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BIENNIAL PLAN

2008-2009



Board Approved:

May 14, 2007

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MISSION

To Promote the Creation, Performance, and Appreciation of the Arts in Region 7W

VALUES

Creativity and Artistic Integrity: The CMAB recognizes excellence in free and innovative artistic expression as integral to the intellectual and creative development of all Minnesotans and values these qualities as principal criteria for our support to local organizations and individuals.

Community Diversity: The CMAB is committed to supporting a variety of artistic programs that serve many cultures, ages, genders and artistic disciplines in order to encourage a dialog of respect and understanding between traditions.

Civic Engagement: The CMAB identifies a strong artistic presence as central to building healthy communities and is committed to promoting the positive economic and social impacts of the arts as essential to the public interest in Central Minnesota.

Continuity through Arts Education: The CMAB values arts education for lifelong learning and works to provide opportunities for collaborations among arts, educators and community stakeholders to convey artistic viewpoints in all disciplines of learning.

Corporate Accountability: The CMAB strives to provide fair and professional support to organizations and individuals through distribution of public funds in an ethical and legal manner open to public review and discourse.

ORGANIZATIONAL BACKGROUND

The Central Minnesota Arts Board (CMAB) has served Region 7W for twenty-eight years as a non-profit arts organization. It is one of eleven Regional Arts Councils designated by the Minnesota State Legislature. The CMAB serves the four county area of Benton, Sherburne, Stearns, and Wright Counties. As a non-profit organization, the CMAB is governed by a nine member, volunteer board of directors recruited from the four counties it serves. Its purpose is to promote and encourage all of the arts in Central Minnesota. The CMAB does this by funding grant proposals from area arts organizations, educational units, and individuals.

VISION

During the next five years we will make the effort to engage innovative “outside the box” thinking and methods to:

1. “Connect the Dots” across sectors dedicated to regional development, building strong partnerships and collaborations;
2. Develop strong mechanisms to network and communicate within the arts community;
3. Nurture our artists’ vocational identity and uniqueness, as well as expand opportunities to make, show and sell their work.

AUDIENCES FOR OUR WORK

- | | |
|---|--|
| 1. Individual artists of our region | 7. Business interests and Chambers of Commerce throughout our region |
| 2. Arts and culture organizations of our region | 8. Civic membership organizations |
| 3. Arts enthusiasts of our region | 9. Education stakeholders |
| 4. Citizens of our region | 10. Tourism interests |
| 5. Local and regional and state government— public officials | 11. Foundations |
| 6. Economic development and planning stakeholders throughout our region | 12. Regional Arts Council Forum and Minnesota State Arts Board |

NEEDS ASSESSMENT SURVEY SUMMARY

In February 2007 the Central Minnesota Arts Board conducted an online anonymous survey. The following is a summary of the questions and responses received from our constituency.

**1) How would you describe your relationship to the Central MN Arts Board?
(Check all that apply.)**

Respondents to the survey included individual artists, directors or board members of arts organizations, arts educators and active participants in arts organizations. Some respondents also specified that they were residents of the CMAB service area, arts advocates and art patrons.

2) Please rate the following CMAB activities in terms of how much they contribute to the growth and development of the arts in central Minnesota. (“5” the highest level and “1” the lowest) “Grants to individual artists”, “Grants to arts organizations”, “Grants to schools”, “Organizational help (technical assistance) for artists”, “organizations and schools”, “Conferences/workshops on topics of interest”, “CMAB website”, “CMAB mailings/email alerts”, “Advocacy”, “As provider of arts resources” and “other comments.”

3) Now, please tell us how effectively you feel CMAB implements each of these activities. (“5” represents the most effective and “1” represents the least effective)

GRANT PROGRAMS: Responses to questions two and three revealed that 77% of respondents indicated that the grants to individual artists, arts organizations and schools contribute to the growth and

development of the arts in central Minnesota. 73% felt that the CMAB does a good job at implementing these grant programs.

Additional comments received indicated an interest in more grants for schools and individual artists. Some felt we should make fewer, larger grants in order to maximize effectiveness. Others wanted us to implement more frequent project grant rounds.

ORGANIZATIONAL TECHNICAL ASSISTANCE: 43% of respondents believe that organizational help (technical assistance) for artists, organizations and schools contribute to the growth and development of the arts in central Minnesota. 41% indicated that the CMAB does a good job implementing organizational help.

Other comments from constituents stated they found the staff and the CMAB in general to be responsive to the needs of individuals and groups seeking assistance in grant writing, event planning, and specifically that our grant writing workshops are very helpful.

CONFERENCES/WORKSHOPS, CMAB WEBSITE & MAILINGS: Approximately 53% indicated that conferences/workshops of interest, the CMAB website and CMAB mailings contributed to the growth and development of the arts in central Minnesota. 57% indicated that these activities were well implemented by the CMAB.

Additional comments indicated that the CMAB grant writing workshops and our frequent e-news are very informative. There were a number of requests for more workshops focused on the business aspect of being an artist or how an artist can turn their art into a business, community development and becoming a 501(c) 3. It was suggested that the CMAB host “artist showcases” where schools can come and “shop” for residencies from arts organizations.

ADVOCACY: The survey illustrated that 63% of those who responded indicated that advocacy contributed to the growth and development of the arts in central Minnesota. 84% of the respondents rated CMAB high in the implementation of advocacy.

Comments supported this finding as well as offering suggestions for expanding our efforts. They encouraged more contact with legislators to support increased arts funding. One person suggested we create a network of speakers who can address various groups (Rotary to church circles) on the importance of the arts, especially in light of new economic impact research to back it up.

PROVIDER OF ARTS SERVICES: 56% of those who responded indicated that the CMAB is a good provider of arts resources.

4) As CMAB plans for the next two to three years, what new programs or services should it consider providing?

Areas where they felt we needed to focus additional attention were:

Multicultural resources-especially for New Americans – Somali, Sudanese, Laotian, Vietnamese, to name a few.

Artists want more opportunities to show their work and connect with galleries, more practical business related workshops, more artist-related community building, and more art programs for the disabled artists at home.

WORK PLAN: STRATEGIC INITIATIVES TO ACCOMPLISH THE VISION

1st Strategic Initiative: Foster the development of cross-sector partnerships and coalitions dedicated to building creative communities—“Connect the Dots” across public and private groups committed to regional development and open lines of communication.

Goal # 1: Nurturing the development of a network connecting arts and culture organizations with community development and business interests for our mutual success in building healthier, stronger communities.

- Facilitate the development of partnerships that bring disparate interests together around common-ground projects.
- Specific Stakeholders: Arts and culture groups, individual artists, local government, business interests and chambers of commerce, civic membership organizations, tourists, schools, economic development interests, funders.
- Resources needed: Website with linkages, consulting support, financial support, perhaps a staff support person to build a web-based inventory.
- Implementation team to be identified; requires key civic and business party involvement. Requires entire board.

Goal # 2: Developing a common language for communicating the value of the arts within the regional economic development framework

- Learn the needs and language of the business community and dialog in order to find common ground in valuing the arts as a core component of building community wellbeing, sustainability, and economic vitality.

Goal # 3: Find, articulate and share best practice stories that highlight successful partnerships and collaborations across sectors of the region (arts and culture / community development).

2nd Strategic Initiative: Successfully build strong communications and networking approaches within the arts community to build identity.

Goal # 1: reorganizing and completely redesigning the web site to meet the needs for a highly interactive site linked with our partners. The site must be user-friendly, aesthetically pleasing, informative, organized and up to date.

- Insure that the web site is friendly to non-arts organizations and individuals.
- Specific Stakeholders: Artists, Arts Organizations, Businesses, Public Entities, Schools, Arts enthusiasts, etc.
- Resource requirements: Committee research, professional designer, and financial resources.
- Implementation team: task force, full board.

Goal # 2: Develop a fall arts conference that becomes an annual event through which to build strong artists/arts community networks and communications.

Goal # 3: Develop a regional arts calendar as a key tool to increase networking, communications and build participation.

Goal #4: Launch a significant public relations campaign to build public awareness of the arts, artists and arts organizations within the region; the public value of the arts; and the

role of the CMAB.

3rd Strategic Initiative: Nurture our artists' vocational identity and uniqueness, as well as expand opportunities to make, show and sell their work.

Goal # 1: Identify new structures that will best serve the development needs of artists as they mature vocationally, especially in the arena of business development.

- Survey artists needs
- Provide workshops, especially around business models
- Develop opportunities to network
- Formulate a database for linkages to share resources

Goal # 2: Create an inventory of regional artists, arts organizations, venues and spaces, etc. throughout the region.

Goal # 3: Develop specific mechanisms to encourage the development of Art Crawls and other mechanisms to increase the opportunities for artists to show and sell their work.

Goal # 4: Research possible mechanisms for cycling the Individual Artist Award program with both the current granting approach based solely on artistic merit as well as past granting requirements. Prior requirements included an artist statement, description of how applicants intend to spend the funds and a final report submitted by award recipients.

LONG RANGE GOALS TO FURTHER OUR ONGOING COMMITMENTS

A. Maintain and strengthen our commitment to build diverse audiences through expanding the range and reach of opportunities for citizens within the region to participate in and experience the arts.

Goal: Promotion of increased Participation in Arts Activities.

Objectives:

- Continue to publicize arts events on CMAB website.
- Increase public awareness of arts activities and CMAB programs through press releases, public presentations and mailings-both postal & E-mail.
- Increase grant amounts as funding allows.
- Continue to promote and support audience development.
- Encourage involvement of diverse ethnic and under-served populations.

B. Maintain and strengthen our commitment to build the arts infrastructure in our region.

Goal # 1: Providing Technical Support and Training for Organizations.

Objectives:

- Promote workshops for organizational development.
- Promote workshops on marketing, web design and media relations.
- Encourage and facilitate networking opportunities for arts organizations.

Goal # 2: Provide Financial Support to Arts Organizations.

Objectives:

- Continue to provide project grants for arts events in the 7W region.

- Continue to provide operational support through McKnight Grants.
- Research the possibility of funding capital purchase grants.
- Collaborate with state and regional arts organizations to provide additional resources.
- Promote corporate contributions.

C. Maintain and strengthen our commitment to foster the development of arts education toward the building of future generations of creative thinkers.

Goal #1: To Support Arts in Education.

Objectives:

- Develop a database of artists available for in-school residencies.
- Conduct in-school presentations for educators and students on CMAB services.
- Publicly promote the value of arts in education.
- Assist schools in identifying grants and other funding sources for arts projects.
- Collaborate with statewide organizations such as: MN Alliance for Arts in Education, Perpich Center for the Arts, COMPAS, FORUM of Regional Arts Councils, and MSAB to strengthen support for the arts.
- Identify ways to educate the public that the arts are integral to a healthy community.

Goal #2: Provide Needed Services to Area Schools.

Objectives:

- Continue to provide project grant support for artist in residencies.
- Continue to provide project grant support for school arts programming.
- Strengthen the capital arts grants to schools when funding allows.
- Support teacher training on merging art with other subjects.

D. Maintain and strengthen our commitment to artists within our region.

Goal # 1: To Provide Information & Opportunities for Artists in central Minnesota.

Objectives:

- Continue to provide the CMAB newsletter to area artists
- Identify opportunities for artists to exhibit their work
- Improve communication on grants and services provided by CMAB
- Identify ways that more artists can benefit from funds provided by The McKnight Foundation
- Continue to recognize outstanding artists in our region
- Promote area artists through CMAB publications and website

Goal # 2: Provide Professional Development Opportunities for Artists in Central Minnesota.

Objectives:

- Promote workshops to provide educational opportunities for artists on website design, marketing their art, grant writing, business planning, etc.
- Identify gallery space in and out of our region
- Identify and provide as many resources as possible to assist artists with their needs

Goal # 3: To Promote the Arts in Central Minnesota

Objectives:

- Continue to provide the CMAB newsletter to arts advocates, elected leaders, and media

- Improve outreach efforts to increase community awareness regarding the value of the arts
- Continue Arts E-news and informational press releases on the arts

Goal # 4: To Improve the Arts Environment in Central Minnesota through promotion of open-thinking and “outside-the-box” initiatives.

Objectives:

- Identify professional artists in the region that would be willing to participate in a mentorship program for other artists
- Develop an ad campaign to educate communities about the arts
- Work with local arts organizations to develop new ideas
- Shine Spotlights: Develop a program/process for recognizing and celebrating excellence in contribution to the artistic vitality of our region.

PLANNING PROCESS

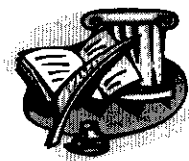
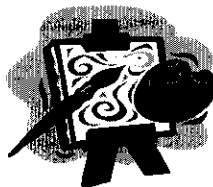
The Central MN Arts Board undertook a Strategic Planning process to develop capacity-building initiatives that will assist us with our long-term ability to achieve our mission effectively and efficiently. Planning included management, governance, and a commitment to achieving results.

During this process we examined our Mission Statement to make sure it describes our purpose and clearly identifies the needs we intend to meet.

Our Values Statements were reviewed to assure that our overall priorities are clear and adequately represent how we intend to operate as an organization in the future.

The CMAB conducted an on-line survey. Our constituency was informed about the survey opportunity with a region wide mailing to over 1100 households, schools, and businesses as well as e-news messages and reminders. Using the feedback gathered from the survey results, the board worked to establish realistic goals and objectives consistent with our mission and defined a time frame for implementation.

The CMAB hired Sharon Rodning-Bash to facilitate a strategic planning session on Saturday April 21, 2007. Following this process a draft document including our goals and objectives were presented to our constituency during a public hearing on Tuesday May 8 at St. Cloud’s Lake George Municipal Complex from 6PM until 8PM. Comments or proposed changes made at this meeting were incorporated into the plan and acted on by electronic vote. The CMAB ratified the vote at their regular monthly meeting on May 14, 2007.



PROGRAM INFORMATION FOR THE FY08-09 BIENNIAL PLAN

1. **Project Grants:** provide tax-exempt organization (or educational institution) funding to support local art projects that advance the artistic development of the applicant organization, audience, and the artists involved in the project.
Maximum grant amount: \$2,000.
2. **Scholarships:** are designed to help graduating high school seniors who want to further their education in the areas of music, dance, literature, visual arts, and performance art. These are one time, monetary awards. **Scholarships range from \$500-\$2,000.**
3. **Artist in Residencies:** provides funding for school art programs that bring high quality artists in to the classroom to expose students to a variety of artist medians. **Maximum grant amount: \$2,000**
4. **Technical Development and Education Fund:** provides training funds for staff and volunteers of nonprofit arts organizations and art educators to attend arts related workshops, seminars, or conferences. It may also be used by arts organizations to hire a consultant to conduct training on management and administrative topics. **Maximum award: \$450**
5. **McKnight/CMAB Individual Artist Awards:** are intended to recognize, reward, and encourage outstanding individual artists in central Minnesota. Awards are based solely on artistic talent. Awards may be used any way the artist wishes. Once annually, **Four Awards of - \$3,000 each**
6. **McKnight/CMAB General Operating Support Grants:** provide unrestricted funding that arts organizations (not schools) can use for administrative salaries, office expenses, ongoing program expenses, services, and other needs.
Maximum grant amount: 10% of annual revenues, maximum amount: \$5,000.
7. **Small Capital Arts Grant To Schools:** provides 50% matching support to public schools with small capital expenses related to the school's arts programming. Applicants must be a public (K-12) school.
Maximum grant amount: \$4,000
8. **CMAB Web-Site:** contains detailed information on all of the CMAB services offered in addition to downloadable grant applications, past newsletters, important web links, artist opportunities, community arts calendar and a help page offering assistance with filling out grant applications.
Check us out at: www.centralmnartsboard.org
9. **Grant Writing Assistance:** CMAB staff conducts grant-writing workshops and are available during business hours and by appointment to assistance individuals with grant application preparation.

Project Grants

Purpose, Goals and Objectives

Project Grant funds are available to advance the artistic development of the applicant organization, audience, and the artists involved in the project. AS well as:

- **To explore new ways of providing collaborative and participatory artistic activities.**
- **To further arts education.**
- **To allow a regional organization to host artists and arts activities not provided by the hosting organization.**

Project Grants are available to enhance the quality of life for everyone in the CMAB region.

Who May Apply

The applicant must be a Minnesota non-profit, tax-exempt organization as described in Section 501(c) 3 of the US Internal Revenue Code with articles of incorporation on file with the Sate of Minnesota.

If an organization has not yet achieved its tax-exempt status, it may apply to the CMAB through a fiscal agent. A fiscal agent is any regional, non-profit, tax-exempt organization or governmental unit that agrees to serve as a fiduciary for an organization not having formal non-profit, tax-exempt status. The fiscal agent must sign the application and, if funds are received, sign the Grant Contract. The fiscal agent is legally responsible for the completion of the project and for the proper management of the grant. A contract or letter of agreement between the fiscal agent and the organization clarifying the responsibilities and authority of each is required. (See: Fiscal Agent Agreement Form)

Who May Not Apply

Applications for grant assistance will not be accepted for review if any of the following conditions exist:

- Funds are requested from the CMAB and the MN State Arts Board for the same work or expenses incurred while carrying out the same project in a single fiscal year, without the expressed consent of both the CMAB and the MN State Arts Board.
- Artists are required to pay high entry or exhibition fees in order to exhibit or perform in the project.
- Funds are requested for capital improvement or construction; purchases of capital equipment; purchase of real property (land or buildings); or, endowment funds.
- Funds are requested for projects limiting access to a private group or are not open to the general public.
- The organization's programming is primarily for religious socialization.
- The project does not primarily serve residents in Benton, Sherburne, Stearns or Wright Counties.
- The organization has an overdue final report for a previous CMAB grant.

How Much Grant Award Money Is Available

Organizations may apply for grants up to two thousand dollars (\$2,000.00) with a matching amount equal to the amount of the request.



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PROJECT GRANT APPLICATION

APPLYING FOR A CMAB PROJECT GRANT

Any tax-exempt organization may apply. If an organization has not yet achieved its tax-exempt status, it may apply to the CMAB through a fiscal agent. A fiscal agent is any regional, non-profit, tax-exempt organization or governmental unit that agrees to serve as a fiduciary for an organization not having formal non-profit, tax-exempt status. The fiscal agent receives and dispenses the funds awarded by the CMAB. If a grant is awarded to an applicant using a fiscal agent, the fiscal agent must sign the grant award contract. The fiscal agent must have a written contract with the organization, specifying the responsibilities of each. An example of a fiscal agent agreement can be found on the CMAB website grant page or by contacting the CMAB office.

EXAMPLES OF PROJECT GRANTS

- Plays, musical events, dance productions, visual arts exhibits, and art festivals.
- Projects that are educational in nature and utilize an artistic discipline that occurs either during the school day or outside the traditional school day.
- Art workshops or the presentation of a local or non-local professional artist(s) at a regional venue.
- If you are unsure what qualifies as an art project, please feel free to contact the CMAB office at 320-968-4290 or 1-866-345-7140

RULES

1. Either the majority of the artists or the majority of the audience involved in the funded art project must reside in the four county region that the CMAB serves: Benton, Sherburne, Stearns, and Wright Counties. However, the project does not necessarily have to take place in the CMAB's four county area. For example, transportation to the Minneapolis/St. Paul metro area to attend an arts event is permissible.
2. The starting date of the **actual project event** (not the planning of the event) must be **after** the final grant funding decision is made by the CMAB.
3. Funds approved by the CMAB must be used only for the project submitted by the applicant. The contract must be signed by the applicant within 45 days of Board approval. The project must be completed within the time frame specified by the applicant on their grant application. **Any major changes must first be approved by the CMAB.**
4. This grant does not provide for general operating support, endowments, capital expenditures, fund-raising events, scholarships, deficiencies in other projects, or staff pay for regular hours/administrative duties.
5. Eligible organizations may apply at any one, or all of the grant deadlines.
6. No organization will be granted more than \$2,000 for any one project or more than \$2,000 in any one grant round. You may apply for multiple projects at each deadline as long as you do not ask for more than a total of \$2,000.
7. Requested funds must be matched equally with funds other than those provided by the CMAB.
8. When added together, funds provided by the Minnesota State Arts Board and/or by the Central Minnesota Arts Board cannot exceed 50% of the total project cost.
9. **Mathematical errors will result in a reduction in your grant request and may result in rejection of your application** therefore proofread your application thoroughly.
10. **Applications from organizations who have any outstanding final reports due from any previous CMAB grant rounds will not be accepted. Call the CMAB if you are unsure if you have an outstanding final report.**

REVIEW PROCESS

- Who: The CMAB Directors reviews all applications. CMAB staff is available during regular office hours to answer questions regarding your grant application. Applicants are responsible for the quality and scope of their application and supporting materials. Please remember to check your mathematical calculations thoroughly as mathematical errors will result in a reduction in your grant request and may result in rejection of your application.
- When: The CMAB Directors review grant applications prior to their first regular meeting after the grant deadline. At that meeting applications are discussed and ranked in relationship to other current requests. Those approved are awarded an appropriate level of funding.
- How: Using a 1 (low) to 6 (high) scale, reviewers award funding to applicants with the highest rankings until all funds are exhausted for that grant round. If funds are refused within 45 days of receipt of grant notification, they will be offered to the next applicant in rank order. Returned funds or funds refused after 45 days will be applied to future grant rounds. Additional consideration is given to first time applicants. **An applicant must attain at least a 3.0 average score in order to be funded.**

THE FOLLOWING CRITERIA ARE USED BY THE CMAB IN REVIEWING AN APPLICATION:

- **Artistic quality** and merit of the project and/or the artists involved.
 - Background and experience of the artists involved.
 - Creativity or uniqueness of the project.
 - Design of project gives reasonable assurance that the artistic goals will be met.
- **Ability** of the applicant to accomplish the project.
 - Percent of the total project cost requested from CMAB.
 - Other funding sources listed on the grant application.
 - Administrative personnel have sufficient experience and/or skill.
- **Need** or demand for the project by the applicant organization or the group it serves.
 - Geographic location of the arts activity.
 - Size of the audience is appropriate to the goals of the project.
 - Any special need being met by this activity and not met by other community activities.
 - The community has clearly demonstrated support/need for the project.
- **Accuracy** of the application.
 - Budget figures are correct.
 - Other details such as date, contact information, and resumes are complete and correct.

WHAT APPLICATION MATERIALS MUST BE DELIVERED TO THE CMAB OFFICE

Collate and submit the following information:

- **The signed original of the completed application**
- **The RAC data collection form**
- **The Americans with Disabilities Act checklist AND accompanying ADA plan, if your organization has one.**

Collate and submit 11 copies of the following information:

- **The signed original of the completed application**
- **The RAC data collection form**

If you have supporting materials you must also submit 11 copies. Keep in mind that more is not necessarily better and submit ONLY enough information to present your project fairly. Do not attach superfluous brochures or other publications.

GRANT APPEALS PROCEDURE Any applicant who can show causes that established grant review procedures were not followed, or can show that the policies of the program are not equitable to all applicants, may file an appeal in writing within ten (10) business days of notification of the CMAB Board's decision on that application.

The Board's Executive Committee will review the appeal prior to the next scheduled board meeting. The Executive Committee will determine if there exists sufficient cause for an appeal and if further investigation is warranted. If the Executive Committee finds that there is cause for an appeal, they will bring the matter before the entire board, which shall make a final decision.

There is no right of appeal to dispute decisions in respect to artistic quality or merit, ability or need.

PROJECT GRANT APPLICATION INSTRUCTIONS

I. RAC DATA COLLECTION FORM page 5 & 6

This form is used to gather information about grant applicants to the Minnesota Regional Arts Councils (RACs). The data is maintained by the Minnesota State Arts Board in cooperation with the RACs, and may be distributed to others in accordance with the Minnesota Data Practices Act. Complete information is necessary to ensure the reliability of our data. *Note: If you are using a fiscal agent, please fill out this first page as it pertains to the arts organization conducting the activity, not the fiscal agent.*

Provide the following information:

- Contact: name and daytime telephone number of person preparing this grant application and directly responsible for the administration of the project.
- Minnesota House District and Federal Congressional District where the organization or individual resides. If you are uncertain about the current district the CMAB website "Arts Advocacy" page has a process through MCA (Minnesota Citizens for the Arts) where you can easily identify your district by typing in your address.
- Fiscal Agent (if applicable): name, address, and telephone number of fiscal agent. If you have a question about whether or not you need a fiscal agent, please call the CMAB @ 320-968-4290; 1-866-345-7140. (Fiscal agent's 501(c) 3 must be included.) Fiscal Agent agreement must be included with application. (example available on CMAB website)
- ***SPECIAL CHARACTERISTICS: Optional, LEGAL STATUS, INSTITUTION, ORGANIZATION OR INDIVIDUAL'S ART DISCIPLINE, NUMBER OF INDIVIDUALS PARTICIPATING IN AND BENEFITING FROM THE PARTICULAR PROJECT or PROGRAM***

II. CMAB PROJECT GRANT APPLICATION - COVER PAGE, Page 7

- Questions 1-4: Describe your project and outline the basic information about your project and your organization.
- It is important that you include the proper signatures and an original of the application form for certification of the grant along with the 11 required copies.

III. NARRATIVE SECTION. Page 8, 9 and 10. all sections of the narrative must be in 11 point type face or larger.

- Section A, Questions 5-9. These questions help the CMAB understand the **artistic quality and merit** of your project. Describe your project in detail including organization goals, personnel and artists involved. Be certain to include resumes of both participating artists and the staff members who will be administering the project.
- Section B, Questions 10 & 11. These questions inform the CMAB about your **ability** to carry out the project.
- Section C, Questions 12 & 13. Answers to these questions will help convince the CMAB of the **need** for your project and financial assistance from the CMAB.

IV. BUDGET SECTION. Page 11 & 12

A. Project Expenses page 11.

1. Salaries may include special project-specific duties for staff that are beyond the normal scope of their duties, or hiring of special help for a production or performance. Do not include in-kind expenses such as volunteer help. Grants with incorrect math in the budgets will (may) be rejected.
2. Artist fees are any fees paid to the arts provider such as an individual artist or an arts organization. The Central Minnesota Arts Board believes artists should be compensated at FAIR MARKET WAGES for their work, and requires a minimum hourly rate of at least \$23.00 per hour.
3. Supplies are any materials specially purchased and used for this arts activity only.
4. Currently, the CMAB allows up to the current IRS allowable amount per mile for travel for out-of-town artists. Meals and lodging should be itemized if they are a part of your budget planning.
5. Include all miscellaneous expenses such as: equipment rental, telephone costs, printing and publicity costs, etc.
6. Non-project related operating expenses are ineligible.

B. Total Project Expense: must equal the total of 1+2+3+4+5+6.

C. Project Revenues page 12

1. List sources of cash on hand for this project, or general funds specifically budgeted for this project.
2. List all other grants that your organization is pursuing for this project. Identify these grants as "received," "committed" or "anticipated". Do not include the anticipated CMAB grant.
3. List estimated earned income from tickets, fees, etc. Do not include in-kind contributions.

D. Total Revenue For The Project: must equal 1+2+3.

E. Amount Requested From CMAB cannot be greater than \$2,000 or more than 50% of "B"(on page 10) project expense (whichever is less).

F. Total Support For The Project is the total revenue necessary to support the project and it must be equal to total expense for the project, "B" on page 10.

V. AMERICANS WITH DISABILITY CHECKLIST (ADA CHECKLIST) page 13

All organizations must fill out this checklist and attach your ADA plan if you have one. Not having a plan does not disqualify you from receiving a grant.

VI. PROJECT GRANT APPLICATION CHECKLIST page 14

This checklist will assist you with assuring your application is complete and ready to submit.

I. RAC GRANT DATA COLLECTION FORM

TO THE APPLICANT: This form is used to gather information about grant applicants to the Minnesota Regional Arts Councils (RACs). The data is maintained by the Minnesota State Arts Board in cooperation with the RACs, and may be distributed to others in accordance with the Minnesota Data Practices Act. Complete information is necessary to ensure the reliability of our data. *Note: If you are using a fiscal agent, please fill out this first page as it pertains to the arts organization conducting the activity, not the fiscal agent.*

1. APPLICANT INFORMATION

Date _____

Legal name of organization or individual _____

Professional or other name _____

Address _____

City, state, ZIP _____

Day phone (_____) _____

Contact person and title _____

County _____ MN House district _____ US Congressional district _____

Fiscal agent name (if applicable) _____

2. SPECIAL CHARACTERISTICS:

For individuals applying (optional)

Select any combination that applies describing your racial/ethnic characteristics

- American Indian/Alaska Native (N)
- Asian (A)
- Native Hawaiian/Pacific Islander (P)
- Black/African American (B)
- Hispanic/Latino (H)
- White (W)
- Other (describe) _____

For individuals applying (optional), also mark these items if they apply

- Mentally or Psychologically Disabled(E)
- Deaf/Hard of Hearing (D)
- Blind/Low Vision (Q)
- Physically Disabled (P)
- Other Disability (I)
- Senior Citizen—60+ (S)
- Veteran (V)

For organizations applying

Select the one code that best represents 50% or more of your staff or board or membership

3. STATUS:

Select the one code which best describes the applicant's legal status

- | | | |
|---------------------------|------------------------|-------------------------|
| 01 Individual | 04 Government-Federal | 07 Government-County |
| 02 Organization-Nonprofit | 05 Government-State | 08 Government-Municipal |
| 03 Organization-Profit | 06 Government-Regional | 09 Government-Tribal |
| | | 99 None of the Above |

4. INSTITUTION:

Select the one code which best describes the applicant

- | | | |
|-------------------------------------|-------------------------------------|---------------------------------|
| 01 Individual artist | 20 School-Parent/Teacher Assn | 39 Government-Judicial |
| 02 Individual non-artist | 21 School-Elementary | 40 Government-Legis (House) |
| 03 Performing Group | 22 School-Middle | 41 Government-Legis (Senate) |
| 04 Performing Group-College/Univ | 23 School-Secondary | 42 Media-Periodical |
| 05 Performing Group-Community | 24 School-Vocational or Technical | 43 Media-Daily Newspaper |
| 06 Performing Group-Youth | 25 School-Other (incl Community Ed) | 44 Media-Weekly Newspaper |
| 07 Performance Facility | 26 College/University | 45 Media-Radio |
| 08 Museum (Art) | 27 Library | 46 Media-Television |
| 09 Museum (Other) | 28 Historical Society/ Commission | 47 Cultural Series Organization |
| 10 Gallery/Exhibition space | 29 Humanities Council/Agency | 48 School of the Arts |
| 11 Cinema | 30 Foundation | 49 Arts Camp/ Institute |
| 12 Independent Press | 31 Corporation/ Business | 50 Social Service Organization |
| 13 Literary Magazine | 32 Community Service Organization | 51 Child Care Provider |
| 14 Fair/Festival | 33 Correctional Facility | 99 None of the Above |
| 15 Arts Center | 34 Health Care Facility | |
| 16 Arts Council/Agency | 35 Religious Organization | |
| 17 Arts Service Organization | 36 Seniors Center | |
| 18 Union/Professional Association | 37 Parks & Recreation | |
| 19 School-District | 38 Government-Executive | |

5. DISCIPLINE:

Select one code which best describes the applicant's

- | | | |
|-------------------------------|--|------------------------|
| 01 Dance—general | 05 Visual Arts —general | 09 Media Arts —general |
| 01A ballet | 05A experimental | 09A film |
| 01B ethnic/jazz/folk-inspired | 05B graphics (include drawing, cartooning, | 09B audio |
| 01C modern | | 09C video |
| | | 09D technology/ |

primary area of interest in the arts (e.g. ballet 01A)

- 02 Music—general
 - 02A band
 - 02B chamber
 - 02C choral
 - 02D new-experi-mental, elec-tronic
 - 02E ethnic/folk-inspired
 - 02F jazz
 - 02G popular
 - 02H solo/recital
 - 02I orchestral
- 03 Opera/Musical Theater—general
 - 03A opera
 - 03B musical theater
- 04 Theater—general
 - 04A theater, in general
 - 04B mime
 - 04C puppetry
 - 04D theater for young people
 - 04E storytelling
 - 10C playwriting/scriptwriting
- 05D printmaking and book arts
- 05F painting
- 06 Design Arts—general
 - 06A architecture
 - 06B fashion
 - 06D industrial
 - 06E interior
 - 06F landscape architecture
 - 06G urban/metropolitan
- 07 Crafts—general
 - 07A clay (includes ceramics)
 - 07B fiber (includes basketry)
 - 07C glass
 - 07D leather
 - 07E metal
 - 07F paper
 - 07G plastic
 - 07H wood
 - 07I mixed media
- 08 Photography (include Holography)
- 09E experimental screenwriting
- 10 Literature—general
 - 10A fiction
 - 10B non-fiction
 - 10C playwriting/scriptwriting
 - 10D poetry
- 11 Interdisciplinary (include collaborations and performance art)
- 12 Folklife/Traditional Arts, in general
 - 12A Dance
 - 12B Music
 - 12C Crafts and Visual Arts
 - 12D Oral Traditions
- 13 Humanities
- 14 Multi-disciplinary
- 15 Non-arts/non-humanities

PROJECT ACTIVITY INFORMATION

6. _____ **Adult Artists Participating** Record the number of adult artists expected to be directly involved in providing art or artistic services for these grant activities.
7. _____ **Adult Audience Benefiting** Record the number of adult audience expected to benefit directly from these grant activities (excluding employees, paid performers, artists participating, children/youth, and broadcast figures). Do not double-count repeat attendees.
8. _____ **Children/Youth Benefiting** Record the number of children and youth under the age of 18 expected to participate in and/or benefit directly from these grant activities, or were included in the audience (*excluding broadcast figures*). Do not double-count repeat attendees.

TO BE COMPLETED BY REGIONAL ARTS COUNCIL STAFF ONLY

| | | | |
|---|--|-----------------------------------|---|
| Total Project Revenue (cash only-include grant request) \$ _____ | Total Project Cost (cash only) \$ _____ | In-Kind Contributions \$ _____ | Total Org. Expenses (most recently completed FY) \$ _____ FY _____ |
|---|--|-----------------------------------|---|

| | | |
|--------------------------|-----------------------------|------------------|
| FISCAL YEAR _____ | GRANT REQUEST \$ _____ | FUNDING SOURCE |
| REGIONAL ARTS CNCL _____ | AMOUNT RECOMMENDED \$ _____ | State \$ _____ |
| APPLICATION # _____ | AMOUNT AWARDED \$ _____ | Federal \$ _____ |
| | | Other \$ _____ |

| | | |
|---|---|--|
| GRANT PROGRAM | <input type="checkbox"/> Organizational Management Support <input type="checkbox"/> General Operating Support <input type="checkbox"/> Arts in Education—Touring/Performance <input type="checkbox"/> Arts in Education-School Residency | <input type="checkbox"/> Individual Artist <input type="checkbox"/> Participation <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Organization Arts Project/Production Assistance <input type="checkbox"/> Sponsorship Activity | APPLICATION WITHDRAWN <input type="checkbox"/> APPLICATION INELIGIBLE <input type="checkbox"/> | |
| Reason for ineligibility or withdrawn application _____ | | |
| Comments _____ | | |

SECTION II: CMAB PROJECT GRANT APPLICATION: DO NOT HAND WRITE ANY PART OF THIS APPLICATION. All parts of this application must be in 11 point font or larger.

Applicant Organization (Name, Address, Zip Code): _____

| |
|---|
| <p>Is This Your First CMAB Grant Check The Box That Applies:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> |
|---|

Project Director Name: _____ Daytime Telephone: _____

E-mail Address Of Project Director: _____

Fiscal Agent, If Applicable (Name, Address, Zip Code): _____

Fiscal Agent Telephone: _____

Name of Project: _____

Location of Project: _____

1. **Briefly (1 or 2 sentences) describe the artistic activity involved in this project.**

Project Budget Summary:

Total Project Expense _____ Grant \$ Requested _____ Total Project Revenue _____
(Expense page line A) (Revenue page Line C) (Revenue page line B)

2. *Actual Project Event Date: _____ * Project End Date: _____ Year Organization Originated: _____

*Note: actual project event (not the planning of the event) must **not** start prior to Board approval of this grant.

3. Applicant organization's total annual budget. (Governmental units and public schools: leave this section blank)

| | YEAR PRIOR TO PROJECT | YEAR OF PROJECT |
|----------|------------------------------|------------------------|
| EXPENSES | \$ _____ | _____ |
| INCOME | \$ _____ | _____ |

4. **Certification. Note that at least two of the following signatures must be from different people.**

The signed original of this form goes to the CMAB office.

“We certify that the information in this application is true and correct”:

| | | | |
|-------------------------------|-----------|------------------|------|
| Authorizing Official _____ | Signature | Print Name/Title | Date |
| Project Director: _____ | Signature | Print Name/Title | Date |
| Fiscal Agent _____ | Signature | Print Name/Title | Date |

SECTION III. NARRATIVE SECTION:

When Reviewing Applications, The CMAB Looks At The Following Three Criteria:

- A. Artistic Quality And Merit Of The Project And Artists Involved;**
- B. Ability Of The Organization To Carry Out The Project;**
- C. Need For The Project By The Organization/Artists/Community.**

A. Information about ARTISTIC QUALITY and MERIT.

5. Give a complete description of the project. Include the following:

- Performers and production title when applicable
- Dates, times, and locations activities will be held
- Details of activities and events
- Target participants and/or audience.

Use the back of this sheet if you need more room.

6. Ticket and Audience Information:

a) Number of Performances or days of exhibit _____

b) Total Anticipated Audience (including comp tickets) _____

c) Anticipated number of complimentary tickets to be given _____

d) List the ticket prices for this project _____

e) How were ticket prices determined? _____

f) Anticipated number of tickets to be sold at each price range _____

g) If you are not charging for this event, list the reasons why.

h) What efforts have been made to seek financial support from the community for this project?

7. Please describe how this project helps to meet the artistic goals of your organization:

8. How will you evaluate the project?

B. Information to demonstrate ABILITY to carry out the project:

9. List the names of the principal artists and administrative personnel in this project and describe their roles and responsibilities. **Attach resumes, or similar narrative description, for principal artists AND administrative personnel.**

10. Describe the publicity and/or marketing efforts, including how the participants and public will learn of the project. Include a description of the methods (news releases, posters, brochures, etc.) that will be used and range of distribution of the publicity:

11. What related past arts activities demonstrate your organization's ability to plan and carry out a project?

C. Information to demonstrate NEED for the project and for financial support from the CMAB:

12. Describe the planning process used to determine this need and how the project was developed as a result:

13. Explain what benefits will result to your community from this project?

14. Please list all grants received from the CMAB or the Minnesota State Arts Board within the previous 2-year period:

| <u>Agency</u> | <u>Type of Grant</u> | <u>Amount of Grant</u> |
|---------------|----------------------|------------------------|
|---------------|----------------------|------------------------|

SECTION IV. PROPOSED BUDGET

A. PROJECT EXPENSES a) Clearly identify each item. b) Show method of calculation (i.e., hours, rates, cost per item, etc.) c) Round all figures to the nearest dollar. Volunteers cannot be calculated as “in-kind” services. In-kind must be accompanied by a receipt or letter of verification for goods and services provided. If you show any “in-kind” contributions in your revenue budget an equal amount must appear in your expense budget.

1. Salaries and Wages (List positions individually- i.e.: director, administrator):

| Title or Type of Employee | Amount |
|---------------------------|----------|
| _____ | |
| _____ | |
| _____ | |
| Total Salaries | \$ _____ |

2. Artist’s Fee, Contracts and Honoraria (Name of Artist or group)

| | |
|---------------|----------|
| _____ | |
| _____ | |
| In-Kind _____ | |
| Total Fees | \$ _____ |

3. Supplies and Materials (expendable items only):

| | |
|----------------|----------|
| _____ | |
| _____ | |
| In-Kind _____ | |
| Total Supplies | \$ _____ |

4. Travel, Transportation and Subsistence:

| | |
|--------------|----------|
| _____ | |
| _____ | |
| Total Travel | \$ _____ |

5. Publicity (Printing, ads, etc)

| | |
|-----------------|----------|
| _____ | |
| _____ | |
| Total Publicity | \$ _____ |

6. Other (rental of space or equipment, printing)

| | |
|---------------|----------|
| _____ | |
| _____ | |
| In-Kind _____ | |
| Total Other | \$ _____ |

B. TOTAL PROJECT EXPENSE (1+2+3+4+5+6): \$ _____

(TOTAL PROJECT EXPENSE (B) must be equal to TOTAL SUPPORT FOR PROJECT ON NEXT PAGE (F))

C. PROJECT REVENUE

(Contributions, grants and revenues for this project only)

1. Cash (cash on hand or budgeted for this project. Indicate source):

Total Cash \$ _____

2. Other Grant Sources (do not include this CMAB request. List name of grantor and associated grant amount. Indicate which are anticipated and which have been received. In-kind must be accompanied by a receipt or letter of verification for goods and services provided.):

Total Grants & In-Kind \$ _____

3. Earned Income (list sources and if applicable, indicate ticket price, number of tickets you anticipate selling, fees charged, price of publications, sale of ads, etc.):

Total Income \$ _____

D. TOTAL PROJECT REVENUE (1+2+3):

\$ _____

E. AMOUNT REQUESTED FROM CMAB:

(Cannot Exceed 50% of Total Project Expenses or \$2,000, whichever is less)

\$ _____

F. TOTAL SUPPORT FOR THE PROJECT

(Must Equal Total Project Expense)

\$ _____

CMAB Americans with Disabilities Act Access Plan Checklist

All organizations receiving public funding from the CMAB are required by the federal Section 504 Regulations and the ADA to work with people with disabilities to facilitate their access to their projects. Requests may involve an individual's access to a facility or to the content of the project.

Please complete the following checklist and attach this page as a cover sheet to your ADA access plan. An access plan should describe your accomplishments related to ADA, and outline any future goals for making your facilities, programs, or services accessible to persons with disabilities. We expect that plans will vary in length depending on the mission, size and scope of your organization.

Name of Organization: _____

YES

NO

1. We have developed an access advisory committee to assist us in evaluating the accessibility of our programs, facilities and services. If yes, proceed to #2. If no, comment here _____

YES

NO

2. We have developed a concise policy stating our organizations commitment to access for people with disabilities. If yes, proceed to #3. If no, comment here _____

YES

NO

3. We have conducted an accessibility survey to evaluate our accomplishments and identify goals to access improvements. If yes, proceed to # 4. _____

YES

NO

4. We have completed and attached our ADA access plan. If yes, proceed to # 5. _____

5. Our ADA access plan includes the following:

A policy statement regarding accessibility and a brief description of how the policy was developed.

The ways in which our facilities, programs, and services are currently accessible to people with disabilities.

Accessibility goals yet to be addressed.

Projected costs (if any) and a timeline of action steps to accomplish our accessibility goals.

CHECKLIST: APPLICANTS MUST REVIEW AND PLACE AN “X” IN THE FOLLOWING BOXES PRIOR TO SUBMITTING YOUR APPLICATION TO CMAB:

- Application is complete & Original is signed by two different officials, **one each**: RAC DATA Form and ADA Plan is attached.
- 11 COLLATED/STAPLED copies AND THE ORIGINAL of the application the RAC DATA Form and supporting materials are included. This means that a total of 12 packets are delivered to the CMAB office.
- Do not include the application instructions that accompanied your grant application materials!
- You have made a copy for your records.
- Brief resumes of the project director and other key people involved are included.
- You have limited supporting material only to what is essential for the project. More is not necessarily better.
- 501(c) (3) non-profit status letter, regardless of whether you have sent one in the past. Governmental units and public schools do not have to submit a 501(c)(3) letter. If you are using a fiscal agent you **MUST** submit their 501(c)(3) letter.
- You have filled out an ADA Access Plan Checklist (available on the CMAB website) and attached to original.
- Your entire organization has no outstanding final reports due to the CMAB.
- Your in-kind contributions DO NOT exceed 50% of Project Revenue.
- Your project does not start before the board has made a decision on this application.
- YOU HAVE CHECKED YOUR MATHEMATICAL CALCULATIONS! mathematical errors will result in a reduction in your grant request and may result in rejection of your application**

Central MN Arts Board **PROJECT GRANT FINAL REPORT FORM**

PO Box 458

Foley, MN 56329

(320) 968-4290 or 1-866-345-7140; fax: 320-968-4291

| | |
|----------------------------|-------|
| <u>For Office Use Only</u> | |
| Project Number | _____ |
| Due Date | _____ |
| Date Received | _____ |

Please type or write legibly

All recipients of CMAB grants must complete and return this form to the CMAB office within 60 days of the completion of their project. Future requests from the applicant will not be considered until the final reports from completed past projects have been filed. Projects that run over a long period of time and are in progress when the applicant applies for another grant will require a progress report prior to the review of the subsequent application. If your project is not completed within one year of the grant award, you must file a progress report. Please direct any questions and send your completed form to the address above.

PART A GENERAL INFORMATION, PROJECT DESCRIPTION AND GRANT EVALUATION

Organization Name _____

Grant Application original deadline date _____

Project Name, Date and Location: _____

Contact Person Name, Address, Phone Number, and E-mail

Address: _____

1. **Provide a short description of the project? Describe any changes from the original description in your application or revised budget:**

2. What was the impact (i.e. benefits, needs met, new skills acquired, etc.) of this project on your organization?

3. What were the strengths of the project?

4. How could this project be improved? Were there any weaknesses or problems that could have been avoided?

Part B Project Budget: Please put the figures from your original grant application in the column entitled "Grant Budget" and put the actual amounts paid out or received in the column

entitled "Actual Totals." Clearly identify each item. Show method of calculations (hours, rate, number of people, etc.) Round to the nearest dollar. Detail expenses.

PROJECT EXPENSES-----Grant Budget-----Actual Totals-

- 1. Salaries, artist fees, contracts and honorariums: \$ _____ \$ _____
- 2. Expendable Supplies and Materials \$ _____ \$ _____
- 3. Transportation, Travel, & Subsistence \$ _____ \$ _____
- 4. Publicity (Ads, Printing, etc) \$ _____ \$ _____
- 5. Rental: \$ _____ \$ _____
- 6. Other: \$ _____ \$ _____

(Identify any expense items that are provided as In-kind: cannot be more than 50% of expenses)

7. TOTAL CASH COST OF PROJECT (Add lines 1 through 6): _____

MATCH FOR THE PROJECT

- 8. Organization funds Budgeted for Project: \$ _____ \$ _____
- 9. Other Grants (Indicate Source) _____ \$ _____ \$ _____
- _____
- _____

Earned Income

- 10. (Ticket sales, fundraisers, concessions, etc) \$ _____ \$ _____
- 11. Total Cash (Add lines 8 through 10) \$ _____ \$ _____
- 12. Total In-Kind (provide a detailed description) \$ _____ \$ _____
- _____
- 13. CMAB Grant Award \$ _____ \$ _____
- 14. Total Project Revenue (Line 11 + 12 + 13) \$ _____ \$ _____
- 15. Project Profit or <Loss> (Line 14 – Line 7) \$ _____ \$ _____

16. If Loss—How will it be covered? If Profit---How will funds be used?

BUDGET NARRATIVE

Earned income from ticket sales

| Category Cost | Audience | Admission Fee | = | Subtotal |
|-------------------------------|----------------|---------------|---|-----------------|
| Example: Seniors | 200 | \$4.00 | = | \$800.00 |
| _____ | _____ | _____ | | _____ |
| _____ | _____ | _____ | | _____ |
| _____ | _____ | _____ | | _____ |
| Total (All Categories) | # _____ | | | \$ _____ |

GENERAL OPERATING SUPPORT GRANTS

Purpose, Goals and Objectives

General Operating Support Grants are unrestricted grants made to arts organizations who do not receive general operating support from the Minnesota State Arts Board or direct support from the McKnight Foundation, and who demonstrate programming of high artistic quality and efficient management. These funds may be used for administrative, operating and capital expenditures.

Who May Apply

Non-profit fine arts organizations located within CMAB's four county region, which have received their 501(c) 3 tax-exempt status from the IRS, which operate year-round.

Who May Not Apply

Schools, Universities, public radio and television stations, libraries, civic organizations, (such as chambers of commerce and other community service agencies,) and organizations whose primary focus is not the fine arts.

Review Criteria

- Artistic quality and leadership as demonstrated by the artistic activities or services offered, the effectiveness of these activities, contribution to the artistic growth of the organization's community, evidence of impact on the community, and opportunities for involvement and support of central MN artists.
- Management and sound fiscal responsibility
- Organizational impact-Availability, approachability, program attendance, accessibility and community understanding of art form provided.

How Much Grant Award Money is Available

Organizations may apply for a maximum of \$5,000 or 10% of the actual annual operating **revenues** of their most recently completed fiscal year, whichever is less. The grant is competitive and the actual grant amount awarded to an organization will be based upon the organization's ranking by the CMAB Board and on available funds. For FY 2008 the CMAB has allocated \$ 40,000 for this grant round.

Funding for this grant is provided by The McKnight Foundation

REVIEW CRITERIA

- Artistic quality and leadership as demonstrated by the artistic activities or services offered, the effectiveness of these activities, contribution to the artistic growth of the organization's community, evidence of impact on the community, and opportunities for involvement and support of central Minnesota artists.
- Management and sound fiscal responsibility as demonstrated by evidence of sound planning and marketing which supports the arts programming, board composition and roles, staff

qualifications and responsibilities, commitment to a balanced budget, and organizational stability.

- Organizational Impact as demonstrated by availability and approachability of programming to a broad public audience, how well programs are attended, and efforts to create community understanding of works of art.

SUBMISSION OF APPLICATION REQUIREMENTS

Include the following collated items with your application:

- One copy of your 501 (c)(3) non-profit status letter, **even if you have sent one before.**
- Originals of: this grant application and the RAC data form and ADA Access Plan Checklist.
- **11 copies** of the signed application, RAC data form, your organization's current board of directors including their affiliations and titles. 12 copies of your organization's most recently submitted 990 form, one attached to the original signed CMAB grant application.

If you are not legally required to produce a 990, you need to provide an Annual Financial Statement providing actual fund balances, approved by your board of directors for your most recently completed fiscal year. Annual Financial Statements must include the following:

REVENUE

1. Cash Contributions Or Donations.
2. Grant Income (List Sources).
3. Earned Income, I.E., Program Revenue (List Program And Date(s)).
4. In-Kind (Donated Non-cash) Contributions (List Value).
5. Total Revenue.
6. The Size Of Your Endowed Or Invested Cash Reserves, If Applicable.

EXPENSES

7. Salaries And Wages (List By Paid Staff Position And Include Benefits).
8. Program/Production Costs (List Each Major Program Separately).
9. Office And Marketing Expenses, Such As: Rent, Telephone, Supplies.
10. Other Expenses (List Major Items Separately).
11. Total Expenses.

- **NOTE:** the Board Chair must sign this **Annual Financial Statement** and indicate **IN WRITING** that your board has approved it and that it is completely accurate. The CMAB reserves the right to request additional financial information if no 990 is available. Attach the original of this document to the original CMAB grant application.



P O Box 458 * Foley, MN 56329

320-968-4290 or 1-866-345-7140; fax: 320-968-4291

mail@centralmnartsboard.org * www.centralmnartsboard.org

GENERAL OPERATING SUPPORT GRANT APPLICATION

COVER PAGE:

THIS PAGE MUST APPEAR FIRST ON ORIGINAL AND ALL COPIES.

DO NOT COPY AND INCLUDE APPLICATION INSTRUCTIONS

Applicant Organization (Name, Address, And Zip Code):

Contact Person _____ Daytime Telephone _____

Dates Of Fiscal Year:

Begins Month/Day/Year _____ Ends Month/Day/Year _____

General Operating Grant Request: \$ _____ *

- Grant request may not exceed \$5,000 or 10% of the actual annual operating **REVENUES** of your most recently completed fiscal year, whichever is less.

Certification. We certify that the information on this application is true and correct:

Board Chair Signature Title Date

Project Director Signature Title Date

Application must be signed by two different officials.

The CMAB reserves the right to reject any application that is incomplete or improperly filled out. **This especially applies to mathematical errors; check your calculations carefully!**

Grant Recipients Will Be Notified Within Two Weeks Of The CMAB 's Funding Decision

7. What are the **primary** successes and disappointments for your past one year period?

8. How do you evaluate your programs?

FINANCIAL INFORMATION

9. Answer the financial information questions as completely as possible. Supply the CMAB with the following financial information based on your most recently completed fiscal year:

A. Total cash revenues provided only by **direct programming**. Examples are: ticket sales, tuition fees, lesson fees, user fees, etc.:

\$ _____

B. Total cash revenues provided only by **fundraising**. Examples are: grants, fundraising events, cash donations (not in-kind):

\$ _____

C. All other sources of income. Examples are interest earned on investments, bequests, donated goods, etc.:

\$ _____

10. TOTAL REVENUE (A + B + C) = \$ _____ * This number must agree with line 12 of the IRS 990 Tax Return or line 9 on the Short Form if you are required to file a 990.

A copy of your 990 must be attached to this grant application. (if you are not required to file a 990 you must then attach your financial statement from your last completed fiscal year.

11. TOTAL EXPENSES FROM ALL SOURCES = \$ _____ * This number must agree with line 17 of the IRS 990 Tax Return if you are required to file a 990.

12. If you **DID NOT** finish the most recently completed fiscal year with revenues equaling or exceeding expenses please answer the following two questions:

- Why did you finish the year with greater expenses than revenues?

- How did you meet your obligations to your creditors?

13. Did you finish the fiscal year **previous** to your most recently completed fiscal year with revenues equaling or exceeding expenses? Yes No

14. What is the size of your organization's current endowed or invested cash reserves, if any:

\$ _____ ?

15. How does your organization decide on the price to charge for its programs/services?

16. Describe your organization's financial planning methods used to ensure fiscal responsibility:



Central MN Arts Board General Operating Grant Review Worksheet

Date of Review _____

Applicant _____ Overall Ranking _____

Make evaluation comments about each criterion that substantiate the ranking you assign. Use the boxes below to prepare your comments. Rank each application on a scale of 1-6. 1=poor 6=excellent. Member rankings are averaged and each application receives one overall rating from the board.

Artistic Quality/Leadership: All, or the majority of, the services provided by the organization serves an appropriate art discipline in a high quality and meritorious fashion.

Ranking:

Demonstrated Need: Applicant has a clear definition of the community it serves [consider such factors as geographic, racial/ethnic, cultural, economic, age and gender makeup] and the needs of the community it serves will benefit from the service it provides.

Ranking:

Organizational Management Ability: Applicant has demonstrated their ability to reach their defined goals: artistically, financially, and experientially.

Ranking:

Special Circumstances: First time applicant, underserved arts discipline or constituency.

Ranking:

Small Capital Arts Grants to Schools

Purpose, Goals and Objectives

To support the arts in education

Students involved in the arts average 83 points higher on their SAT scores than students who had no arts experience.

The Small Capital Arts Grants provides up to \$ 4,000 in 50% matching support to public grade schools for their small capital expenditures related to the school's arts programming.

Who May Apply

Public Schools instructing some or all, of grades K-12 located in one of the following Minnesota Counties: Benton, Sherburne, Stearns or Wright. Requested funds must be matched equally with revenue sources other than those provided by the CMAB.

Who May Not Apply

- Entire School Districts (only individual schools may apply)
- For-profit organizations
- Arts Organizations
- Private Schools
- State Universities or Private College
- A past recipient with an overdue final report
- A school that was a Small Capital Arts Grant recipient in the prior year. (a school must skip one year before it is eligible again).

What kind of Purchases Can this Grant Fund

- (This list is intended to help you understand the purpose of the grant and is not a complete list)
- Arts Related Technology Equipment; computer, software, etc.
- Sound Equipment for Art Performances; microphones, boom stands, sound equipment'
- Dance floor
- Light board for theater
- Art tables, kiln, easels, other studio equipment
- Art exhibit equipment, displays, lighting
- Any materials that are specially purchased and used for the capital art equipment. They must be durable goods and not easily consumed art supplies
- Items purchased after the CMAB Grant Review date: November 14, 2005.

Criteria

Artistic quality; Ability to raise matching funds; Need for the capital purchase.

How Much Grant Award Money is Available

The CMAB has allocated \$ 10,500 for this round.

SMALL CAPITAL GRANT TO SCHOOLS
APPLICATION INSTRUCTIONS

NARRATIVE SECTION

- **Submit the signed original of the completed application AND the RAC Data Collection Form.**
- **Submit 11 copies of the completed application AND the RAC Data Collection Form.** You must also submit 11 copies of any supporting materials. **Keep in mind that more is not necessarily better and submit ONLY enough information to present your capital purchase fairly.** Unnecessary information will be discarded.

GRANT WORDING MUST BE IN 11 POINT TYPE FACE OR LARGER!

- Applicant School: name and address of the school applying for the grant.
- Contact: name and daytime telephone number of person preparing this grant application and directly responsible for the administration of the purchase.
- Questions 1-2: describe your capital purchase and outline the basic information about it. Summarize your total budget expense and revenue. **It is important** that you include the proper original signature **and** an original of the application form for certification of the grant.
- Questions 3 & 4: these questions help the CMAB understand the **artistic quality** of your capital purchase. Describe your capital purchase in detail including school goals and personnel involved.
- Question 5 & 6: these questions inform the CMAB about your **ability** to carry out the fund-raising for the project in order to meet your 50% revenue match requirement.
- Questions 7 - 9: answers to these questions will help convince the CMAB of the **need** for your project.

BUDGET SECTION

10. Capital Purchase Expenses

- Materials: any materials that are specially purchased and used for this grant only. They must be durable goods and not easily consumed art supplies. This may include an item specially built for your school such as a display case, etc.
- You Must Show Your Anticipated Purchase Price From Two Different Retail Sources So That The CMAB Can Determine How Competitive The Anticipated Purchase Price Is.

A. Total Capital Purchase Expense.

Capital Purchase Revenue

11. Cash: list sources of cash on hand for this project, or general funds specifically budgeted for this project.
12. Other Grants: list grants (if any), other than the anticipated CMAB grant, that your school is pursuing for this project. Identify these grants as "received" or "anticipated."
13. Earned Income: list estimated earned income and its source.

B. Total Revenue For The Project: must equal 1+2+3.

C. Amount Requested From CMAB: cannot be an amount greater than (B) or \$4,000 or 50% of the total expense for the project whichever is less.

D. Total Support For The Project: this is the total revenue including the requested CMAB grant amount necessary to support the capital purchase. This amount must be equal to Total Capital Purchase Expense (A).

CMAB FY07 SMALL CAPITAL ARTS FUNDING FOR SCHOOLS GRANT APPLICATION

Is this your first CMAB grant application? Yes No

Do Not Hand-Write Any Part Of This Form

**COVER PAGE: THIS PAGE MUST APPEAR FIRST ON ORIGINAL APPLICATION AND ALL COPIES
DO NOT COPY APPLICATION INSTRUCTIONS!!
Attach RAC Data Sheet and ADA Worksheet to original**

Applicant School (Name, Address, Zip Code):

Capital Purchase Coordinator Name/Title:

Daytime Telephone: _____ Today's Date: _____

1. Briefly describe the capital expense involved in this request (what do you plan to purchase?).

2. Budget Summary:

Total Purchase Expense: \$ _____

Total Revenue raised (excluding CMAB grant request): \$ _____

Grant amount requested from the CMAB: \$ _____

Anticipated Capital Purchase Date: _____

Note: actual capital purchase must **not** occur prior to CMAB review date.

Certification: By signing, I certify that the information in this application is true and correct.

Principal: _____
Signature Date

Principal: _____
Print Name

Capital Purchase Coordinator: _____
Signature Date

Capital Purchase Coordinator _____
Print Name

The signed original of this application goes to the CMAB *plus 11 copies**

When Reviewing Applications, The CMAB Looks At The Following Three Criteria: Artistic Quality And Merit Of The Capital Purchase; Ability Of The School To Raise the 50% Funding Match; Need For The Capital Purchase By The School/Students.

Information about ARTISTIC QUALITY and merit:

3. Describe the capital purchase you plan to make. What will the CMAB funding provide?

4. Please describe how this capital purchase will make a lasting impact on the artistic goals of your school:

Information to demonstrate ABILITY to carry out the purchase:

5. Note: you must indicate when the planning began for this purchase and give a narrative description how you plan to raise the 50% funding match you will need. When will the fund-raising process be finished?

6. List the names of the primary personnel involved in this capital purchase project and describe their roles and responsibilities.
- How will they utilize the purchased item(s)?
 - Where will the purchase be physically used within your school building?

Information to demonstrate **NEED** for the project:

7. How will this activity stimulate the artistic development of your school and its students?

8. Why is your school unable to raise all of the funds necessary for this purchase on its own (be specific; use the back of this form if necessary)?

9. Please list any grants received from the CMAB or the Minnesota State Arts Board within the previous 12-month period:

PROPOSED BUDGET

10. CAPITAL PURCHASE EXPENSES (Round all figures to the nearest dollar)

| Materials (non-expendable items only): | Amount |
|--|--------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

A. TOTAL CAPITAL PURCHASE EXPENSE: \$ _____

**TOTAL CAPITAL PURCHASE EXPENSE (A) must be equal to
TOTAL SUPPORT FOR CAPITAL PURCHASE (D)**

CAPITAL PURCHASE REVENUE (contributions, grants, and revenues for this capital purchase only)

| 11. Cash Sources (cash on hand or budgeted for this project): | Amount |
|---|--------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

Total Cash \$ _____

| 12. Other Grant Sources: (do not include this CMAB request and indicate which are anticipated and which have been received): | Amount |
|--|--------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

Total Grants \$ _____

| 13. Earned Income (list sources): | |
|-----------------------------------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

Total Income \$ _____

B. TOTAL CAPITAL PURCHASE REVENUE (1+2+3 above): \$ _____

C. AMOUNT REQUESTED FROM CMAB: (Cannot Exceed 50% of A. Total Capital Purchase Expenses or \$4,000 whichever is less) \$ _____

D. TOTAL SUPPORT FOR THE CAPITAL PURCHASE (B+C) (Must Equal Total Capital Purchase Expense) \$ _____

Central Minnesota Arts Board

CAPITAL ARTS GRANT FINAL REPORT FORM

PO Box 458

Foley, MN 56329

(320) 968-4290, 1-866-345-7140; fax: (320) 968-4291

This Form Must Be Completed And Returned Within 60 Days Of The Completion Of The Approved Purchase Or Your Organization Will Be Required To Return Your Granted Funds In Full. Inaccurate, Incomplete, Or Illegible Final Report Forms Will Not Be Accepted.

Purchase Completion Date: _____ **Today's Date:** _____

Purchase Description: _____

Name of Person Completing This Form & A Day-Time Phone Number:

Organization's Name & Address:

THIS QUESTION MUST BE ANSWERED (be specific):

1. How did completing this purchase help your school meet its goals?

Instructions For Completing The Expense Summary:

- Proposed Expenses are taken verbatim from the Small Capital Grant application you submitted to the CMAB.
- Actual Expenses are the real expenses you incurred completing the capital purchase.
- Do NOT leave any blanks. If there is no corresponding amount put "NA" in the blank.

CAPITAL PURCHASE EXPENSES

| | <u>Proposed Expenses</u> | <u>Actual Expenses</u> ¹ . |
|---|--------------------------|---------------------------------------|
| Materials (non-expendable items only): | _____ | _____ |
| | _____ | _____ |
| | _____ | _____ |
| | _____ | _____ |
| | _____ | _____ |
| | _____ | _____ |
| | _____ | _____ |
| | _____ | _____ |
| TOTAL CAPITAL PURCHASE EXPENSE:: | _____ | _____ |

CHECK YOUR MATHEMATICAL CALCULATIONS

Instructions For Completing The Revenue Summary:

- Proposed Revenues are taken verbatim from the Small Capital Grant you submitted to the CMAB.
- Actual Revenues are the revenues actually collected for completing the purchase.
- In-Kind contributions **can never** total more than 50% of 5: Total Purchase Revenue.
- Do **NOT** leave any blanks. **If there is no corresponding amount put "NA" in the blank.**

PURCHASE REVENUE (contributions, grants and revenues for this purchase only)

| | <u>Proposed Revenues</u> (taken from your Capital Grant application form) | <u>Actual Revenues</u> |
|--|--|------------------------|
| 1. Cash Sources (cash on hand or budgeted for this project): | _____ | _____ |
| 2. Other Grants (do not put the CMAB grant here): | _____ | _____ |
| 3. Earned Income: | _____ | _____ |
| 4. In-Kind Contributions* (Note: an organization cannot make an in-kind donation to itself): | _____ | _____ |
| *Total In-Kind cannot exceed 50% of 5. Total Purchase Revenue | | |
| 5. Total Purchase Revenue (1+2+3+4): | _____ | _____ |
| 6. CMAB Amount Proposed/Actually Granted: | _____ | _____ |
| 7. TOTAL SUPPORT FOR THE PURCHASE (5 + 6): | _____ | _____ |

If your actual revenue (**TOTAL SUPPORT FOR THE PURCHASE**)
is more than \$150 than
your actual expenses (**TOTAL PURCHASE EXPENSE**)
you **need to contact** the CMAB office @ 320-968-4290.

If your actual expenses (**TOTAL PURCHASE EXPENSE**) were more than your actual revenue (**TOTAL SUPPORT FOR THE PURCHASE**), how did you pay for your purchase?

**Please note the CMAB reserves the right to audit all financial records should it decide to do so.
Certification: I certify that the financial information contained in this report is correct:**

SIGNATURE

PRINT YOUR NAME

Individual Artist Awards

Purpose, Goals and Objectives

Individual Artist Awards are available to reward and encourage individual artists, who are primary creators, in Central Minnesota. They are awarded based on skill and talent. Awards granted may be used in any way the artist receiving the award chooses.

Artists at various stages of their career are encouraged to apply.

Who May Apply

The applicant must be a resident of Benton, Sherburne, Stearns or Wright Counties and be at least 18 years of age by the application due date. Artists who have received a CMAB Individual Artist Award in the past five years are ineligible to apply during the current year.

Art Disciplines Eligible For Awards

Two and Three Dimensional Visual arts including: painting (all mediums), drawing (all mediums), photography, sculpture, ceramics (all mediums), fiber arts, multi-media arts, dance, and all fine crafts.

Music: composers only.

Dance: Original choreography only.

Literary Arts: Poetry, prose (fiction and creative nonfiction), playwriting and screenwriting.

- Applicants must apply as an individual rather than as part of a group or an organization.
- The work submitted must not involve any other person in a collaborative manner.
- All applicants must be primary creators, i.e., musicians must personally compose the work submitted.
- Paintings and drawings rendered from other artist's photos and artwork are ineligible.
- Dancers must have personally choreographed the work presented.

Review Criteria

The CMAB Directors or an outside review panel reviews applications. Decisions are made solely on the quality of the submitted work sample(s).

How Much Award Funds are Available

The CMAB has appropriated \$ 12,000 for this round. Four awards of \$3,000 each.

APPLICATION INSTRUCTIONS FOR THE FY07 CENTRAL MINNESOTA ARTS BOARD INDIVIDUAL ARTIST AWARDS

PURPOSE OF THE INDIVIDUAL ARTIST AWARDS

- To reward, recognize and encourage outstanding individual artists, who are primary creators, in Central Minnesota.

WHO QUALIFIES FOR THIS AWARD

- Artists at various stages of their careers are encouraged to apply for this Award.
- Artists that are at least 18 years of age and reside in Benton, Sherburne, Stearns, or Wright County

AWARDS

- Four Individual Artist Awards of up to \$3,000 **each** will be awarded.

APPLICATION RULES

- **Applicants may only apply for an award in one of five art categories: two-dimensional, three-dimensional, literary, dance, or music composition. If you are unsure which category your art fits into, please call the CMAB office at 320-968-4290 for assistance.**
- Applicants must apply as an individual rather than as part of a group or an organization.
- **The work submitted must not involve any other person in a collaborative manner.**
- All applicants must be primary creators. (i.e., musicians must personally compose the work submitted.) Paintings and drawings rendered from other artist's photographs and artwork are ineligible, etc.
- Dancers must have personally choreographed the original work presented.
- Applicants must be at least 18 years of age as of the deadline date.
- Applicants need to be a resident of Benton, Sherburne, Stearns, or Wright County for a minimum of six months prior to the time of application. Evidence of residency may be requested by the CMAB.
- **Artists who have received a CMAB Individual Artist Award in the past five years are ineligible to receive an award this year.**
- Award recipients will be expected to participate in a formal art show and allow advertising and promotion of their art.

ART DISCIPLINES ELIGIBLE FOR AWARDS

- Two and Three Dimensional Visual arts: painting (all mediums), drawing (all mediums), photography, sculpture, ceramics (all mediums), fiber arts, multi-media arts, dance, and all fine crafts.
- Music: composers only.
- Dance: original choreography only.
- Literary arts: poetry, prose (fiction and creative nonfiction), playwriting and screenwriting.

REVIEW PROCESS

The CMAB Board or a volunteer panel reviews applications. Completed applications for Individual Artist Awards can be mailed but must be **PHYSICALLY IN THE CMAB OFFICE no later than 4:30 p.m. on the deadline date. Late applications will not be accepted.** All Award recipients, and all other applicants, will be notified in writing, of the Board's decision after the review date. Board action on award recipients is ~~are~~ one month following the deadline.

REVIEW CRITERIA

The Board will solely make their decisions based on the artistic merit and quality of the submitted work sample(s).

APPLICATION INSTRUCTIONS (what to include with your application)

1. **Application Cover Page.** Please complete the application cover page.
2. **One original copy of the completed RAC Data Form.**
3. **Work Sample Description.** List the following items on one side of a page:
 - the title of each work;
 - if slides: list slide number, title, dimensions of original work, and media;
 - if manuscript: list title and page numbers;

NO OTHER INFORMATION WILL BE ACCEPTED!

4. 8 copies of items 1 –3 above. (**Stapled and Collated**)
5. **Work Sample** (all applicants): Original works will not be accepted as work samples. (i.e., paintings, sculptures, only copies of compositions, etc.) See work sample formats below. **Please do not submit the only copy you have of your work.**

All artists **EXCEPT** literary artists need to include only one work sample set of your art. Literary artists must include 1 copy of your work for the original application and 8 copies of the written work sample (**Stapled and Collated**).

Visual artists and composers: you must provide adequate return postage on a self addressed, appropriate mailing container or your work sample will not be returned; **NO EXCEPTIONS.** Arrangements can be made for artists to pick up work samples at the CMAB office. All work samples must be claimed with 30 days of the award date or they become the property of the CMAB. **NOTE: written work samples will NOT be returned.**

WORK SAMPLE FORMATS

- **Visual Artists.** Up to 5 standard 2" X 2" slides, submitted in a clear plastic sheet and clearly marked for correct insertion into a slide carousel. **Write** on each slide: a number, your name, the title of the work, and mark "top" to indicate the top of the image. Do not use oversized slides. **DO NOT USE LABELS:** they jam projectors. A CD or PowerPoint presentation of your work may also be submitted in instead of slides.
- **Dance Artists.** Work samples may be submitted in the following formats: 1/2" VHS videocassettes and DVD.
- **Music Composers.** Only standard audiocassette tapes (*cued for review*) and standard compact discs will be accepted. **Optional: You MAY also submit scored music sheets of the music you have entered.**
- **Literary Artists: staple all pages together.** If the sample is part of a longer work, one of the pages may provide a BRIEF summary or context for the excerpt. Total number of pages, including summary, may not exceed the maximum specified. **NOTE: You may not submit more than 10 pages total, even if your submission is made up of more than one literary type, i.e., poetry and fiction.** Poetry: maximum 10 pages. Fiction or creative non-fiction: may include plays and scripts; maximum 10 pages, double-spaced. Submit your work in written form, not a video performance. Creative nonfiction may include essay, memoir, biography, autobiography, literary journalism, or historical narrative. **Scholarly manuscripts, standard journalism, and translations will not be accepted.**

All written materials must be machine printed and submitted on 8-1/2" X 11" white paper, single sided only. Leave 1/2" margins (minimum) at top, bottom, and sides of each sheet. Use black type, 12 characters per inch or larger type style. Do not photo reduce. Your name and daytime telephone number must be included at the top of the first page of your work sample in addition to the application cover page.

QUALITY OF THE WORK SAMPLES SUBMITTED IS VERY IMPORTANT. BE CERTAIN YOUR WORK SAMPLES ARE OF THE HIGHEST QUALITY; THEY WILL BE THE ONLY CONSIDERATION IN THE PANEL'S DECISIONS.

Funding For These CMAB Awards Is Generously Provided By The McKnight Foundation!



ARTIST IN RESIDENCY (AIR) PROGRAM GUIDELINES

Introduction:

The CMAB Artist in Residency Program (AIR) is made possible by funds provided by the Minnesota State Legislature under a plan designed and operated by the CMAB for the purposes of

- Enhancing school arts curriculum throughout the four counties of Benton, Sherburne, Stearns and Wright.
- Conveying to students, teachers and communities the way in which the arts are essential to education and daily life.
- Enriching the communities of the CMAB region through the arts.

AIR will provide financial and technical assistance to schools, communities and nonprofit organizations wanting to strengthen local arts programs. The intention of AIR grants is to increase interaction between community members and professional artists. Resident artists must be chosen on the basis of their ability to enhance programs and curriculum design and may include visits to professional artists' studios, performances by professional theatre, dance or musical groups, readings by writers, visits to art galleries, exhibitions and other locations pertinent to the creation and exhibition of art.

The three essential components of the AIR program are

- the residency with students
- the community event and involvement
- the workshop or in-service training with teachers/staff.

Application Deadline. The application must be in the CMAB office no later than 4:30 p.m. on the application deadline. Applicants must

- read the grant guidelines and application forms carefully
- submit the signed original application with necessary support materials
- keep a copy for their records.

Application Assistance. Applicants are strongly encouraged to submit a draft of the application to CMAB at least two weeks before the deadline. A staff member will review the application and offer suggestions for improvement. Staff will try to help all applicants who submit prior to the grant deadline but **will guarantee assistance to those received two weeks before deadline.** Staff assistance does not imply that a grant request will be funded. Project quality, content, budget, and accuracy of an application are solely the responsibility of the applicant. No additions or changes to an application are allowed after the deadline.

Program Requirements:

□ The Residency

Professional Artist. Artists selected must be independent, professional artists that are **not** members of the regular teaching staff of a school or organization that is applying. A professional artist considers the arts as a primary profession or career.

- Artists' fees should follow the MSAB guidelines (presently \$250 for 4 hours of artist/student contact day excluding mileage, lodging, subsistence, etc.). Exceptions will be considered where reasonable justification is included with the application.

Core Groups. A core group is defined as a specific group of students who work with the artist during the residency. At least one core group or class of students must work with the artist **daily** throughout the residency. A **minimum of four hours** of artist/core group contact time beyond the community event is required.

Staff Presence. A qualified teacher must be present at all times during a school residency. In the case of non—K12 projects, a qualified member of the applicant organization must be present at all times.

□ The Community Event

To broaden the total impact of the residency, the general community must be involved in some significant aspect of the residency.

- Examples: Invite the community to an exhibit or performance of students' residency work, host a “meet the artist” night, or sponsor a community education class.

□ The Workshop/In-Service Training

Residencies of five days or less must include a **minimum of one hour of training** for school instructors and/or organizational staff. Residencies longer than five days must provide for a **minimum of two hours of training.** Artists, not employees, must provide the training.

We suggest that substitute teachers be hired to cover training periods and strongly encourage the inclusion of a pre-residency planning day with the artist, involved faculty, and planning committee. We also recommend that the artist be paid for the planning day.

□ **General Requirements**

Matching Funds. Project requests may not exceed 75% of the cash cost of the project or \$2000, whichever is less. If the actual project cost is less than the total budgeted cost, the AIR grant will provide only up to 75% of the actual project cost.

Timeline. The project will be carried out as described in the grant application and budget within twelve months of award notification.

Publicity. The school or organization will provide *broad-based* publicity to the community at large prior to the project. CMAB's financial assistance must be acknowledged on all publicity and promotional material through the following credit line: **“This activity is made possible by a grant from the Central Minnesota Arts Board (CMAB) with funds provided by the Minnesota State Arts Board through an appropriation by the State Legislature.”**

Accessibility. Projects must be inclusive and accessible in their process and/or final product considering economic, geographic and physical accessibility, as well as the cultural, racial, ethnic, age, and gender make-up of their community. Field trips must be open to all students within a grade or subject discipline, rather than exclusive to a student organization. Activities must not be for the religious socialization of the participants.

Funding Use. Grant funds may not be used for capital investments or construction, for purchase of real estate or endowment funds, for the purchase or commission of a work of art, or solely for the production costs associated with the creation of an arts event, such as costumes, sets, matting, framing costs, etc.

Final Reports. A final report must be filed within sixty (60) days of the residency's completion. *Failure to submit a final report within 60 days of the end of the project without a prior request for an extension may result in the applicant being ineligible to apply for a CMAB grant for a period of up to 3 years from the date the final report is filed.*

Eligibility:

The AIR program is open to **schools and nonprofit organizations** as described in Section 501(c)(3) of the United States Internal Revenue Code with Articles of Incorporation on file with the State of Minnesota or official units of a city, county or state government (public schools are considered units of state government) of the State of Minnesota in the following four counties of central Minnesota:

Benton Sherburne Stearns Wright

Any formal organization not meeting this requirement may apply through a **fiscal agent**. A fiscal agent is an organization meeting the requirements listed above. A signed agreement clearly defining the relationship between the applicant and the fiscal agent must be submitted with the application. A fiscal agent, if used, must sign the application and, if funded, sign the Arts Grant Contract. The fiscal

agent is legally responsible for the completion of the project and for the proper management of grant funds.

The applicant must not have any outstanding final reports to the CMAB, and is in full compliance with any active contract with the CMAB.

Review Process:

- ❑ The CMAB staff reviews applications for accuracy, completeness and eligibility. No changes or additions are allowed after the grant deadline.
 - ❑ Board and panel members with a conflict of interest in regard to a specific applicant or project declare such and abstain from comment and rating of that application.
 - ❑ The CMAB Board of Directors review and rank each application based on the established criteria for:
 - a. Artistic quality and merit of the project**, as demonstrated by
 - ❑ the artistic quality of the work of the artist(s) in the project
 - ❑ the merit of the project plan, including an overall schedule of what activities will be conducted during the project and the grade level of students being served
 - ❑ the artistic goals of the school/organization and how the project fulfills those goals and meets the curricular objectives.
 - ❑ involvement of parents and community in the project.
 - ❑ evidence of growth, evidence of exploring a new art form or a new dimension of an art form for participants.
 - ❑ sample lesson plans or session outline for the residency.
 - b. Ability of the applicant to accomplish the project**, as demonstrated by
 1. the make-up of the school/organization's planning team and the planning process.
 2. how the school, students, staff and community will be prepared for and involved in the project.
 3. how the project will be publicized, documented and evaluated.
 4. the depth and breadth of the partnership between the artist and the educators or members of the sponsoring organization.
 5. project/budget feasibility and fiscal responsibility.
 - c. Collaboration or support for the project**, as demonstrated by
 1. the existing arts resources in the school/organization's community and how the project complements rather than replaces the existing art resources in the school/organization
 2. the partnership between educators/organization and artists
 3. the financial commitment to the project by the school and the community
 4. effective use of artist-teacher or artist-community contact time through teachers' training or adult workshops
 5. the school's progress toward a comprehensive education in the arts for all students and relevant community members.
4. Using a 1 (low) to 6 (high) scale, reviewers award funding to applicants with the highest rankings until all funds are exhausted for that grant round. If funds are refused within 45 days of receipt of grant notification, they will be offered to the next applicant in rank order. Returned funds or funds refused after 45 days will be applied to future grant rounds. Additional consideration is given to first time applicants. **An applicant must attain at least a 3.0 average score in order to be funded.**

5. Applications will be considered until the final due date of each fiscal year or until all program decisions funds have been expended. The Board of Directors has final authority over all grant making. Applicants will be notified in writing of the Board's decision within 15 days after the Board's decision.

6. If anticipated revenue listed in applicant's budget is not received or if only partial funding is received, a revised project description and budget must be submitted within 30 days of notification.

Appeals Procedure:

Any applicant who can show cause that established grant review procedures were not followed, or can show that the policies of the program are not equitable to all applicants may file an appeal in writing within ten (10) days of notification of the Board's decision on that application.

There is no right of appeal to dispute decisions in respect to artistic quality or merit, ability or need. Contact CMAB at 320.968.4290 or 866.345.7140 for a copy of the appeal process.

Grant Contract and Distribution of Funds:

Awarded grantees must sign and return a contractual agreement within 30 days of notification. Failure to provide any required documents within the prescribed time can result in the cancellation of a grant commitment. Occasionally, additional but clearly outlined conditions will be added to the contract. The CMAB Board of Directors reserves the right to impose additional clearly defined conditions when deemed necessary to the success of the residency.

The Final Report:

A final report form will be sent to the grantee with the letter containing the grant award check. The report requires information on the number of persons involved, the actual costs, and an evaluation of the success of the project. The final report is an extremely important document. CMAB realizes that as projects develop, some minor differences may arise, but applicants should take every precaution to insure implementation, operation, and evaluation of the project as promised. *Failure to submit a final report within 60 days of the end of the project without a prior request for an extension may result in applicant being ineligible for a CMAB grant for a period of up to 3 years from the date the final report is filed.*



P O Box 458 * Foley, MN 56329

320-968-4290 or 1-866-345-7140; fax: 320-968-4291

mail@centralmnartsboard.org * www.centralmnartsboard.org

Artist in Residency Application (AIR)

Part I

1. Name of School/Organization or Fiscal Agent:

Address:

City:

Zip:

2. Superintendent or Authorizing Official:

Title:

Phone (daytime):

E-mail:

Address:

City:

Zip:

3. Project Director (Not Superintendent/Authorizing Official):

Title:

Phone (daytime):

E-mail:

Address:

City:

Zip:

4. Towns served by the school district/organization:

5. Start Date: _____ End Date: _____

Start Date is defined as the first day of a residency. Applicants may begin planning prior to the start date, knowing that if they do not receive a grant, they will still be responsible for any financial commitments made.

6. Name(s) of Artist(s)

Artistic Discipline(s)

- 1. _____
- 2. _____
- 3. _____
- 4. _____

(Attach additional page if necessary)

7. School/Organization Planning Team:

| | Name | Title | Role in Planning Process |
|----|-------------|--------------|---------------------------------|
| 1. | _____ | _____ | _____ |
| 2. | _____ | _____ | _____ |
| 3. | _____ | _____ | _____ |
| 4. | _____ | _____ | _____ |

(Attach additional page if necessary)

8. **Briefly describe proposed project** (i.e. *Painter L. da Vinci and dancer M. Graham will conduct a residency with the 5th grade focusing on the human figure at rest and in motion.*)

9. **Statistical Information** (For this project):

Number of students in core group _____
Number of full-time teachers/art instructors _____
Number of community participants (in the residency) _____
Estimated audience for community events _____

Total participants in project _____

10. **Amount of Request from CMAB: \$** _____

11. **Total Project Cash Cost: \$** _____

Part II

1. Artistic Quality and Merit

(a) Describe the artistic goals of the school or organization, its arts resources and how the proposed residency will address program and/or curricular objectives.

(b) Describe why the artist was selected and how artistic quality was factored into the decision.

(c) Describe the need for the proposed residency and how the teacher/artist or organization/artist partnerships will complement existing resources rather than replace them.

2. Residency Plan (Attach additional page if necessary)

(a.) Identify the core group. Include the total planned core group/artist contact time (minimum of 4 hours). *(i.e. 4th and 5th grade students, Pottery I and Pottery II students, Jazz band, community theater tech crew, etc.)*

(b.) Identify other groups involved in the residency, if any *(i.e. Pottery I students may be the core group working with the artist while Pottery II students may have the chance to jury an art show by the Pottery I students but are not part of the core group; community theater tech staff shares new sound-light procedures with high school drama students).*

(c.) Outline the concepts to be covered during the residency in as much detail as possible. Topics might include: learning goals in the arts curriculum, arts criticism, art history and/or aesthetics. An example lesson plan or session outline will help incorporate details.

(d.) Outline the concepts teachers/staff and artists will cover during training time.

(e.) Describe the community component in as much detail as possible. Include any information on how the event will be advertised to the community and what you expect the community to gain from the experience. Will the artist participate in the community event? If not, will the teachers/staff be available to provide the necessary background and artistic information to the general community?

3. Ability to accomplish the project

(a) How will the students, education staff/arts organization members, and community be prepared for the residency?

(b) How will the project be publicized, documented and evaluated?

Answer one of the two following questions:

- (c) How will this residency contribute to the school's progress toward a comprehensive education in the arts for all students?**
- (d) How will this residency advance community arts programming?**

(e) List any arts related projects undertaken by your school/organization in the past two years.

(f) List any CMAB or MSAB grants your school/organization has received within the past two years?

| <u>Year</u> | <u>Type of Grant</u> | <u>Amount</u> |
|-------------|----------------------|---------------|
|-------------|----------------------|---------------|

Part III

List all expenses directly associated with the project. Clearly identify each item. Show calculation, i.e. Rate/hour, where applicable. ***Round to the nearest dollar.*** Volunteers cannot be calculated as “in-kind” services. Volunteer services should be described as part of the community component of the residency.

In-kind must be accompanied by a receipt or letter of verification for goods and services provided. If you show any “in-kind” contributions in your revenue budget an equal amount must appear in your expense budget.

A. Cost of Project Expenses

Please itemize all expenses and include specific costs. Add additional pages or line items where necessary.

| | Totals |
|--|---------------------|
| 1. Salaries, Artist fees, Contracts, & Honorariums | |
| Salaries: _____ | |
| Artist fees: _____ | |
| Honorariums _____ | |
| In-Kind: (must be accompanied by receipts or letter of verification) | |
| _____ | \$ _____ (1) |
| 2. Transportation & Subsistence | |
| Transportation: _____ | |
| Subsistence: _____ | |
| In-Kind: _____ | |
| _____ | \$ _____ (2) |
| 3. Expendable Supplies & Materials | |
| _____ | |
| _____ | |
| _____ | |
| In-Kind: (details and receipts must be provided) _____ | |
| _____ | \$ _____ (3) |
| 4. Publicity (ads, printing, etc) | |
| _____ | |
| _____ | |
| _____ | |
| In-Kind: _____ | |
| _____ | \$ _____ (4) |
| 5. Rental | |
| _____ | |
| _____ | |
| _____ | |
| In-Kind _____ | |
| _____ | \$ _____ (5) |
| 6. Other: _____ | |
| _____ | |
| _____ | |
| _____ | \$ _____ (6) |
| 7. Total Cash Cost of Project (Add lines 1 through 6) | \$ _____ (7) |

| B. <u>Match for Project</u> | <u>Revenues</u> | Totals |
|---|------------------------|----------------------|
| 8. Organization Funds Budgeted for Project | | \$ _____ (8) |
| 9. Other Grants and Cash Contributions | | |
| Indicate source, dollar amount and if funds are anticipated or received. | | |
| _____ | | |
| _____ | | |
| _____ | | |
| In-Kind: (Itemize. Total must equal In-Kind on expense page) _____ | | |
| _____ | | |
| _____ | | |
| | | \$ _____ (9) |
| 10. Earned Income (Ticket sales, fundraisers, concessions, etc.) | | |
| Ticket Sales: _____ | | |
| Fundraisers: _____ | | |
| Concessions: _____ | | |
| Other: _____ | | |
| | | \$ _____ (10) |
| 11. Total Cash Match for Project (Add lines 8 through 10) | | \$ _____ (11) |
| 12. Amount Requested from CMAB (Line 7 minus line 11) | | \$ _____ (12) |
| <i>Requested amount may not exceed 75% of line 7, or \$2000, whichever is less.</i> | | |

PLEASE DOUBLE CHECK YOUR MATH— mathematical errors will result in a reduction in your grant request and may result in rejection of your application.

We certify to the best of our knowledge that the information in this application and attached project narrative is true and correct: (sign below)

Project Director: _____ Date: _____

Authorizing Official/Fiscal Agent: _____ Date: _____

CHECKLIST: APPLICANTS MUST REVIEW AND PLACE AN "X" IN THE FOLLOWING BOXES PRIOR TO SUBMITTING YOUR APPLICATION TO CMAB:

- Application is complete & Original is signed by two different officials, **one each**: RAC DATA Form and ADA Plan is attached.
- Application cover page is the first page. RAC DATA Form is last page.**
- 11 COLLATED/STAPLED copies AND THE ORIGINAL of the application, the RAC DATA Form, and supporting materials are included. This means that a total of 12 packets are delivered to the CMAB office.
- Do not include the application instructions that accompanied your grant application materials!
- You have made a copy for your records.
- Brief resumes of the project director and other key people involved are included.
- You have limited supporting material only to what is essential for the project. More is not necessarily better.
- 501(c) (3) non-profit status letter, regardless of whether you have sent one in the past. Governmental units and public schools do not have to submit a 501(c)(3) letter. If you are using a fiscal agent you **MUST** submit their 501(c)(3) letter. (You only need to provide one copy of this letter. Attach it to the back of the original).
- You have filled out an ADA Access Plan Checklist (available on the CMAB website) and attached it to the original. (You only need to provide one copy of this letter. Attach it to the back of the original).
- Your entire organization has no outstanding final reports due to the CMAB.
- Your in-kind contributions DO NOT exceed 25% of Project Revenue.
- Your residency does not start before the review date when the CMAB board makes a decision on this application.
- YOU HAVE CHECKED YOUR MATHEMATICAL CALCULATIONS! mathematical errors will result in a reduction in your grant request and may result in rejection of your application.**

Central MN Arts Board

PO Box 458
Foley, MN 56329
(320) 968-4290 or 1-866-345-7140; fax: 320-968-4291

**ARTIST IN RESIDENCY
FINAL REPORT FORM**

| |
|---|
| <u>For Office Use Only</u> Project Number _____ Due Date _____ Date Received _____ |
|---|

Please type or write legibly

All recipients of CMAB grants must complete and return this form to the CMAB office within 60 days of the completion of their project. Future requests from the applicant will not be considered until the final reports from completed past projects have been filed. Projects that run over a long period of time and are in progress when the applicant applies for another grant will require a progress report prior to the review of the subsequent application. If your project is not completed within one year of the grant award, you must file a progress report. Please direct any questions and send your completed form to the address above.

PART A GENERAL INFORMATION, PROJECT DESCRIPTION AND GRANT EVALUATION

Organization

Name _____

Project Name, Date and Location: _____

Today's Date: _____

Contact Person Name, Address, Phone Number, and E-mail
Address: _____

1. Provide a short description of the residency project? Describe any changes from the original description in your application or revised budget:

2. What was the impact (i.e. benefits, needs met, new skills acquired, etc.) of this project on your organization?

3. What were the strengths of the project?

4. How could this project be improved? Were there any weaknesses or problems that could have been avoided?

Part B Project Budget: Please put the figures from your application in the column entitled "Grant Budget" and put the actual amounts paid out or received in the column entitled "Actual Totals." Clearly identify each item. Show method of calculations (hours, rate, number of people, etc.) Round to the nearest dollar. Detail expenses.

COST OF PROJECT-----Grant Budget-----Actual Totals-

1.Salaries, artist fees, contracts and honorariums: \$ _____ \$ _____

2.Expendable Supplies and Materials \$ _____ \$ _____

| | | |
|--|----------|----------|
| 3. Transportation, Travel, & Subsistence | \$ _____ | \$ _____ |
| 4. Publicity (Ads, Printing, etc) | \$ _____ | \$ _____ |
| 5. Rental: | \$ _____ | \$ _____ |
| 6. Other: | \$ _____ | \$ _____ |

7. TOTAL COST OF PROJECT (Add lines 1 through 6): _____
CHECK YOUR MATHEMATICAL CALCULATIONS

MATCH FOR THE PROJECT

| | | |
|---|----------|----------|
| 8. Organization funds Budgeted for Project: | \$ _____ | \$ _____ |
| 9. Other Grants (Indicate Source) _____ | \$ _____ | \$ _____ |

| | | |
|---|----------|----------|
| 10. Earned Income (Ticket sales, fundraisers, concessions, etc) | \$ _____ | \$ _____ |
| 11. Total Income (Add lines 8 through 10) | \$ _____ | \$ _____ |
| 12. CMAB Grant Award | \$ _____ | \$ _____ |
| 13. Total Match for Project (Line 11 + 12) | \$ _____ | \$ _____ |
| 14. Project Profit or <Loss> * (Line 13 – Line 7) | \$ _____ | \$ _____ |

***If Loss—How will it be covered? If Profit---How will funds be used?**

**CENTRAL MINNESOTA ARTS BOARD
 TECHNICAL DEVELOPMENT AND EDUCATION FUND**

The Central Minnesota Arts Board (CMAB) established the Technical Development and Education Fund to provide training funds for the staff and volunteers of nonprofit **arts** groups to attend management workshops, seminars, or conferences. It may also be used to hire a consultant to work with your organization to conduct training on management and administrative topics. Some examples of training topics are: fund-raising, audience development, financial management, organizational development, marketing, board and/or volunteer management.

GUIDELINES

1. The staff member or volunteer attending the training must have management or administrative responsibilities in a nonprofit community group or organization that delivers arts programming.
2. The group must have a history of arts programming and be located in the four county area of Benton, Sherburne, Stearns, or Wright.

3. Groups are ineligible if their primary activity is K-16 general education or the religious socialization of participants.
4. The group must be nonprofit and must either have a Federal Tax ID number or apply using a fiscal agent.
5. Groups (or their fiscal agents) will be reimbursed after training is completed and upon receipt by CMAB of the completed evaluation form (attached) and an invoice for services from the trainer. You will know ahead of time if you are approved but the funds will only be sent after the training is completed. Attendance at the training event and return of the evaluation form no later than 30 days after the training has been completed are required for reimbursement.
6. **Even if you are approved for funding, you must return the evaluation/invoice form to the CMAB office within 30 days of the completion of the training or by May 15 whichever comes first in order to be reimbursed. All training must be completed by May 15 to be considered for reimbursement.**
7. The maximum award is \$450 per person or organization per CMAB fiscal year beginning July 1 and ending May 15. There is no limit to the number of times a person or organization may use the fund, but \$450 is the maximum amount one group will be awarded each fiscal year. Funds are restricted for the approved training only.
8. Funds are not available for equipment, transportation, meals or lodging. Class materials will be covered only if they are included in the price of the training event.
9. Applications will be accepted only as long as funds remain available. You may apply any time during the fiscal year. A decision will be made within 4 weeks.
10. If you cannot find a training event that meets your needs, CMAB can assist you in locating training or in arranging alternative training opportunities, such as consulting services. Call CMAB at 320-968-4290 or toll free at 1-866-345-7140.



P O Box 458 * Foley, MN 56329
320-968-4290 or 1-866-345-7140; fax: 320-968-4291
mail@centralmnartsboard.org * www.centralmnartsboard.org

**CENTRAL MINNESOTA ARTS BOARD
 TECHNICAL DEVELOPMENT AND EDUCATION FUND APPLICATION PROCESS**

1. Read the guidelines.
2. Identify a workshop, seminar or conference that meets your training needs.
3. Complete the attached application and RAC Data collection form. If your group is using a fiscal agent because you do not have a Federal Tax ID Number, you must complete a fiscal agent form

(attached). Attach a copy of the training event brochure to the application. Your, or the fiscal agent's, 501(c)3 letter must accompany the application.

4. The Executive Director or an Officer of the board (or equivalent) of the applying group (not the fiscal agent) must sign the application. The signer must be someone other than the person who will attend the training.
5. Mail the application materials to:

**Central Minnesota Arts Board
Technical Development & Education Assistance Fund
PO Box 458
Foley, MN 56329**

CMAB must **receive** your application materials at least four weeks prior to the start of the training event. No faxed materials please.

CMAB will contact your group to let you know if your application has been approved.

Your group must enroll the staff person or volunteer and pay the fee directly to the provider of the training event.

A short evaluation form is attached. CMAB will reimburse your group (or your fiscal agent) after the individual (or group) has attended the training event and returned the evaluation with an invoice for services provided by the trainer. **Attendance at the event is mandatory for reimbursement.**

IF YOU HAVE QUESTIONS ABOUT THIS PROGRAM, PLEASE CALL CMAB AT 320-968-4290 or toll free at 1-866-345-7140

**CENTRAL MINNESOTA ARTS BOARD
TECHNICAL DEVELOPMENT AND EDUCATION FUND APPLICATION**

Please do not hand write this form. Read the guidelines and application process. Submit an application for each training event. If your group is using a fiscal agent, complete the application as it pertains to the applicant organization not the fiscal agent.

Applicant Organization Name:

Address:

City: _____ State: _____ Zip Code: _____ County:

Contact Person: _____ Daytime Telephone:

Today's Date: _____

Applicant Group Federal Tax ID Number: _____ or you must complete the Fiscal Agent Form (attached) if your group does not have a Federal Tax ID Number. (include the 501(c)3 letter).

Name Of Person Attending Training: _____

Title: _____ Day Phone Number:

Training Event Name:

Training Date(s): _____ Training Provider: _____

Cost Of Training Event: _____ Amount Requested From CMAB: _____

A Copy Of The Training Brochure Or Agenda Must Be Attached.

Approval of the applicant group's Executive Director or Board Officer (or equivalent) is required. The signer must be someone other than the person attending the training.

I certify that the information in this application is true and correct to the best of my knowledge.

Authorizing Official: _____ Date: _____
Signature

Print Name: _____ Title: _____

You may complete this side of the application form or you may substitute a separate sheet with the answers to these questions. The substituted page must be no longer than one typed or printed 8-1/2" x 11" page. If your group is using a fiscal agent, complete the application as it pertains to your group not the fiscal agent. Please type this form.

1. What is the mission of your group?

2. Briefly describe how this training will strengthen the arts management of your group.

3. Briefly describe the arts management responsibilities of the person who will attend the training. **Only complete this section if you are applying for only one person to attend training.**

CMAB Must Receive The Application Materials At Least Two Weeks Prior To The Training Event.

**CENTRAL MINNESOTA ARTS BOARD
TECHNICAL DEVELOPMENT AND EDUCATION FUND APPLICATION**

FISCAL AGENT INFORMATION

Please type this form. You must submit this completed page if your group does not have a Federal Tax ID Number. The fiscal agent must be a nonprofit and tax exempt organization.

Fiscal Agent Organization Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____ County: _____

Contact Person: _____ Daytime Telephone: _____

Today's Date: _____

Fiscal Agent Federal Tax ID Number: _____

The signature below certifies that the above named Fiscal Agent Organization is submitting the completed application materials for the purpose described in the application. The fiscal Agent Organization understands and agrees to comply with the guidelines and application procedures of the Central Minnesota Arts Board's Technical Development and Education Assistance Fund. I also understand that attendance of the training event is mandatory and that receipt by the Central Minnesota Arts Board of the completed evaluation form no later than 30 days after the training has been completed along with an invoice for training are required for reimbursement. Reimbursement will be paid to the Fiscal Agent Organization.

Print Name: _____ Title: _____

Signature: _____ Date: _____
Fiscal Agent's Executive Director or Board Officer

CENTRAL MINNESOTA ARTS BOARD
TECHNICAL DEVELOPMENT AND EDUCATION FUND APPLICATION



P O Box 458 * Foley, MN 56329
320-968-4290 or 1-866-345-7140; fax: 320-968-4291
mail@centralmnartsboard.org * www.centralmnartsboard.org

TRAINING EVALUATION FORM

1. Briefly describe the training you undertook:

2. Describe how this training will be used by your organization:

3. Was this training worthwhile to attend (a negative or positive response here is acceptable and will not affect reimbursement)?

4. What other training needs do you and/or your organization still have?

I certify that the information in this evaluation is true and correct to the best of my knowledge. I will not ask for reimbursement for training that I did not actually attend. **This form and a training invoice must be returned for reimbursement.**

Authorizing Official: _____ Date: _____
Signature

Print Name: _____ Title: _____

CENTRAL MINNESOTA ARTS BOARD

FY07 ARTS SCHOLARSHIPS

The Central Minnesota Arts Board awards one-time scholarships in the areas of: visual arts, music, performance arts, and literature. The scholarships are designed to help high school seniors who want to further their education in the arts. Scholarships awards generally range from \$500 to \$2,000 per selected student.

RULES

- 1) **Applicants must currently attend a secondary school and have permanent residence in Benton, Sherburne, Stearns, or Wright County at the time of application.**
- 2) Scholarships are **not** based on need. Scholarships are awarded on the CMAB's determination of artistic quality and merit, and on the Board's perception of the student's ability to accomplish their program of study.
- 3) Original scholarships are contingent upon the CMAB obtaining funding from its funding sources.
- 4) Scholarship recipients must attend classes full-time as defined by the accredited institution attended. Recipients cannot defer the start of their studies beyond the fall after their high school graduation. Recipients must remain registered as full-time students during their scholarship year.
- 5) Applicants should apply only in the art area they truly plan to pursue. However, if applicants plan to double major in theater/music, for example, they may apply in more than one art area.

PROCESS

- 1) Applicants must submit **1 original and 11 copies of the completed application** including the three recommendations.
- 2) Applicants are responsible for verifying that the CMAB has received all application materials. The CMAB strongly suggests that you include a self-addressed, stamped postcard for us to return to you indicating that we have received your materials, or that you call the CMAB office to verify that we have received them.
- 3) After review, the CMAB will notify the successful scholarship applicants and their schools, and then will make their names available to the local media.
- 4) Upon receiving proof of registration, a CMAB check will be issued to the post-secondary institution the recipient will be attending. Scholarship funds can only be used for items that can be charged directly to the institution; such as tuition, room and board, books, lessons, and other educational expenses.
- 5) It is the responsibility of the scholarship recipient to contact and update the CMAB on his or her progress.

WHAT MUST BE SUBMITTED

Application packet should include:

- 1) **1 original signed application.**
- 2) **1 completed RAC Data Sheet**
- 3) **1 original** of counselor verification of grade point average
- 4) The most recent and complete high school transcript available for applicant
- 5) Recommendation letters from **3** different individuals
- 6) Art sample description – a brief paragraph, one for each, describing your art samples.
- 7) **11 collated copies** of items 1 – 6 above
- 8) Self-addressed, stamped postcard for notification of receipt of application (optional but recommended).

- 9) 5 – 10 work samples of your art. (title, media, year completed, etc). **11 copies are only required for Literary art.**
- 10) A self-addressed stamped envelope with enough postage, and large enough, to return your art samples to you.

Work Sample Formats

- **Visual Artists.** 5 to 10 standard 2" X 2" slides, submitted in a clear plastic sheet and clearly marked for correct insertion into a carousel. Label each slide with:
 - ✓ A number
 - ✓ Your name
 - ✓ The title of the work
 - ✓ The date it was completed
 - ✓ And mark "top", to indicate the top of the slide.
 PowerPoint presentations will be accepted.
- **Musicians/Composers.** CD or audiocassettes. Only standard audiocassette tapes, *cued for review*, will be accepted. The panel will review up to five minutes maximum combined running time for all selections.
- **Performance Artists; Dance, Film, Video, Computer Artists.** Work samples may be submitted in the following formats:
 1. 1/2" VHS videocassettes *cued for review*. *Beta format tapes will not be accepted.* DVD of performances. The panel will review up to 5 minutes of combined running time for all selections.
 2. Films must be video transferred to 1/2" VHS videocassette, *cued for review*. The panel will review up to 10 minutes of combined running time for all selections.
 3. Performance artists may choose to submit 5 to 10 standard 2" X 2" slides, using labeling requirements specified for visual artists.
 4. Art involving a computer must be submitted on 3.5-inch floppy discs or CD, DVD
 5. If you are one of many performers on a videotape **you must give a physical description of which performer you are** in writing (i.e., "I am the actor in the yellow shirt").
- **Literary Artists.** Your name and telephone number should be included at the top of each page. Poetry: maximum 10 pages. Fiction or creative non-fiction: maximum 15 pages, double-spaced. Creative nonfiction may include essay, memoir, biography, autobiography, literary journalism, or historical narrative.

QUALITY OF THE WORK SAMPLES SUBMITTED IS VERY IMPORTANT. BE CERTAIN YOUR WORK SAMPLES ARE OF THE HIGHEST QUALITY; THEY WILL BE THE PRIMARY CONSIDERATION IN THE COMMITTEE'S DECISIONS.

DEADLINE FOR APPLICATION: all applications must be **PHYSICALLY IN THE CMAB OFFICE BY 4:30PM ON THE DEADLINE DATE. NO EXCEPTIONS.**

❖ MAIL APPLICATION TO: Central Minnesota Arts Board
P.O. Box 458
Foley, MN 56329

Physical Address is: 114 Fourth Ave. N.; Foley, 56329; phone: 320-968-4290; toll free: 1-866-345-7140

The Central Minnesota Arts Board reserves the right to award one scholarship, more than one scholarship, or no scholarship, depending on the number and qualifications of the applicants.

CENTRAL MINNESOTA ARTS BOARD FY07 ARTS SCHOLARSHIP APPLICATION

Do Not hand write this application. You may recreate this application form on a blank piece of paper if you are unable to download the application. Submit 1 original and 11 copies To The CMAB.

FULL NAME:

DATE:

SIGNATURE: _____

ADDRESS (street, city, state, zip code):

TELEPHONE: _____

HIGH SCHOOL ATTENDED:

COUNTY WHERE APPLICANT LIVES (must be Benton, Sherburne, Stearns, or Wright):

NAME(S) OF PARENT(S) OR GUARDIAN(S):

To which accredited colleges or vocational programs have you applied?

Have you been accepted by a college or vocational program as of this date? Yes No
If not, when do you expect to receive notice of acceptance? _____

Which college have you chosen to attend?

Will you be enrolled as a full time student this fall? Yes No

What art or art-related field do you plan to enter, and what skills do you possess that are necessary for someone entering this field?

Explain why you would like to go into an art or art-related field.

What work experiences have you had during high school?

List school and/or community activities, if any, in which you took part.

List other activities, if any, which would help the review committee determine your suitability for a CMAB art scholarship.

What are your hobbies and other interests?

CENTRAL MINNESOTA ARTS BOARD HIGH SCHOOL SCHOLARSHIP APPLICATION
TO BE COMPLETED BY SCHOOL COUNSELOR

Applicant must provide **1 original and 11 copies** of this completed form.

Scholarship _____ candidate _____ name: _____

Number of art or art-related courses taken: _____

Please provide the scholarship applicant with a copy of their most recent and complete transcript available. **IMPORTANT:** if the school uses special codes or symbols on transcripts, please supply an explanation for such codes or symbols. Please return this form to the student **no** later than March 15, 20XX.

Please list all awards, honors, and commendations.

School: _____

Counselor Name (Typed): _____

Counselor Signature: _____

Counselor Telephone Number: _____

CENTRAL MINNESOTA ARTS BOARD HIGH SCHOOL SCHOLARSHIP APPLICATION

REFERENCE FORM

References cannot be from family members or fellow students. You may list one or two teachers, but at least one reference should be someone outside of school, such as an employer, clergy, youth or club leader, adult friend of the family, or any other adult who is not related to you. Three recommendations must be submitted.

The applicant is responsible for including **1 original and 11 copies** of each completed reference form with his/her application.

_____, High School senior, has applied for an art scholarship to be awarded by the Central Minnesota Arts Board. Your name was given as a reference. We would appreciate it if you would take a moment to answer the following questions and return the form to the student no later than March 15, 20XX.

1. How long and in what capacity have you known the applicant?

2. Are you familiar with the applicant's artistic and creative ability? Please comment on the applicant's ability.

3. What is your assessment of her/his achievements to date, both artistic and other, and his/her promise for future accomplishments.

Reference Name (Typed): _____ Date: _____

Reference Signature: _____ Telephone: _____

CENTRAL MN ARTS BOARD FY 2008-09 BUDGET

(this budget assumes a 5% increase in our MN grant)

| REVENUE | 2008 | 2009 |
|-------------------------------|-------------------|-------------------|
| Grant – MN State Arts Board - | \$ 186,081 | \$ 186,081 |
| Grant – McKnight | \$ 64,000 | \$ 64,000 |
| Interest | \$ 10,200 | \$ 10,200 |
| Miscellaneous | \$ 2,500 | \$ 2,500 |
| Total Receipts | \$ 262,781 | \$ 262,781 |

EXPENSES

Program:

| | | |
|----------------------------------|-------------------|-------------------|
| Project Grant | \$ 90,500 | \$ 90,500 |
| Small Capital Grant | \$ 10,500 | \$ 10,500 |
| General Operating Grant | \$ 40,000 | \$ 40,000 |
| Scholarships | \$ 8,000 | \$ 8,000 |
| Technical Assistance Grants | \$ 2,000 | \$ 2,000 |
| Artist in Residencies | \$ 10,000 | \$ 10,000 |
| Individual Artist Awards | \$ 12,000 | \$ 12,000 |
| Rent/Utilities/ phone | \$ 2,675 | \$ 2,600 |
| Office Supplies/Postage/Printing | \$ 2,925 | \$ 2,410 |
| Compensation/payroll tax | \$ 30,220 | \$ 30,950 |
| Benefits | \$ 2,400 | \$ 2,400 |
| CMAB website | \$ 375 | \$ 375 |
| Misc | \$ 510 | 717 |
| Total Program | \$ 212,105 | \$ 212,452 |

Administration:

| | | |
|----------------------------------|------------------|------------------|
| Rent/Utilites/phone | \$ 2,675 | \$ 2,650 |
| Office Insurance | \$ 1,300 | \$ 1,300 |
| Accounting fees | \$ 3,600 | \$ 3,600 |
| Office Supplies/Postage/Printing | \$ 2,925 | \$ 2,410 |
| Compensation/payroll tax | \$ 30,220 | \$ 30,950 |
| Benefits | \$ 2,400 | \$ 2,400 |
| Website | \$ 375 | \$ 375 |
| Travel/mileage | \$ 2,750 | \$ 2,000 |
| Biennial Plan | \$ 0 | \$ 450 |
| Treasurer Stipend | \$ 300 | \$ 300 |
| Membership | \$ 875 | \$ 875 |
| Depreciation | \$ 1,419 | \$ 1,419 |
| Staff/Board Development | \$ 1,250 | \$ 1,100 |
| Contingency | \$ 587 | \$ 500 |
| | \$ 50,676 | \$ 50,329 |

CMAB Definitions

What does the CMAB mean by under-served community?

Underserved is a term the CMAB uses to encompass 1) those that traditionally have not had access to the arts for reasons of physical access, geography or economics, and 2) those that do not generally have the opportunity to see their lives, culture or experiences reflected through the arts. This includes, but is not limited to, diverse racial, ethnic, cultural, age and gender groups, persons with disabilities and groups located outside the core city of St. Cloud.

What is a fiscal agent?

A fiscal agent is a nonprofit, tax-exempt organization that receives CMAB grant monies and manages the financial aspects of the project on behalf of a group that does not have tax-exempt status. Your fiscal agent must be based in Minnesota; it may be an arts or social services organizations, school, and city or government agency.

What does in-kind mean?

In-kind refers to non-cash donations of goods and services. On both Project Budget forms, under In-kind Expenses, you may include the fair market value of donated goods and services given to you at reduced or no cost for which others would have to pay. Do not include donations that your group makes to itself, such as reuse of project materials already on hand or staff time in excess of salaried hours. Do not include the value of services that your group generally considers volunteer services, such as board members' time or the services of volunteer artists, ushers, ticket takers and others you usually do not pay. Do not include items that are always free of charge to people in your community, such as cable access equipment and community space. If you use In-kind contributions to make the required 100% CMAB grant match, CMAB may request verification for the value of the donations, such as a copy of the acknowledgement letter your group sent to the donor.

What determines a project's earliest start date?

CMAB defines earliest project start date as the point at which commitments are made that set the project in motion (e.g., rehearsals, contracts for and /or payment of administrative or artistic fees, public notification, acceptance of tuition or fees, ordering and /or paying for supplies or printed material). The CMAB will not fund projects to which you have made a financial commitment BEFORE a grant is awarded. Contact the CMAB to discuss your project's eligibility.

What is an ADA access plan?

ADA refers to the 1990 Americans with Disabilities Act. This federal law made access to cultural programs and services for persons with disabilities a civil right. In the spirit of that law, CMAB believes that the receipt of public money obligates its grant recipients to ensure that people with disabilities can fully participate in and enjoy arts activities. One approach to understanding the many ways a group can become more accessible is to develop an ADA access plan. Such a plan serves to assess the accessibility of an organization's programs, services and facilities and define strategies for improvement.

CMAB Grant Review Criteria

Artistic Quality and Merit of the Project (0-6 points)

- Is the organization's project and mission meritorious?
- Does the project have artistic impact relative to the community?
- Does the project contribute to the artistic development of the respective art form and/or audience?
- Does the project increase the number and variety of arts opportunities in the community or attempt new approaches to the existing arts programs?
- Do the resources (qualifications of artistic personnel, facilities, activities, etc.) meet the goals of the project?
- Does the proposed project stand out among similar efforts?

Demonstrated Need (0-6 points)

- Have they described the method used to determine that the project is needed?
- Is there community involvement and support for the project?
- Have they described how well the project meets specific needs; including those identified by the CMAB?
- Is the project duplicated, and if so, does it improve upon an existing program?
- Is there financial need as exhibited in the proposed budget?

Organizational Ability (0-6 points)

- Is the management of their organization strong?
- Does the personnel to be used in the project have strong qualifications?
- Does the group appear to have sufficient initiative and ability?
- Are the planning procedures, marketing and publicity appropriate for the project?
- Are their expenses and income on the budget page appropriate for the project?

Special Circumstances (0-5 points)

- Is the project from a "start up" group or a first time request?
- Is this an under served arts discipline: dance, ethnic music & dance, literature, media arts or visual arts; or an underserved constituency: ethnic, rural, non-traditional venues or locations?

SAMPLE GRANT CONTRACT

«Company»
«Address1»
«Address2»
«City», «State» «PostalCode»

Dear «FirstName» «LastName»,

I am pleased to inform you that the Central Minnesota Arts Board (CMAB) has approved a grant for «ProjectName» in the amount of \$«GrantAmount». To remain eligible for this grant, the grantee's authorizing official (or fiscal agent), must sign and return this original contract to the CMAB within 30 days of the date of this letter. The issued grant check must be cashed within 30 days of the postmark or it, **and this contract, will be void.**

**Read The Terms Of This Contract Carefully:
All Future Grants Will Be Contingent Upon Compliance With The Terms Of Agreement Stated Below.**

- The project must be carried out in compliance with the written rules of the Project Grant; the grantee's project description, budget, and dates as set forth in the application. **NOTE: any significant revisions in the project must be requested and approved by the CMAB in advance and in writing.** In the event that the project cannot be completed, the entire grant award must be returned to the CMAB.
- The grantee will maintain records that document the use of grant funds and grantee match funds. **An accurate Final Report must be submitted to the CMAB within 60 days following the end date of your project. If your report is late, you will be ineligible for any future grant rounds until the report is filed.**
- Access to participation in the project will not be limited on the basis of national origin, race, religion, age or sex. The grantee will also comply with the federal Americans with Disabilities Act.
- The following will appear on all programs and publicity related to the project: *"This activity is made possible by a grant from the Central Minnesota Arts Board, through funding provided by the Minnesota State Legislature."*

NOTE: The grantee will be held legally responsible for the completion of this project and for the proper management of the grant funds.

Certification: I understand, and will adhere to, the terms of this contract. The CMAB reserves the right to audit the financial records of projects that receive grant funds.

Leslie Schumacher, CMAB Executive Director

Date

Authorizing Official Signature

Print Your Name

Date

Central MN Arts Board Tips For Applicants

Helpful Tips

- 1. Start early.**
- 2. Ask questions. If you aren't sure about how to fill out the application, contact the CMAB office. We are happy to assist you, but please contact us at least two weeks prior to the application deadline so we can give you our undivided attention.**
- 3. Do your homework. Read the application form and instructions thoroughly before you begin writing.**
- 4. Review the funding and eligibility checklist for the program. The CMAB is restricted by its governing rules and policies from providing financial support for certain activities. To be eligible your application must meet the requirements.**
- 5. Plan ahead. Allow at least three weeks to gather the materials you need to complete your application. You may have to prepare work samples, obtain additional information, or contact other people. These tasks take time to accomplish.**
- 6. Fill out a practice application. Make blank copies of the application form, and use the copies for a dry-run application. It will save time when it comes to filling out the final application form.**
- 7. Write your application assuming the reader does not know your work or project. Provide enough information so that those reviewing the applications can evaluate your application on the basis of the review criteria for the program to which you are applying.**
- 8. Put yourself in the position of those reviewing your application. Don't overload the panelists with unnecessary information or verbose language. Simple, everyday language will best convey your ideas. Have someone read your application to see if you have been clear and concise.**
- 9. Make clear to review members why your application stands above the rest. What is most compelling about your application?**
- 10. Be realistic.**
- 11. Is everything legible? Applications need to be duplicated to provide a copy for each reviewing member. Be sure that everything you submit is clearly legible.**
- 12. Make sure you meet the deadline. There are no extensions for application deadlines.**
- 13. Keep a copy of your completed application and all attachments for your files.**

Grant Appeal Procedure

Any applicant who can show causes that established grant review procedures were not followed, or can show that the policies of the program are not equitable to all applicants, may file an appeal in writing within ten (10) business days of notification of the Board's decision on that application.

The Board's Executive Committee will review the appeal prior to the next scheduled board meeting. The Executive Committee will determine if there exists sufficient cause for an appeal and if further investigation is warranted. If the Executive Committee finds that there is cause for an appeal, they will bring the matter before the entire board, which shall make a final decision.

There is no right of appeal to dispute decisions in respect to artistic quality or merit, ability or need.



SAMPLE

Fiscal Agent Agreement

The _____ agrees to serve as fiscal agent for
(Fiscal Agent Organization)

The _____ under the following stipulation
(Arts Organization)

1. The fiscal agent status is for one project grant only.
2. The arts group is responsible for submitting the complete grant and final report and for providing copies of these to the organization serving as fiscal agent.
3. The arts group will keep the organization serving as fiscal agent informed about the progress of the project and deviations from the grant will be brought to the attention of the fiscal agent.
4. The arts group will write no contracts or accept no other contributions from anyone or any group without prior approval of the organization serving as fiscal agent.
5. The organization serving as fiscal agent will keep all funds in its account and will write checks when furnished with appropriate bills or proof of expenses by the arts group.
6. Any unused funds, profit, or interest will be spent as stipulated by mutual agreement before any checks are issued for the grant.

Signature (Fiscal Agent Organization) Position Date

Signature (Arts Organization) Position Date

Note: Any one of the above stipulations may be changed as appropriate to the needs of the applicant and fiscal agent.



PUBLIC HEARING NOTICE ON BIENNIAL PLAN

Central Minnesota Arts Board

Leslie Schumacher
mail@centralmnartsboard.org

**** For Immediate Release ****

Central MN Arts Board Public Hearing Scheduled

The Directors of the Central MN Arts Board (CMAB) will be conducting a public hearing on Tuesday May 8, 2007 at the Lake George Municipal Facility in St. Cloud from 6:00 pm until 8:00 pm to allow the public to comment on the 2008-2009 Biennial Plan to be submitted to the state.

Once adopted by the Board of Directors the two-year plan will determine the programs and services to be offered to residents of Region 7W which consists of Benton, Sherburne, Stearns and Wright Counties.

“Many arts enthusiasts in central Minnesota provided input to assist us with the development of the biennial plan.” Said Leslie Schumacher, CMAB Executive Director. “The draft document is available on the CMAB website and in the CMAB office for public review and comment.”

The CMAB is one of eleven art councils in the State of Minnesota with the purpose of supporting and promoting art appreciation throughout region 7W in central Minnesota.

For more information about the Central MN Arts Board grants and services go to www.centralmnartsboard.org or call the office at 320-968-4290 or toll free at 1-866-345-7140.



CMAB BY-LAWS

Article I Name and Location

1.1 Corporate Name. The name of this corporation shall be The Central Minnesota Arts Board, herein referred to as the “CMAB.” The CMAB’s governing body shall be the CMAB Board of Directors, herein after referred to as the “Board.”

1.2 Location. The Central MN Arts Board will maintain its principle location within the 7W Region. The 7W Region consists of the four counties of Benton, Sherburne, Stearns and Wright.

1.3 Status. This Corporation is a non-profit, non-political, non-sectarian, organization and no one will be denied the opportunity to participate in any program of the organization on the basis of sex, race, color, religion, marital status, or disability.

Article II Purpose

2.1 The purpose of the Central Minnesota Arts Board is to stimulate and encourage the creation, performance and appreciation of the arts in the 7W Region

Article III – Membership

3.1 Corporate Membership. The members of the CMAB shall constitute the CMAB’s Board of Directors.

Article IV – Board of Directors

4.1 General Powers. The property and business of the Corporation shall be managed by its Board of Directors, which shall not exceed 9 members.

4.2 Vacancies. An open nomination process shall be used to fill vacancies on the Board. This process will involve publication of the vacancies in the regional news media to inform the public. Persons will be encouraged to nominate themselves or others. Nominations will be received in writing with accompanying resume’ or vita of the nominee. Names submitted shall be referred to the Membership Committee for review from which a recommendation will be presented to the Board. Appointments to the Board will be acted on by the current Board members.

4.3 Membership. Board members will be appointed in a manner which insures that the corporation is guided and governed by persons who are representative of the constituencies that the CMAB is mandated to serve. Board members must be residents of Benton, Sherburne, Stearns or Wright counties. Every effort will be made to assure regional representation and inclusion of the major arts disciplines.

4.4 Terms. Members shall be appointed to serve on the CMAB for a three-year term, which shall expire on the third anniversary of the appointment. Members may be appointed to two more terms of three years with a maximum membership of nine years. Members of the board must then go off the CMAB for a year before they are eligible to serve again on the CMAB.

4.5 Removal. Any member of the Board may be removed by an affirmative vote of two-thirds of the members of the Board present at a duly held meeting whenever the Board has considered all relevant facts and circumstances and has determined removal is in the best interest of the corporation. Failure to attend meetings is grounds for removal. Any director who fails to attend four or more duly held meetings in one year is subject to removal.

Article V Meetings

5.3 Proxies. No proxies shall be permitted for any member of The CMAB.

5.4 Meeting Notices. The Board shall provide written notice of any meeting of the Board of Directors. The meeting notice shall specify the place, date, hour, and agenda of the meeting and shall be mailed, E-mailed or hand delivered to each director no fewer than six days prior to the meeting. The Board shall meet at least eight times per year at an agreed upon time and place.

5.5 Meetings Conducted by Electronic Communication. The Board may conduct meetings via conference call, online dialogue, or other electronic means, provided that each participating director can both understand and communicate with all other participating directors.

5.6 Authorization without a Meeting. Any action that must or could be taken at a meeting of the Board may be taken without a meeting when authorized in writing by all directors.

5.7 Minutes. The minutes of each meeting shall be prepared and distributed to each Board member. The minutes of a meeting shall not be deemed to be correct until adopted at a regular or special meeting of the Board.

5.8 Open Meeting Law. All meetings and actions by the Board will be conducted in the spirit of the Open Meeting Law.

Article VI Officers

6.1 Officers. The officers of the corporation shall include a chair, vice chair, secretary and treasurer, and any other officers the Board may designate from time to time.

6.2 Elections and Tenure. The officers of the corporation shall be elected at the Board of Directors' annual meeting by a majority of the directors present at the meeting, provided there is a quorum. Each officer shall hold office for a period of one year or until the officer's successor is elected and qualified. An officer shall be allowed to serve up to three consecutive terms. Only directors may be elected and serve as officers of the corporation.

6.3 Chairperson. The chairperson shall preside at all meetings and shall be charged with handling such meetings in an efficient and effective manner. The chair is empowered to appoint committees, and is an ex-officio member of all committees. The chair is authorized to execute on behalf of the corporation all contracts, conveyances, and other instruments in writing that may be required or authorized by the Board for the proper and necessary transaction of CMAB business.

6.4 Vice Chairperson. The vice chair shall perform the duties of the chair in the event of the absence, disqualification, or resignation of the chair and shall perform such other duties as the Board may designate.

6.5 Secretary. The Secretary shall perform such duties as may be assigned by the chair or the Board and as are ordinarily incident to the office.

6.6 Treasurer. The treasurer shall perform such duties as may be assigned by the chair or the Board and as are ordinarily incident to the office.

6.7 Executive Committee. The officers of the Board will constitute the executive committee.

6.8 Compensation. No director may receive compensation for services as a director. Member of the Board shall be reimbursed for actual travel expenses incurred while traveling in the service of the corporation.

Article VII Quorum

7.1 Quorum. A majority of the Board shall constitute a quorum for the purpose of carrying out any of the business of the CMAB at a duly called meeting thereof.

Article VIII Reports

State Arts Board Report. An annual report of the actions and recommendations of the Board regarding arts related projects funded by the Minnesota State Arts Board Block Grant shall be submitted to the Minnesota State Arts Board.

Article IX Special Committees

9.1 Special Committees. The Board may establish special and technical advisory committees to deal with general or specific problems and areas of concern. Members of such committees shall be appointed by the chairperson and need not be members of the Board.

Article X By-Law Amendments

10.1 Amendments. These articles may be amended by the simple majority of the total membership of the Board at a duly called meeting of the Board, provided notice is given of any proposed amendment changes.

Article XI Roberts Rules of Order

11.1 Robert's Rules of Order will be used to conduct official business of the Board



Central MN Arts Board Directors

Michael Eisenstadt – Sartell, Stearns County

Senior Veterans Employment Representative/Business Services; St. Cloud Area All-Star Jazz Band, Former Director

Mary Jo Holewa – Foley, Benton County

Sunray Printing Solutions, Customer Service Representative; The Troupe Theatre, Executive Director; Granite Ledge Township

Mike Carlson – Stearns County

Officer Art Teacher, Foley High School

Christopher Oveson – Monticello, Wright County

Language Arts/English Teacher; Sculptor; Monticello Alternative School, Art Teacher; Freelance Writer and Artist

Diane Paulu, Chair – Buffalo, Wright County

BA Studio Art - St. Olaf College; Artist/Designer with SRF Consulting Group, Inc.; Sculpture, Public Art, Photography, Set Design; Buffalo Area Arts Council; Buffalo Art Guild; Wright County Chamber Chorus; Buffalo Community Theater

Sharon Tracy – Elk River, Sherburne County

Humanities and English Teacher, retired; Elk River Area Arts Alliance, director, retired; MCA Board Member

Doug Standke, Vice Chair – Monticello, Wright County

Principal, Monticello High School; Art Teacher, Annandale High School, 1975 - 1984

Chris Rasmussen –Sauk Rapids, Benton County

Art Teacher for 35 years, Foley High School; active in DBAE, CAPP and art education workshops. Retired, Current MCA Board Member.

Eve McAnallen - Big Lake , Sherburne County

BA, Secondary Education/French, ESL Brigham Young University, Provo, UT; French Teacher, Monticello High School; U.S. Navy linguist and civilian language training



CENTRAL MN ARTS BOARD DIRECTOR RESPONSIBILITIES

To Promote the Creation, Performance, and Appreciation of the Arts in Region 7W

The purpose of the Central Minnesota Arts Board (**CMAB**) is to stimulate and encourage the creation, performance, and appreciation of the arts in Benton, Sherburne, Stearns, and Wright Counties. The CMAB will meet these goals by accepting, reviewing, and granting requests for funding from local arts-producing and sponsoring organizations, educational institutions, or individuals. The CMAB will also provide other assistance that will help further develop the arts in Central Minnesota. As resources become available, the CMAB may, at its discretion, assume other arts-related leadership roles.

Board Member Responsibilities

- The Board, with the assistance of the Executive Director, develops, maintains, and updates the Biennial Plan (our master planning document).
- The Board reviews and approves grant applications for funding of arts projects based on the needs and goals of the Biennial Plan.

- The Board reviews policy and procedures to assure compliance with the Biennial Plan.
- The Board provides technical assistance and support to local artists and arts organizations within the four counties of the region.

Board Member Expectations

- Board members are expected to attend monthly Board meetings. Four absences in a Fiscal Year shall be sufficient reason for the Board to dissolve that person's membership.
- Board members are expected to give *up to 10 hours per month* to the CMAB in meeting preparation and actual meeting time.
- Board members are expected to visit sponsored arts activities (admission paid for by the CMAB).
- Board members are expected to attend and actively participate in the biennial planning retreat
- Board members are expected to participate in, and contribute to, Board committees.
- Board terms are three years with a maximum service of nine consecutive years

Board Member Desired Qualifications

- Ability to make decisions impartially.
- Must be a resident of Benton, Sherburne, Stearns, or Wright Counties.
- Willingness to give time to carry out the CMAB mission, and participate in Board operations and committees.
- Knowledge of, or interest in: the arts, arts programs, organizations, and/or artists in the four county area.
- A demonstrated interest in the CMAB's mission.
- Specific experience and knowledge in at least one element of an organization's operations *such as*: administration, finance, personnel, program development, public relations/marketing, or grant writing.

This information is taken from the CMAB Policy And Procedure Manual.



P O Box 458 * Foley, MN 56329
320-968-4290 or 1-866-345-7140; fax: 320-968-4291
mail@centralmnartsboard.org * www.centralmnartsboard.org

CMAB NOMINATION FORM FOR BOARD MEMBER

1) Name and Address of person being nominated:

Name

Title (if applicable)

Street Address (include box number, if applicable)

City

Zip Code

County

Daytime telephone

Evening telephone

2) Check as many of the following as you feel apply to the nominee in terms of background, representation or expertise:

3)

THE ARTS EDUCATION DISCIPLINES

Visual Arts

Theatre

Film/Video

Music

Literature/Writing

Dance

THE EDUCATION COMMUNITY

Public Schools

Student

Other (please describe)

Private Schools

Parent

Elementary Education

Arts Teacher

Secondary Education

Classroom Teacher

Higher Education

School Administrator

THE ARTS COMMUNITY

Artist

Other (please describe)

Arts Organization

Arts Funders/Audience

THE BROADER COMMUNITY

Business/Finance

Media/Communications

Other (please describe)

Politics

PR/Marketing

Law

Fundraising

OTHER INFORMATION

Male

Grant Review Panelist

Female

Previous CMAB Service (list positions/grants)

Other background (list those unique)

4) What other background makes this person a strong candidate for a position as a board member? (for instance, what other voluntary jobs, applicable work, educational experience, or board position has this person held?)

5) Why is this person interested in a CMAB Board Position?

6) If you have a resume for this person, please attach it to this application form.

Signature of Candidate

Date Signed

7) Information regarding the person completing this form:

Name _____

Address _____

City _____ State _____ Zip Code _____

County _____ Telephone _____

Mail Completed form to: CMAB
P O Box 458
Foley, MN 56329

Questions, call: 320-968-4290 or 1-866-345-7140



CMAB ADVISORY PANEL MEMBER NOMINEE FORM

1. Nominee Information List below or check: See attached resume

Legal Name _____

Alternate Name (for publicity purposes) _____

Address _____

City _____ State _____ Zip _____

Day Phone _____ Other Phone _____

E-mail address _____

2. Qualifications List below or check: See attached resume

A. Professional Experience

Organization _____

Title _____ Dates _____

Tasks _____

B. Education
Institution _____ Degree _____ Date _____

C. Honors and Awards
_____ Organization _____

3. CMAB Service

Has the nominee ever served on the CMAB Board or an advisory panel?

No Yes List service and years _____

4. Interest In CMAB Grants

Project Grants Individual Artist Awards Capital Grants to Schools HS Scholarships

5. Area of Expertise

Artist: Professional Arts Critic Educator: Administration Educator: Teacher
 Non-Profit: Administration Non Profit: Staff Non-Profit: volunteer
 Other

| | |
|--|------------|
| Nominator Information | |
| Please complete this information if you are nominating someone other than yourself: | |
| Nominator _____ | |
| Organization _____ | |
| Address _____ | |
| Signature _____ | date _____ |

| |
|--|
| Mail or Fax this Form and Resume to: Central MN Arts Board P. O. Box 458 Foley, MN 56329 Fax (320) 968-4291 |
|--|



STAFF JOB DESCRIPTION

EXECUTIVE DIRECTOR: Leslie Schumacher, Full-time

REPORTS TO: CMAB Board of Directors

POSITION DESCRIPTION: The Executive Director is the administrative agent of the CMAB and is responsible to the Board of Directors for the implementation of policies and programs approved by the Board.

PRINCIPLE RESPONSIBILITIES

- Formulate and recommend to the board all policy, organizational plans and strategic direction.
- Help develop, design and administer all grant programs and services.
- Responsible for all internal and external operations, programs, financial affairs and organizational planning.
- Hires and manages staff.

- Direct the development of the biennial plan, including needs assessments, focus groups and Board of Director's planning process.
- Serve as CMAB's principle liaison with elected officials, MCA, MSAB, RAC FORUM and other entities that impact CMAB's financial interests.
- Represent and educate the public about the interests of CMAB constituents.
- Serve as CMAB's principle public spokesperson; represent CMAB at conferences, meetings, workshops and other arts related public gatherings.
- Attend all CMAB scheduled meetings.
- Prepares agendas, minutes and supplementary material for meetings.
- Insure CMAB compliance with all appropriate legislation, administrative rules and policies, and contractual agreements.

MINIMUM QUALIFICATIONS

- Degree from an accredited college or university and/or 5 years experience in arts administration, nonprofit management, financial management or fundraising.
- Experience, knowledge, and willingness to manage a public service agency.
- Ability to prepare financial and written reports, administer public funds in an effective and equitable manner and demonstrated desire to further arts opportunities in central Minnesota.
- Ability to maintain effective working relationships with elected leaders, media, and individuals involved in the arts and arts advocates.



STAFF JOB DESCRIPTION

CMAB ASSISTANT TO THE EXECUTIVE DIRECTOR: Angie Boecker, Part-time

REPORTS TO: Executive Director

POSITION DESCRIPTION: General office assistance by performing the following tasks:

- Answering the phone and directing messages.
- Updates and maintains CMAB database.
- Assists with maintenance of grant files, contracts, payments of grants and other clerical duties related to grant programming as assigned by the CMAB executive director.
- Attends regular CMAB meetings, takes minutes.
- Convey positive image of the CMAB to the public.

EXPERIENCE REQUIRED:

- Computer skills in Access and Excel.
- Good organizational skills.
- Proven ability to work with the public in a positive manner.