![Southwest Minnesota Arts Council logo]

Quick Support for Artists: Guidelines for Fiscal Year 2023

Effective July 1, 2022 through June 30, 2023

Program Intent

The Quick Support for Artists grant program provides artists with more quickly accessible funds for activities such as creating or sharing work, attending classes, and small artist-led community projects. All arts disciplines are accepted, and artists at any stage of their career may apply.

Eligible project types include:
- **Artist-focused projects**
  - *Creating new work*: supplies or equipment, space, research, artist's time, day care costs, etc.
  - *Sharing your work*: framing, recording, editing, portfolio production, website, etc.
  - *Artistic or professional development*: one-on-one study with a mentor or attending a workshop, class, or conference
- **Community-focused projects**
  - Connect with your community to help them experience art in a new way, developing knowledge, skills, and understanding of the arts

Grant Award Amounts

Quick Support for Artists grants are available for up to **$1,000**. Grant funding counts toward your taxable income.

The Quick Support for Artists grant program is dependent on funding from the voters of Minnesota, thanks to a legislative appropriation from the arts and cultural heritage fund.

SW MN Arts Council Contact Info

Contact the SW MN Arts Council (SMAC) office with questions, for a draft review, or if you need accommodations while applying for this grant.

Email: info@swmnarts.org. Phone: 507-537-1471 or 800-622-5284. Website (www.swmnarts.org)

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Important Dates and Deadlines

Project Start and End Dates
The start date for a SMAC grant is defined as the point at which the project is set in motion (e.g. auditions, rehearsals, advertising and public notification, payment of fees, ordering and/or paying for supplies or printed material, etc.). No funds can be expended prior to the project start date. Funds spent before the project start date, such as a deposit on a contract, cannot be included in the grant project budget. No advertising by the applicant organization can take place before the start date, whether or not it will be paid for through the grant. However, posting basic information such as event dates is allowed.

Projects must be concluded no later than June 30, 2024.

Application Deadlines
Applications must be submitted by 4:30 pm on the deadline date.

QUICK SUPPORT FOR ARTISTS DATES
- Grantwriting Webinar: July 7, 2022
- Request staff review of application at least one week before deadline
- **Monthly Deadlines: 1st of the month August 2022 – May 2023**
- Board Action: 4th Tuesday of the month
- Earliest Project Start Date: 1st of the following month

Who Can Apply

Geographic Area and Residency

The Quick Support for Artists grant program is open to permanent residents within the eighteen counties of the SW MN Arts Council service region (Big Stone, Chippewa, Cottonwood, Jackson, Kandiyohi, Lac qui Parle, Lincoln, Lyon, McLeod, Meeker, Murray, Nobles, Pipestone, Redwood, Renville, Rock, Swift, and Yellow Medicine counties) or on tribal lands within our service area. We acknowledge that this region occupies the traditional, ancestral, and contemporary lands of the Dakota people, who have stewarded these lands throughout the generations.

Applicants must be a region resident for at least six months prior to submitting an application and remain a resident throughout the contract period. Applicants may be asked to provide proof of residency, which must be demonstrated by the following, each showing an eligible address: 1) A valid MN state ID/driver's license or other federally recognized documentation and 2) Bills for utilities or mortgage/rent.

Age Requirement

Applicants must be at least 18 years old by the time of signing their grant contract.

Other SMAC Grants for Individuals

Artists may only have one pending SMAC grant request at a time, across all grant programs for individuals. Artists with a current SMAC grant project in progress may not apply for another individual grant until reporting on the first grant is completed. Applicants with overdue final reports are not eligible to apply.

Conflicts of Interest

Artists who will be acting as grant review panelists in a particular round cannot apply in that round. SMAC Board Members are not eligible to apply during their tenure on the Board or until two years following their resignation from the Board. SMAC staff and the immediate family members (children, parents, or spouse/partner) of SMAC staff or SMAC Board members are ineligible to apply.

Ineligible Activities

The following requests and activities are NOT eligible for these grants:
- Projects that do not have an art focus.
- Equipment requests not specifically tied to the proposed project.
- Activities of a for-profit project or business or projects intended for mass-market distribution.
- Credits or materials necessary to fulfill degree requirements for students, including tuition, class projects, and school-related exhibits, performances, or shows.
- Projects that primarily involve developing curriculum plans, teaching materials, or other related activities intended to advance your professional teaching career; or applications that are primarily educational projects within a school system.
- Requests for new building construction or purchase of real estate.
- Travel or activities outside of the state of Minnesota.

- Fundraising events. Grant funding should allow projects to break even, not make a profit.
- 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 in which funds are to be used to match other SMAC grant projects.
- Requests for funds to account for deficits in projects 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.

How to Apply

Application Assistance

Before beginning an application, applicants are encouraged to contact SW MN Arts Council to determine if this grant program is right for their project and that their activities and expenses are eligible. Other forms of assistance include grant support open office hours, info sessions and webinars, and conversations with staff. Visit the SMAC website for more details.

To request a review of your application prior to submission, contact staff at least one week 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.

Accommodations

Applicants may fill out and submit their application in several ways:
- through our online grant system, accessed on our website (www.swmnarts.org)
- in a Word document, submitted by email along with required attachments to info@swmnarts.org. The document can be found on the webpage for this grant program.
- on paper with required attachments, submitted by mail (PO Box 55, Marshall, MN 56258) or contact us to arrange drop-off. Print out a questions document from our website or contact us to request a paper copy.

Contact the SW MN Arts Council office if other accommodations such as audio or video responses are needed.

Application Questions

In the application, you will describe your proposed project and answer questions related to the following criteria:
- your ability to accomplish the project
- the impact of the project

You will also be asked to provide some demographic data.

Materials Needed

You will need to provide the following materials:

- Project budget
- Artist resume or bio
- Samples of your work (attachments or links)

You also have the option to provide supplemental information about specific equipment or supplies, mediums or techniques, a study opportunity/workshop/conference, or a teacher or mentor's qualifications.

Grant Review Process

Eligibility Check

SMAC staff reviews submitted applications for eligibility and completeness. If there are missing requirements or eligibility concerns, the applicant will have 48 hours to make corrections or provide additional information. Only eligible, complete applications will be forwarded to the grant review panel.

Grant Review Panel

A grant panel reviews all eligible applications based on the criteria for the grant program, outlined below. Panelists are chosen for their knowledge and expertise in the arts and their ability to interpret the guidelines and review criteria equitably and fairly for each application. Geographic representation, ethnicity, and gender are also considered to ensure the panel reflects the diversity of the region. Board and panel members with a conflict of interest in regard to a specific applicant or project declare such and abstain from comment and scoring of that application.

Scoring Criteria

The review panel will use the following criteria to score each application:

- *Ability to accomplish the project* (38% of total score)
    - The applicant's artistic ability and experience are a good fit for the project.
    - The applicant has a clear plan with a reasonable timeline.
    - The budget is clearly itemized, responsible, and meets the needs of the project.
    - For community projects, there is an appropriate marketing/publicity plan.
- *Project's contribution to the artist's growth (62% of total score)*
    - The applicant has identified specific proposed changes to take place as a result of their project and a plan to measure or prove whether those changes have taken place.
    - The project meets the artistic needs of the applicant and will play a role in their artistic or professional development.
    - For community projects, community members are able to develop knowledge, skills, and understanding of the arts.

Observation

The date and time of the panel meeting will be posted on the [SMAC calendar](www.swmnarts.org/calendar/) (www.swmnarts.org/calendar/). SMAC operates in the spirit of the State of Minnesota open meeting guidelines, so applicants are allowed to observe grant review panel proceedings. They must notify SMAC staff at least 24 hours in advance of the meeting time if they plan to observe. Applicants will then receive a link if the meeting is virtual. Applicants cannot interact with the panel. If attending virtually, applicants must turn off their microphones and cameras.

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.

Priority Points

After panel scoring, applicants will be awarded one additional percentage point for each of the following conditions they meet, to address SMAC's funding priorities:

- First time SMAC applicant
- Applicant from an underserved community (BIPOC, LGBTQIA2+, or people with disabilities)
- Applicant from a county that has received three or fewer SMAC grants in the last fiscal year

SMAC Board

The recommendations of the panel are submitted to the SMAC Board of Directors for final approval. Grants are awarded in ranked order to applications meeting the criteria, to the extent of funds available.

Notification

All applicants will receive email notification of acceptance or denial after the SMAC Board's final funding decisions. If an 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 info@swmnarts.org for more details about the appeal process.

Grant Contract and Distribution of Funds

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. A check for 100% of the grant award will be sent to the grantee upon receipt of the signed contract and within thirty days of the project start date.

Acknowledgement of Financial Assistance

Funding for this grant program comes from the voters of Minnesota, thanks to a legislative appropriation from the arts and cultural heritage fund.

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. Grant Credit Lines and Publicity Material (https://swmnarts.org/grant-credit-lines-publicity-material/)

Reporting

A final report must be completed within 60 days after the project end date. The report form can be accessed within SMAC's online grant system. The report requires information on the project's actual costs, your outcomes, and any audience reached through 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.