



FIVE WINGS ARTS COUNCIL

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SMALL PROJECT GRANT APPLICATION INSTRUCTIONS AND GUIDELINES

INSTRUCTIONS FOR COMPLETING THE ONLINE GRANT APPLICATION:

If you do not have access to a computer, you are invited to make an appointment to use a computer at the Five Wings Arts Council office. Please call 877-654-2166 or email vicki.fwac@arvig.net to make an appointment.

BEFORE filling out the application, it is advised to thoroughly read the Program Guidelines of the Five Wings Arts Council (see below). Doing so will help you determine your organization's eligibility, any restrictions, compliance requirements, the Council's review criteria and other important information about the grants program.

The information requested in this form is needed for the Arts Council to adequately review your request for grant funds and to provide required information to our funders. You must answer, as completely, but succinctly, as possible. Please only address the information requested within the question. Do not expound further, since you will most likely be asked to provide further information about the proposal in other questions. The applicant is responsible for the quality and scope of responses.

To begin grant application process, go to the GRANTS page of the Five Wings Arts Council's website (www.fwac.org) click on APPLY HERE.

Upon doing so you will come to a screen to log onto the Five Wings Arts Council Online Grant Process. First Time Users of the Five Wings Art Council Grant process will need to create a username (their email address) and password, and then complete the questions in the registration process. Be sure to keep a record of your Five Wings Grant Site username and password, as this will be needed for future log on to the site to work on applications and final reports, and for any other need to access your account.

Tip: If others are to access the online account and the FWAC application, the log in information will have to be shared. Keep this in mind when creating the online account.

Once the registration process is completed and an account has been established, the application process can begin.

Tip: While answers can be developed directly in the online application and saved, we suggest that the answers be created in the Word Document so the information can be copied and pasted into the appropriate dialog box in the application. Keep in mind that formatting, such as bold, italics, bulleting etc do not transfer to the online application form. When working in Word, periodically do a character count to ensure your answer does not exceed the character limit for each question.

Start by becoming familiar with the application and process.

Tip: Read or watch the tutorial found on the Five Wings Arts Council's GRANT page at Grant Application Tutorial (Document) or Grant Application Tutorial(Video).

Tip: Note that there is a SAVE DRAFT button at the bottom of the application, alongside the SUBMIT button. You can use this as frequently as needed. While the application software automatically saves every 20 minutes, we encourage you to use it whenever you have added critical components to your application. In order to complete an upload for such support materials as the budget, work samples etc. you are required to use the save button to finalize the uploading of the document into the application.

Tip: We recommend that you create an electronic folder in your computer, labeled for each particular application. In this folder store your word draft, downloads of the Question Legend from the grant application process, budgets, support documents etc.

Answer each question marked as "Required," and any others that apply to your application.

Submit your application online and include:

- A. Supporting materials limited to those essential for the project.
- B. 501(C)(3) letter. Government units and public schools do not have to submit this letter. If using a fiscal agent you must submit their 501(c)(3) letter.
- C. Fiscal Agent Agreement (if applicable)
- D. Budget—using form provided within the application

Applicants are strongly encouraged to call the FWAC office at 877-654-2166 to discuss eligibility or to have a draft of the application reviewed at least 10 working days before the final submission date.

Applications are accepted on an ongoing basis throughout the year. Please note that grant applications must be received by the first Friday of the month, in order to be reviewed at that month's FWAC Board meeting, held the fourth Tuesday of each month (except for July and December, when the board doesn't meet.) Projects cannot begin before two weeks after the board review and decision.

Uploading Documents as Required in the Application:

You will be asked to upload support documents at various points in the application.

- We recommend that once the document is prepared to your satisfaction, convert it to a PDF, then upload the PDF. By doing so you ensure that the formatting and font used in the original document will be seen as intended by the reviewer. If you have a hard copy, scan and save as a PDF, then upload.

DEFINITIONS:

"Project Director" is the person designated by the applicant organization as responsible for overseeing the implementation of the proposed project. This person is responsible for the timely submission of all required forms and reports to the Five Wings Arts Council.

"Key Contact Person" is that person empowered to enter into contracts for the applicant organization. This may be the executive director, the board chairperson or president or other authorizing official.

"Fiscal Agent" refers to the organization which is legally responsible for the proper use of the grant funds when the applicant organization is not a school or unit of government; or, does not have tax-exempt status under Section 501(c)(3) of the Internal Revenue Code. An authorized official of the fiscal agent organization must sign the application. A contract with the fiscal agent must be included in the application.

"Project Starting Date" is when a financial commitment has been made toward the project. Examples of financial commitments include, but are not limited to: ordering play books, advertising for auditions, making a deposit to sponsor a touring group, signing a contract for a performance, etc. Projects for which there has been any kind of financial commitment prior to that grant round's "Earliest Starting Date" on the Application Deadline Schedule will not be eligible for funding.

APPLICATION CONTENT:

Report Fields: The beginning of the application consists of questions designed to collect data for reporting purposes. This information is required by the Minnesota State Arts Board and the MN State Legislature. A list of codes and tools are available within the application to assist with the answers.

Fiscal Agent Information: Complete only if applicable

Project Specifics

Organizational Capacity to Carry out the Project

Audience and Ticket Information

Financial Information

Certification

APPLICATION DRAFT REVIEW:

Before an application is submitted, a draft review can be requested. Upon request, FWAC staff will read through your application and identify any concerns that could cause your application to be rejected or your grant denied or reduced. Requests must be submitted via email (vicki.fvac@arvig.net) prior to 10 working days before the deadline. A review of your application does not guarantee that the request will be funded.

Please contact the Five Wings Arts Council office if you have questions

SMALL PROJECT GRANT GUIDELINES:

I. INTRODUCTION TO PROGRAM GUIDELINES

The Five Wings Arts Council is designated as the regional arts council for north central Minnesota by the Minnesota State Legislature. The Council and Staff work with region-wide non-profit organizations and individuals to develop the arts in Cass, Crow Wing, Morrison, Todd, and Wadena Counties.

Funds are available for arts projects which develop or enhance local or regional artists, arts resources, or arts audiences. A project is an activity or series of closely related activities for which funds are requested. The project must be completed within 12 months of the notification of the receipt of a grant. Funds may be requested to initiate cultural activities; to supplement existing arts programming; or to provide enrichment, education, or participatory development opportunities.

The Five Wings Arts Council reviews Small Grant applications on an ongoing basis. The maximum award for a grant is **\$1,000**. Applications are accepted on an ongoing basis throughout the year. Please note that grant applications should be received by the first Friday of the month, in order to be reviewed at that month's FWAC Board meeting, held the fourth Tuesday of each month (except for July and December, when the board doesn't meet.) Projects cannot begin before two weeks after the board review and decision.

Small Project Grant funds are provided through a general fund appropriation from the Minnesota Legislature and Minnesota's Legacy Fund. The Five Wings Arts Council will determine which funding source is appropriate, based upon the answers to application questions.

II. ELIGIBILITY & REQUIREMENTS

A. Applicant Eligibility

The applicant must be a Minnesota non-profit, tax-exempt organization 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, a school or a governmental unit or department or agency of the State of Minnesota.

An organization not meeting this requirement may apply to the Five Wings Arts Council through a fiscal agent. A fiscal agent is a Minnesota non-profit, federally tax-exempt organization or governmental unit which applies to the Regional Arts Council on behalf of an organization not meeting non-profit, tax-exempt requirements. The fiscal agent must sign the application and, if funds are received, sign the Letter of Agreement and Final Report forms. 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 organization clarifying the responsibilities and authority of each is required.

Two or more eligible organizations or governmental units may form a partnership to present arts

activities within a community or school, and may submit one application.

B. Project Eligibility

To be eligible for funding, a project must be for the creation and production of arts programs or projects which are for the development or enhancement of local or regional artists or arts organizations; or, the hosting of arts events by contracting for the services of another organization or individual to provide arts programming to the local or regional community.

III. PROJECT RESTRICTIONS

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

- Funds are requested from the Five Wings Arts Council and the Minnesota State Arts Board for the same work or expenses incurred while carrying out the same project in a single fiscal year, without the expressed written consent of both the Five Wings Arts Council and the Minnesota State Arts Board.
- 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 to account for fund deficiencies in projects begun prior to the project starting date specified in the "Application Guidelines" section.
- Funds are requested for projects which are essentially for the religious socialization of the participants.
- An organization has a report overdue from a past grant.
- The activity is not open to the public.
- Funds are requested for publications to be distributed only to the organization's members.

In addition, applications will not be considered if the amount requested exceeds the maximum allowable award.

IV. TYPES OF ARTS GRANTS

It is the intent of the Five Wings Arts Council to stimulate and maintain a high quality of artistic experiences. Thus grants must be made to those organizations which are directly engaged in the creation of art, the production of art, the production of arts services, or the sponsorship of arts activities. Arts activities in all disciplines are supported by the council, including but not limited to:

Architecture and Design	Theater
Film/Video	Visual Arts
Folk Arts	Dance
Music	Multi-disciplinary Projects
Organizational Development	Literature

A. Production Assistance Grants

Production Assistance grants support activities directly involved in the creation, publication,

performance, and exhibition of art. The purpose of a production activity must be one or more of the following:

- The development of an art form
- The artistic growth of artists associated with an arts organization
- The development of an arts organization to promote its artistic growth in service to the larger community

A Production Assistance project must have as its primary goal, and final product, arts producing activities or services for artists or arts organizations. Application may be made for the following types of projects:

1. Productions or Exhibitions

Costs directly related to the creation, performance, publication, or exhibition of art are eligible expenses. Such costs may include artists' fees, directly applicable administrative costs, costs of expendable materials, project-specific promotional costs, travel costs, and rental fees.

Projects in which a variety of components are drawn together to compose a local or regional arts festival or fair may be funded for specific components of the event involving artists or promotional efforts. General operating support for festivals or fairs is not eligible (see General Operating Grant program)

2. Guest Artists

Application may be made for contracting with a professional who does not regularly work for the applicant organization. Contracting may be made for the purpose of the artistic development of the applicant, or artists and arts resources in the community, and/or for the purpose of being presented with the applicant organization in a public performance.

3. Organizational Development

a. Administrative or Consultant Services

Requesting funds for a managerial or consultant project for the purpose of improving existing programs or developing new programs is an eligible activity. This support is not for the continuation of on-going managerial functions or regular staff costs. Most grants for administrative or consultant services will be granted on a one-time only basis. Services may include public relations, fiscal management, fundraising, marketing, and other management activities.

b. Production or Planning Services

Activities which support and/or assist the needs of arts organizations and artists, or the arts needs of the general community by being commonly administered or coordinated by one agency are eligible projects. This may include developing methods to increase public exposure and to educate the general community relating to the arts. Most grants requested for a consultant to assist in the production or planning of arts services will be granted on a one-time only basis.

4. Publications

Funds may be requested for special arts publications such as exhibition catalogs, or visual arts and literary materials. Any publication which is distributed only to an organization's membership is not eligible. Funds may be requested for editorial services, production costs, compensation to contributing writers and distribution.

5. Workshops, Classes, and Arts Awareness Projects

Application may be made for funding activities or materials for classes, conferences or workshops, publications, films, exhibits, and other presentations of this nature.

B. Sponsorship Grants

The sponsorship program provides grant assistance to organizations that host arts events by contracting for the services of another organization or individual to provide high quality arts programming to their community.

The focus of this program is on the audience and access of that audience to a wide variety of professional artistic experiences which may be brought to a community.

1. General Sponsorship

General Sponsorship grants may be used for the following types of events:

- A. performances by touring artists or arts organizations
- B. assembled exhibitions on tour
- C. film and video screening
- D. public readings
- E. arts education projects
- F. lectures, demonstrations, master classes, seminars, or workshops

V. APPLICATION GUIDELINES

A. Application Deadlines

Applications are accepted on an ongoing basis throughout the year. Please note that grant applications must be received by the first Friday of the month, in order to be reviewed at that month's FWAC Board meeting, held the fourth Tuesday of each month (except for July and December, when the board

doesn't meet.) Projects cannot begin before two weeks after the board review and decision.

B. Earliest Project Start Date

The project starting date is when a financial commitment has been made toward the project.

Examples of financial commitments include, but are not limited to: ordering play books, advertising for auditions, making a deposit to sponsor a touring group, signing a contract for a performance, etc.

C. Maximum Request

The maximum request for any given application is **\$1000**.

VI. APPLICATION PROCEDURE

A. Preview of Application

Applicants are encouraged to contact the Five Wings Arts Council office early in the planning process at which time the staff can provide the most assistance. Staff is available to preview applications, prior to ten days before the deadline date, for completeness and accuracy. Such assistance in no way implies that a grant request will be funded.

Elements of a preview include:

- a technical review of the budget and responses to the questions on the application
- a review of the eligibility materials (resumes, work samples, non-profit status, etc.)
- suggestions for clarification or additional information. If a preview is conducted, it remains the responsibility of the applicant to provide all required materials by the deadline.

B. Application Materials

An application must include the following for consideration for funding:

1. Application Form

The applicant must submit a complete and accurate application providing all requested information. The proposed budget must be accurate, detailed, and appropriate to the purpose of the project.

It should be checked carefully to make sure that the budget is properly structured and mathematically sound. The completeness and accuracy of the grant application is solely the responsibility of the applicant. **Incomplete applications are not eligible for review.**

2. Documentation of Tax-Exempt Status

All applicants (except governmental units and schools) must submit a copy of the applicant's or fiscal agent's 501(c)(3) tax-exemption letter from the IRS.

3. Resumes

Applicants must submit a complete resume that outlines the educational and professional achievements of the project personnel that relate to the project. Resumes must be submitted for the project director (i.e., contact person for the project), artists, and key individuals involved in the success of the project.

4. Fiscal Agent Contract (If Applicable)

If a fiscal agent is being used, a copy of the contract between the fiscal agent and the applicant must also be submitted, specifying the responsibilities of each party as described in the "Eligibility and Requirements" section of this Program Information.

VII. REVIEW STANDARDS

All eligible applications will be reviewed by the Five Wings Arts Council according to:

A. The artistic quality and merit of the project or program.

This criterion may include how the project contributes to the artistic development of the respective art form, how well the resources (people, facilities, activities, etc.) to be used meet the goals of the project, and how the project meets or advances the goals of the organization. In the case of service projects, the merit and quality of that service to the arts will be reviewed.

*If the application is determined to be of sufficient artistic quality and merit to warrant further review, the following criteria will then be applied:

B. The demand or need for the program or project by the organization or the group it serves.

Considerations used to address this criterion may include community involvement and support for the project, the method used to determine that the project is needed, and demonstrated financial need as exhibited in the proposed budget.

C. The ability of the organization to accomplish the project or program described, or the organizational goals as presented.

This is demonstrated by providing evidence of a planning process, qualifications of the artistic and/or administrative personnel, feasibility of the budget, publicity efforts, evidence of fiscal responsibility, including applications which show attempts have been made to seek financial support from the community, and previous successful efforts.

VIII. REVIEW PROCESS

- A.** Applications are reviewed for accuracy, completeness and eligibility.
- B.** Arts Council members have access to copies of all applications at least ten days prior to the review meeting.
- C.** Council members with a conflict of interest in regard to a specific applicant or project will inform the council and comply with the Five Wings Arts Program Bylaws.
- D.** Applicants may be requested to be available to respond to questions from the arts council. In this event, a phone call or personal meeting time will be set up at least three days in advance.
- E.** In reviewing the applications, the Council members will first determine the eligibility of the application, based both on the organization's eligibility and the project restrictions. Any projects which are determined to be ineligible shall be eliminated from the review process.
- F.** The Council reserves the right to reduce the "Estimated Total Project Cost" by items determined to be ineligible for funding and/or questioned budget items. If the ineligible items in the application reduce the amount requested to less than 80% of the original request, the project will not be funded. Examples of ineligible costs include, but are not limited to:
1. Reception expenses (ie, food, refreshments, etc.)
 2. Ribbons, prizes, flowers, gifts, awards, etc.
 3. Building space and equipment owned by the applicant
 4. Materials and supplies sold to participants
 5. Materials, supplies, equipment, etc. used for personal gain of participants
 6. Long-life items and permanent fixtures
 7. Monthly/seasonal/annual office or telephone rental
 8. Monthly/seasonal/annual storage costs
- G.** The Arts Council may request a revised budget and/or project description before making a final recommendation on grant applications.
- H.** Through majority vote, the Council will make a recommendation for full, partial or no funding, based on the established criteria for:
1. Artistic quality and merit of the project;
 2. Need or demand for the project; and
 3. Ability of the applicant to accomplish the project.
- I.** Applications will be ranked in descending numerical order.
- J.** Grants are awarded to the extent of funds available. If the funds remaining are equal to or greater than 80% of the amount requested, the highest-ranked applicant will be offered the funds. If two applications receive identical ratings, the application with the earliest receipt date will be given first priority. Should the applicant refuse the offer, the funds may be awarded to the next ranked applicant.

IX. TERMS OF GRANT/GRANTEE RESPONSIBILITIES

A. Notification of Arts Council Action

All applicants will receive notification of acceptance or rejection within 14 days after final review of the application by the Arts Council, except when a revised budget and/or project description is necessary. In that case, applicants will receive notification and Letter of Agreement form within 14 days after the receipt of the revised budget and/or project description.

B. Letter of Agreement

The Letter of Agreement is a legally binding document signed by an authorizing official of the organization which has received an arts grant. The contract obligates the organization to perform proposed activities, to fulfill the requirements in the contract, and to maintain its financial records open for audit. Specifically, the parties will agree that:

1. The project will be carried out in compliance with the project description, personnel, budget and dates, as set forth in the application which reflects any revisions made and approved
2. Equal opportunity to participate in and benefit from the programs of the Minnesota State Arts Board is provided to all individuals regardless of race, national origin, color, sex, age, religion, sexual orientation, or disability in admission, access, or employment.
3. The following credit-line will appear on all programs and publicity related to the project: *"This activity is made possible by the voters of Minnesota through a grant from the Five Wings Arts Council, thanks to a legislative appropriation from the Arts and Cultural Heritage Fund."*
4. Funds for this project will not be released until a Final Report from any previously funded project has been submitted and approved.
5. All future grants will be contingent upon complete compliance with the terms of this agreement.
6. The Five Wings Arts Council shall have access to any books, documents, papers, and records regarding the granted project in the case of an audit or evaluation of the project. These records and supporting documents shall be retained for a period of three (3) years following the completion of the project. The grantee's authorizing official must sign and return to the Five Wings Arts Council, within 21 days from the date of mailing, one copy of the Letter of Agreement and necessary attachments if notified of grant approval.

Occasionally, "riders" or conditions will be placed on use of the grant funds. These conditions will be clearly outlined in the Letter of Agreement.

In the event a grant is awarded to a fiscal agent, the fiscal agent must sign the Letter of Agreement and all necessary forms. The organization must have submitted an agreement with the fiscal agent as described in the "Eligibility and Requirements" section of this Program Information.

The recipient must comply with all federal and state regulations specified in the Letter of Agreement.

C. Approval of Project Revisions

The grantee must notify the Five Wings Arts Council in writing at any point if the program or project is changed from the way in which it was described in the grant application. This includes, but is not limited to, substitutions in personnel, change of project dates, receipt of additional funds, and/or other changes. Changes

in the project must be approved by the Arts Council and may result in a revision or revocation of the grant award.

The Arts Council Executive Director will review the revisions requested to ensure that the change does not make the project ineligible for support. The grantee will be notified of the approval or non-approval of the project changes.

D. Reporting

Grant recipients must submit a final report to the Five Wings Arts Council within 30 days of the date stated in the application as the end of the project. The grantee must fully complete the CAAP Final Report form, including all requested uploads, copies of press releases, newspaper articles, project publicity, and communication with elected state officials.

Failure to submit any final reports will adversely affect the recipient's eligibility for future funds. The recipient may be required to submit a certified audit report of the organization or a project funded by the Five Wings Arts Council.

E. Grant Termination

A grant may be terminated at any time under the following circumstances:

1. By mutual written consent of the Five Wings Arts Council and the recipient;
2. Upon the written request of the recipient, but such termination shall not necessarily relieve the recipient of its responsibilities as set forth in the Letter of Agreement;
3. By the Five Wings Arts Council upon the failure of the recipient to comply with one or more of the conditions of the Letter of Agreement. Such termination shall be effective upon receipt of written notice by the recipient.

A commitment of funds to a recipient may be rescinded by the Five Wings Arts Council if one of the following conditions exists:

1. The recipient does not return the signed contract and/or attachments within 45 days of the mailing of the notification of grant award letter.
2. The recipient does not return a revised budget and project description within 30 days of the notification letter of Arts Council action.
3. The recipient does not request the grant within 21 days of receipt of the grant's letter of agreement.

X. GRANT MONITORING AND EVALUATION

A. Final Report

Grantees must submit a final report to the Five Wings Arts Council office within 30 days after end date for the project that was stated in the grant application, unless approval has been secured for change in end date. This includes:

1. final financial report

2. financial records,
3. project narrative and evaluation
4. copies of press releases, newspaper articles, and project publicity

B. Evaluation by Arts Council

Whenever possible, Five Wings Arts Council members will attend and evaluate funded projects.

C. Acceptance of Final Report

The final report will be reviewed by the staff for compliance with the "Terms and Responsibilities" as set forth in the Letter of Agreement and application. The staff will notify the grantee of the acceptance/rejection of the final report.

XI. APPEALS POLICY & PROCEDURES

Any applicant who can show cause that established grant review procedures were not followed may file an appeal as described below. There is no right of appeal for dispute of decision of the Five Wings Arts Council with respect to artistic quality or merit, artistic excellence and leadership, or the quality of any particular work of art.

The following appeal procedure shall be followed by the applicant:

A. Written notification of a request for hearing must be submitted to the Executive Director of the Arts Council within ten (10) working days from the date of receipt of the official notification of the Arts Council's decision. The notice of request for hearing must set forth the basis for the appeal of the issues to be heard and determined by the hearing board.

B. Upon receipt of the written request for hearing, the Executive Director will, within ten (10) days, set a date for the appeal hearing.

C. The Five Wings Arts Council shall act as the hearing board.

D. A decision will be reached by the hearing board at the end of the hearing. The applicant will be notified within five (5) working days of the decision.