



# Professional / Organizational Development

## FY18 Minigrant Program POD Guidelines

The Minigrant program is a partnership between the Michigan Council for Arts and Cultural Affairs and our Regional Regranting Agencies throughout the state. The Council recognizes the importance of on-going executive education and leadership development for professional arts administrators, artists and organizations. Professional or Organizational Development (POD) Minigrants provide up to \$1,500 to assist non-profit arts and cultural organizations, administrators and artists with opportunities that specifically improves their management and/or brings the artist or the arts organization to another level artistically. In addition, the Minigrant POD program gives Michigan, its artists and arts administrators/professionals a presence at national conferences and workshops.

### Are you eligible to apply for a Minigrant POD grant?

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

- Is the applicant an arts & cultural nonprofit that has tax exempt status under Section 501(c) (3) of the US Internal Revenue Code **OR** an artist or arts administrator?
- Is the applicant's organization physically located or address in the state of Michigan?
- Will the proposed opportunity occur during FY18, Oct. 1, 2017 – Sept. 30, 2018?
- Does the applicant have an eGrant account, login, and password?
  - **New** applicants will need to create an account to apply.
  - **Returning applicants**, please, DO NOT CREATE additional accounts/logins and contact MCACA staff if you need login info.

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

### Deadline

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

**Round 1 – 11:59 p.m. EST, August 3, 2017**

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

**Not all Regions offer Round 2 funding.** Please contact your Regional Regranting Agency to confirm if Round 2 funding is available. The eGrant system will close after the deadline and no longer allow applications to be submitted or revised.

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## A few IMPORTANT things to be mindful of:

- It is strongly recommended that you **begin the online application before the due date**, in order to handle any unforeseen developments that may prevent a timely submission.
- Please read the guidelines carefully, they are designed to assist you with the completion of a Minigrant POD grant application.
- Late applications will not be accepted.
- The successful submission of your application does not confirm the accuracy of the grant application, materials uploaded, or that the applicant will receive funding.
- The Council is not responsible for incorrectly uploaded materials, unreadable materials, or the review panel’s inability to open attachments.
- The Minigrant Program is administrated through Regional Regranting Agencies. Please check the link below for contact information for your region (by county):  
<http://www.michiganbusiness.org/community/council-arts-cultural-affairs/#regranting>
- An applicant’s Region/Regional Regranting Agency is determined by the physical location in which the organization resides, physical address, and not where the activity/project will take place.

## Funding Basics

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

The following categories are eligible for funding under this grant program:

**Conferences/Education/Training** – Educational opportunities for staff, board members or artists to increase knowledge and skills that support the mission of the organization or the work that they do. A brief list of professional development opportunities examples can be found on page 19.

**Working with a consultant** – Funding for a consultant to provide assistance with strategic planning, coalition building, fundraising planning, needs assessment, grant writing, or board governance.

- POD applicants can request a maximum of \$1,500.
- Grant awards must be matched on a 1:25 basis with cash and/or in-kind match. Grants awarded must not exceed 75% of total project cost up to \$1,500.
- Funded projects and expenditures must occur and be complete within the MCACA grant period: October 1, 2017 – September 30, 2018.
- Applicants may apply to more than one Council program, however, no one applicant may receive multiple grants in the same category.
- Council reserves the right to limit the number of grant awards to any one applicant.
- All applicants that are arts and cultural organizations are strongly encouraged to participate in the Cultural Data Project, <http://culturaldata.org/> but not required.
- Applicants are strongly encouraged to notify their legislators of their grant submission. Please note, if a grant is awarded, you will be required to notify your legislators of your grant award. A copy of the letter or email must be submitted with the signed grant agreement.
- Due to IRS regulations, MCACA will confirm all applicant organizations nonprofit status is current by verifying that a Form 990 has been filed in the last three years.

## Grantee Responsibilities and Requirements

### **FUNDING LEVEL**

Funding requests have a maximum of \$1,500. Grants awarded must not exceed 75% of total project costs. A 25% cash or in-kind match is required.

To determine match, multiply request amount by 1.25, then subtract request amount.

For example, a \$1,500 grant award must be matched with a 25% match of \$375.

(\$1,500 X 1.25 = \$1,875 .... then subtract \$1,500 from \$1,875 .... req. match is \$375)

### **MATCH**

Minigrant POD recipients are required to make a minimum 25% cash and/or in-kind match.

State funds may not be used as matching funds. Any additional matching funds, over and above the required cash match, may include other cash, earned revenue, contributions, and “in-kind” funds which represent a reasonable value of services, materials, and equipment, as allowed under Federal Internal Revenue Service code for charitable contributions. Also, there are certain expenses that may occur during the year that should not appear on the itemization required with awardee’s Final Reports. Items such as: costs involved in the start-up of a new organization, costs incurred prior to the grant starting date, indirect costs for the handling/management of grant funds, awards or cash prizes, fundraising events, reception costs, out of country travel, etc. See application instructions, Attachment 2, Budget section for complete details.

Grantees must sign a grant agreement detailing terms for the use of Council funds. Please note that the grant agreement will detail the scope of work and the payment schedule.

### **ACCESSIBILITY**

MCACA strives to make the arts accessible to all people and this is a priority of its funding programs. Funded organizations agree to make every attempt to ensure that programs are accessible to persons with disabilities. According to state and federal law, every publicly funded organization must place itself in the position of being able to provide accommodations when persons with disabilities make requests for services. For a list of resources on accessibility, visit <http://arts.gov/accessibility/accessibility-resources/nea-office-accessibility>.

### **UNDERSERVED COUNTIES**

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

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

## **ELIGIBILITY**

Michigan registered nonprofit arts and cultural organizations, arts administrators and professional artists are eligible in this program. Organizations must ensure no part of net earnings benefit a private individual. Donations to the organizations must be allowable as a charitable contribution under section 170c of the Internal Revenue Code of 1954 as amended (Organizations with status under Section 501(c)(3) of the IRS Code and local Units of Government meet this criteria.). Professional artists are defined as one who is recognized by his/her peers within the discipline, has a minimum of 2 years in the discipline and is compensated for their art form. **A graduate or undergraduate level course in a degree or certificate program where credits or a degree are sought is not eligible.**

Applicants that have unmet obligations on current grant agreements, such as overdue or incomplete reports or other significant problems, are not eligible to apply for future funding. If any applicant fails to meet MCACA requirements on a current grant agreement, their pending application will be removed from the review process. If any applicant fails to meet MCACA requirements on a current grant, following Council approval on a FY17 application, the newly approved grant will be rescinded. Auxiliary support organizations (i.e. friends of xyz), may not apply in this grant program. Federal and State of Michigan agencies, divisions or departments are not eligible to apply for funding from MCACA.

## **VETERANS AFFAIRS**

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

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

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

## **The Fine Print**

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

Grantees should use cost accounting principles which comply with requirements as set forth in 2 CFR Chapter, I, Chapter II part 200 Uniform Administrative Requirements, Cost, Principals, and Audit Requirements for Federal Awards\*. This new guidance, commonly called the Omni

Circular, Super Circular or Uniform Guidance, replaces A-87 Cost Principals – State and Local Governments, A-122 Cost Principals - Nonprofit organizations, A-89 catalog of Domestic Assistance, A-102 Administrative Rules State and Local Governments, A-133 & A-50 Audit Rules. It is important to note that for grant recipients the change from the previous federal standards (like A-87 & A-133) to the OMNI circular formally went in to effect December 26, 2014, and applies to MCACA grants awarded after 7/1/2015.

\*All references to the “Omni Circular” refer to the “Office of Management and Budget 2 CFR Chapter 1 & 2 Part 200, 215, 220, 225 and 230 – Uniform Administrative Requirements, Cost Principals, and Audit Requirements for Federal Awards” dated 12/26/13, <http://www.gpo.gov/fdsys/pkg/FR-2013-12-26/pdf/2013-30465.pdf>

Since MCACA receives funding from the NEA (CFDA 45.025), organizations receiving funding from the MCACA must, in turn, comply with the requirements outlined in the NEA’s General Terms and Conditions <https://www.arts.gov/sites/default/files/2015-general-terms-and-conditions-for-partnership.pdf>).

The Grantee shall otherwise be in compliance at all times with all applicable federal laws, regulations, rules and orders including, but not limited to Title VI of the Civil Rights Act of 1964, 42 USC 2000d et seq.; Executive Order 13166; Title IX of the Education Amendments of 1972, 20 USC 1681 et seq.; Section 504 of the Rehabilitation Act of 1973, 29 USC 701 et seq.; the Age Discrimination Act of 1975, 42 USC 6101 et seq.; the National Environmental Policy Act (NEPA) of 1969, 42 USC 4321 et seq.; the National Historic Preservation Act (NHPA) of 1966, 16 USC 470 et seq.; the Drug Free Workplace Act of 1988, 41 USC 701 et seq.; Lobbying restrictions, 18 USC 1913, 2 CFR 200.450, and 31 USC 1352; Davis-Bacon and Related Acts; the Native American Graves Protection and Repatriation Act of 1990, 25 USC 3001 et seq.; the U.S. Constitution Education Program, P.L. 108-447, Division J, Sec. 111(b); and the prohibition on funding to ACORN, P.L. 111-88, Sec. 427.”

Grantees must assure the Council that professional performers and/or related or supporting personnel employed in projects funded by the Council shall not receive less than the prevailing minimum compensation as determined by the Secretary of Labor. Labor standards set out in Part 505 (29CFR) “Labor Standards on Projects or Productions Assisted by Grants from the National Endowment for the Arts.” In addition, grantees must assure the Council that no part of projects funded by the Council will be performed or engaged in under working conditions which are unsanitary or hazardous or dangerous to the health and safety of employees engaged in such projects.

Consistent with Public Law 101-512, when purchasing equipment and products under a Council grant, grantees are encouraged to purchase American-made equipment and products.

Grantees are required to comply with requirements regarding debarment and suspension in Subpart C of 2 CFR 180, as adopted by the National Endowment for the Arts in 2 CFR 32.3254. Grantees are required to execute projects and/or productions in accordance with the above

noted requirements, certifying that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

Grantees are prohibited from conducting general political lobbying, as defined in relevant statutes, regulations and OMB circular within a Council funded project.

Travel outside the United States, its territories, Mexico and Canada not identified in the grant application must be specifically approved in writing by the Council before travel is undertaken. Such travel, if approved, must comply with applicable state and federal regulations.

According to section 11 of the Grant Agreement, Council support must be credited and included in all publicity, media materials, on your website and during each broadcast promotion of the activity. When NEA funds are included in the award, the support credit should read:

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

Grantees must submit, in a Council supplied format, a final report. The final report must include a narrative summary of outcomes, financial statement, detailed financial itemization, and publicity materials from the activity (i.e. publication materials, photographs and news stories). Selected grantees may also be required to submit an interim report.

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

### [Minigrant Professional or Organizational Development Review Criteria](#)

Each application to the Minigrant POD program cannot be geared toward the creation of a specific art project, but must clearly demonstrate how the proposal will benefit the organization or individual in the long-term. These grants are strictly intended to assist organizations, arts administrators, and artists with unique experiences directly related to career or organizational development. POD grants support a variety of nonprofit organizational and individual needs, which strengthen the capacity of the organization or individual to better themselves and/or the community. MCACA funding can be used to attend out of state conferences, workshops, seminars or hire short-term consultants.

**Conferences/Education/Training** - Educational opportunities for staff, board members or artists to increase knowledge and skills that support the mission of the organization or the work that they do. A short list of professional development opportunities can be found on pg 19.

**Working with a consultant** - Funding for a consultant to provide assistance with strategic planning, coalition building, fundraising planning, needs assessment, grant writing, or board governance.

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

- Professional Development Merit – 45 points
- Professional or Organizational Impact – 45 points
- Supplemental Material – 10 points

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

## **MINIGRANT POD REVIEW CRITERIA**

### **1. Professional Development Merit** – worth 45 points at the review

- Describe the professional development opportunity for which you are requesting MCACA support, including the name and presenting organization of the training, consultant, workshop or conference
- Acknowledge who will be attending the professional development activity, and their role within the organization, if applicable
- Clearly state the parameters of activity(ies), including a time table or schedule of activities showing when, where, how and for how long the activity(ies) will take place

### **2. Professional or Organizational Impact** – worth 45 points at the review

- Briefly describe the purpose/importance of your request to the individual’s or organization’s professional goals (including short and long term goals)
- Opportunity has the potential to significantly affect or enhance applicant’s ability, career, artistic development, technique, or managerial skills.
- Explain how information could be disseminated to your colleagues and/or the public-at-large (if applicable)

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

- Provide all of the required and supplemental attachments in PDF format
- Upload a detailed Project Budget for the proposed project  
**NOTE: applicants are required to use the budget template in the eGrant system**
- Include attachments which are complete, relevant, strengthen the application, and show evidence



# eGrant Application Instructions

- Applicants must apply using the online eGrant system. Go to **mcaca.egrant.net** (no www.).
- Codes are supplied by drop-down tabs in the eGrant system.
- The word “project” in the instructions refers to all activities that funds are being requested for, regardless of which category you choose.
- Please use the same eGrant account for each application. Be sure to write down your username and password. If you should lose login information, please contact MCACA (**do not create additional accounts**).
- MCACA is not responsible for incorrectly uploaded materials or the inability to open attachments. Files and documents must be uploaded as “.pdf” files (portable document format).

## Section 1: APPLICANT INFORMATION

### **Name:**

Enter legal name of the organization applying (same as Fed ID # / DUNS # name).

Use exact spelling. Do not use abbreviations unless part of the official name. See Eligibility, pg. 5  
**If you are an individual** (administrator / artist), not applying through an organization, enter your legal name.

### **Department:**

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

### **Address 1:**

Enter the organization (or individual’s) physical street address or rural route #, no PO Boxes.

### **Address 2:**

Enter the organization (or individual’s) mailing address (PO Box, if applicable).

### **City: / State: / Zip:**

Enter organization (or individual’s) physical street address or rural route #'s city, state, and zip.

### **County:**

Select the county the organization (or individual applicant) is physically located in.

### **Federal I.D. number:**

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

**If you are an individual applicant**, not applying through an organization, please enter social security number w/dashes.

**Dun & Bradstreet Number:**

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

**Individual applicants**, not applying through an organization, please enter: "00-000-0000"

**Region:**

Select the Regional Regranting Region (by county) the organization (or individual) is located.

**Other common name:**

Enter another commonly used name for the organization (if applicable).

**Telephone: / Website: / Office Hours:**

Enter the organization (or individual's) phone number, website and office hours.

**Authorizing Official:**

Enter the name and title of the person who is authorized to sign official papers.

**This person cannot be the same as the Project Director (See section 3 of eGrant).**

**Board chairperson: / Board chairperson title:**

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

**If you are an individual applying**, please leave this section blank.

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

**Institution:** Select the code to identify the applicant organization.

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

## Section 2: PROGRAM

**Program:** Select "Mini Grant"

## Section 3: PROJECT INFORMATION

**Category:** Select "Professional Development"

**Project Director (contact person):**

This is the person to whom questions concerning this application will be addressed. Include address, email and phone number(s).

This person cannot be the same as the Authorized Official.

**If you are an individual applicant**, not applying through an organization, you will be both Authorized Official & Project Director.

**Project / activity title:**

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

**Request amount:**

Enter the grant amount requested for your project, a maximum of \$1,500.

**Start date: / End date:**

Enter the dates of your grant activity, including planning time. These dates must be within the grant award period beginning October 1, 2017 and ending September 30, 2018.

**Project Description:**

Enter a description about the program (a maximum of 600 characters).

**Project's primary discipline:**

Select the discipline code that best describes the primary discipline of the project or activity.

If activities are of a technical assistance or service nature, use the discipline which will benefit from the activity.

For example, an accounting workshop for dance-company managers could be coded "Dance."

**OR**, a training conference for trustees could be coded Multidisciplinary.

**OR**, an individual artist applying to attend a ceramics conference could be coded Clay.

**Type of activity:**

Select the activity code that best describes what the organization is planning to do.

**Project Primary Counties:**

Enter the county in which the activity takes place. The applicant organization's location and the project location may differ. Enter all counties that apply. If you are entering multiple counties, please enter them alphabetically.

**ARTS EDUCATION:**

Select the statement that best describes project activities for which support is requested. An arts education project is defined as: An organized and systematic educational effort with the primary goal of increasing an identified learner's knowledge and/or skills in the arts with measurable outcomes. Projects not fitting the definition of arts education stated above should choose "None of this project involves arts education." Selection does not affect grant score.

## Section 4: SUMMARY INFORMATION

### Section 4a: Project Participation Summary

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

#### **Total number of Michigan artists directly involved:**

Enter the number "0," unless you or your organization will pay an artist(s) with grant funds.

#### **Total paid to Michigan artists:**

Enter the number "0," or the amount to be paid if you or your organization will pay an artist(s) with grant funds.

#### **Total number of artists directly involved:**

Enter the number "0," unless you or your organization will pay an artist(s) with grant funds.

\*If there is a number, the total number involved must include Michigan artists as well.

#### **Total paid to artists:**

Enter the number "0," or the amount to be paid if you or your organization will pay an artist(s) with grant funds.

\*If there is an amount paid, the total amount paid must include Michigan artists as well.

#### **Adults and Youth Engaged in "In-Person" Arts Experiences:**

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

#### **Adults engaged:**

Enter the number of adult individuals that will be directly involved in the proposed development opportunity. For example, an organization's 6-member board and 2 consultants would equate to "8 Adults engaged" **OR**, if an individual attended a conference, the number engaged would be 1. Do not include individuals benefiting as a result of the project.

#### **Children/Youth under age 18) engaged:**

Enter the number of individuals under the age of 18 that will be directly involved in the proposed development opportunity. Do not include youth benefiting as a result of the project.

**Total number of new hires:**

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

**Total number of employees:**

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

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

To calculate full time employees/equivalents:

|   |                     |
|---|---------------------|
| 4 employees who work 35 plus hours a week               | =4 full time        |
| <u>+ 4 employees who work less than 35 hours a week</u> | <u>=2 full time</u> |
|   | =6 full time        |

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

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

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

**Population Benefited by Race / Ethnicity:**

Select any of the categories that, by your best estimate, made up 25% or more of the population that directly benefited from the award during the period of support. These responses should refer to populations reached directly, rather than through broadcasts or online programming. PLEASE, DO NOT SELECT ALL OPTIONS.

**Population Benefited by Age:**

Select all categories that made up 25% or more of the population that directly benefited, excluding broadcasts or online programming. PLEASE, DO NOT SELECT ALL OPTIONS.

**Population Benefited by Distinct Groups:**

Select any of the categories that, by your best estimate, made up 25% or more of the population that directly benefited from the award during the period of support. These responses should refer to populations reached directly, rather than through broadcasts or online programming. PLEASE, DO NOT SELECT ALL OPTIONS.

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

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

## Section 5: REQUIRED DOCUMENTS

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

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

- Attachment 1            Narrative
- Attachment 2            Project Budget
- Attachment 3            Staff, Project, and/or Artist Bios
- Attachment 4            Assurances
- Attachment 5            IRS Determination Letter (if needed)
- Attachments 5 – 10    Supplemental Material

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

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

**Attachment 1 – Proposal Narrative**

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

Submit up to two (2) narrative pages. Do not use type size smaller than 12 point. Leave a minimum margin of 1" on all sides. Failure to adhere to formatting criteria may result in a loss of points. Be sure to number and include the name of the organization on each page. Information submitted beyond page two (2) will not be scored and may result in a lower score due to lack of information. Do not submit a Narrative more than two (2) pages in length.

For the Narrative, refer to the appropriate category’s Review Criteria (on pages 7-8 of these guidelines) as an outline and guide to describe the FY18 activities you seek MCACA support. Address the Review Criteria in order. Panelists score an application based on the completeness of your answers to each review criteria, and some criteria are worth more points than others. Also provide an outline/timeline in the narrative for your FY18 activities, if applicable. It is encouraged that applicants include hyperlinks and URLs of their website, links to videos,

artist websites, marketing materials, Facebook pages, social media, etc. that are pertinent to an organization's grant application.

### **Attachment 2 – Project Budget**

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

Applicants must submit a detailed itemization of your projected project budget using the required template. The itemization must show a 75:25 cash and/or in-kind match of your grant award. You cannot use state funds as matching funds. Keep complete records and receipts. A sample budget itemization, in the recommended format, is provided on page 22.

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

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

Funding may **ONLY** be used for:

- Artist, consultant, workshop, registration fees directly related to the development opportunity
- Travel (in or out of state), meals and lodging
- Project supplies or project-related materials

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

- Costs associated with the start-up of a new organization
- Costs incurred prior to the grant starting date
- Indirect costs for the handling/management of grant funds and fundraising
- Purchase awards, cash prizes, scholarships, contributions or donations
- Entertainment or reception functions
- Historical projects without a clear cultural focus
- Payments to endowments
- Existing deficits, licensing fees, fines, contingencies, penalties, interest or litigation costs
- Publication, records, films of a commercial nature, i.e. works of questionable artistic value produced to realize quick market profit
- Creation of textbooks/classroom materials
- College or university faculty exhibitions or performances
- Internal programs at colleges or universities
- Commissioning of their faculty by colleges or universities
- Scholarly or academic research, tuition, or activities, which generate academic credit or formal study toward an academic or professional degree
- Capital improvements, new construction, renovation or permanent equipment items, unless part of a Capital Improvement grant
- Out-of-country travel

### **Attachment 3 – Staff, Project and Artist Bios**

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

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

### **Attachment 4 – Assurances**

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

This required form can be found on page 18, **OR** by:

1. Clicking on the “[Click here to download the Assurances form](#)” link on the Required Documents page in eGrant
2. Save the document to your desktop
3. Open document on your desktop and enter information/digital signature
4. “Save as” a pdf and name this file “CertificationForm-OrganizationName” (for example: CertificationForm-Quincyyouththeater).
5. Click “Choose File” box next to Attachment 6 and attach

This form must accompany your application. If you are unable to provide an official electronic signature then you must print, sign, scan and upload the signed document as an attachment to your application. If you are unable to scan and upload this form please mail it to your Regional Regranting Agency when you submit the application in eGrant.

### **Attachment 5 – IRS Determination Letter**

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

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

### **Attachments 5 - 10 – Supplemental Materials**

Name this file Sample#-OrganizationName (example: Sample5-Quincyyouththeater.pdf)

Name this file Sample#-OrganizationName (example: Sample8-Quincyyouththeater.pdf)

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

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

Letters can be combined into one pdf document attachment.



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

## **FINISH**

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

## **Application Submission**

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

Round 1 -- **August 3, 2017 by 11:59 p.m. EST**

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

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

The eGrant system will not accept applications or revisions after this time. Incomplete applications will not be accepted by the eGrant system.

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

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

All application materials are public records.

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

## Michigan Council for Arts and Cultural Affairs ASSURANCES

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

The applicant:

1. Agrees in all recruiting materials and advertisements to state that all job applicants will receive equal consideration for employment;
2. Agrees in all promotional materials and advertisements to state that all programs, activities and services will be provided equally; and
3. Agrees to post in conspicuous places, notices setting forth the law on equal opportunity in employment and public accommodations.

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

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

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

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

This application was approved by the governing board on \_\_\_\_/\_\_\_\_/\_\_\_\_

This application is scheduled to be approved by the governing board on \_\_\_\_/\_\_\_\_/\_\_\_\_

If the application has not yet been approved by your governing board, notify the Council of the action taken as soon as possible.

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

Organization name: \_\_\_\_\_

Grant Program: \_\_\_\_\_

**Authorized Official: (Cannot be the Project Director)**

Name (typed) \_\_\_\_\_ Date \_\_\_\_\_

Signature: \_\_\_\_\_

# Professional Development Opportunities

...just to name a few...

**Americans for the Arts** – AFTA serves, advances and leads the network of organizations and individuals who cultivate, promote, sustain, and support the arts in America. AFTA provides many valuable resources and hosts an annual convention. [www.artsusa.org](http://www.artsusa.org)

**National Arts Marketing Project** – NAMP provides information, tools and practical ideas to design high quality, cost effective marketing programs and strengthen arts organizations. NAMP provides trainings, workshops, online resources as well as a national conference. [www.artsmarketing.org](http://www.artsmarketing.org)

**Kennedy Center** – providing a multitude of professional development opportunities including Arts Edge, a free digital resource for teaching and learning in, through and about the arts; DeVos Institute of Arts Management; Arts Accessibility Office, focusing efforts on accessibility services for patrons and visitors, professional development for cultural administrators and conferences regarding special education and the arts. [www.kennedy-center.org](http://www.kennedy-center.org)

**American Museums Association** – AMA works to build the foundation for excellence and unite the museum field. AMA provides workshops, webinars and an annual conference. <http://aam-us.org>

**Association of Performing Arts Presenters** – APAP provides a platform and the necessary tools to facilitate knowledge, discovery, advancement and distribution. APAP hosts a variety of professional development opportunities including an annual conference. [www.apap365.org](http://www.apap365.org)

**National Guild for Community Arts Education** – supports and advances access to lifelong learning opportunities by providing research and information resources, professional development and networking opportunities. [www.nationalguild.org](http://www.nationalguild.org)

**Association of Children's Museums** – ACM works to strengthen children's museums to be essential community assets by: establishing standards for professional practice, convening conferences, collecting research and best practices. [www.childrensmuseums.org](http://www.childrensmuseums.org)

**ArtsMidwest** – provides tools and resources to assist the advancement of the arts throughout the Midwest region and beyond. ArtsMidwest also hosts Arts Lab, Arts Learning Xchange and an annual conference. [www.artsmidwest.org](http://www.artsmidwest.org)

**Michigan Museums Association** – MMA disseminate information about best practice in museums as well as facilitate the process of peer learning within the Michigan museums and cultural community. MMA provides workshops, peer learning and an annual conference. [www.michiganmuseums.org](http://www.michiganmuseums.org)

**Michigan Presenters Network** – MPN provides information about best practices for performing arts presenters by hosting professional development opportunities as well as hosting an annual conference. [www.michiganpresenters.org](http://www.michiganpresenters.org)

**Michigan Nonprofit Association** – MNA serves nonprofits to advance their missions, provides research, resources and professional development opportunities. [www.mnaonline.org](http://www.mnaonline.org)

**Michigan Municipal League** – MML represents municipalities to help them sustain highly livable, desirable and unique places within the state. League seminars, trainings and events provide up to date information on major issues and concerns facing communities. [www.mml.org](http://www.mml.org)

**SmArts Program** – The Arts Council of Greater Lansing has developed a professional development program for creatives which includes workshops, trainings and business resources. <http://www.lansingarts.org/ProgramsServices/SmArtsProgram.aspx>

**NEW** – helps nonprofits succeed by strengthening nonprofit management. NEW offers Southeast Michigan nonprofits resources, technology and services to meet the challenges of doing more with less. <http://new.org>

**BEST Project** – BEST works to strengthen the nonprofit sector of Flint and Genesee County by providing capacity building support and technical assistance. <http://bestprojectonline.org>

**NorthSky Nonprofit Network** – provides a variety of learning vehicles including workshops and webinars on a wide range of topics to help meet the need of nonprofits in the Grand Traverse area. [www.northskynonprofitnetwork.org](http://www.northskynonprofitnetwork.org)

# Budget Definitions

## GENERAL

### **Activity**

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

### **In-Kind**

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

### **Grant Amount Requested / Awarded**

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

## REVENUES

### **Earned Revenue: Admissions**

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

### **Unearned Revenue Definitions:**

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

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

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

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

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

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

### **State Support – Not from Council**

Cash support derived from grants or appropriations given for this activity (other than this grant award) by agencies of the State government. These funds do not count toward a cash match.

# EXPENSES

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

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

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

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

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

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

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

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

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

**Space Rental** – Payments specifically identified with the activity for rental of office, rehearsal, theatre, hall, gallery and/or other spaces.

**Revenue and Expense Itemization Template**

| Income  |                      | Totals          |
|---|----------------------|-----------------|
| <b>Revenue Earned</b>                         | <b>Cash</b>          |                 |
| Ticket sales/Admissions                       | <input type="text"/> |                 |
| Tuition                                       | <input type="text"/> |                 |
| Contracted Services                           | <input type="text"/> |                 |
| <input type="text"/>                          | <input type="text"/> |                 |
| <input type="text"/>                          | <input type="text"/> |                 |
| <b>Total Earned Revenue</b>                   |                      | <b>\$ 0</b>     |
| <b>Revenue - Unearned</b>                     |                      |                 |
| <b>Corporate, Foundation, Private Support</b> |                      |                 |
| <b>Corporate Support</b>                      |                      |                 |
| <input type="text"/>                          | <input type="text"/> |                 |
| <input type="text"/>                          | <input type="text"/> |                 |
| <input type="text"/>                          | <input type="text"/> |                 |
| <b>Foundation Support</b>                     |                      |                 |
| <input type="text"/>                          | <input type="text"/> |                 |
| <input type="text"/>                          | <input type="text"/> |                 |
| <b>Private Support/contributions</b>          |                      |                 |
| <input type="text"/>                          | <input type="text"/> |                 |
|   |                      | <b>\$ 0</b>     |
| <b>Other unearned revenue</b>                 |                      |                 |
| Memberships                                   | <input type="text"/> |                 |
| Sales   | <input type="text"/> |                 |
| Rental income                                 | <input type="text"/> |                 |
| <input type="text"/>                          | <input type="text"/> |                 |
| <input type="text"/>                          | <input type="text"/> |                 |
| <input type="text"/>                          | <input type="text"/> |                 |
| Applicant cash                                | 200                  |                 |
|   |                      | <b>\$ 200</b>   |
| <b>Total Unearned Revenue</b>                 |                      | <b>\$ 200</b>   |
| <b>InKind revenue</b>                         |                      |                 |
| Itemized in expense column                    | \$ 175               |                 |
| MCACA grant received to date                  | <input type="text"/> |                 |
| MCACA grant due/request                       | 1,500                |                 |
| <b>Total Cash Revenue</b>                     |                      | <b>\$ 1,700</b> |
| <b>Total Project Revenue</b>                  |                      | <b>\$ 1,875</b> |

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

| Expenses                           | Cash     | In-Kind | MCACA share | Total    |
|------------------------------------|----------|---------|-------------|----------|
| <b>Employee expenses</b>           |          |         |             |          |
|                                    |          |         |             |          |
|                                    |          |         |             |          |
|                                    |          |         |             | \$ 0     |
| <b>Non-employee costs</b>          |          |         |             |          |
|                                    |          |         |             |          |
|                                    |          |         |             |          |
|                                    |          |         |             | \$ 0     |
| <b>Additional project expenses</b> |          |         |             |          |
|                                    |          |         |             |          |
|                                    |          |         |             |          |
|                                    |          |         |             |          |
|                                    |          |         |             |          |
|                                    |          |         |             |          |
|                                    |          |         |             | \$ 0     |
| <b>Other expenses</b>              |          |         |             | \$ 0     |
| Conference Registration            | 500      |         | 500         |          |
| Meals                              |          | 175     |             |          |
| Travel, airfare                    | 700      |         | 500         |          |
| Hotel                              | 500      |         | 500         |          |
|                                    |          |         |             |          |
|                                    |          |         |             | \$ 1,700 |
|                                    | \$ 1,700 | \$ 175  | \$ 1,500    |          |
| <b>Total Expenses</b>              |          |         |             | \$ 1,875 |

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

**NOTE:** The “MCACA share” column is a subset of the “Cash” column, and **not in-addition to**. For example, of the \$700 expenses for travel, \$500 of that was MCACA funds.