



# Arts Projects Minigrant

## FY18 Minigrant Program Arts Project Guidelines

The Minigrant program is a partnership between the Michigan Council for Arts and Cultural Affairs and Regional Regranting Agencies throughout the state. The Arts Projects Minigrant program is a competitive grant program that provides support for the production, presentation and creation of locally developed arts and culture.

Minigrant Arts Projects provide special opportunities to address arts and cultural needs locally. The grants can assist in promoting public engagement, diverse and distinctive art, lifelong learning in the arts, and the strengthening or livability of communities. Through the arts, projects can support a broad range of artistic expression from all cultures through projects which preserve, produce or present traditional or contemporary arts and culture and/or arts education.

### Are you eligible to apply for a Minigrant Arts Project grant?

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

- Is the applicant an arts & cultural nonprofit, nonprofit organization, school, college or university, municipality (city, county, township, village) registered in the state of Michigan?
- Is the applicant's organization physically located in the state of Michigan?
- Will the proposed project occur during FY 2018, March 1, 2018 – Sept. 30, 2018?
- 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. Please contact MCACA staff if you have questions about a prior grant.

## Deadline

Applications are to be submitted on-line through eGrant by:

**Round 2 – 11:59 p.m. EST, January 15, 2018**

Not all Regions offer Round 2 funding.

**Please note: Regions 1b, 1c, 2, 4b, 5, and 9 will NOT offer Round 2 Arts Projects funding.**

The eGrant system will close after the deadline and no longer allow applications to be submitted or revised.

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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 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.
- The Minigrant Program is administrated through Regional Regranting Agencies. Please check the link below for contact information for your region (by county):  
<http://www.michiganbusiness.org/community/council-arts-cultural-affairs/#regranting>
- An applicant’s Region/Regional Regranting Agency is determined by the physical location in which the organization resides, not where the activity/project will take place.
- Facilities must be open to the public and provide accessible entrances.

## Funding Basics

The Minigrant program is a competitive grants-giving partnership funded by the State of Michigan through the Michigan Council for Arts and Cultural Affairs (MCACA) and administered by Regional Regranting Agencies located within the ten (10) State of Michigan Regions.

**Arts Projects:** provide up to \$4,000 for locally developed, high quality arts and cultural projects, which are special opportunities to address local arts and cultural needs and increase public access to arts and culture.

- Minigrant Arts Projects applicants can request a maximum of \$4,000 in funding.
- Grant awards must be matched on a 1:1 basis with cash and/or in-kind match.
- Funded projects and expenditures must occur and be complete within the MCACA grant period: March 1, 2018 – September 30, 2018.
- 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 both Arts Projects Minigrant and a “POPS” grant (either a Project Support or Operational Support grant) during the same fiscal year, if awarded both, the applicant may only accept one.
- Council reserves the right to limit the number of grant awards to any one applicant.
- 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.
- All Minigrant applicants that are arts and cultural organizations are strongly encouraged to participate in the Cultural Data Project, <http://culturaldata.org/> but not required.
- 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 is current by verifying that a Form 990 has been filed in the last three years.

# Grantee Responsibilities and Requirements

## **FUNDING**

Funding requests have a maximum of \$4,000. Grants awarded must not exceed 50% of total project costs. A 1:1 cash and/or in-kind match is required.

For example, a \$3,000 grant award requires a \$3,000 cash and/or in-kind match.

Funding may **ONLY** be used for:

- Artists fees directly related to the project
- Salaries or wages directly related to the project
- Space rental
- Marketing or promotional expenses directly related to the project
- Project supplies and materials, including performance, or other production costs
- Project-related curriculum materials

## **MATCH**

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 year that should not appear on the itemization required with awardee’s Final Reports. Items such as: costs involved in the start-up of a new organization, costs incurred prior to the grant starting date, indirect costs for the handling/management of grant funds, awards or cash prizes, fundraising events, reception costs, out of state travel, etc. See application instructions Attachment 2, Budget section.

Grantees must sign a grant agreement detailing terms for the use of Council funds. Please note, the grant agreement will detail the scope of work and payment schedule. If the applicant is not an arts or cultural organization (religious org/school/municipality) and the project makes a profit, the surplus (up to the grant amount) must be returned to MCACA through the Regional Regranting Agency.

## **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**

Michigan registered nonprofit organizations, schools, colleges/universities and municipalities are eligible. 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 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 a FY17 application, the newly approved grant will be rescinded. Auxiliary support organizations (i.e. friends of xyz), may not apply in this grant program. Federal and State of Michigan agencies, divisions or departments are not eligible to apply for funding from MCACA.

## **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. When NEA funds are included in the award, the support credit should read:

**“This activity is supported in part by the Michigan Council for Arts and Cultural Affairs and the National Endowment for the Arts.”** The Grant Agreement will indicate if NEA funds are included as part of your award.

Grantees must submit, in a Council supplied format, a Final Report. The Final Report must include a narrative summary of outcomes, financial statement, detailed financial itemization, 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.

## Minigrant Arts Projects Review Criteria

Each application to Minigrant Arts Projects is reviewed by a panel in order to determine the appropriateness of state support to the applicant. 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 it expects from a successful applicant and weighting each criteria based on goals and priorities. Panel reviewers use this criteria to score applications.

Each eligible application submitted to the MCACA Minigrant Arts Projects program is reviewed and scored by a conflict-free panel of professional peers. Applications are scored on a 100 point scale, and reviewed according to the following evaluation criteria:

- Artistic/Cultural Merit – 35 points
- Community Impact – 30 points
- Implementation/Management – 25 points
- Supplemental Material – 10 points

Reviewers look for projects that demonstrate artistic merit, sound planning and management, community involvement and impact. Panel funding recommendations are approved by the Regional Regranting Agency's board of directors. Geographic, underserved status and disciplinary distribution may also be considered when determining awards.

### **In general applicants should:**

- Have a history of successful programming
- Support local artists and/or creators of culture
- Have achievable outcome(s) and feasible performance measurements
- Have strong community support
- Have commitment to cross cultural understanding and diversity through programming, and also board, staff and audience development
- Participate in effective partnerships and collaborations with cultural and non-cultural organizations
- Support arts education and youth development
- Committed to the public's well-being as exhibited in programming, processes and transparent communications

*\*No one organization needs to address, or is expected to meet, all of the general expectations.*



## **Minigrant Arts Projects Review Criteria**

For the proposal's Narrative, refer to the Review Criteria below as an outline and guide to describe the FY18 activities you seek MCACA support. Address each of the Review Criteria in order. Remember that panelists score the application based on the completeness of your answers to Review Criteria, and adherence to the guidelines. Please note that some criteria are worth more points than others.

### **1. Artistic/Cultural Merit** – worth 35 points at the review

- Describe the project for which you are requesting MCACA support, explain the production, presentation and creation of arts and culture
- Explain why you are doing this project and address the project's importance
- Describe and clarify how the project will involve qualified, appropriate artists or arts education professionals within the project
- Explain how your project will provide experiences for audiences and/or participants to express themselves, grow, further their well-being, build powerful connections, etc...

### **2. Community Impact** – worth 30 points at the review

- Acknowledge community support (i.e. financial or participatory contributions from other organizations or individuals, including volunteers)
- Describe how your project will draw or serve a wide-ranging audience and promote public engagement
- Portray how your project will contribute to a vibrant and successful community

### **3. Implementation / Management** – worth 25 points at the review

- Clearly state the parameters of activity(ies), including a time table or schedule of activities showing when, where, how and for how long the activity(ies) will take place
- Spell out how the project will be marketed and promoted
- Describe the plan to ensure the project is accessible for all audiences and patrons
- Describe the qualifications of those executing your project, such as staff and volunteers possessing technical, artistic and administrative experiences to accomplish the project
- Explain how your project will be evaluated in relation to your desired outcomes

### **4. Supplemental Material** – worth 10 points at the review

- Provide all attachments in PDF format
- Upload a detailed Project Budget (NOT a CDP Report) for the proposed project  
**NOTE: applicants are required to use the budget template in the eGrant system**
- Provide attachments which are complete, relevant, strengthen the application, and show evidence of public programming

# 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 lose login information, please contact MCACA (**do not create additional accounts**).
- 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 legal name of the **organization applying** (same name used for Fed ID# and DUNS #). 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 the 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>

**Region:**

Select the Regional Regranting Region (by county) the organization is located (physical address).

**Other common name:**

Enter another commonly used name for the 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 the code that describes the primary area of work for the applicant org.

## Section 2: PROGRAM

**Program:** Select "Mini Grant"

## Section 3: PROJECT INFORMATION

**Category:** Select "Arts Project"

**Project Director** (contact person):

This is the person to whom questions concerning this application will be addressed.

Include address, email and phone number(s).

**\*This person cannot be the same as the Authorized Official.**

**Project / activity title:**

Enter the project's working title, a brief descriptive title.

**Amount Requested:**

Enter the grant amount requested for your project, a maximum of \$4,000.

**Start date: / End date:**

Enter the dates of your grant activity, including planning time. These dates must be within the grant award period of March 1, 2018 to September 30, 2018.

**Project Description**

Enter a description about the program (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 the county in which the activity takes place. The applicant organization's location and the project location may differ. Enter all counties that apply. If you are entering multiple counties, enter them in alphabetical order as directed on the form.

**ARTS EDUCATION:**

Select the statement that best describes the 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.*"

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:**

Enter the number of Michigan artists that will be directly involved in providing artistic services specifically identified with the award. Include living artists whose work is represented regardless of whether the work was provided by the artist or by an institution.

**Total paid to Michigan artists:**

Enter the amount to be paid to Michigan artists directly involved in providing artistic services specifically identified with the award.

**Total number of artists directly involved:**

Enter the total number of artists that will be directly involved in providing artistic services specifically identified with the award. Include living artists whose work is represented regardless of whether the work was provided by the artist or by an institution (this total number must include Michigan artists as well).

**Total paid to artists:**

Enter the total amount to be paid to artists directly 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 and Youth Engaged in “In-Person” Arts Experiences:**

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

**Adults engaged:**

Enter the number of individuals that will be directly involved 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 that will be directly involved in the project. 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.  
Please, 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
<hr/>	
	=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:** (for Capital Projects Only)

**Amount paid to contracted Michigan workers involved in project:** (for Capital Projects Only)

**Total number of contracted workers involved in project:** (for Capital Projects Only)

**Amount paid to contracted workers involved in project:** (for Capital Projects Only)

**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. PLEASE, 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. PLEASE, 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. PLEASE, DO NOT SELECT ALL OPTIONS.

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

Enter the appropriate response. Unless the question states otherwise, the information you provide on ADA compliance should be project specific.

## Section 5: REQUIRED DOCUMENTS

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

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

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

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

**\*\*Attachments MUST be named as indicated below and submitted as PDF documents\*\***

### Attachment 1 – Proposal Narrative

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

Submit up to four 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 8-9 of these guidelines) as an outline and guide to describe the FY18 activities you seek MCACA support. Address of 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. Also provide an outline/timeline in the narrative for your FY18 activities, if applicable.

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 – Project Budget

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

Applicants must submit a detailed itemization of your projected project budget using the required template. The itemization must show a 1:1 cash and/or in-kind match of your grant award. You cannot use state funds as matching funds. Keep complete records and receipts. A sample budget itemization, in the recommended format, is provided on page 23.

### Applicants are required to use the MCACA template in eGrant by:

1. Clicking on the “[Click here for a project based itemization template](#)” link on the Required Documents page in eGrant
2. Save the template document to your desktop
3. Open and enter information, be sure to round figures to whole dollars
4. When finished, “Save as,” enter title, save doc as pdf
5. Attach in eGrant by clicking “Choose File” box next to Attachment 2

Funding may **ONLY** be used for:

- Artists fees directly related to the project
- Salaries or wages directly related to the project
- Space rental
- Marketing or promotional expenses directly related to the project
- Project supplies and materials, including performance, or other production costs
- Project-related curriculum materials

**Further**, please be aware that there are certain expense items that are not only inappropriate for MCACA funding, but should also **not be included in the itemized budget. Those items are:**

- Costs associated with the start-up of a new organization
- Costs incurred prior to the grant starting date
- Indirect costs for the handling/management of grant funds and fundraising
- Purchase awards, cash prizes, scholarships, contributions or donations
- Entertainment or reception functions
- Historical projects without a clear cultural focus
- Payments to endowments
- Existing deficits, licensing fees, 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
- 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
- Scholarly or academic research, tuition, or activities, which generate academic credit or formal study toward an academic or professional degree
- Capital improvements, new construction, renovation or permanent equipment items, unless part of a Capital Improvement grant
- Out-of-state and out-of-country travel



### **Attachment 3 – Organizational History and Governing Board**

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

Provide a brief overview of your organization’s history and purpose, including its artistic objectives. If your organization is not solely an arts organization, describe the extent of its arts activities.

Provide 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 and Artist Bios**

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

Provide appropriate staff, project and artists 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 are they 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 required form can be found on page 20, **OR** by:

1. Clicking on the “[Click here to download the Assurances form](#)” link on the Required Documents page in eGrant
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 an attachment to your application. If you are unable to scan and upload this form please mail it to your Regional Regranting Agency when you submit the application in eGrant.

### **Attachment 7 – IRS Determination Letter**

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

An IRS Determination letter is **only** required if you **have not** completed a 990 to the IRS.

### **Attachments 7 - 10 – Supplemental Material**

Name this file 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.

Letters of Support from no more than four organizations, businesses and/or community are encouraged, although “cookie cutter” fill-in-the-blank letters of support are discouraged. Letters can be combined into 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).

## FINISH

The final section will highlight incomplete fields within the eGrant application and a “Go There” link option.

### Application Submission

Applications are to be submitted on-line through the eGrant system by:

Round 2 -- **January 15, 2018 by 11:59 p.m. EST**

**PLEASE NOTE, not all Regions have Round 2 funding.** Please contact your Regional Regranting Agency to confirm if Round 2 funding is available **before** submitting an application.

The eGrant system will not accept applications or revisions 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 and the Regional Regranting Agency are not responsible for incorrectly uploaded materials or the inability to open attachments. The Michigan Council for Arts and Cultural Affairs and the Regional Regranting Agency reserves the right to retain a copy of application materials for archival purposes and its permanent record.

All application materials are public records.

**Keep a complete copy of your application for your records.**

## 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: \_\_\_\_\_

# 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**

The amount requested or amount awarded refers to amount in support of this activity.

## REVENUES

### **Earned Revenue: Admissions**

Revenue derived from fees earned through the sales of services (other than this grant award). This includes sales of workshops, etc., to other community organizations, gov't contracts for specific services, performances or residence fees, tuition, etc., and foreign gov't support.

### **Unearned Revenue Definitions:**

**Applicant Cash** – Funds from the applicant's resources allocated to the project.

**Corporate Support** – Cash support derived from contributions given for this activity (other than this grant award) 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. Sources 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 (other than this grant award) by agencies of the State government. These funds do not count toward a 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.

**Employees: 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, fund raisers, 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 and 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, theatre, hall, gallery and/or other spaces.

**Revenue and Expense Itemization Template**

Income		Totals	
Revenue Earned	Cash		
Ticket sales/Admissions	350		
Tuition			
Contracted Services			
<b>Total Earned Revenue</b>			<b>\$ 350</b>
<b>Revenue - Unearned</b>			
<b>Corporate, Foundation, Private Support</b>			
<b>Corporate Support</b>			
Kaolin Credit Union	225		
Clay Bank	200		
<b>Foundation Support</b>			
Neph Sy Foundation	300		
Bentonite Foundation	100		
<b>Private Support/contributions</b>			
Individual Contributions	100		
			<b>\$ 925</b>
<b>Other unearned revenue</b>			
Memberships			
Sales			
Rental income			
Advertising Sales	100		
CD and Book Sales	50		
Concession Sales	150		
Applicant cash	175		
			<b>\$ 475</b>
<b>Total Unearned Revenue</b>			<b>\$ 1,400</b>
<b>InKind revenue</b>			
Itemized in expense column	\$ 1,750		
MCACA grant received to date			
MCACA grant due/request	3,500		
<b>Total Cash Revenue</b>			<b>\$ 5,250</b>
<b>Total Project Revenue</b>			<b>\$ 7,000</b>

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
<b>Employee expenses</b>				
Project Director	750			
				\$ 750
<b>Non-employee costs</b>				
Jack Dyer, Musician	1,150		1,000	
Dan Parisian, Visual Artist	1,150		1,000	
Chuck Williams, Storyteller	1,100		1,000	
				\$ 3,400
<b>Additional project expenses</b>				
Concession	50			
Hall Rental		1,000		
Season Brochure/Postcard	500		500	
Marketing, Radio Ad		750		
				\$ 550
<b>Other expenses</b>				
Office Supply	125			
Postage	300			
Telephone	125			
				\$ 550
	\$ 5,250	\$ 1,750	\$ 3,500	
<b>Total Expenses</b>				<b>\$ 7,000</b>

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

**NOTE:** The “MCACA share” column is a subset of the “Cash” column, and **not in-addition to**. For example, of the \$1,150 expenses for Musician, \$1,000 of that was MCACA funds.