



**CITY ARTS PARTNERSHIP (CAP) GRANTS  
AND SANFORD ARTS PARTNERSHIP MERIT AWARDS  
APPLICATION GUIDELINES AND INSTRUCTIONS  
SPRING 2017 GRANT CYCLE**

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**APPLICATION DEADLINE**

**April 7, 2017 at 5:00 pm**

No applications will be accepted after this date.

**PRE-APPLICATION WORKSHOPS  
mandatory attendance**

**General Operating Support Grants** *for arts/culture non-profits  
with annual budgets of \$40,000 or more*

**Tuesday, February 14 from 8:30 – 9:15 am**

**OR**

**Thursday, February 16 from 5:30 – 6:15 pm**

**Project Support Grants** *for arts/culture non-profits with annual  
budgets less than \$40,000 and others*

**Wednesday, February 15 from 5:30 – 6:15 pm**

**OR**

**Thursday, February 16 from 8:30 – 9:15 am**

All meetings held at APT, TAP's arts incubator, at 225 4<sup>th</sup> Ave N in Fargo (entrance on the northwest side of the building)

**ON-LINE APPLICATION**

The Arts Partnership's on-line application is being hosted by the Fargo-Moorhead Area Foundation.

[www.grantinterface.com/Home/Logon?urlkey=areafoundation](http://www.grantinterface.com/Home/Logon?urlkey=areafoundation)

Organizations planning to apply for a CAP Grant **must** attend a mandatory application workshop or will be ineligible to apply. If you cannot attend an appropriate session *but plan to submit a proposal*, please contact Tania Blanich, Grants & Programs Coordinator at [tania@theartspartnership.net](mailto:tania@theartspartnership.net) or 701.237.6133 by Wednesday, February 15. *If at all possible*, we will make other accommodations.

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**GENERAL INFORMATION**

The City Arts Partnership (CAP) Grant program is intended to invest in the overall health and success of the Metro's high-quality arts-and-culture organizations and other non-profits proposing arts-and-culture focused projects. Funds for the program are provided by the Cities of Fargo, Moorhead and West Fargo.

Sanford Health provides funding for the Sanford Arts Partnership Merit Awards, which are awarded to organizations whose work in the arts and cultural arenas in our community are exemplary, as evidenced by the review panel's scoring of the selection criteria.

## ELIGIBILITY – GENERAL REQUIREMENTS

Applicants for the CAP grants must:

- Be a non-profit organization with tax-exempt status in North Dakota or Minnesota or may be fiscally sponsored by a non-profit with such tax-exempt status.
- Be based in Fargo, ND; Moorhead, MN; and/or West Fargo, ND.
- Have an arts and/or culture-based mission or have a mission-related reason for proposing an art/culture project. *(See Grant Tiers below for more information about eligibility for non-arts and/or culture non-profits.)*
- Be current with all reports if a prior grant recipient.
- Demonstrate general fiscal responsibility and agree to use the grant funds to further the arts in our community.
- Have a Board of Directors that meets on a regular basis; exceptions will be made for departments of higher education.
- Submit a complete and accurate application, providing all requested information, by the stated deadline.

Please Note:

- Applicants that receive \$5,000 or more directly from Sanford will not be eligible to receive Sanford Art Partnership Merit Award funding.
- Any applicant or project determined by TAP staff to be ineligible will be eliminated from the review process. If your proposal contains minor errors, an effort will be made to contact you to correct the errors after the submission deadline and prior to the distribution of the applications to the grant review panel. If your proposal is incomplete or otherwise ineligible, you will be notified within two business days of the submission deadline that your proposal will not be considered.

## GRANT TIERS AND ELIGIBILITY

- **General Operating Support I (GOS I)** – grants of \$5,000 and up, for non-profits that demonstrate strong arts and/or culture mission fulfillment and fiscal responsibility.
  - Non-profit 501(c)(3) organization with an arts- and/or culture-focused mission
  - Paid professional staff, full-time management
  - Annual budget \$250,000 and more
  - Two or more consecutive years of prior GOS support
  - Financial statements professionally audited or reviewed by a CPA
- **General Operating Support II (GOS II)** – grants between \$3,000 and \$5,000 for mid-sized non-profits that demonstrate strong arts and/or culture mission fulfillment and fiscal responsibility.
  - Non-profit 501(c)(3) organization with an arts- and/or culture-focused mission

- Paid administrative full- or part-time staff (can be seasonal)
  - Annual budget between \$40,000 and \$249,999
  - Financial statements professionally audited or reviewed by a CPA
  - Year-round or seasonal programming; not single-day events or performances
- **Project Support** – grants between \$500 and \$1,500 for smaller arts-and-culture non-profits and other non-profits seeking to integrate the arts into their community programs.
    - Eligible/Ineligible Applicants
      - ✓ Non-profit 501(c)(3) organizations with an arts- and/or culture-focused mission and annual budget under \$40,000
      - ✓ Non-profit 501(c)(3) or other tax-exempt organization that can provide a mission-related reason to engage in the proposed project and can give evidence that they have the programming experience to accomplish the project; there is no budget threshold for such applicants
      - ✓ An organization that is not a tax-exempt organization may apply if fiscally sponsored by a non-profit tax-exempt organization; there is no budget threshold for such applicants
      - ✓ First-time applicants to the CAP Grants or applicants that have not received CAP funding in the prior 3 years
      - ✓ Please note: Individual K-12 schools are *NOT* eligible to apply.
    - May be volunteer-staffed
    - Funds must be applied to a project or program, for example, a festival, a series of visual art exhibitions or a performing arts series
    - Ineligible activities include those that do not have arts/culture as their primary focus, endowment funds, capital expenditures, fundraising, requests that would reduce or eliminate accumulated deficits, activities that are primarily for religious socialization or re-granting
- **Sanford Arts Partnership Merit Awards** – Merit Awards are made to GOS I and GOS II Grantees *in addition to* the CAP Grant award. These awards recognize organizations whose work in the arts and cultural arenas in our community are exemplary, and are based on the grant review panel’s scoring of the selection criteria. Applicants that receive \$5,000 or more directly from Sanford are not eligible to receive a merit award.

## GRANT REVIEW PROCESS AND CRITERIA

Applications for the CAP grants are reviewed and discussed in open, public meetings. Applicants are encouraged to attend to listen to the discussion; however, they will not be able to make a presentation or participate in the discussion, *unless* the panel has a specific question to ask an organizational representative. Dates of the review meeting will be posted at [theartspartnership.net](http://theartspartnership.net).

Any applicants or applications determined to be ineligible for any reason will be eliminated from the review process. Ineligible applicants will be notified within two days of the application submission.

The TAP grant review panel for the CAP grants consists of arts professionals from the region who serve three-year terms. TAP observes strict procedures to prevent any conflict of interest. Each panel member reviews the on-line application submissions. The panel uses the following criteria to assess all applications:

- Artistic quality, including the organization’s integrity and intention regarding its arts programming.

- Impact, existing or potential, on the communities and audiences the organization serves and/or plans to serve.
- Organizational Capabilities: capacity, efficacy and organizational stability and fiscal position.

The Review Criteria and Scoring Rubric can be found at [theartspartnership.net](http://theartspartnership.net). Panelists score applicants in each criterion; those scores are averaged, providing a highest possible total score of 30. Projects are ranked in order from high score to low score. Grants are awarded according to the applicant's rank. If two or more applications receive identical rankings, the panelists will rank those applications to determine priority.

Applicants should be aware that although an application may be approved for funding, its rank might determine that it will receive partial funding. Grant applications receiving an average score of less than 20 will not receive funding.

Organizations eligible for GOS I and GOS II support will be considered for Sanford Arts Partnership Merit Awards based on their overall ranking within their grant tier.

### **GRANT PERIOD**

The grant period is up to 12 months, beginning no earlier than July 1, 2017 and ending by June 30, 2018.

### **NOTIFICATION, CONTRACT, PAYMENT AND REPORTING REQUIREMENTS**

The TAP Board reviews and approves the grant recommendations made by the grant review panel. Applicants receive email notification regarding whether or not the application has been funded, followed by hard-copy notification. Notification typically occurs within 45 days of the application deadline. If the application is not funded, you may contact TAP to receive feedback.

If awarded a grant, the organization must sign a formal grant agreement. TAP has provided the following General Conditions for reference; please note that the final Grant Agreement may include additional Terms and Conditions that will be communicated in writing at the time of any grant award.

### **Funding Distribution**

Grantees must submit the signed grant agreement to TAP within seven days of receiving it in order to trigger payment of the first installment representing 80% of the grant funds awarded. Generally, the grants are handed out at TAP's annual meeting in early June.

Upon approval by TAP of the Grantee's final report, the remaining 20% of the grant funds will be sent to the Grantee.

### **Reports**

- Interim Report: Grantee agrees to provide TAP with an interim narrative and financial report by January 15 of the grant year.
- Final Report: Grantee agrees to submit a final report within 30 days of the end of the grant period (by July 30, 2018). The report must include a narrative, financial accounting and samples of publicity, programs, etc. containing the appropriate credit line(s).

## **GOS I Meetings**

GOS I Grantees will meet with TAP staff and Board members in January of the grant year. These administrative visits provide a more formalized opportunity for TAP and its GOS I Grantees to discuss any significant administrative or programmatic updates since the application submission.

## **Use of Funds**

The organization must use the grant funds for the purposes and activities described in the Application and may not be applied to any ineligible expenses. Any significant revisions in the project or in the use of the grant funds must receive approval by TAP before expenditures of grant funds.

## **Grant Termination**

A grant may be terminated at any time by:

- Mutual written consent of TAP and the Grantee.
- Written request of the Grantee, but such termination shall not necessarily relieve the Grantee of its responsibilities as set forth in the contract.
- TAP upon the failure of the Grantee to comply with one or more of the conditions of the grant agreement.

## **Return of Funds**

If at the end of the grant period, any grant funds have not been expended or committed in accordance with the Grant Agreement (whether expended or committed for a purpose not in accordance with the Grant Agreement, or not spent or committed at all), the Grantee must promptly repay the amount of such funds to TAP. If the Grantee anticipates having unexpended and uncommitted funds at the grant period, it may submit a written request for amendment of the Grant Agreement to TAP. Any such amendment shall be effective only if it is approved in writing by TAP and the Grantee.

## **Administration of Funds**

Grantee agrees to maintain a complete and accurate record of the grant funds received and expended.

## **Tax Status**

Grantee represents and warrants that is a non-profit organization with tax-exempt status in North Dakota or Minnesota or is fiscally sponsored by a non-profit with such tax-exempt status. It represents and warrants that the Internal Revenue Service has issued a written determination to that effect; and that such determination has not been revoked, and is not under review or audit by the Internal Revenue Service. Grantee agrees to give immediate written notice to TAP if it ceases to be an organization described in Internal Revenue Code Section. If Grantee does not have a US tax status noted above, Grantee must provide proof of a fiscal sponsorship agreement with a non-profit with such tax-exempt status.

## Publicity and Recognition of Support

The following credit line must appear on all programs and publicity/outreach materials related to the grant:

This activity is funded by The Arts Partnership, with support from the Cities of Fargo, Moorhead and West Fargo.

For Sanford Merit Awardees, the acknowledgement should read:

“Organization’s Name” has been awarded a Sanford Arts Partnership Merit Award, administered by The Arts Partnership.

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## APPLICATION SUBMISSION DETAILS

Applicants are encouraged to contact TAP early in the application process with any questions. Contact Tania Blanich, Grants & Programs Coordinator, at [Tania@theartspartnership.net](mailto:Tania@theartspartnership.net) or 701.237.6133.

- **How to Begin.** If you do not already have an account with the FM Area Foundation, you will need to create an account at <https://areafoundation.org>. New applicants will be asked to complete Basic Profile information; returning applicants may update this information as appropriate.
- **Completing Your Application.** The on-line system will direct you through the application steps. We suggest having a copy of these guidelines to use as reference while working on the application. Your application may be edited any time prior to submission.
- **Notification of Receipt.** Applicants will receive an email confirmation of submission from FM Area Foundation Grant Administration. *Save and print this email to document the application submission date and time.* If you have not received an email within two business day after submission, contact Tania Blanich [tania@theartspartnership.net](mailto:tania@theartspartnership.net) or 701.237.6133.

When TAP receives the application, it is checked for completeness and eligibility. Applicants are notified within two business days if a proposal is considered incomplete or otherwise ineligible.

- **Application Questions.** The following provides a step-by-step overview of the information required in the on-line application form. Any question with an \* asterisk is required. The character limit or attachment requirements/limitations are listed for each question.

Generally, applicants eligible for GOS I and II should answer each question as it pertains to the overall organization. Those applying for Project Support should answer the questions as they pertain to the project or program, and not to the overall organization.

## APPLICATION FORM

### ORGANIZATIONAL INFORMATION

- Provide the organization's name, legal name (if different), address, phone number, website, EIN number and the name, title and contact information for the Executive Director or organizational head. *Character Limit: 250*
- Incorporated as a Non-Profit?\*
- Did an organizational representative attended a mandatory application review meeting?\*
- **Type of Support Requested (check one): \***
  - *General Operating Support I* for arts/culture organizations with an annual budget of \$250,000 and more
  - *General Operating Support II* for arts/culture organizations with an annual budget between \$40,000 and \$249,999
  - *Project Support* for:
    - ✓ arts/culture organizations with an annual budget under \$40,000
    - ✓ college or university departments
    - ✓ first-time CAP grant applicants
    - ✓ applicants that have not received CAP funding in the prior 3 years
    - ✓ non-arts/culture organizations seeking to integrate art into its mission-related work
- **Project Name \***

Provide a short, descriptive name for the proposed project or program, to be used as a “short-hand” identification for the application. Those applying for General Operating Support should enter “GOS.” *Character limit: 100*
- **Organization Mission and Artistic Program Overview \***

Provide the organization's mission statement. GOS applicants should provide an overview of the organization's artistic programming. Project support applicants should describe the purpose of the project in one or two sentences. *Character Limit: 500*
- **Project Start Date \***

All GOS grants begin on July 1, 2017. Project grants must start on or any time after July 1, 2017. *Use the calendar to set the start date.*
- **Project End Date \***

All GOS grants end on June 30, 2018. Project grants must end on or prior to June 30, 2018. *Use the calendar to set the end date.*

- **Current Annual Budget\***  
Non-arts or culture-mission organizations should enter the current budget for its arts/culture activities *ONLY*. *Character limit: 20*
- **Total Project Budget**  
For Project applications only; GOS applicants should leave this section blank. *Character limit: 20*
- **Total Amount Requested from TAP**  
For Project applications only. *Character limit: 20*

## DEMOGRAPHICS

*For the questions regarding paid staff, use decimals to represent part-time staff or the amount of time a full-time staff devotes to the categories of duties to avoid double counting. For example: the organization has only one employee, paid full-time. That employee spends one-quarter of the time on organizational administration and three-quarters of the time implementing the artistic programs. The full-time equivalent (FTE) would be 0.25 as administrative staff and 0.75 as programming staff.*

- **Organization's Paid Administrative Staff\***  
The full-time equivalent of paid staff responsible for the day-to-day management and operations of the organization. *Character Limit: 100*
- **Organization's Arts Programming Staff, if applicable**  
The full-time equivalent of paid staff responsible for implementing arts and/or cultural programming for the organization. *Character Limit: 100*
- **Project Staff, if applicable**  
The full-time equivalent of paid staff *in addition to Arts Programming Staff listed above* who are responsible for implementing the specific arts project for which the organization is applying. *Character Limit: 100*

*CAP grants are supported with funds from the Tri-Cities; therefore, we want to track participation by artists and audiences from Fargo, Moorhead, West Fargo and Other. Use your best estimates based on the organization's historical precedents and on planned activities for the grant period.*

- **Artist Participation \***  
The number of artists, including contract employees, with whom you will work during the grant period or who will participate in the project; does not include staff noted above. Provide separate numbers for adult artists and youth artists, and the total number of artists. *Character Limit: 250*
- **Where do these artists come from?\***  
This total must equal the total listed in the previous question. *Character Limit: 250*
- **Audience members served \***  
The number of audience members who will be served during the grant period or through the project. Provide separate numbers for adult and youth audience members, and the total number of audience members. *Character Limit: 250*



- **Where do these audience members come from? \***

This total must equal the total listed in the previous question. *Character Limit: 250*

## **NARRATIVE QUESTIONS**

*Use the following sub-questions as a guide to craft your narrative responses. **Not every question may be applicable to your organization or proposed project.***

- **Who are you?\***

Where is your organization in its life-cycle, and where do you hope the organization will be in three years? If a non-arts and culture organization, how do arts projects fit into your organization's mission, strategic goals and capacity to deliver both financially and through staff resources? Does your organization plan? Who makes the managerial decisions and what is their background? *Character Limit: 1500*

- **What do you want? How will you do it? Why do you want to do it?\***

Describe how you will use this grant, including what, where, when, why and how. Provide evidence of a strong administrative and programmatic infrastructure, and the organization's financial health and stability to support the organization's general activities or proposed project. Describe the artistic quality of your organization and/or of the proposed program or project relative to other organizations or projects within its art form. How will this grant allow you to broaden and/or deepen the artistic work your organization does? Describe the risks and challenges you anticipate and how you plan to manage them. *Character Limit: 2500*

- **To whom does it matter? How will you reach them? How will you know it matters?\***

Describe your general audience and discuss specific outreach activities to broaden, deepen and/or reach new and more diverse audiences for your organization or project. It's not always about quantity, but it should always be about *quality*. Briefly describe your plans for promoting and/or publicizing the project. How do you measure success as an organization and/or for the program/project? Please address the more philosophical questions and note actual evaluation methods your organization uses. Discuss your organization's aspirations for its operations and/or the proposed program/project during the grant period. *Character Limit: 1500*

- **Who's helping you?**

For GOS applicants, briefly describe your management/administrative team. For Project Support applicants, briefly describe the roles and skills of those people who will be most involved in designing, implementing, managing and monitoring this project. *Character Limit: 1000*

## **ADDITIONAL MATERIALS**

*All documents should be submitted as PDF files, unless otherwise noted. Each file is limited to 1 MB.*

- **Annual Operating Budget \***

- **Arts/Culture Non-Profits.** Submit the board-approved annual operating budget for the current fiscal year, showing income and expense, and as compared to the prior two fiscal years.

- **Other Non-Profits** (those without an arts/culture-based mission). Submit a budget reflecting *only* the organization's arts/culture activities for the current fiscal year, showing income and expense, as compared to the prior two fiscal years.
- **Financial Statements** (required for GOS I and GOS II applicants, optional for Project applicants)
  - **GOS I applicants** must submit the most recently completed audit or financial review by an outside CPA.
  - **GOS II applicants** must submit the most recently completed audit or financial review by an outside CPA *OR* a balance sheet and a profit and loss statement, signed by the organization's treasurer.
  - **Project applicants** *may* submit the most recently completed audit or financial review by an outside CPA *OR* a balance sheet and a profit and loss statement, signed by the organization's treasurer.
- **Project Budget** (not applicable for GOS I or II applicants)  
Budget showing income and expenses for the proposed project. Indicate additional sources of revenue beyond the request to take and note which have been secured.
- **Budget/Financial Statement Narrative**  
Up to one page of narrative to provide additional information about your budget and/or financial statements. Explain any changes of 15% or more in either income or expenses from year to year, and plans for reducing any deficit (include the factors that contributed to the deficit and its amount).
- **Current Board Roster\***  
Provide names, affiliations and years of service; indicate officers.
- **Strategic Plan or Statement** (required for GOS I and II applicants, optional for Project applicants)
  - **GOS I applicants must** submit a board-adopted strategic plan that is not older than 5 years or the application will be considered ineligible for GOS I consideration.
  - **GOS II applicants must** submit a board-adopted strategic plan that is not older than 5 years *OR* they may submit a document describing their organization's strategic goals, signed by the current Board Chair, or the application will be considered ineligible for GOS II consideration.
  - **Project Support applicants may** submit a strategic plan or statement, but are not required to do so to be eligible for consideration.
- **Staffing Resumes\***  
Provide short bios and a brief overview of responsibilities of key administrative/management, arts programming and project team members.
- **Letter(s) of Intent**  
From partners and collaborators, if relevant to the proposed program or project.
- **Work Samples\***  
Submit one and up to three examples that demonstrate the kind of arts/culture programming you are doing and/or its impact in the community, for example a review, press release or poster regarding your season, an informational project brochure, or an article from the press. Generally, it

is discouraged to submit programs. The document(s) should be submitted in PDF or JPEG format. Size limit: 1 MB.

**Sample 1\***

**Sample 2** (optional)

**Sample 3** (optional)

- **Description of Sample Materials\***

Provide a brief description and context for each sample submitted. *Character Limit: 250 words*

- **Proof of Tax Exempt Status**

TAP has proof of tax exempt status from organizations that have applied for grants since Spring 2015. If your organization is new to the CAP application process, has not submitted a CAP application since prior to Spring 2015, or you tax exempt status has changed since the 2015 CAP application, provide *one* of the following:

1. A copy of the organization's tax exemption letter
2. Evidence of the organization's application for tax exemption status
3. Fiscal agent agreement (if applicable) – only for first-time applicants to the CAP program