



# FY18 New Leaders Retention & Engagement Grant Guidelines

For Young Professionals, Young Artists, and Young Leaders

The Michigan Council for Arts and Cultural Affairs (MCACA) is offering grants of up to \$4,000.00 in support of projects or collaborations led by a young person (ages 14-30 years old), and focusing on the engagement, retention or mentoring of young people in Michigan through arts and culture.

## **To Be Eligible:**

Applicants are limited to individual artists, tax-exempt organizations, such as a nonprofit 501(c)(3), municipality, school or an L3C. For complete details on eligibility please see page 3.

## **Funding Basics:**

- The program must be **LED BY** a young person or young people (ages 14-30 years old). The council defines "led by" as: a New Leader involved in KEY DECISION MAKING for the project being proposed.
- Programs must support one of the core New Leaders values to retain, engage, or mentor a New Leader in Michigan.
- Applicants must match awarded grant funds 1:1. This match may be cash, in-kind or a combination of both.
- Applicants may request up to \$4,000.00.
- Applicants must use the MCACA on-line application system at [mcaca.egrant.net](http://mcaca.egrant.net) (no www).
- The grant award period (when funds must be used) is May 1, 2018 to September 30, 2018.
- A \$25 application fee is required to submit your grant application (see pg 11).
- Start the application process early. This will give you time to contact us with questions.

**Deadline** to apply is Friday, February 23, 2018.

# New Leaders Retention & Engagement Grant Program

## Table of Contents

Grantee Responsibilities and Requirements.....	3
Step by Step Application Instructions.....	5
Budget Definitions .....	15
Sample Itemization .....	18
Assurances Form.....	19

### **Getting Started:**

The State of Michigan Council for Arts and Cultural Affairs (MCACA) serves to encourage, develop and facilitate an enriched environment of artistic, creative, cultural activity in Michigan.

The purpose of the New Leaders Retention & Engagement grant is to provide leadership opportunities while engaging, retaining, or mentoring young people in the arts and culture of Michigan:

- *Retention* – create or increase access to arts and cultural experiences for young people that encourages them to stay in Michigan, or relocate to your Michigan community.
- *Engagement* – increase opportunities for young people to participate in meaningful, interesting and/or enriching arts and cultural experiences.
- *Mentoring* – support and encourage young people’s personal and professional development (within or through arts and culture) so that they are prepared to be active citizens, community leaders and effective workers.

When you’re ready to apply:

- Register with e-grant by going to [mcaca.egrant.net](http://mcaca.egrant.net) and signing up (if you have applied in the past, you will use the same login information. Contact Chad if you don’t remember your login information).
- If you are awarded a grant, there will be a final report required, so document your project well.
- If you receive an award, funds may only be used during the grant timeline of May 1 – Sept 30, 2018.

**We are available to assist you with this grant application. For questions contact:**

Chad Swan-Badgero, Arts Education Program Manager: [BadgeroC@michigan.org](mailto:BadgeroC@michigan.org), (517) 241-6747.

# Grantee Responsibilities and Requirements

## **Eligibility**

Individual artists, 501(c)(3) or other tax-exempt organization such as a municipality or school, as well as L3Cs are all eligible to apply for this program. Proof of Michigan residency, tax exempt status or L3C status must accompany the grant application. Individuals must be a Michigan resident for one year prior to the February 24 deadline. MCACA defines a Michigan resident as someone who lives and works in Michigan at least eight months of the year.

## **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 [www.nea.gov/resources/Accessibility/AccessLinks.html](http://www.nea.gov/resources/Accessibility/AccessLinks.html).

## **Underserved Communities**

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 43 underserved communities. 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.

## **Veterans Affairs**

The arts have been 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 your Grant Agreement, Council support must be credited and included in all publicity, media materials, on your website and during each broadcast promotion of the activity. 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.

## Step-by-step E-Grant Application Instructions

- Applicants must apply using the online E-grant system. Go to [mcaca.egrant.net](http://mcaca.egrant.net) (no www.).
- Codes are supplied by drop-down tabs in the E-grant system.
- The word “project” here in the instructions refers to all activities that funds are being requested for, regardless of which category you choose.

### **Section 1: Applicant Information**

Enter the legal name, other commonly used names, official mailing address, telephone number and office hours of the organization. Use exact spellings. Don't use abbreviations unless part of the official name. All correspondence will be sent to this address.

#### **Federal Identification Number**

Enter the applicant organization's nine-digit Federal Identification Number or Social Security Number. This number is recorded on 990 Tax Returns and on W-2 forms. If applicant is an individual, they must attach a copy of their Social Security Card and Michigan state issued picture ID. If you are an individual artist applying, enter nine zero's in this field.

#### **DUNS 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>. If you are an individual artist applying, enter nine zero's in this field.

#### **Authorized Official**

Enter the name and title of the person who is authorized to sign official papers. This person **cannot** be the same as the project director. NLACM encourages funded projects to have more than one contact person. Contact us if there are questions about this.

#### **Board Chairperson**

Enter the name and title of the individual who bears ultimate authority and responsibility on behalf of the applicant organization. This MAY be the same individual serving as the “authorized official”.

**(note—all codes are supplied in a drop-down menu)**

**Status Code**--Describes Legal Status. This indicates the applicant's legal status.

**Institution Code**--This is used to identify the applicant organization.

**Discipline Code** --This describes primary area of work for the applicant.

### **Section 2: Program Area**

Choose “New Leaders.”

### **Section 3: Project Information**

**Category**--choose one of the following that addresses at least 50% or more of your project focus: “Engagement”, “Retention” or “Mentoring”

**Component**--choose "none"

**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 authorizing official.

**Activity/Project Title:**

Enter the working title of the project (i.e. "Young Professionals Summit" or "Girls Rock Cheboygan!")

**Amount Requested:**

Enter the grant amount requested for your project (maximum \$4,000).

**Start date/end date**

Enter the dates of your project. These dates must be within the grant period of May 1, 2018 to September 30, 2018. All budget items must fall within these dates.

**Project Primary Discipline Code**

Select the discipline that best describes the primary discipline of the project.

NOTE: If project activities are of a technical assistance or service nature, use the discipline which will benefit from the project. For example, accounting workshops for dance company managers should be coded Dance. A training conference for trustees should be coded Multidisciplinary.

**Type of Activity Code**

Choose the activity that is the best general description of what the organization is planning to do.

**Project Primary County Code(s)**

Enter the county in which the project 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 Code**

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."*

**Section 4: Summary Information**

The information should represent your projected numbers for the entire grant period. Awardees will be required to provide actual participant numbers in the final grant report.

**Section 4a--Project Participation Summary**

**Michigan Artists Directly Involved**

Enter the number of Michigan artists 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.

**Amount Paid to Michigan Artists**

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

### **Artists Directly Involved**

Enter the total number of artists 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 should include Michigan artists).

### **Amount 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 should include the amount paid to Michigan artists).

### **Adults Engaged in "In-Person" Arts Experiences**

Enter the number of adults who directly engaged 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, and do not double-count repeat attendees. 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.

### **Youth Engaged in "In Person" Arts Experiences**

Enter the number of children/youth (0-18 years) who directly engaged 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 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, and do not double-count repeat attendees. 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.

### **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. To calculate full time employees/equivalents:

$$\begin{aligned} & 1 \text{ employee who works 35 plus hours a week} \\ & + \underline{1 \text{ employee who works less than 35 hours a week}} \\ & = 1.5 \text{ employees/equivalents} \end{aligned}$$

### **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:

$$\begin{aligned} & 4 \text{ employees who work 35 plus hours a week} \\ & + \underline{3 \text{ employees who work less than 35 hours a week}} \\ & = 5.5 \text{ employees/equivalents} \end{aligned}$$

\*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)**

*Leave this section blank*

**Amount Paid to Contracted Michigan Workers Involved in Project (for Capital Projects Only)**

Leave this section blank

**Total Number of Contracted Workers Involved in Project (for Capital Projects Only)**

Leave this section blank

**Amount Paid to Contracted Workers Involved in Project (for Capital Projects Only)**

Leave this section blank

**Populations Benefited by Race:**

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.

**Populations Benefited by Age:**

Select all categories that made up 25% or more of the population that directly benefited, excluding broadcasts or online programming.

**Populations 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.

**Section 4b--ADA Information**

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

**Section 4c--Venues**

Please leave this section blank. Not applicable for New Leaders.

**Section 5: Required Documents**

Things to remember:

- Files should be uploaded as PDF documents.
- Do not create PDFs of your electronic documents by scanning. PDFs created this way are much larger and of lower quality.
- Please do not enable any document security settings or password-protect any PDF files you submit. MCACA is not responsible for documents that are unable to be opened/are unreadable.

Attachment 1: Narrative

Attachment 2: Project Budget Itemization

Attachment 3: New Leader Bios

Attachment 4: Assurances

Attachment 5: IRS Determination Letter, Proof of L3C status or Social Security Card & Picture ID

Attachment 6 – 10: Work Samples (i.e. artist statement, pictures of previous work, sample documents)

**Attachment 1 — Proposal Narrative (70 points)**

Do not use a font 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.

Submit up to three narrative pages and label as att1OrgName or att1IndividualsName (example: att1quincyyouththeater.pdf)

**Narrative— clearly answer these questions in a total of THREE pages or less. Your grant will be scored on your answers. Number your responses to correspond with the numbered questions below:**

1. Describe specifically what the project is setting out to DO. Also describe the population that will take part and/or benefit from this project. (20 points)



2. Describe what the responsibilities will be of the Young People involved in key leadership for this project. (20 points)
3. Explain how the project will address **ONE** of the three program objectives (in at least 50% of the project focus): Retention, Engagement or Mentoring. (20 points)
4. How will you evaluate the success of your project based on your response to Question #3? (10 points)  
(Possible methods of evaluation include: participant surveys, audience testimonials, pre/post tests, participation summary, questionnaire, etc)

### **Attachment 2 — Project Budget Itemization (10 points)**

A detailed itemized budget must be provided. The budget itemization must follow the same format as the sample itemization in this booklet (page 18) and include all subtotals and totals. A fillable PDF budget template is also available in the e-grant system.

Label as att2OrgName or att2IndividualsName (example: att2quincyyouththeater.pdf)

Each revenue and expense must be itemized, including all payments to artists and in-kind. Indicate the source and use for each figure in the budget, and each should be accounted for in your REVENUE and EXPENSES columns. The budget must be accurate and balanced, which means total revenue is equal to total expenses. Indicate if the itemized amounts representing revenue are either projected or confirmed by using a letter "P" or a letter "C." Please note that in your budget, MCACA is requiring exact line items showing where MCACA funds will be spent as part of your cash expenses.

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

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

#### **Funding CANNOT be used for:**

- 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
- Purchase awards, cash prizes, scholarships, contributions or donations
- Entertainment or reception functions
- Historical projects without a clear cultural focus
- Out of state travel
- 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
- Indirect costs

Note: If the applicant is NOT an arts or cultural organization and the project makes a profit, the surplus (up to the grant amount) must be returned to MCACA.

**Attachment 3 — New Leader Bios (5 points)**

Submit the bios for the Young People involved with the project in a leadership position and their roles, titles, age, etc.. Fundable New Leader projects must be **LED BY** young people ages 14 – 30. Also list the bios for the mentors involved in the project (if applicable).

Label as att3OrgName or att3IndividualsName (example: att3quincyyouththeater.pdf)

**Attachment 4 — Assurances**

Sign, scan and upload a signed assurances form that is located on Page 19 of this document or under “Grant Programs” at [www.michiganadvantage.org/Arts/grant-programs](http://www.michiganadvantage.org/Arts/grant-programs). If you are unable to scan and upload this form, please mail it in.

Name this file att4organizationname or att3IndividualsName (example: att4quincyyouththeater.pdf)

**Attachment 5—IRS Determination Letter/Proof of L3C Status/SSCard and state issued picture ID**

Upload a copy of one of the following:

- the organization’s IRS 501 (c)(3) Determination letter
- Proof of L3C Status
- Social Security Card and state issued picture ID (in order to verify you’re a MI resident).

Note: we will be verifying each organization’s nonprofit status by checking to see if a form 990 has been filed in the last three years. Municipalities and educational institutions are exempt from this requirement. The IRS Determination letter is not required if you have completed a 990 to the IRS.

Name this file att5organizationname or att3IndividualsName (example: att5quincyyouththeater.pdf)

**Attachment 6 - 10—Work Samples (15 points)**

Use the remaining open attachments to upload relevant project specific materials or samples of the work regarding your project that will assist the peer panel in reviewing your application. This is your opportunity to show the panel what you can do with this grant. Files **must** be in PDF format. Visual, audio and video files may be included as a link in a PDF file. Be sure to name accordingly based on attachment number. Limit attachments to 10 pages.

Name this file att6organizationname or att3IndividualsName (example: att6quincyyouththeater.pdf)

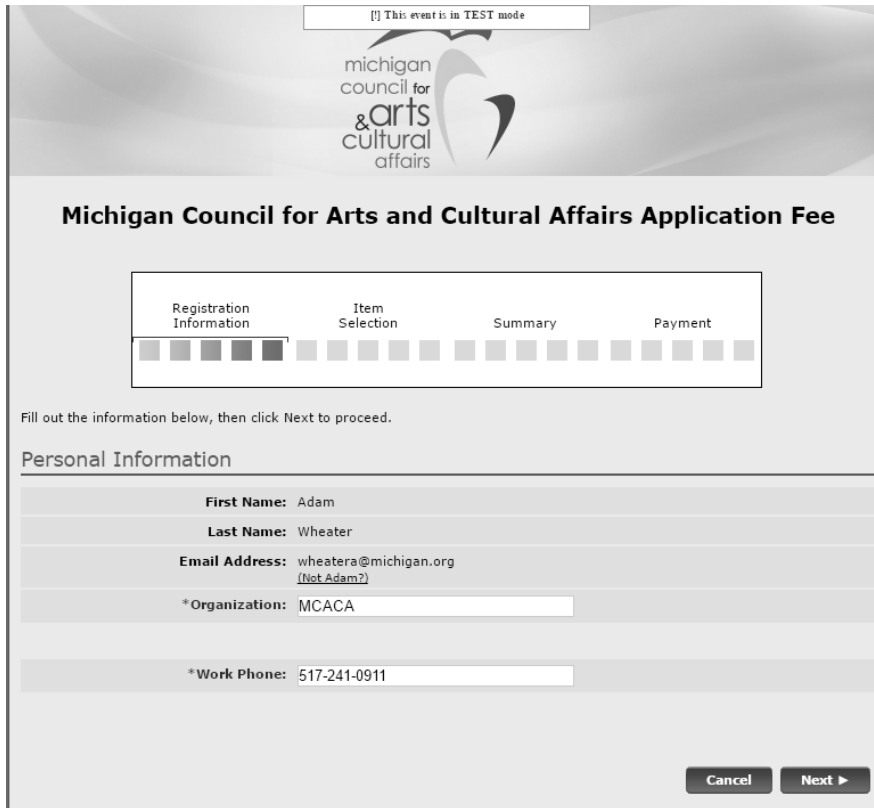
## Section 6: Payment

### Section 6: Payment

The MCACA now has an option to pay online for the non-refundable application fee. We **highly recommend** paying by credit rather than sending a check.

A \$25.00 non-refundable application fee is required before submitting your application. On Section 6 of the application is the payment page. You will click on the link that then sends you to the online payment page (<http://www.cvent.com/d/tvqxfw/4W>).

Enter personal information, contact information, and program (New Leaders). Then click next.



! This event is in TEST mode

michigan council for arts & cultural affairs

### Michigan Council for Arts and Cultural Affairs Application Fee

Registration Information    Item Selection    Summary    Payment

Fill out the information below, then click Next to proceed.

**Personal Information**

**First Name:** Adam

**Last Name:** Wheeler

**Email Address:** wheatera@michigan.org  
(Not Adam?)

**\*Organization:** MCACA

**\*Work Phone:** 517-241-0911

Cancel    Next ▶

Select the New Leaders Program \$25. Then click next.



### Michigan Council for Arts and Cultural Affairs Application Fee

Registration Information    Item Selection    Summary    Payment

## Jenn Wood

Session Registration

<input checked="" type="checkbox"/> New Leaders Program	11:59 PM - 11:59 PM	\$25.00
---	---------------------	---------

◀ Previous    Cancel    Next ▶

This screen is a registration summary of the information just entered from the previous screen.

### Michigan Council for Arts and Cultural Affairs Application Fee

Registration Information
Item Selection
Summary
Payment

**Registration Summary**

---

**Adam Wheeler** ([Edit](#))

---

**Email Address:** wheatera@michigan.org      **Organization:** MCACA

---

**Work Phone:** 517-241-0911

Click next. This page is where you select and enter payment method. If you select "Credit Card" (**highly recommended**) then the payment information will drop down. Enter your credit card information then click "Finish."

**Submit Payment**

---

### ORDERS

---

**Adam Wheeler**  
*Sessions*

Name	Price	Total
New Leaders Program	\$25.00	\$25.00

Order Subtotal: \$25.00  
**Total: \$25.00**

---

### Payment Method

**Credit Card** - Enter your information in the section below.

**Payment Information**

**Credit Card Payment:** \$25.00

\*Name on Card:

\*Type:

\*Credit Card Number:

\*Card Security Code:  (What is this?)

\*Expiration Date: **Month**  **Year**

\*Country:

\*Address:

\*City:

State/Province:

ZIP/Postal Code:

Check ?

If you select the check option then just click "Finish." No additional information is needed. All checks need to be made payable to the "State of Michigan" and sent to the following address:

Michigan Council for Arts & Cultural Affairs  
 Attn: Adam Wheater  
 300 N. Washington Square  
 Lansing, MI 48913

### Michigan Council for Arts and Cultural Affairs Application Fee

Submit Payment

ORDERS

---

**Total: \$25.00**

Payment Method

Credit Card - Enter your information in the section below.

Check ?

← Previous
Cancel
Finish

Once you click "Finish" you will then go to the "Confirmation" page.

Information

My Registration

Confirmation

My Agenda

## Michigan Council for Arts and Cultural Affairs Application Fee

Modify
More Options ▾

General Options

**Name:** Jenn Wood  
**Email:** woodj13@michigan.org  
**Title:**  
**Organization:** MCACA  
**Confirmation Number:** *DFNR83X67K3* (needed to modify your registration)  
**Event Title:** Michigan Council for Arts and Cultural Affairs Application Fee  
**Location:** Michigan Council for Arts and Cultural Affairs  
 300 N. Washington Square  
 Lansing, Michigan 48913

**Jenn Wood** [-]

**Sessions**

Date and Time	Session	Cost
02/24/2017 11:59 PM	New Leaders Program	\$25.00

Order Summaries

**Order**

Date	Type	Amt Ordered	Amt Paid	Amt Due
11/01/2016 11:39 AM ET	offline order	\$25.00	\$25.00	\$0.00
<b>Total:</b>		<b>\$25.00</b>	<b>\$25.00</b>	<b>\$0.00</b>

Payment Details

**Details**

Date	Type	Reference #	Amt Paid
11/01/2016	Visa	1111	\$25.00

You will also receive an email with the confirmation information. You will need to copy the “Confirmation Number.” This confirmation number is required to submit your grant application in eGrant. In eGrant you will need to paste the confirmation number in the confirmation code box.

Grant Applications Program  
Section 6: PAYMENT  
(\* Required Fields)

---


A \$50.00 non-refundable application fee is required before submitting your application. Please click on the following link to process your payment. You will have the option to pay with credit card (recommended) or check. Once you process your payment online you will need to copy the confirmation code, then paste the confirmation code into eGrant.net before you can submit your application. You will not be able to submit your application without this confirmation code.

<http://www.cvent.com/d/tvqxfw/4W>

If you are paying by check, make the check payable to “State of Michigan” and mail to the following address.

Michigan Council for Arts & Cultural Affairs  
300 N. Washington Square  
Lansing, MI 48913

Please enter your confirmation code.

◀ Previous Save  Next ▶

Once the confirmation code is pasted in the box then click “Next.”

5 – You will be taken to the SUBMIT page. Hit SUBMIT. You have now successfully submitted your application.

## Deadline

Applications are to be submitted on-line by 11:59 p.m. February 23, 2018. The e-grant system will not accept applications after this time. Incomplete applications will not be accepted by the e-grant system. All application materials are public records. Awards will be announced in April 2018.

# 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 (other than the potential MCACA 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 the potential MCACA 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 (other than the potential MCACA grant award) 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, 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, theater, hall, gallery and other such spaces.

## SAMPLE BUDGET ITEMIZATION TEMPLATE

INCOME	CASH	IN-KIND	TOTALS	
<b>REVENUE - EARNED</b>				
Single Ticket Sales	\$ 250			
<b>TOTAL EARNED INCOME</b>			<b>\$ 250</b>	
<b>REVENUE - UNEARNED</b>				
<b>Corporate, Foundation &amp; Private support</b>				
Corporate support				
CN	\$ 250			
Fifth Third Bank	\$ 250			
Foundation support				
Reuter Foundation	\$ 500			
Private support				
Individual contributions	\$ 100			
			<b>\$ 1,100</b>	
<b>Other unearned revenue</b>				
Advertising sales	\$ 200			
CD and book sales	\$ 50			
Concession sales	\$ 150			
			<b>\$ 400</b>	
<b>In-Kind revenue</b>				
Itemized in expense column		\$ 1,750		
			<b>\$ 1,750</b>	
<b>MCACA New Leaders Request</b>				
			<b>\$ 3,500</b>	
<b>TOTAL CASH REVENUE</b>			<b>\$ 7,000</b>	
<b>EXPENSES - CASH</b>				
	<b>CASH</b>	<b>In-Kind</b>	<b>MCACA share</b>	<b>TOTALS</b>
<b>Employee expenses</b>				
Project Director	\$ 750		\$ -	
				<b>\$ 750</b>
<b>Non-employee costs</b>				
Artists fees				
Jack Dyer, Musician	\$ 1,150		\$ 1,000	
Dan Parisian, Visual Artists	\$ 1,150		\$ 1,000	
Chuck Williams, Storyteller	\$ 1,100		\$ 1,000	
				<b>\$ 3,400</b>
<b>Additional project related costs</b>				
Concessions	\$ 50			
Hall rental	\$ -	\$ 1,000		
Season Brochure/Postcard	\$ 500		\$ 500	
Marketing Adv Radio	\$ -	\$ 750		
				<b>\$ 2,300</b>
<b>Other expenses</b>				
Office Supply	\$ 125			
Postage	\$ 300			
Telephone	\$ 125			
				<b>\$ 550</b>
<b>TOTAL EXPENSES</b>			<b>\$ 7,000</b>	

## 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 gives assurances 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.

- o This application was approved by the governing board on \_\_\_/\_\_\_/\_\_\_
- o 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 staff 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: \_\_\_\_\_