to appeal is to contact Council staff to request a summary report which describes the basis on which the funding decision was made and to discuss the review/determination process. The organization should request this immediately upon notification of a negative funding decision. Based upon discussion with staff and further study of Council action, if there is a decision to proceed with appeal, immediately proceed to the next step.

### **2. Notification of Intent to Appeal**

Submit a written "intent to appeal" within 30 days from the date of Council funding decision notification letter. This correspondence be addressed to the Director and should include the grant application control number and a brief discussion of the basis on which an appeal is being made (administrative error, conflict of interest or presentation of misinformation). Completion of this step will initiate the next step.

### **3. Informal Review**

Following receipt and review of the "intent to appeal" the Director will schedule a staff/appellant conference (usually within sixty days of the Council funding decision notification letter). The purpose of this meeting is to informally review and discuss the recommendations of the panel and the action taken by the Council. The Council will provide appropriate guidelines and a series of questions, which seek to determine the basis for appeal, to the Appellant for this informal meeting. At least two days prior to the meeting, the Appellant must provide to the Director written answers to the questions.

Based upon the finding of this informal review meeting, an informal draft report will be developed which outlines the meeting discussion (e.g. key facts, areas of consensus, agreement and concern, etc.). The report will be made available to the Appellant as soon as possible (usually within one week of the meeting).

If the Appellant's concerns are not resolved at the informal meeting, the Appellant may proceed to the next step.

### **4. Formal Review**

Within two weeks after the receipt of the informal meeting report, should the appellant's concern remain unanswered, the appellant should submit a written request for formal review. A letter, based upon only those appealable issues and evidence considered at the informal review which remain unresolved, should be submitted to the Director. The issue(s) must be specific and clearly set forth in the letter. The appellant should give care to determine if correction of the error would

likely result in a positive funding determination before requesting a formal review. (For example: If the correction of the error would likely provide an additional 10 points to the review, and the application was 40 points below the funding mark, proceeding with a formal appeal would not be productive.)

Upon receipt of a request for formal review, the Director will initiate the next step. If the request is not specific and clear, the Director will make every attempt to clarify the request and the outstanding issues. Only those requests which are specific and clearly set forth can proceed to the formal review

#### 5. Appeal Hearing

After receipt of the request for a formal review, the Director will schedule a formal appeal meeting with the Council's Appeal Review Board. (Usually, the establishment of a date for the Appeal Review Board meeting will take place within two or three weeks, although the actual meeting date may be some time later, scheduled to correspond to the Council calendar. The Board will be chaired by the Council Vice Chairperson or her/his designee, a member of the review panel, and any others appointed by the Council Chairperson. A maximum of three (3) appellant representatives may attend the meeting.

After reviewing the materials presented, the Appeal Review Board will prepare a recommendation to Council for consideration at its next scheduled meeting. A copy of the Board report and notification of the date of the Council meeting at which a final decision will be made will be provided to the appellant.

If a finding in favor of the appellant is determined, Council will initiate the final step in the process.

#### 6. Appeal Funding Approval

Council will reverse the previous funding decision and provide priority funding from its next available resources, with the following considerations:

- at a level commensurate with other similar grants,
- at a special level based upon Council-approved priorities,
- at a reduced level based upon the current status of the activity, or
- at an adjusted level based upon funds available.

Revised/Approved

Alison Watson, Director

March 2019

Michigan Council for Arts and Cultural Affairs is responsible for the administration of grant awards based on legislative boilerplate requirements, federal standards and requirements, and Council policies and guidelines. The following are the key procedures:

1. Council Award notification (agreement information) is sent to the grant award recipient, which includes general award information and indicates required forms that will be forwarded separately
2. Grant award payment schedule is created
3. Funded project information and grant agreement language are reviewed for compliance requirements
4. If not in compliance, the awardee is notified that the compliance issue must be resolved prior to agreement processing
5. If in compliance, a Grant Agreement is prepared
6. Grant Agreement Packet is sent to grant award recipients, which includes the prepared agreement signed by the Director and acknowledgement and promotional materials information
7. Grant recipient organization's signed Grant Agreement and acknowledgement letters are received
8. If in compliance, the grant award payment schedule is activated and first grant award payment is approved
9. If the counter-signed Grant Agreement is not timely received, a request may be made to the Council to rescind the grant award
10. Grant funds, unused or returned within the fiscal year, are allocated to the Council's restricted account for future redistribution
11. Grant awards are monitored for compliance with Grant Agreement stipulations and program requirements. This includes on-site visits and any other appropriate action including audits.
12. Grant payments are processed based on compliance with agreement
13. If grant implementation is not in compliance with agreement stipulations, the grant recipient is contacted to resolve compliance issue or grant award is reduced or rescinded
14. Requests for extensions are reviewed/approved on a case by case basis
15. Staff compiles and disseminates state and federal reports on fiscal year activity. The minimum reporting requirement for Council grant recipients is a final report which is due within thirty (30) days following the conclusion of the grant period. A percentage of the total grant award is withheld to ensure submission of the report. In some instances, however, interim reports may be required as a payment stipulation

Revised/Approved  
Alison Watson, Director  
March 2019

Historically the Michigan Council for Arts and Cultural Affairs awards in excess of 350 grants on an annual basis. Grant agreements are provided for each award to ensure grant recipient compliance with state, federal, and programmatic requirements and implementation of funded activities as prescribed in the applicant proposal revisions. Given the unique nature of arts and cultural projects, from time to time it is necessary to change or amend grant agreements for the following reasons:

1. changes to the grant activity period
2. changes in the reporting schedule
3. changes to the grant award amount
4. changes to the grant award payment schedule
5. changes in the scope of the funded project

As an example, a grant recipient organization is contracted for a capital improvement project. Beginning construction is delayed due to environmental circumstances. An “extension” is requested with rationale. Staff reviews the request and makes recommendation for positive action. Program Manager reviews request and staff recommendation and makes determination. Typically, such reasonable requests are approved. The Program Manager notifies the grant recipient and the appropriate changes are made in the Grant system. The note is made part of the grant agreement.

6. Changes in all aspects of the grant agreement activity, except the grant award amount, are amended via email from the Director or the Program Manager
7. Changes in the grant award amount are indicated by an amendment document or a revised portion of the grant award agreement

If significant changes are requested, which retain the original intent of the project as reviewed, staff may conduct an on-site visitation to assure compliance. Staff may check the following:

8. Documentation of program activity
9. Verification of the need for the amendment request

Generally, amendments to grant award agreements are less than 10% of total grant awards. The intent of the Council has always been to acknowledge the need for flexible in implementing arts and cultural projects and to work to assure completed successful projects by grant recipient organizations.

Revised/Approved  
Alison Watson, Director  
March 2019

As stewards of public funds, the Michigan Council for Arts and Cultural Affairs seeks to ensure that all funds awarded, in the form of matching grants, are appropriately used in compliance with state and federal legislation, and Grant Award Agreements. Grant awards are generally monitored by the following methods:

1. Review of program information in preparation for contracting
2. Onsite visitation (approximately 10% of award recipients)
3. Review internet presence (GuideStar, website, social media, etc.)
4. Review final reports
5. Staff attendance at funded activities
6. Review of media coverage of funded activities

The staff does not conduct financial audits of grant recipient organizations. Staff focuses its monitoring efforts on program compliance. Staff reviews financial information, but refers unresolvable financial issues to the Director for attention. The process used to refer issues to the Director is as follows:

1. Staff documents discrepancies and issues regarding grant award implementation
2. Staff convenes to discuss the nature of the discrepancies or issues, and explores possible resolutions
3. Staff contacts the grant recipient for documentation, information, etc.
4. Based upon the grant recipient's response, staff may indicate the problem is resolved and take no further action or may request additional information and may conduct an onsite visit
5. If unable to resolve the problem, staff refers the issue to the Director
6. The Director may present the staff with additional ideas for resolution with the grant recipient, or make the determination to refer the problem to internal audit or the Office of the Auditor General

If staff and/or the Director are unable to resolve the problem with the grant recipient, a formal request is made for the partial or full return of grant award funds. In this case, the Director will issue a formal letter to request return of grant funds and/or indicate amendment of the Grant Award Agreement.

Revised/Approved  
Alison Watson, Director  
March 2019

Federal funds, granted to Michigan Council for Arts and Cultural Affairs through the National Endowment for the Arts (NEA), represent a small but important portion of the Council's annual gross appropriations. Federal funds and state funds may be combined to support Council grant awards in any Council core program area. Distribution of federal funds, among Council grant programs, may vary on an annual basis. Federal grant matching requirement is one to one. As the designated "state arts agency" (SAA) for the State of Michigan, the Michigan Council for Arts and Cultural Affairs submits an application to the Partnership Program and other core programs of the National Endowment for the Arts on an annual basis. Refer to <http://www.arts.gov> for federal program guidelines.

- NEA: Competitively review the "on-year" application in peer panel review meetings; the "off-year" application or update is reviewed by NEA staff and/or panels as required; Note: "on-year" applications are filed on a three year cycle. ---- Refer to "On-Year" NEA Application for panel comments.
- Council: Receive preliminary notification of NEA Partnership Agreement award prior to National Council On the Arts action.-----Refer to NEA Application File
- NEA: Request submission of MCACA application, Part II; MCACA submits the requested application information within 30 days of request [revised budget] --- Refer to NEA Application File
- Council: Receive formal NEA notification of peer review findings and the total federal grant award which consists of four award sub-categories, Basic State Plan, Arts In Underserved Communities, Arts Education, and Poetry Out Loud. ---- Refer to NEA Application File (Peer review findings, "On-Year" application file only)
- Council: Officially notify the department of the award [MEDC Finance], by submission of a copy of the NEA award letter and copy of the "on-year" Council grant application; retain copies of "off-years" updates. ---- Refer to departmental and agency federal files
- Council: Governor appointed Council members determine Council grant awards, inclusive of state and federal appropriations. ---- Refer to annual Press Release from department and/or Office of the Governor
- Council: Develop the plan for federal funding distribution by program grant award accounting for NEA and Council program goals and grant recipient activity dates. ---- Refer to Council program guidelines and Grant Budget
- Council: Develop a grant payment schedule, by program, for state and federal funding distribution based on quarterly allotments. ----- Refer to Grants Payment Schedule
- Council: contract with grant recipients, indicating federal portion of the grant award. ---- Refer to Fiscal Year Grant Agreements

- Council: Provide, on a quarterly basis [or as required], to the department a Billing Summary for preparation of the Federal Draw. ---- Refer to NEA Request for Advance or Reimbursement Form
- Department: Request, on a quarterly basis [or as needed] , the Federal Draw based on Council's Billing Summary. ---- Refer to department approved NEA Request for Advance or Reimbursement Form
- Council: Prepare and submit a Progress report to the department, as part of a quarterly Federal Draw, when the cumulative amount requested exceeds two-thirds of the federal grant award amount. ---- Refer to NEA Request for Advance or Reimbursement Form, OMB #: 3135-0112
- Council: Makes payments to grant recipients according to contract payment stipulations and federal program indexes. (Note: Federal funds are typically scheduled for disbursement within the first two quarters of a fiscal year.) ---- Refer to departmental payment records
- Council: Receives and review, for approval, reports from grant recipients based on contract stipulations and reporting instructions. ---- Refer to Grant Recipient files
- Council: Compile and enter report data and information, in compliance with NEA Partnership Agreements Report requirement, to complete and submit the NEA Final Descriptive Report and the Financial Status Reports. ---- Refer to the Final Descriptive Report and the Financial Status Report in the NEA application file
- Council: Prepare NEA file for department internal audit. ---- Refer to the NEA application file

Revised/Approved  
Alison Watson, Director  
March 2019

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Although the Michigan Council for Arts and Cultural Affairs convenes in committee and as a full body on a scheduled basis, unforeseen emergencies and opportunities may occur in which funding allocations are required and must be expedited by staff. Such emergencies and opportunities may occur outside of scheduled Council and committee meetings.

Moreover, to meet mandated contracting and reporting deadlines, administrative action on grant awards may be required.

In addition, use of unallocated and returned grant funds in response to Council priorities may be requested. Such requests may also occur and require response outside of scheduled Council and committee meetings.

As referenced in Operational Procedure, Council Function and Structure, in response to extraordinary, emergency or crisis circumstances, the Director or designee, in adherence to Council and state policies, shall implement alternative methods, procedures and processes to facilitate Council decision making and shall report actions taken to the Director and the Executive Committee.

In such extraordinary circumstances, the Director or designee shall:

1. Document the circumstance
2. Determine funding allocations
3. Direct staff to initiate the contracting process
4. Report action to the Director and/or the Executive Committee with the final report on state and federal funding.

Revised/Approved  
Alison Watson, Director  
March 2019

To establish a statewide standard for the use, creation and management of official State of Michigan (SOM) social media sites.

Social media and website use serves to keep the field informed of news, updates, changes, and progress regarding the work of the Council, national arts and culture organizations and other topics relevant to the field.

Staff will also utilize web and social media to stay up-to-date on the work of their constituents and to monitor proper grant facilitation and acknowledgement.

***Social Media Site Account Administrators remember to:***

- Refrain from posting content that violates city, state, or federal laws and regulations.
- Always try to respond to constituent inquiries/comments
- Do not use non-Council (personal) accounts to respond to inquiries or postings.
- All replies should use professional conversational language that encourages comments and engages follow-up conversation.
- Not comment on or post anything related to legal matters or litigation without appropriate approval.
- Not use Council's name or graphical representation (logos) to endorse any view, product, private business, cause or political candidate.
- Not represent personal opinions as Council-endorsed views or policies.
- Be responsible for creating, maintaining and monitoring content on respective social media sites, engaging with users, and removing content that violates SOM web and social media standards.
- Avoid replicating content. Content that is posted outside SOM portal sites should refer to or identify and link back to the original content.
- Keep the imagery associated with the Council's social media sites current and fresh
- Work to post new material or links at least twice a week

**Guidelines for Internet Use**

Access to the Internet via the SOM network is provided to employees for the benefit of the organization and its members. In addition, most employees have access to the Internet outside of the SOM. Every employee has a responsibility to use the Internet in a responsible manner, taking care to properly differentiate between personal activities and SOM-related activities.

**Representation of the Council**

Many employees routinely post non-Council information to the Internet in a variety of ways, including personal web sites, email, social media, blogs, and comments on public websites. Employees are prohibited from representing or appearing to represent the Council through their postings unless they are specifically authorized to do so. Websites that incorporate Council branding and postings that include the employee's job title are examples of activities that could

appear to represent the Council. To avoid confusion, it is recommended that employees include a statement in their social media profiles similar to the following:

“The opinions that I post represent my own views and not those of my employer, the Council.”

Employees must receive written authorization from the Director before creating websites or posting other information to the internet that could give the appearance of representing the Council.

#### **Access Using Council Network Connections**

Employees accessing the Internet via the Council network should be aware that its intended use is for work-related purposes. Employees are responsible for ensuring that the Internet is used in an effective, ethical and lawful manner. The Council recognizes that some minimal personal use of the Internet may occur. Users should be aware that Internet use that is not of a work-related nature is expected to be on personal time and is not to interfere with the person’s job, or violate this policy in any way. Such use is expected to be minimal. Internet access using Council assets is not considered private.

#### **Unacceptable Uses of the Internet**

Certain activities are never acceptable or permitted using Council equipment or assets regardless of time of day, location or method of access. These activities are never relevant to company business or employment:

- Employees are prohibited from accessing the Internet for any unethical purposes, including, but not limited to: pornography or any sexually themed site, violence, gambling, racism, harassment, and any other illegal or unethical activity.
- Employees are forbidden from using profanity or vulgarity via the Internet, including email, posting to public forums, social media, and other Internet sites.
- Employees must abide by all federal and state laws and policies regarding information sent through the Internet.

Use of the Internet must not disrupt the operation of the company network or the networks of other users and must not interfere with employee productivity.

Revised/Approved  
Alison Watson, Director  
March 2019

The Michigan Council for Arts and Cultural Affairs will make available a \$100.00 stipend for professionals that serve as panelists on one of our grant review panels. Panelists will be provided lunch on the day that their review panel meets.

If a panelist travels from the **Upper Peninsula or from out of the State** to Lansing to serve on a review panel, we will provide additional reimbursement as follows:

- 1) In-State Option/Less than 850 miles roundtrip: one night's lodging at the State of Michigan standard employee rate which is currently \$85.00 (as of 1/1/19), increase stipend by an extra \$50.00 (for a total of \$150.00)
- 2) In-State Option/Over 850 miles roundtrip: two night's lodging at the State of Michigan standard employee rate which is currently \$85.00 a night (as of 1/1/19), increase stipend by an extra \$100.00 (for a total of \$200.00)
- 3) Out-of-State Option: travel expenses (airfare, mileage, meals) can be reimbursed at standard State Employee rates, plus the \$100.00 stipend.

All reimbursements over and above the standard \$100.00 stipend should be approved in advance by the Finance Manager and the Program Manager.

The Radisson Hotel near the MEDC will usually honor the State Employee rate if documentation is provided. In order to reimburse the panelist for an overnight stay, a receipt(s) must be turned in to staff.

For a panelist to be reimbursed, they must register and setup to receive electronic fund transfers (EFT) in the State's vendor system, SIGMA. Instructions in regard to accessing the system can be obtained by contacting the Council office.

#### Procedure for Contracting with Panelist/Reimbursement

Program Manager forwards contract to Panelist prior to meeting and will forward on to Finance Staff once it's been received

1. Program Manager will verify that the Panelist is entered in PEARL and that the information is current (bio, address, etc.)
2. Finance Staff verifies that Panelist is in SIGMA and that their information is current
3. If Panelist is not in SIGMA, Finance Staff will contact them and have them register in the system/update their information
4. At the panel meeting, Program Manager/Finance Staff should collect any contracts not already turned in along with instructing panelists eligible for hotel reimbursement to make sure their receipts are turned in
5. After the panel meeting, Finance staff will process stipend/travel reimbursement

Revised/Approved

Alison Watson, Director

March 2019

**Organizations**

Use of a Fiduciary for an applicant organization is approved on a case by case basis. The applicant organization must get Council approval on use of a fiduciary prior to submitting an application.

As a rule, fiduciaries are only used when a new organization has applied for nonprofit status but has not yet been approved. They should have an IRS letter stating that they have applied for nonprofit status and it is under review. In order to meet eligibility requirements for the Project Support program, applicants could partner with a nonprofit organization that has 501(c)3 tax exempt status, a K-12 school, college/university or municipality and are located in the State of Michigan.

**Individual Artists**

Use of a Fiduciary for an individual artist is approved on a case by case basis. The applicant must get Council approval on use of a fiduciary prior to submitting an application

In order to meet eligibility requirements for the Project Support program, applicants could partner with a nonprofit organization that has 501(c)3 tax exempt status, a K-12 school, college/university or municipality and are located in the State of Michigan.

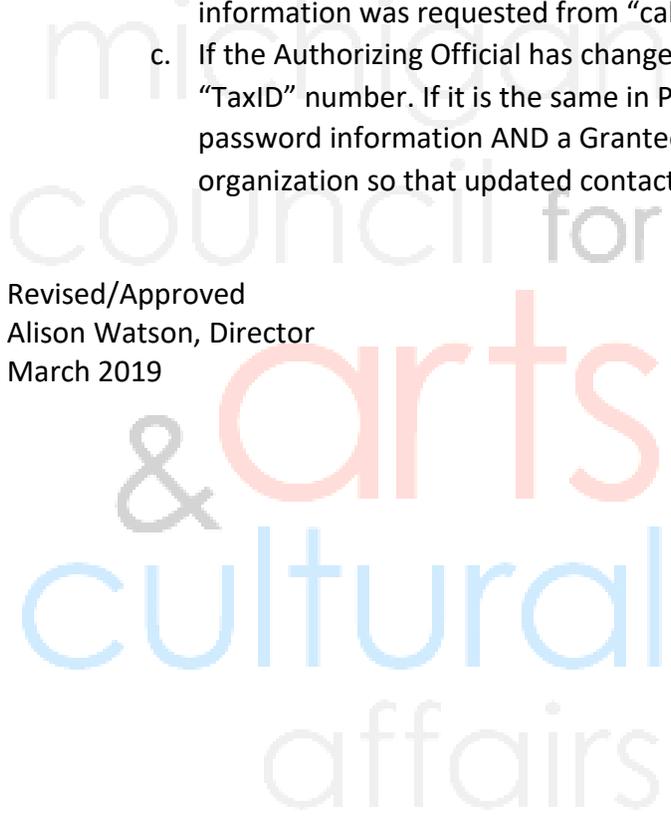
Revised/Approved  
Alison Watson, Director  
March 2019

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For an individual seeking an organization’s password or login follow these steps prior to releasing this information:

1. Get the person’s name and verify the caller is listed in eGrant’s User Account Information or in PEARL as the Project Manager or Authorizing Official
2. If the caller is listed in eGrant or PEARL as noted above, then you may give them the login and password information. If you are unsure of the caller’s identity, you should email the information to the caller’s email address that is on file.
3. If the caller is not listed in eGrant or PEARL, then they should be informed that in order to get the login or password information one of the following steps need to happen:
  - a. Verify the name of the Authorizing Official, if it matches what we have in Pearl, then the Authorizing Official may call for the login and password information. **OR,**
  - b. Send the login/password to the Authorizing Official’s email address/noting that the information was requested from “callers name”.
  - c. If the Authorizing Official has changed, have the caller verify the organization’s “TaxID” number. If it is the same in Pearl then you can provide them with login and password information AND a Grantee Change Form should be emailed to the organization so that updated contact information can be gathered.

Revised/Approved  
Alison Watson, Director  
March 2019



From time to time, the Council may want to offer a service to the field that does not already exist in the Services to the Field program and/or does not have the capacity on staff to implement internally. In that case Pilot Projects may be developed. In order to judge the appropriateness, need and success of a pilot services projects, the Council may fund the project in a “pilot” status for three years, thus allowing the partner organization to also/continue to make full use of other Council funding opportunities. In general organizations receiving a Services to the Field grant may not receive Operational or Project support grants.

Revised/Approved  
Alison Watson, Director  
March 2019



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