# Community Partners Grant Guidelines

The Community Partners grant program is a competitive grant program that exists to strengthen communities by encouraging them to work collaboratively with artists and culture bearers to explore local issues, where collaborative artmaking is integral to daily lives and is valued as a tool for community development. Grants from $10,000 to $20,000 are available for qualifying applications.

Each Community Partners Project must meet or exceed **ALL** the following project goals:

*Bring people together in Michigan communities*...Encourage authentic dialogue resulting in meaningful collaborations between community members, artists and/or culture bearers, civic, municipalities, arts/cultural, human service, neighborhoods, business sector and other organizations and groups.

*Determine what is unique and important to each community*…Identify and define shared community goals, risks, concerns, challenges, opportunities, issues, celebrations, and/or other conditions as subjects/themes for the project.

*Share in the creative processes of arts and culture as a tool for exploring community change*…Engage community members in examining and exploring those community subjects/themes from above through active participation in projects focusing on the creative processes.

Eligible organizations include: 501c3 non-profit organization, college/university, unit of government or tribal entity. The eligible 501c3 non profit organization, college/university or unit of government represents the project partnership — coordinating planning efforts, submitting the grant application, acting as fiduciary agent and assuming full project responsibility. This primary organization must apply, representing a partnership/collaboration with:

- at least two partner organizations (any type of organization is eligible). Partner organizations work with the primary organization and artist(s) and/or culture bearer(s) to plan the project, prepare the application and implement the project. Partner organizations do not need non-profit status. Businesses, schools and/or school districts, for profit organizations, neighborhood groups, etc. are eligible as partner organizations. One of the Partner/collaborator organizations must be an arts/cultural organization in the event that the Primary/Applicant Organization is not.
- artist(s) and/or culture bearer(s) who will serve as the creative lead. MCACA defines "creative lead" as one or more artist(s) or culture bearer(s) that must serve in the partnership, helping the

primary and partner organizations plan the project, prepare the grant application, and implement the project.

Applications submitted by K-12 schools/school districts or other organizations/individuals for projects that primarily benefit schools within the K-12 curriculum and school day are not eligible. K-12 schools/school districts may serve as partner/collaborator organizations in a project.

A College or University serving as the Primary/Applicant Organization must demonstrate that the project will PRIMARILY benefit and involve participants from the greater community in which the institution exists; a "campus" does not constitute a "community."

Grants from $10,000 to $20,000 are available.  Grants must be used to cover costs associated with conducting the project described in your application. Artist and/or culture bearer stipends, travel or lodging for artist and/or culture bearer, consumable material and supplies related to the project, marketing material to promote the project.  Grant funds do not need to be matched, although it is strongly encouraged.

---

## Are you eligible to apply for a Community Partners grant?

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

- Are you a nonprofit organization, college/university or municipality?
- Are you physically located in the state of Michigan?
- Are your facilities open and accessible to the public?

---

Applicants with unmet obligations on prior grants i.e. late/incomplete reports, <u>may not</u> apply (Contact MCACA staff if you are concerned about a prior grant).

Questions? Please contact.
Chad Swan-Badgero, badgeroc@michigan.org, 517.881.9472
Alison Watson, watsona11@michigan.org, 517.275.0579
Adam Wheater, wheatera@michigan.org, 517.881.7272

## Application Deadline

Applications are to be submitted online through SmartSimple no later than:

# 5:00 p.m. EST, November 1, 2021.

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

# Application Basics

- Applicants can request a minimum of $10,000 or a maximum of $20,000.

- There is no required match to this grant award, although strongly encouraged.

- Funded projects must be take place and be completed within the grant period: January 1, 2022 – June 15, 2022.

# Grantee Responsibilities and Requirements

**Eligibility**

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

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

**Match**

Community Partner grant recipients are not required to make a cash match.  Any additional funds, over and above the grant award, 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 year that should not appear on the itemization required with awardee's Final Reports. These expenses include:  costs involved in the start-up of a new organization, costs incurred prior to the grant starting date, indirect costs for the handling/management of  grant funds, awards or cash prizes, fund raising events,  or reception costs.

Grantees must sign a grant agreement detailing terms for the use of 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 and Arts Midwest strives to make the arts accessible to all people. 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, support must be credited and included in all publicity, media materials, on your website and during each broadcast promotion of the activity. Credit should read: **"This activity is supported in part by Arts Midwest and 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 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 is not responsible for incorrectly uploaded materials or the inability to open attachments. Documents must be uploaded as ".pdf" files (portable document format).

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

- Check if your Organization is already registered. If not, Register Organization
- Create an ACCOUNT and USER PROFILE in SmartSimple (If you do not have one)
- Complete/Update ORGANIZATION INFORMATION section
- Complete/Update ADA/504 INFORMATION section
- Complete/Update ORGNAIZATIONAL HISTORY/BOARD section
- Complete/Update DEMOGRAPHICS section

Upon creating an account 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, attachments, and fee processes 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 applicants:

My Opportunities – 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.

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 does not need to show a 1:1 cash match of your grant request. Keep complete records and receipts.  Applications **MUST** use the MCACA provided template in the SmartSimple system.

Funding <u>CAN</u> be used for:

- Artist and/or culture bearer stipends
- Travel or lodging for artists
- Consumable material and supplies related to the project
- Marketing material to promote the project

Funding may <u>NOT</u> be used for:

- Incentives for participation including cash awards
- 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

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

# Narrative Attachment (worth 60 points at the review)

Follow these instructions to create your Narrative:
- For the narrative, use the Review Criteria (below) as an outline and guide to describe the project you are seeking support for.
- Be clear from the beginning what the grant funding will support/be used for.
- Submit up to four narrative pages only.
- 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.

### Narrative Review Criteria and Scoring

Each application will be reviewed by a panel in order to determine the appropriateness of support to the applicant. Review criteria are used in two ways:
1. To assist the applicant in preparing the grant application by establishing 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 program goals and priorities.

For the proposal narrative, refer to the Review Criteria below as an outline and guide to describe the 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. Some criteria are worth more points than others.

**1. Project Goals: worth 20 points at the review**
What is the issue/concern/celebration, etc that is going to be addressed?
What are the art form(s) or tradition(s) to be used in project and why.
Why is it important to the community?
What is the benefit to the community, partners/collaborators/artists?
How will this project strengthen the community and how will you evaluate its success?

**2. Community: worth 20 points at the review**
Describe how you are bringing people together in Michigan Communities.
   Be sure to include:
      Each partnering or collaborating organization and their role in the project?
      Identify the artist(s) or culture bearer(s) engaged in the process
      Who are your targeted community participants for the project?
      How will you reach and engage the community participants for this project?

**3. Project Description/Timeline: worth 20 points at the review**
Description of the activities that will take place, when and where. (a month-by-month summary of project activities may be an effective way to provide this information.)

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

- Provide appropriate staff and artist/culture bearer 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) and/or culture bear being brought in, and/or administration where project is taking place.
- This attachment is limited to three pages.

## Supplemental Materials (Criteria 6 - worth 10 points at the review)

- Use no more than four (4) attachments to upload additional materials or samples of the work regarding your project that will assist the peer panel in reviewing your application.
- Appropriate supporting attachments may include (but are not limited to): marketing materials, models being used for the work, evidence of past work/events, letters of support from partners/collaborators, etc.
- PDF files will be uploaded in the Supplemental Material section.
- Include a header (with applicant name and description) 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 and up-to-date organization information, ADA/504 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

Applications must be submitted on-line by **5:00 p.m. EST November 1, 2021**. The SmartSimple system will not accept applications after this time. Incomplete applications will not be accepted by the SmartSimple system.

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

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

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

All application materials are public records.