



Equipment and Facilities Improvement Grants: Guidelines for Fiscal Year 2024

Effective July 1, 2023 through June 30, 2024

Program Intent

The Equipment and Facilities Improvement grant program provides funding for the purchase of equipment items and facilities improvements that will strengthen arts organizations' capacity to serve the arts needs of the region. Common requests include items like sound and lighting equipment, structural and accessibility improvements, office equipment, and storage. Non-arts organizations may also apply if the main purpose of the equipment or improvements is to support community arts projects.

Grant Award Amounts

Equipment and Facilities Improvement grants are available for up to **\$10,000**. In fiscal year 2024, no cash match is required.

Funds received through this grant program are **capped at \$50,000** per organization within a 10-year timeframe. Applicants can only receive up to \$50,000 for equipment & facilities improvement within a decade.

The Equipment and Facilities Improvement grant program is dependent on funding from the voters of Minnesota, thanks to a legislative appropriation from the arts and cultural heritage fund.

Organizations may be awarded a maximum of \$20,000 in SW MN Arts Council grants per fiscal year, excluding operating support.

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](http://www.swmnarts.org) (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, 2025.

Application Deadlines

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

EQUIPMENT & FACILITIES DATES

- Grantwriting Webinar: December 11, 2023
- Request application draft review by January 17, 2024
- **Application Deadline: January 31, 2024**
- Panel Review: February 24, 2024
- Board Action: February 27, 2024
- Earliest Project Start Date: March 1, 2024

Who Can Apply

Geographic Area

Applicant organizations must be located within the SW MN Arts Council service region, consisting of eighteen counties (Big Stone, Chippewa, Cottonwood, Jackson, Kandiyohi, Lac qui Parle, Lincoln, Lyon, McLeod, Meeker, Murray, Nobles, Pipestone, Redwood, Renville, Rock, Swift, and Yellow Medicine counties) and two tribal nations (Pezihutazizi/Upper Sioux Community, Cansayapi/Lower Sioux Community). We acknowledge that the Southwest Minnesota region occupies the traditional, ancestral, and contemporary lands of the Dakota people.

Types of Organizations

The Equipment and Facilities Improvement grant program is open to nonprofit organizations as described in Section 501 (c)(3) of the United States Internal Revenue Code with Articles of Incorporation on file with the State of Minnesota or official units of city, county, or state government of the State of Minnesota. The main focus of this program is organizations whose mission is focused primarily on the arts, but non-arts organizations may also apply if their project directly serves community arts needs.

Fiscal Sponsors

If your organization is not yet a registered nonprofit, you may apply using a fiscal sponsor. Some examples of organizations in this situation include one that has just recently been formed, with only a few board members and a couple of activities completed so far. Or, an organization may have been in existence for years, but the scale of its activities and capacity of its volunteers haven't warranted filing for nonprofit status.

The fiscal sponsor organization must meet the requirements listed above under the types of eligible organizations. A signed agreement outlining the relationship between the applicant and the fiscal sponsor must be submitted with the application. A fiscal sponsor, if used, must sign the application and, if funded, sign the grant contract. The fiscal sponsor is legally responsible for the proper management of grant funds and for the completion of the project.

Ineligible Activities

The following activities and organizations are NOT eligible for these grants:

- Applications that do not have an art focus.
- Requests for new building construction, purchase of real estate, or endowment funds.
- Activities of a for-profit project, organization, or business.
- Applications that are primarily for educational projects within a school system.
- Payment of costs for projects that will take place outside the geographic boundaries of the state of Minnesota or costs related to travel outside the state of Minnesota, including performer, artist, or consultant travel.
- Costs for relocating the applicant's legal address/residence outside the state of Minnesota.
- Projects for which artists are required to pay excessive entry or exhibition fees in order to exhibit or perform in the project for which funds are sought.
- 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.
- 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.
- Requests for funds 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.
- Applications in which funds are to be used to match other SMAC grant projects.
- Budgets including prorated operating costs if the organization is already receiving SMAC operating support for the same time period.
- Budgets exceeding 90% of the total project's cash expenses in combined support from the Minnesota State Arts Board and SW MN Arts Council.
- Applicants with past due SMAC final (or other) reports.

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 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.

Accommodations

Applicants may fill out and submit their application in several ways:

- through our online grant system, accessed on our [website](http://www.swmnarts.org) (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:

- the impact of the project on the organization
- the merit of the organization and artistic quality of its programs
- the feasibility of the project

You will also be asked to provide some demographic and financial data, along with contacts for your organization (and fiscal sponsor organization, if applicable).

Materials Needed

You will need to provide the following materials:

- A facility cooperative agreement if the applicant does not own its facility: [SAMPLE Facility Cooperative Agreement](#)
- Project budget
- List of board members
- Evaluation tool (optional)
- Fiscal sponsor agreement, if applicable

You also have the option to provide supplemental information such as photos of the space, technical diagrams, equipment specifications, etc. Organization applicants must provide their EIN, which is used to prove their (or fiscal sponsor's) 501(c)(3) status.

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 nonprofit management 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:

- *Feasibility of the Project* (15% of total score)
 - The organization has chosen a reasonable course for the equipment purchase or improvement.
 - The application illustrates a clear plan with reasonable time lines.
 - Participating personnel are capable and committed to the project.
 - The budget is clearly itemized, responsible, and meets the needs of the project
- *Merit of the Organization and Artistic Quality of its Programs* (32% of total score)
 - The organization shows that it plays an important role in the artistic development of its community, and in turn, receives support from the community.
 - The organization demonstrates that its projects and activities are of high artistic quality and merit.
 - The applicant is able to identify the underserved and/or underrepresented groups in their community and attempts to reach one or more of those groups to enable them to participate in their activities.
 - The organization is making an effort in regard to ADA accessibility.
 - The information provided about the applicant's governance indicates a strong organization.
- *Impact on the Organization* (53% of total score)
 - The purchase or improvement will strengthen the organization's ability to provide future high-quality activities.
 - The project will challenge and stretch the organization while building on its mission and programming.
 - 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. Providing a sample evaluation tool is optional.

Observation

The date and time of the panel meeting will be posted on the [SMAC calendar](http://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 organization led by or primarily serving people from an underserved/underrepresented community
 - People who are Black, Indigenous, or other people of color (BIPOC). In the SW MN region, this could include those who are Black, Dakota/Lakota, Hispanic/Latinx, Hmong, Karen, Micronesian, Somali, etc.
 - People who are lesbian, gay, bisexual, transgender, queer/questioning, intersex, asexual, or two-spirit (LBGTQIA2+).
 - 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.



A complete listing of all funding credit lines, logos, and posters is located on the SMAC website. [Grant Credit Lines and Logos](https://swmnarts.org/grant-credit-lines/) (<https://swmnarts.org/grant-credit-lines/>)

Reporting

Interim Report

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

Final Report

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 actual costs of the project, participants and audiences, and project outcomes. If the grantee shows a profit for the project, they must return any remaining funds above the actual project costs. 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. If a final report is not submitted and there is no communication from the grantee over a period of six months after the report deadline the grant will be closed and the grantee must wait three years before they are eligible to apply to SW MN Arts Council again.