



## Southwest Minnesota Arts Council

www.swmnarts.org • 507-537-1471 • info@swmnarts.org

*Serving Big Stone, Chippewa, Cottonwood, Jackson, Kandiyohi, Lac qui Parle, Lincoln, Lyon, McLeod, Meeker, Murray, Nobles, Pipestone, Redwood, Renville, Rock, Swift & Yellow Medicine counties*

### **GENERAL GRANT GUIDELINES**

**Fiscal Year 2019: July 1, 2018 through June 30, 2019**

#### **Program Intents & Commitments**

Applicants must make the case that their project fulfills SW MN Arts Council's program intent and one or more of its commitments.

SW MN Arts Council (SMAC) is committed to:

- Supporting artists and arts organizations in creating, producing and presenting high-quality arts activities
- Overcoming barriers to accessing high quality arts activities
- Instilling the arts into the community and public life in our region
- Supporting high-quality, age-appropriate arts education for residents of all ages to develop knowledge, skills, and understanding of the arts
- Supporting events and activities that represent the diverse ethnic and cultural arts traditions including folk and traditional artists and art organizations, represented in this region

#### **The following projects and organizations are NOT eligible for SMAC grants:**

- Applications that do not have an art focus.
- Activities of a for-profit project, organization, or business.
- Payment of costs for projects that will take place outside the geographic boundaries of the state of Minnesota. Must not use more than ten percent of the total grant award for costs related to travel outside the state of Minnesota, including performer, artist, or consultant travel. (Does not apply to Individual Artists receiving McKnight Foundation funds)
- Costs for relocating the applicant's legal address/residence outside the state of Minnesota.
- Projects where funds are requested to account for deficits in projects or programs begun prior to the project earliest start date. In other words, payment of debts incurred before the grant activities begin or outside of the grant project scope of activity.
- Applicants with past due SMAC final (or other) reports.
- Applications where funds are to be used to match other SMAC grant applications.
- Requests for new building construction, purchase of real estate, or endowment funds.
- Fundraising events: Grant funding should allow projects to break even, not make a profit.
- Activities which are not open to the public. 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 the community. (Does not apply to Individual Artists or youth grantees)
- Activities essentially for the religious socialization of the participants or audience.
- Activities that attempt to influence any state or federal legislation or appropriation.
- Applications submitted for the purpose of regranting, lobbying or scholarships.
- Projects that don't provide timely promotion of the project throughout the SMAC region with use of the proper funding credit line and logo.

The applicant must not exceed 90% of the total project's cash expenses in combined support from the Minnesota State Arts Board and the Southwest Minnesota Arts Council.

## **Application Assistance**

It is always best to contact SMAC staff prior to submission of a grant application to determine grant eligibility. To request a review of your application prior to submission, contact staff at least two weeks prior to the deadline. A staff member will review the application, as time permits, for eligibility and completed requirements. Staff review 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. Free grant writing assistance workshops are scheduled for organizations interested in applying to the SMAC grant programs. To sponsor a workshop in your area, please contact the SMAC office 507-537-1471, toll-free 800- 622-5284, or e-mail [info@swmnarts.org](mailto:info@swmnarts.org) to make arrangements for a workshop.

## **Grant Review**

1. SMAC staff reviews the application for accuracy, completeness and eligibility. Only eligible, complete applications will be forwarded to the grant review panel. Grant applicants may not discuss their application with SMAC panelists or board members following the grant deadline until after the board has acted on the application. Communication regarding an application with SMAC board or panelists during this time will result in the application being ineligible for funding consideration.
2. A grant panel reviews all eligible applications based on the criteria for the grant program. See program guidelines for specific criteria. Panelists are chosen for their knowledge and expertise in the arts and nonprofit management, and their ability to interpret the guidelines and review criteria equitably and fairly to each application. Geographic representation, ethnicity, and gender are also considered to ensure the panel reflects the diversity of the region. The time and location of the panel meeting will be posted on the SMAC calendar at [www.swmnarts.org](http://www.swmnarts.org). SMAC operates in the spirit of the State of Minnesota open meeting guidelines. Applicants are welcome to attend the meeting to hear the panel deliberations and proceedings. Interaction between applicants and panelists is not allowed.
3. 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.
4. The recommendations of the panel are submitted to the SMAC Board of Directors for final approval. Grants will be awarded in ranked order to applications meeting the criteria, to the extent of funds available. If funding is limited, and the scores of applications near the cut-off point are within 2%, additional considerations will be applied in the following order: artistic merit, first time grantees or final report history, equity (such as native, immigrant, or elderly populations), and geography.
5. All applicants will receive email notification of acceptance or rejection after final review of the application by the Board of Directors.
6. If the application receives partial funding, a revised project description and budget must be submitted within 30 days of notification.

## **Appeals Policy**

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 regard to each program's respective criteria. Contact SMAC at 800-622-5284 or 507-537-1471 for a copy of the appeal process.

## **Grant Contract and Distribution of Funds**

Organization grantees must provide proof of 501c3 status for their organization (or fiscal sponsor) before a contract can be issued. All awarded grantees must sign an electronic contractual agreement within 30 days of notification. Grantees who are individuals must provide a completed W-9 form before a grant check can be issued. Failure to provide any

required documents within the prescribed time can result in the cancellation of a grant commitment. Eighty percent (80%) of the grant award will be sent to the grantee upon receipt of the signed contract and within thirty (30) days of the project start date. The remaining twenty percent (20%) of the grant award will be sent to the applicant upon receipt and approval of the Final Report.

### **Interim Reports**

You may be asked for an interim report if you have multiple outstanding grants from the SW MN Arts Council.

### **Acknowledgement of Financial Assistance**

IMPORTANT: SMAC's financial assistance must be acknowledged on all publicity and promotional materials through the credit line included in your grant contract. The grant contract will direct you to the specific credit line to use and if the Legacy Logo (shown here) should be used in promotion of the project.



The "Clean Water Land and Legacy Amendment Logo Usage Guidelines" and electronic versions of the approved logo are located on the SMAC website, along with a complete listing of all credits, logos, and posters, at <http://swmnarts.org/grants/legacy-logo/>.

### **Final Report**

A final report must be completed within 60 days of the project end date. The online form can be accessed within SMAC's online grant system. The report requires information on the number of persons involved, the actual costs, and an evaluation of the project. Failure to submit a final report within 60 days of the end of the project without a prior request for an extension will result in a 20% penalty on the applicant's next application. Grant awards may be reduced if actual expenses are significantly less than projected expenses.