Capital Improvement Program
FY19 Guidelines

The Capital Improvement Program (CIP) is a competitive matching grant program for nonprofit arts organizations and municipalities (counties, cities, townships and villages) that provides funding assistance for the expansion, renovation or construction of arts and cultural facilities. This includes projects that establish, convert or improve facilities; provide or increase accessibility to persons with disabilities; integrate energy efficient products and technologies; or involve the purchase of equipment.

MCACA recognizes the importance of the state's cultural assets and their role in enhancing the quality of life for Michigan's citizens and the state's economic vitality. CIP projects should enhance arts and cultural practices and achieve direct artistic and cultural outcomes. The program is offered annually and is not appropriate for the funding of project planning; such as feasibility studies or architectural drawings; mortgage payments; the purchase of a building, land or vehicle; nor for operational support.

Are you eligible to apply for a Capital Improvement Program grant?
You must be able to answer YES to all of the following questions:

- Is the applicant a Michigan municipality or nonprofit arts and cultural organization that has tax-exempt status under Section 501(c) (3) of the US Internal Revenue Code?
    - **NOTE:** Federal and State agencies are not eligible to apply
    - **NOTE:** "friends groups" nonprofit or auxiliary organizations primarily for the benefit of specific activities, programs or fundraising are not eligible to apply
- Is the applicant's organization physically located in the state of Michigan?
- Will the proposed project be completed during FY19, Oct. 1, 2018 – Sept. 30, 2019?
- Does the applicant have funding/ability to complete the proposed project within FY19?
- Does the applicant have an eGrant account, login, and password?
    - **New** applicants will need to create an account to apply.
    - **Returning applicants**, please, DO NOT CREATE additional accounts/logins and contact MCACA staff if you need login info.

Applicants with unmet obligations on prior grants (late/incomplete reports) may not be eligible. Contact MCACA staff if you have questions about prior grants.

Deadline
Applications are to be submitted on-line through eGrant by **11:59 p.m. EST, June 1, 2018**. The eGrant system will not accept applications after the deadline. Incomplete applications will not be accepted by the eGrant system.

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A few IMPORTANT things to be mindful of:

- It is strongly recommended 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 Capital Improvement Program grant application.

- Late applications will not be accepted.

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

- The Council is not responsible for incorrectly uploaded materials, unreadable materials, or the review panel's inability to open attachments.

Funding Basics

The two following categories are eligible for funding under the CIP grant:

- ***Facility Improvements:*** funding assistance for capital improvement projects for the expansion, renovation or construction of arts and cultural facilities.
    - Permanent fixtures and mechanisms that cannot be removed without altering ceilings, floors, walls and/or damaging the building are considered facility improvements.

- ***Equipment:*** the purchase and installation of equipment will be considered where the equipment is part of an overall improvement to an arts facility or it enhances the effective delivery of arts and cultural activities and programs.
    - Non-permanent fixtures/machinery, with a minimum totaling $5,000 are considered equipment.

- The CIP grant is **not appropriate** for the funding of project planning; such as feasibility studies or architectural drawings; mortgage payments; the purchase of a building, land or vehicle; or for operational support.

- CIP applicants can request a minimum of $5,000 to a maximum of $100,000 in funding.

- Grant awards must be matched on a 1:1 basis with cash and/or newly manufactured product match. **In-Kind labor is not an appropriate match for CIP grants**.

- Proposals should convey strong evidence of pre-planning and eminent completion.

- Facilities must be open to the public and provide accessible entrances.

- Funded projects and expenditures must occur and be complete within the MCACA grant period: October 1, 2018 – September 30, 2019.

- Funding for the same project or activity over multiple fiscal years will not be considered.

- All applicants are required to provide their Dun & Bradstreet (DUNS) number on the application form. Please visit http://fedgov.dnb.com/webform to acquire a number.

- Applicants are strongly encouraged to notify their legislators of their grant submission. Please note, if a grant is awarded, you will be required to notify your legislators of your grant award. A copy of this letter or email must be submitted with the signed grant agreement.

- Due to IRS regulations, MCACA will confirm all applicant organizations nonprofit status are current by verifying a Form 990 has been filed in the last three years.

- Applicants to the CIP must include a $50.00 nonrefundable application fee.

- Applicants may apply to more than one Council program, but can only apply for one Capital project per year. However, the Council reserves the right to limit the number of grant awards to any one applicant.

Grantee Responsibilities and Requirements

HISTORICAL BUILDINGS AND SITES
If your project involves a building 50 years of age or older, applicants should check if the property is listed on the National Register of Historic Places website at http://www.cr.nps.gov/nr or https://npgallery.nps.gov/nrhp.

From the Federal perspective (the National Register of Historic Places is part of the National Park Service), a property owner can do whatever they want with their property as long as there are no Federal monies attached to the property. If a building is listed on the National Register, it is at the discretion of the applicant organization to adhere to historic preservation standards.

The Michigan State Historic Preservation Office (SHPO) is a state agency that oversees historic preservation efforts in the state of Michigan. There may be state or local preservation laws that the owner should be aware of before they undertake a project with a historic property.
For additional information, please visit the website http://www.michigan.gov/mshda/.

FUNDING
Applicants will match grants on a minimum 1:1 cash and/or new manufactured product match (in-kind). New manufactured products as a match must be verifiable, tracked and documented, from a legitimate business or contractor, preferably from Michigan. In-kind labor is not appropriate. The amount requested cannot exceed 50 percent of the total project costs. Funds used as match for one Council grant cannot be considered as a match for other Council grants.

Note: budget expenses should ONLY include construction/renovation costs and reasonable administration of the specific capital improvement project.
*Programming and other administrative costs are not appropriate 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

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

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

ELIGIBILITY

Eligibility is limited to art and cultural nonprofit organizations, counties, and municipalities (city, township, or village). Applicants must be incorporated in the State of Michigan. Federal tax-exempt 501(c)(3) or 501(c)(2), for projects owned or operated by agreement with nonprofit organizations, status is required by the applicant for projects outside the county, city, village or township operating authority.

Auxiliary support organizations or non-arts & culture nonprofits (such as, "friends of" xyz, neighborhood associations, economic development organizations, etc.) **are not eligible to receive funding** in the Capital Improvement grant program. Federal and State of Michigan agencies, divisions or departments are not eligible to apply for funding from MCACA.

Applicants must also ensure that 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 having status under Section 501(c)(3) of the Internal Revenue Code and local Units of Government, meet this criteria.

Applicants that have unmet obligations on current grant contracts, such as overdue or incomplete reports or other significant problem, are not eligible to apply for future funding. If any applicant whose application is pending, fails to meet MCACA requirements on a current contract, that pending application will be removed from the review process. If any applicant should fail to meet MCACA requirements on a current grant, following the review process and Council approval on a future application, the newly approved grant will be rescinded

Projects involving the renovation of real or personal property require the submission of either proof of ownership, option to purchase, or long-term lease, with the application. The certification will include an option clause protecting against a change in purchase price should the grant request be successful.

INELIGIBLE RECIPIENTS
- Private For-Profit Organizations
- Schools, Colleges and/or Universities
- "friends groups" or auxiliary nonprofit organizations primarily for the benefit of a specific activities, programs or fundraising are not eligible
- Federal and State of Michigan agencies, divisions, and/or departments are not eligible to apply for, or receive funding from the Michigan Council for Arts and Cultural Affairs.
- Projects which cannot be completed within the project period, 10/1/18 - 9/30/19.

MATCH

Capital Improvement Program grant recipients are required to make a minimum 1:1 cash and/or newly manufactured product match. Newly manufactured products (applied as an in-kind match) must be verifiable, tracked and documented from a legitimate business or contractor, preferably from Michigan.

Examples of manufactured product match include, but not limited to:
- new furniture which serves a programmatic purpose
- roofing materials
- construction materials
- fencing
- other fixed equipment and/or products that have not previously been used

*In-kind labor cannot be applied as matching funds.
*State funds may not be used as matching funds.

Any additional matching funds, over and above the required 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. CIP funding may not be used for expenses such as: costs involved in the start-up of a new organization, costs incurred prior to the grant starting date, indirect costs for the handling/management of grant funds, awards or cash prizes, fund-raising events, reception costs, out of state travel, etc. See application 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.

VETERANS AFFAIRS

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

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

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

The Fine Print

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

Grantees should use cost accounting principles which comply with requirements as set forth in 2 CFR Chapter, I, Chapter II part 200 Uniform Administrative Requirements, Cost, Principals, and Audit Requirements for Federal Awards*. This new guidance, commonly called the Omni Circular, Super Circular or Uniform Guidance, replaces A-87 Cost Principals – State and Local Governments, A-122 Cost Principals - Nonprofit organizations, A-89 catalog of Domestic Assistance, A-102 Administrative Rules State and Local Governments, A-133 & A-50 Audit Rules. It is important to note that for grant recipients the change from the previous federal standards (like A-87 & A-133) to the OMNI circular formally went in to effect December 26, 2014, and applies to MCACA grants awarded after 7/1/2015. *All references to the "Omni Circular" refer to the "Office of Management and Budget 2 CFR Chapter 1 & 2 Part 200, 215, 220, 225 and 230 – Uniform Administrative Requirements, Cost Principals, and Audit Requirements for Federal Awards" dated 12/26/13, http://www.gpo.gov/fdsys/pkg/FR-2013-12-26/pdf/2013-30465.pdf

Since MCACA receives funding from the NEA (CFDA 45.025), organizations receiving funding from the MCACA must, in turn, comply with the requirements outlined in the NEA's General Terms and Conditions https://www.arts.gov/sites/default/files/2015-general-terms-and-conditions-for-partnership.pdf. The Grantee shall otherwise be in compliance at all times with all applicable federal laws, regulations, rules and orders including, but not limited to Title VI of the Civil Rights Act of 1964, 42 USC 2000d et seq.; Executive Order 13166; Title IX of the Education Amendments of 1972, 20 USC 1681 et seq.; Section 504 of the Rehabilitation Act of 1973, 29 USC 701 et seq.; the Age Discrimination Act of 1975, 42 USC 6101 et seq.; the National Environmental Policy Act (NEPA) of 1969, 42 USC 4321 et seq.; the National Historic Preservation Act (NHPA) of 1966, 16 USC 470 et seq.; the Drug Free Workplace Act of 1988, 41 USC 701 et seq.; Lobbying restrictions, 18 USC 1913, 2 CFR 200.450, and 31 USC 1352; Davis-Bacon and Related Acts; the Native American Graves Protection and Repatriation Act of 1990, 25 USC 3001 et seq.; the U.S. Constitution Education Program, P.L. 108-447, Division J, Sec. 111(b); and the prohibition on funding to ACORN, P.L. 111-88, Sec. 427."

Grantees must assure the 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 the 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. Capital Improvement Program-specific grant support credit should read:
"This activity is supported in part by the Michigan Council for Arts and Cultural Affairs."

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

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

Capital Improvement Program Review Criteria

In order to determine the appropriateness of state support to an applicant's project, review criteria is used in two ways: First, to assist the applicant in preparing the grant application narrative by establishing, through the criteria, how panel reviewers will judge the application. Second, to assist reviewers by outlining for them what MCACA expects from a successful applicant and weighting each criteria based on Council goals and priorities. Panel reviewers use this criteria to score applications.

Each eligible application submitted to the MCACA Capital Improvement Program is reviewed and scored by a conflict-free panel of professional peers. The panel review is open to the public for observation via telephone, webcast, or in-person attendance. Applications are scored on a 100 point scale, and reviewed according to the following evaluation criteria:

- Program Impact – 35 points
- Planning & Implementation – 35 points
- Additional Considerations – 20 points
- Supplemental Material – 10 points

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

For the proposal's Narrative, refer to the Review Criteria below as an outline and guide to describe the FY19 activities you wish MCACA to support. Address each Review Criteria in order. Please note, panelists score the application based on the completeness of your answers to each Review Criteria, as well as, adherence to the guidelines. Please be mindful that some criteria are worth more points than others.

Program Impact – 35 points
(Who is the applicant? What is the project? Why is this project important?)
- Describe the project for which you are requesting support, be sure to include why it is a current priority and how project may correspond to your long-term facility plan.
- How does the project relate to the mission of your organization?
- What activities/services will take place in the facility that you are planning to improve **OR** what is the benefit of the capital fixtures or equipment purchased.
- Describe the project's use of energy efficient products and/or technologies.
- Describe the project's impact on accessibility, quality of life, economic growth, cultural tourism or other issues deemed relevant.
- Describe how the project will sustain and/or enhance the future operations, stability, and capabilities of the facility.
- Describe the broad-based community support the project has and the number of constituents affected.

Planning and Implementation – 35 points
(Use this section of the narrative to describe how you are currently prepared and intend to complete the proposed project before September 30, 2019.)
- Discuss the process to develop your project, it may include planning, board and administrative involvement, collaboration within community or inclusive planning of community leaders, constituents and others.
  - **NOTE:** Applicants requesting funding for the expansion, renovation or facility improvements must address facility ownership or provide evidence of a long-term lease (preferably 10-20+ years). In some cases, renewable leases may be an exception with evidence of prior long-term residency.
- Describe the administrative and financial capabilities to implement the project and determine the project's budget, this should include discussing what funds are confirmed and which funds are pending in order to complete the project.
- Provide a detailed project schedule, outline how the project will be managed, and explain why employees and contractors are appropriately qualified for the project. Include how you will track local (50 mile radius), in state, and out of state workers.
- Specify which project-related documents are in hand, have been applied for, or are not in hand (such as, contractor bids, manufacturer estimates, or additional proof of cost documentation) that may be indicative of an applicant's ability and readiness to complete the proposed project on time and within budget?
- Discuss how the project will be evaluated, including goals, outcomes, and the ability to operate and maintain equipment or facility after the project has been completed.

Additional Considerations – 20 points
- Provide evidence of broad based community support through financial and participatory contributions from other organizations and individuals.
- Demonstrate cooperation between local community groups, professional companies, organizations and local government authorities to ensure the most efficient use of available resources, as well as high level of community support for the project.
- Detail how this project will affect the audience and communities served by your organization.
- Ability of project to have a positive impact on cultural awareness on a local, regional or statewide basis.

Supplemental Materials – worth 10 points
- Upload required Narrative, Proof of Project Costs, Organizational History, Staff/Project Bios, Demographic, and Assurances documents in PDF format.
- Upload attachments that are appropriate, relevant, strengthen the application, as well as, help assure panelist that you are prepared to complete the project during the grant period (October 1, 2018 – September 30, 2019) in PDF format.
- Enter detailed financial itemization of Revenues and Expenses into eGrant

eGrant Application Instructions

- Applicants must apply using the online eGrant system. Go to **mcaca.egrant.net** (no www.).

- Codes are supplied by drop-down tabs in the eGrant system.

- The word "project" in the instructions refers to all activities that funds are being requested for, regardless of which category you choose.

- Please use the **same** eGrant account for each/all applications. Be sure to write down your username and password. If you should lose login information, please contact MCACA (**do not create additional accounts/logins**).

- MCACA is not responsible for incorrectly uploaded materials or the inability to open attachments. Files and documents must be uploaded as ".pdf" files (portable document format).

Section 1: APPLICANT INFORMATION

Name:
Enter **organization's** legal name (same as DUNS/FEIN name). Use exact spelling.
Do not use abbreviations, unless part of the official name. Individuals cannot be applicants (see Eligibility pg. 5) do not enter an individual's name.

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

Address 1:
Enter the organization's physical street address or rural route #, no PO Boxes.

Address 2:
Enter the organization's mailing address if different than physical address (PO Box, etc.).

City: / State: / Zip:
Enter the organization's city, state, and zip for the physical street address or rural route #.
County:
Select the county the organization is physically located in.

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

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

Other Common Name:
Enter another commonly used name for organization (if applicable).

Telephone: / Website: / Office Hours:
Enter the organization's phone number, website and office hours.

Authorizing official: / Authorizing official's email: / Authorizing official title:
Enter the name, email, and title of the person who is authorized to sign official papers.
***This person cannot be the same as the Project Director** (see Section 3 below).

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

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

Institution: Select the code to identify the applicant organization.

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

Section 2: PROGRAM

Program: Select "Capital Improvement"

Section 3: PROJECT INFORMATION

Category: Select "Facility Improvements" **OR** "Equipment," depending upon the project.

Project Director (contact person)**:**
This is the person to whom questions concerning this application and the project will be addressed. Include person's title, address, email and phone number(s).
***This person cannot be the same person as the Authorizing Official.**

Project / activity title:
Enter the project's working title, a brief descriptive title.

Request amount:
Enter the <u>grant amount requested</u> for your project. A minimum of $5,000 to maximum of $100,000. Note, the applicant must match the amount entered.

Start date: / End date:
Enter the dates of your grant activity, including planning time. These dates must be within the grant award period beginning October 1, 2018 and ending September 30, 2019.

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

Project's primary discipline:
Select the discipline code that best describes the primary discipline of the project / activity.

Type of activity:
Select the activity code that gives the best general description of what the organization is planning to do.

Project Primary Counties – enter all that apply:
Enter the county in which the activity takes place. The applicant organization's location and the project location may differ. Enter all counties that apply. <u>If you are entering multiple counties, please enter them in alphabetical order</u>.

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

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

Section 4: SUMMARY INFORMATION

Section 4a: Project Participation Summary
The information entered should represent your **projected** numbers for the entire grant period. If funded, awardees will be required to provide **actual** summary numbers in a Final Report.

Total number of Michigan artists directly involved:
This number will be "0" for most Capital projects, unless Michigan artists will be directly involved with the project. Enter the number of Michigan artists that would be <u>directly</u> involved in providing artistic services specifically identified with the award.

Total paid to Michigan artists:
This amount will be "0" for most Capital projects, unless Michigan artists were employed to work on the project. Enter the total amount to be paid to Michigan artists <u>directly</u> involved in providing artistic services specifically identified with the award.

Total number of artists directly involved:
This number will be "0" for most Capital projects, unless artists will be <u>directly</u> involved with the project. Enter the total number of artists to be <u>directly</u> involved in providing artistic services specifically identified with the award (this total must include the total of Michigan artists).

Total paid to artists:
This amount will be "0" for most Capital projects, unless artists will be employed to work on the project. Enter the total amount to be paid to artists <u>directly</u> involved in providing artistic services specifically identified with the award (this total must include the amount paid to Michigan artists).

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

Adults engaged:
Enter the number of individuals, such as contract workers, organizational staff, board members, etc. that will be <u>directly</u> <u>involved</u> in the project. **Do not include individuals benefiting as a result of the project**.

Children/Youth under age 18 engaged:
Enter the number of individuals under the age of 18, such as high school interns, or contract workers & organizational staff under 18 that will be <u>directly</u> <u>involved</u> in the project. In most cases, the number is "0" for Capital Improvement projects. **Do not include youth benefiting as a result of the project**.

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

Total number of employees:
Enter the number of full time employees/equivalents for the applicant organization.
Do not include contract workers.

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

To calculate full time employees/equivalents:	
4 employees who work 35 plus hours a week	=4 full time
+ 4 employees who work less than 35 hours a week	=2 full time
	=6 full time

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

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

Total number of contracted Michigan workers involved in project: Enter the number of Michigan workers that will be involved in the expansion, renovation or construction.

Amount paid to contracted Michigan workers involved in project: Enter the amount to be paid to Michigan workers involved in the expansion, renovation or construction.

Total number of contracted workers involved in project: Enter the total number of workers that will be involved in the expansion, renovation or construction (this total number must include Michigan workers).

Amount paid to contracted workers involved in project: Enter the total amount to be paid to workers involved in the expansion, renovation or construction (this total number must include Michigan workers).

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

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

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

Section 4b: AMERICANS WITH DISABILITIES ACT (ADA) INFORMATION
Enter the appropriate responses to each question. The 504/ADA Coordinator is the person to whom questions concerning 504/ADA compliance and/or accommodations will be addressed.

Section 5: PROJECT BUDGET – Revenues & Expenses

Applicants must enter a detailed itemization of the projected project budget in eGrant. Do not include programming or operational budget items, only those specific to the Capital Improvement Program project. The itemization must show a 1:1 cash and/or new manufactured product match. In-Kind labor or state funds are not an appropriate match for the Capital Improvement budgets. Keep complete records and receipts.

Budgets must display **labor** (employee/non-employee) and **material** (Capital) expenses separately. A sample budget itemization is provided on pages 26 and 27.

*If there are additional revenue and/or expenses that do not fit on the itemization template, please attach a supplemental page as a pdf by clicking "Choose File" at the bottom of the eGrant page.

MCACA Capital Improvement Program funding may ONLY be used for…
- Expansion, renovation or construction of cultural facilities of all types
- Facility structure or system maintenance
- Construction and project management costs
- Purchase of equipment directly related to the arts presenting or producing function of an organization

Furthermore, there are certain expense items that are not appropriate for MCACA funding, and should not be included in the itemized budget.

Funding MAY NOT be used for...
- Restoration of historic buildings when the **primary focus** is historic preservation (except those with architectural significance)
- Debt retirement, mortgage payments
- Purchase of a building, land or vehicle
- Preservation or restoration of non-arts collections
- Costs associated with the start-up of a new organization

Funding <u>MAY NOT</u> be used for (continued)…

- Costs incurred prior to the grant starting date
- Fundraising
- Projects that take place outside the state, foreign travel or out-of-state travel
- Consultants who are members of an applicant's staff or board
- Exhibitions or productions by children or students in grades K-12
- Payments to students
- Indirect costs (i.e. cost of handling grants funds, that is charged against the grant funds)
- Projects that utilize funding from other State programs as matching funds, or matching funds that are used for more than one Council grant
- Projects for which more than one Council grant is requested
- Operating costs not associated with the project
- Purchase awards, cash prizes, scholarships, contributions or donations
- Food or beverages for hospitality
- Entertainment or reception functions
- Existing deficits, licensing fees, fines, contingencies, penalties, interest, litigation costs
- Publication, records, films of a commercial nature, i.e. works of questionable artistic value produced to realize quick market profit
- Creation of textbooks / classroom materials
- College or university faculty exhibitions or performances
- Internal programs at colleges or universities
- Commissioning of their faculty by colleges or universities
- Curriculum development, in service, or circular activities
- Scholarly or academic research, tuition and activities which generate academic credit or formal study toward an academic or professional degree
- Commissioning of public art

NOTE: Council funding may not be applied to these items NOR can they be included in the project budget as expense items or to meet matching requirements.

Section 6: REQUIRED DOCUMENTS

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

The ten (10) attachments must be submitted as uploads with your on-line application, in the following recommended order:

Attachment 1	Narrative
Attachment 2	Proof of Project Costs
Attachment 3	Organizational History and Governing Board
Attachment 4	Staff/Project Bios
Attachment 5	Demographics
Attachment 6	Assurances
Attachments 7 – 10	Supplemental Material

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

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

Attachment 1 – Proposal Narrative
Name this file: Narrative-YourOrganizationName (example: Narrative-Quincyyouththeater.pdf)

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

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

For the Narrative, refer to the appropriate category's Review Criteria (on pages 9-10 of these guidelines) as an outline and guide to describe the FY19 activities you seek MCACA support. Address the Review Criteria in order. Panelists score an application based on the completeness of your answers to each review criteria, and some criteria are worth more points than others. Be sure to provide an outline/timeline in the narrative for your FY19 activities.

It is encouraged that applicants include hyperlinks and URLs of their website, links to videos, artist websites, marketing materials, Facebook pages, social media, etc. that are pertinent to an organization's grant application.

Attachment 2 – Estimated Cost of Project
Name this file: Estimated Costs-OrganizationName (example: Estimated Costs-Quincyyouththeater.pdf)

Provide detailed description of all expenses associated with the project along with documentation showing estimated costs for expenses. Documentation may include, but is not limited to, contractor's estimates, manufacturer's estimates and retail prices via current online resources.

Attachment 3 – Organizational History and Governing Board
Name this file: History-OrganizationName (example: History-Quincyyouththeater.pdf)

Provide a brief overview of your organization's history. If your organization is not solely an arts organization, describe the extent of its arts and cultural activities. Include a current board list that includes the name, occupation, city of residence and community affiliations of each member. Be sure to describe your board's representation of diverse communities defined by, but not limited to, race, ethnicity, gender, age and disabilities.

This attachment is limited to three pages.

Attachment 4 – Staff / Project Bios
Name this file: Bios-OrganizationName (example: Bios-Quincyyouththeater.pdf)

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

Attachment 5 – Demographics
Name this file: Demographics-OrganizationName
(example: Demographics-Quincyyouththeater.pdf)

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

Answer these questions when composing your demographic information:

1. Describe your community. Describe the representation of diverse communities by, but not limited to, race, ethnicity, gender, age and disabilities. Including the artistic environment.

2. Who is your audience (be specific about demographics such as, race, class, gender, ethnicity, age, sexual orientation and persons with disabilities)? How is this audience actively involved in your work? How do they benefit from your organization/programs?

3. How are you using your demographic information to inform your organization's decision making?

*This attachment is limited to three pages.

Attachment 6 – Assurances
Name this file: Assurances-OrganizationName (example: Assurances-Quincyyouththeater.pdf)

This form can be found on page 22, **OR** or can be downloaded by:
1. Clicking on the "**Click here to download the Assurances form**" link on the Required Documents page
2. Save the document to your desktop
3. Open document on your desktop and enter information/digital signature
4. "Save as" a pdf and name this file "CertificationForm-OrganizationName" (example: CertificationForm-Quincyyouththeater)
5. Click "Choose File" box next to Attachment 6 and attach

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

Attachments 7-10 – Supplemental Material
Name these files: Sample#-OrganizationName (example: Sample8-Quincyyouththeater.pdf)

Use the remaining open attachments to upload additional materials or documentation regarding your project that will assist the peer panel in reviewing your application.

Additional supplemental materials may be copies of relevant permits, environmental studies, bids, construction and site plans, architectural renderings, photographs, etc. with the completed application. Letters of Support from no more than four organizations, businesses and the municipality are encouraged, although "cookie cutter" fill-in-the-blank letters of support are discouraged. Letters can be combined in to one pdf document attachment.

Files may include visual, audio and video files. Be sure to name accordingly based on attachment number with file sizes limited to 5MB. It may be wise, and save space, to create a document/attachment containing links with descriptions for panelists to click on/visit. Be sure to double-check that the links work before submitting. In addition, a document could contain several images on one or two pages (be sure to label the images).

Section 7: PAYMENT

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

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

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

The confirmation number is required to submit the grant application(s).
NOTE: Applicants can pay for more than one grant application with one payment.

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

Application Submission

Applications must be submitted on-line by 11:59 p.m. EST, June 1, 2018. The eGrant system will not accept applications after this time. Incomplete applications will not be accepted by the eGrant system.

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

All application materials are public records.

Check payment and/or Assurances form that are mailed should be put in one envelope and postmarked by the **U.S. Post Office** or **dated by a commercial carrier** by June 2, 2018. Metered mail will not be accepted as proof of meeting deadlines. The Council is not responsible for the loss or damage of the application fee. Keep a complete copy of your application for your file.

Michigan Council for Arts and Cultural Affairs ASSURANCES

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

The applicant:

1. Agrees in all recruiting materials and advertisements to state that all job applicants will receive equal consideration for employment;

2. Agrees in all promotional materials and advertisements to state that all programs, activities and services will be provided equally; and

3. Agrees to post in conspicuous places, notices setting forth the law on equal opportunity in employment and public accommodations.

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

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

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

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

○   This application was approved by the governing board on _____/_____/_____

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

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

Organization name:_____

Grant Program:_____

Authorized Official: (Cannot be the Project Director)

Name (typed) _____Date_____

Signature: _____

Capital Improvement Resources

Michigan Energy Office:
Promotes energy efficiency and renewable energy resource development to Michigan residents, businesses and public institutions.
http://www.michigan.gov/energy/

SmartBuildings Detroit Program:
Using a $10 million U.S. Department of Energy grant to encourage the installation of energy saving improvements for commercial, institutional and public buildings in downtown Detroit to optimize the performance of city real estate. The program leverages other incentives and energy optimization programs available to commercial property owners.
http://www.degc.org/site-selectors/incentives-and-financing

Michigan Saves:
A nonprofit dedicated to making energy improvements easier for all Michigan energy consumers. To accomplish this, Michigan Saves makes affordable financing and other incentives available through grants and partnerships with private sector lenders.
http://www.michigansaves.org

Nonprofit Finance Fund:
Works to create a strong, well-capitalized and durable nonprofit sector that connects money to mission effectively, supporting the highest aspirations and most generous impulses of people and communities. NFF's strategy is to provide financial resources, in the form of loans, grants, and asset-building programs, in concert with management advice.
http://nonprofitfinancefund.org

Business to Business Connect:
A public-private initiative developed by the Michigan Economic Development Corporation (MEDC) that introduces Michigan companies to opportunities that help them grow and expand. By participating in the program, companies can: Find procurement resources to expand their supply chain, Find new business opportunities, Access a new business-to-business network, and receive business assistance at little to no cost involving finance, legal, accounting, and other services.
http://www.puremichiganb2b.com

Budget Definitions

GENERAL

Activity: Refers to the specific project or range of operations funded by MCACA.

In-Kind: In-kind items utilize the same definitions as cash categories to reflect the value of fees and services which are provided to the applicant by volunteers or outside parties at no cash cost to the applicant.

Grant Amount Requested / Awarded: Amount requested / awarded in support of this activity.

REVENUES

Earned Revenue Definitions:

Admissions: Revenue derived from fees earned through sales of services (other than this grant award). Include sales of workshops, etc., to other community organizations, government contracts for specific services, performances or residence fees, tuition, etc. Include foreign government support.

Unearned Revenue Definitions:

Applicant Cash: Funds from the applicant's resources allocated to this project.

Corporate Support: Cash support derived from contributions given for this activity (<u>other than this grant award</u>) by businesses, corporations and corporate foundations, or a proportionate share of such contributions allocated to this activity.

Foundation Support: Cash support derived from grants given for this activity (other than this grant award) by private foundations, or a proportionate share of such grants allocated to this activity.

Government Support (Federal, Regional & Local): Cash support derived from grants or appropriations given for this activity (other than this grant award) by agencies of the city, county, in-state regional, other local government and by agencies of the federal government.

Other Private Support: Cash support derived from cash donations given for this activity or a proportionate share of general donation allocated to this activity. Do not include corporate, foundation or government contributions and grants. Include gross proceeds from fundraising events.

Other Unearned: Revenue derived from sources other than those listed above. Include catalog, sales, advertising space in programs, gift shop income, concessions, parking, investment income, etc.

State Support – Not from Council: Cash support derived from grants or appropriations given for this activity (<u>other than this grant award</u>) by agencies of the State government. These funds do not count toward cash match.

EXPENSES

Capital Expenditures – Acquisitions: Expenses for additions to a collection, such a works of art, artifacts, plants, animals or historic documents, the purchase of which is specifically identified with the activity.

Capital Expenditures – Other: Expenses for purchases of building or real estate, renovation or improvements involving structural change, payments for roads, driveways, or parking lots, permanent and generally immobile equipment such as grid systems or central air conditioning, etc., that are specifically identified with the activity.

Employee – Administrative: Payments for employee salaries, wages and benefits specifically identified with the activity, for executive and supervisory administrative staff, program directors, managing directors, business managers, press agents, fundraisers, clerical staff such as secretaries, typists, bookkeepers, and support personnel such as maintenance and security staff, ushers and other front-of-the house and box office personnel.

Employees – Artistic: Payment for employee salaries, wages and benefits specifically identified with the activity, for artistic directors, conductors, directors, curators, dance masters, composers, choreographers, designers, video artists, film makers, painters, poets, authors, sculptors, graphic artists, actors, dancers, singers, musicians, teachers, instructors, puppeteers, etc.

Employees – Technical/Production: Payments for employee salaries, wages and benefits specifically identified with the activity, for technical management and staff, such as technical directors, wardrobe, lighting and sound crew, stage managers, stage hands, video/film technicians, exhibit preparators and installers, etc.

Marketing: All costs for marketing, publicity, and/or promotion specifically identified with the activity. Do not include payments to individuals or firms which belong under "personnel" or "outside fees and services." Include costs of newspapers, radio and television advertising, printing and mailing of brochures, flyers, and posters, and food, drink and space rental when directly connected to promotion, publicity or advertising. For fundraising expenses, see "Other Expenses."

Non-employee Artistic Fees and Services: Payments to firms or persons for the services of individuals who are not normally considered employees of the applicant, but consultants or the employees of other organizations, whose services are specifically identified with the activity. Include artistic directors, directors, conductors, curators, dance masters, composers, choreographers, designers, video artists, film makers, painters, poets, authors, sculptors, graphic artists, actors, dancers, singers, musicians, teachers, instructors, etc. serving in non-employee/non-staff capacities.

Non-employee, Other Fees and Services: Payments to firms or persons for non-artistic services of individuals who are not normally considered employees of the applicant, but consultants or the employees of other organizations, whose services are specifically identified with the activity.

Other Expenses: All expenses not entered in other categories and specifically identified with the activity. Include fundraising expenses, scripts and scores, lumber and nails, electricity, telephone and telegraph, storage, postage, interest charges, photographic supplies, publication purchases, sets and props, food consumed on premises, equipment rental, insurance fees, non-structural renovations or improvements, trucking, shipping and hauling expenses not entered under "Travel."

Space Rental: Payments specifically identified with the activity for rental of office, rehearsal, theater, hall, gallery and other such spaces.

Revenue and Expense Itemization Template

Income
Revenue Earned

	Cash		Totals
Ticket sales/Admissions			
Tuition			
Contracted Services			
Total Earned Revenue			$ 0

Revenue - Unearned
Corporate, Foundation, Private Support

	Cash		Totals
Corporate Support			
Bank of Kaolin	1,000		
Clay Bank	1,000		
Ceramico	2,000		
Foundation Support			
Neph Sy Foundation	3,000		
Bentonite Foundation	1,000		
Private Support/contributions			
Individual Contributions	2,000		$ 10,000

Other unearned revenue

	Cash		Totals
Memberships			
Sales			
Rental income			
Applicant cash	5,000		
			$ 5,000
Total Unearned Revenue			$ 15,000

InKind revenue

Itemized in expense column	$ 5,000		
MCACA grant received to date			
MCACA grant due/request	20,000		
Total Cash Revenue			$ 35,000
Total Project Revenue			$ 40,000

If you have additional revenue and expenses that do not fit on this itemized template, please add a supplemental page.

Expenses	Cash	In-Kind	MCACA share	Total
Employee expenses				
Facility Manager	2,500			
				$ 2,500
Non-employee costs				
Kelly's Electrical	7,500		6,000	
Steve's Contracting	5,500		1,500	
				$ 13,000
Capital expenses				
Aluminum Lounge Doors	2,540		2,540	
Facade Doors & Hardware	1,515		460	
Demolition/Infill	2,000			
Low Volt Security System	2,850		2,850	
Elecrical	3,650		3,650	
Concrete	4,345		3,000	
Lumber	1,400			
Tool/Equipment Rental	1,200			
Glazing, windows		4,000		
L.E.D. lights, 50 @ $20ea.		1,000		
				$ 19,500
	$ 35,000	$ 5,000	$ 20,000	
Total Expenses				$ 40,000

If you have additional revenue and expenses that do not fit on this itemized template, please add a supplemental page.

Budgets must display labor (employee/non-employee) and material (Capital) expenses
Please note, the "MCACA share" column is a subset of the "CASH" column and not in addition to