



# Arts Projects Minigrant

## FY22 Minigrant Program Arts Project Guidelines

The Minigrant program is a partnership between the Michigan Council for Arts and Cultural Affairs and Regional Services Agencies throughout the state within fifteen (15) regions determined by county(ies). The Arts Projects Minigrant program is a competitive grant program that provides support for production, presentation and creation of arts and culture that promotes public engagement, diverse and excellent art, lifelong learning in the arts, and the strengthening or livability of communities through locally developed arts and culture.

Minigrant Arts Projects provide up to **\$4,000** for special opportunities to address arts and cultural needs locally. These projects connect communities with the world by exploring, sharing and supporting creative expression, and by doing, so they promote the health and well-being of communities and citizens throughout our state. We believe that by sharing creative experiences and expressing our creativity, we build powerful connections with the people we are closest to, with our community, the world around us and with ourselves.

### Are you eligible to apply for an Arts Projects Minigrant grant?

You must be able to answer YES to all the following questions.

- Is the applicant an arts & cultural nonprofit or nonprofit organization registered in the state of Michigan, municipality, or registered preK-12 educational institution?
- Is the applicant's organization physically located in the state of Michigan?
- Will the proposed project occur during Fiscal Year 2022, October 1, 2021 – Sept. 30, 2022 for Round 1 or March 1, 2022 – September 30, 2022 for \*Round 2

Applicants with unmet obligations on prior grants (late/incomplete reports) may not be eligible. Contact your Regional Service Agency or Program Manager Jackie Lillis-Warwick ([lillis-warwickj@michigan.org](mailto:lillis-warwickj@michigan.org) or 517.881.4114) if you have questions

## Deadline

Applications are to be submitted online through SmartSimple by:

- Round 1 – 5:00 p.m. EST, August 3, 2021**
- \*Round 2 – 5:00 p.m. EST, January 15, 2022**

The SmartSimple system will not accept applications after the deadline. Incomplete applications will not be accepted by the SmartSimple system.

**\*NOTE - not all Regions offer Round 2 funding.** Please contact your Regional Services Agency to confirm if Round 2 funding is available. These are for projects taking place between **March 1, 2022 and September 30, 2022.**

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## A few IMPORTANT things to be mindful of:

- It is strongly recommended that you begin the online application **BEFORE** the due date, in order to handle any unforeseen developments that may prevent a timely submission
- Please read the guidelines carefully, they are designed to assist you with the completion of a Minigrant Arts Projects grant application
- Late applications will not be accepted
- The Minigrant Program is administered through Regional Services Agencies
  - Please check the link below for contact information for your region (by county):  
[https://www.michiganbusiness.org/4ad28a/globalassets/documents/mcaca/2020-map-and-rrs\\_revised.pdf](https://www.michiganbusiness.org/4ad28a/globalassets/documents/mcaca/2020-map-and-rrs_revised.pdf)
- An applicant's Region/Regional Agency is determined by the physical location in which the organization resides, **not** where the activity/project will take place

## Minigrants Arts Projects Basics

- Arts Projects grants provide up to \$4000
- Grant awards must be matched on a 1:1 basis with cash and/or in-kind match. State funds may not be used as matching funds.
- Funded projects and expenditures must occur and be complete within the MCACA grant period (Fiscal Year 2022 – See Page 1 for Dates).
- Applicants are eligible to receive funding for one Arts Projects Minigrant per fiscal year
- Applicants may apply to more than one Council program, however, no one applicant may receive multiple grants in the same category.
- Although an applicant can apply for an Arts Projects Minigrant and a Project Support or Operational Support grant, during the same fiscal year, if awarded both, the applicant may only be awarded one.
- Council reserves the right to limit the number of grant awards to any one applicant
- All applicants that are arts and cultural organizations are strongly encouraged to participate in SMU/DataArts' Cultural Data Profiles <http://culturaldata.org/>, but not a requirement.

## Grantee Responsibilities and Requirements

### Eligibility

Michigan registered nonprofit arts and cultural organizations incorporated, and physically located, in the state of Michigan, municipality, or registered preK-12 educational institution are eligible to apply. Organizations must ensure no part of net earnings benefit a private individual. Donations to the organizations must be allowable as a charitable contribution under section 170c of the Internal Revenue Code of 1954 as amended. (Organizations with status under Section 501(c)(3) of the IRS Code and local Units of Government meet these criteria.).

Any applicant that has unmet obligations on current grant agreements, such as overdue or incomplete reports or other significant problems, is not eligible to apply for future funding. If any applicant fails to meet MCACA requirements on a current grant agreement, their pending application will be removed from the review process. If any applicant fails to meet MCACA requirements on a current grant, following Council approval on a FY21 application, the newly approved grant will be rescinded. Auxiliary support organizations (i.e. friends of xyz), colleges and universities may not apply in this grant program. Federal and State of Michigan agencies, divisions or departments are not eligible to apply for funding from MCACA.

### Funding

Minigrant Arts Projects recipients are required to make a minimum 1:1 cash and/or in-kind match. State funds may not be used as matching funds. Any additional matching funds, over and above the required cash match, may include other cash, earned revenue, contributions, and "in-kind" funds which represent a reasonable value of services, materials, and equipment, as allowed under Federal Internal Revenue Service code for charitable contributions. Also, there are certain expenses that may occur during the project year that should not appear on the itemization. See application budget instructions for complete details.

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

to list full project expenses and revenue to balance expenses.

### **Accessibility**

MCACA strives to make the arts accessible to all people and this is a priority of its funding programs. Funded organizations agree to make every attempt to ensure that programs are accessible to persons with disabilities. According to state and federal law, every publicly funded organization must place itself in the position of being able to provide accommodations when persons with disabilities make requests for services. For a list of resources on accessibility, visit <http://arts.gov/accessibility/accessibility-resources/nea-office-accessibility>.

### **The Fine Print**

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

Grantees should use cost accounting principles which comply with requirements as set forth in 2 CFR Chapter, I, Chapter II part 200 Uniform Administrative Requirements, Cost, Principals, and Audit Requirements for Federal Awards\*. This new guidance, commonly called the Omni Circular, Super Circular or Uniform Guidance, replaces A-87 Cost Principals – State and Local Governments, A-122 Cost Principals - Nonprofit organizations, A-89 catalog of Domestic Assistance, A-102 Administrative Rules State and Local Governments, A-133 & A-50 Audit Rules. It is important to note that for grant recipients the change from the previous federal standards (like A-87 & A-133) to the OMNI circular formally went in to effect December 26, 2014, and applies to MCACA grants awarded after 7/1/2016.

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

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

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

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

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

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

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

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

According to section 11 of your Grant Agreement, Council support must be credited and included in all publicity, media materials, on your website and during each broadcast promotion of the activity. MCACA credit should read: **"This activity is supported in part by the Michigan Council for Arts and Cultural Affairs."**

Grantees must submit, in a Council supplied format, a final report. The final report must include a narrative summary of outcomes, detailed financial statement, and publicity materials from the activity (i.e. publication materials, photographs and news stories). Selected grantees may also be required to submit an interim report.

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

## SmartSimple Application Instructions

- Applicants must apply using the online software <https://mcaca.smartsimple.com/> (no www).
- Codes are supplied by the drop-down tabs in the SmartSimple System

- The term “project” in the instructions refers to all activities that funds are being requested for, regardless of which category you select.
- Please use the **same** SmartSimple account for each/all applications. Be sure to write down your username and password. If you should lose login information, please contact SmartSimple via link on the login page. MCACA staff cannot access applicant passwords.
- MCACA is not responsible for incorrectly uploaded materials or the inability to open attachments. Documents must be uploaded as “.pdf” files (portable document format). Media files: SmartSimple supports a variety of video, audio, and image file formats that may be attached.

Before applying for a MCACA grant, it is important to note that applicants must first:

- Check if your Organization is Registered. If not, Register Organization
- Create/Update an ACCOUNT and PERSONAL/USER in SmartSimple
- Complete/Update ORGANIZATION INFORMATION section
- Complete/Update ADA/504 INFORMATION section
- Complete/Update ORGANIZATIONAL HISTORY/BOARD section
- Complete/Update DEMOGRAPHICS section

Upon creating a User Profile and completion of the above sections, an applicant may view eligible grants and begin application(s) by selecting icon(s) under “My Opportunities.”

Some sections have tool tips (indicated with a ?) and/or descriptions for guidance

Do NOT click “Submit” until the project information, summary information, and attachments have all been completed.

Use the “Next” button to move on to the next page or click on the tabs.

Make Sure you are clicking “Save Draft” often as the system will time out.

## Step-by-step Instructions for Minigrants Art Project Applicants

[My Opportunities](#) – select Minigrants Arts Project

Select “Apply Now” button on the grant program line you will work on/submit. If you have already begun the application process, click on “Applications and Grants” in the top right corner to access your draft application.

[New Grant](#) - Ensure that Organization Name and Project Director information is correct.

[Eligibility Quiz](#) - Select appropriate answers and click “Submit” button.

[Assurances Section](#) – Complete the assurance form within the SmartSimple system. The assurances information must be completed before submitting your application.

DocuSign is an online electronic signature service that will allow users to sign and return documents to the MCACA grant portal. The signer does not need a DocuSign account OR access to this portal to sign and submit the document. An email notification will provide a link to the specific document to be signed, and the signed document can be submitted from DocuSign back into the system. You will not need to download, scan, physically sign, or upload anything, it will be done automatically. You will receive a notification from SmartSimple when the signed document is received by the system.

[Project Director](#) – check that the appropriate person is listed as “project director”. If the Project Director is not correct, click on the binoculars icon and select the appropriate person from the list. If the correct person is not listed, that person will need to register in the system. The Project Director cannot be the same person as the Authorizing Official.

[Contact Details](#) - Ensure contact details information is current and/or correct.

[Project Information Section](#) - Make selections that best describe project activities for support. Use the tool tips for further information by hovering over the “?” after each question.

### *Budget Section (Criteria 1 worth 10 points at the review)*

Please read information boxes closely for detailed instructions on how to enter the Budget.

- Click “Edit Budget” button and a new window will open
- Click the “+” button to add lines under expense categories
- When completed, click “Save” and then “Close”

MCACA budget requires applicants to list full project expenses and revenue to balance expenses. This itemization must show a :1 cash and/or in-kind match of your grant award. Keep complete records and receipts. Applications **MUST** use the MCACA provided template in the SmartSimple system.

#### **MCACA Funding may ONLY be used for:**

- Artists fees
- In-state travel or lodging for artists
- Space rental
- Marketing
- Consumable supplies related to the instructional component of the project
- Staff time directly related to the execution of the grant program
- Field trip admission to museums, theaters, galleries, etc. for the core group of students **only** if it is integral to the instructional component of the project and includes a guided lesson.

#### **Items and expenses NOT to be included on the itemized budget are:**

- Incentives for participation including cash awards
- Out-of-state travel
- Indirect costs
- Individual private lesson instruction

- Payment for apprentices or interns
- Planned fundraising activities
- Scholarships or competitions
- Grant writing fees
- Non-classical art forms including, but not limited to martial arts, healing arts, exercise programs, acrobatics or gymnastics (exceptions exist – contact MCACA for details)
- Costs associated with the start-up of a new organization
- Costs incurred prior to the grant starting date
- Purchase awards, cash prizes, scholarships, contributions or donations
- Fundraising functions
- Existing deficits, fines, contingencies, penalties, interest or litigation costs
- Publication, records, films of a commercial nature, i.e. works of questionable artistic value produced to realize quick market profit
- Capital improvements, new construction, renovation or permanent equipment items

## Attachments Section

*Basic things to remember:*

- Files should be uploaded as PDF documents.
- Do not create PDFs of your electronic documents by scanning. PDFs created this way are much larger and of lower quality.
- Please do not enable any document security settings or password-protect any PDF files you submit.
- The attachments every applicant must submit for their on-line application are:
  - Narrative
  - Key Staff/Cultural Workers/Artists Bios
  - Supplemental Materials and/or Media Library Files

Below are the descriptions for what to include in the ATTACHMENTS section of SmartSimple:

### *Narrative Attachment (Criteria 2, 3, 4 worth 65 points in the review)*

Follow these instructions to create your Narrative:

- For the narrative, use the Review Criteria (below) as an outline and guide to describe project you wish MCACA to support. Be clear from the beginning what the grant funding will support/be used for. Address each numbered Review Criteria in order.
- Submit only up to four narrative pages.
- Do not use type size smaller than 12 point.
- Leave a minimum margin of 1" on all sides.
- Be sure to number and include the name of the organization on each page.
- Don't assume the panel is familiar with your organization, terminology, or the environment in which you are operating. Details will help strengthen and support your application.



## Migrants Arts Project

Each application to the MCACA is reviewed by a panel in order to determine the appropriateness of state support to the applicant. Review criteria are used in two ways:

1. To assist the applicant in preparing the grant application narrative by establishing, through the criteria, how panel reviewers will judge the application.
2. To assist reviewers by outlining for them what MCACA expects from a successful applicant and weighting each criteria based on Council goals and priorities.

For the proposal narrative, refer to the Review Criteria as an outline and guide to describe the grant activities you wish supported. Address each numbered Review Criteria in order. Remember that panelists score applications based on the completeness of your answers to each Review Criteria, and some criteria are worth more points than others.

### **1. Artistic/Cultural Merit** – Criteria 2 worth 25 points at the review

- Describe the project for which you are requesting MCACA support. Be sure to include why you are doing this project
- Describe how the project will use qualified, appropriate artists
- Explain how your project will provide experiences for audiences/participants to express themselves, grow, further their well-being, or be more happy

### **2. Community Impact** – Criteria 3 worth 25 points at the review

- Describe how you engage with and learn from your audience
- Describe how you engage with and gain feedback from your artists
- Describe your organization's efforts to reach a broader community and/or specifically targeted audiences with programs, including efforts to increase accessibility

### **3. Implementation/Management** – Criteria 4 worth 15 points at the review

- State clear parameters of activity(ies) including time table or schedule of activities showing when, where, how and for how long the activity(ies) will take place
- Describe the qualifications of those executing your project, such as staff or volunteers, and the technical, artistic or administrative experience they bring to the project
- Describe how you evaluate the success of your project

## *Key Staff/Cultural Workers/Artists Bios Attachment (Criteria 5 worth 10 points at the review)*

- Provide appropriate staff and artist bios as it relates to your application/project, and how they are qualified to conduct the project.
- Appropriate bios may include: qualified individuals involved in the planning of the project, artist(s) being brought in, and/or administration where project is taking place.
- This attachment is limited to three pages.

### *Supplemental Materials (Criteria 6 worth 5 points at the review)*

- Upload pdf attachments (up to FOUR) that are appropriate, relevant, and strengthen the application.
- Appropriate supporting attachments may include (but are not limited to): marketing materials, models being used for the work, evidence of past work/events, etc.
- Include a header and page number on each attachment

### *Additional Considerations (Criteria 7 worth 10 points at the review)*

Panelists will devote 10 points to the completion of the applicants Organizational Profile, which includes: correct organization information, ADA/501 information, Organizational history/board and demographics.

### Assurances

This page is for reference only. To verify the Authorizing Official has signed and returned the document, a signed assurances pdf document will be visible under the “Signed Assurances” heading. If there is no pdf, please follow the directions in the information box. An application can NOT be submitted without the signed assurances.

## Application Submission

Once you’ve completed the application, click “Submit” at the bottom of the page.

A “Submission Failed” message may appear along with the list of what information is missing.

Applications must be submitted on-line through the SmartSimple system by:

Round 1 -- **August 3, 2021 by 5:00 p.m. EST**

Round 2 -- **January 15, 2022 by 5:00 p.m. EST** Please contact your Regional Services Agency to confirm if Round 2 funding is available **before** submitting an application

The successful submission of your application does not confirm the accuracy of the grant application, materials uploaded or that it will receive funding.

The Council and the Regional Services Agency are not responsible for incorrectly uploaded materials or the inability to open attachments or links. The Michigan Council for Arts and Cultural Affairs and the Regional Services Agency reserves the right to retain a copy of application materials for archival purposes and its permanent record.

\*If the application requires an application fee, you are not in the correct grant application program. There are no application fees for Minigrant applicants.

All application materials are public records.

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