



**SPRING 2021 CITY ARTS PARTNERSHIP (CAP)
GRANT GUIDELINES AND APPLICATION INSTRUCTIONS
FOR
GENERAL OPERATING SUPPORT GRANTS I AND II**
For arts non-profits with annual budgets of \$40,000+

APPLICATION DEADLINE	Monday, May 24, 2021 at 5:00 pm No applications will be accepted after this date and time.
ELIGIBILITY	General Operating Support (GOS) Grants are available to arts-and-culture non-profit organizations with annual budgets over \$40,000. Further details on p. 2
PRE-APPLICATION CHECK IN	Organizations applying for General Operating Support must attend a mandatory pre-application virtual meeting. The 45-minute meeting will cover the basics for submitting your best application and outline changes to this year's guidelines and application form. It is a good opportunity for applicants to ask for clarification about the guidelines, so we recommend reading through them prior to the meeting. Wednesday, April 21 5:15 pm OR Thursday, April 22 at 8 am Please email Tania Blanich, Director of Operations, at tania@theartspartnership.net by April 19 to indicate which meeting you will attend and you will be sent a Zoom link. If you cannot attend one of the two mandatory sessions, but plan to submit a proposal, contact Tania and <i>if at all possible</i> , we will make other accommodations.
ON-LINE APPLICATION	theartspartnership.net/city-arts-partnership-grants/ The application period opens on Monday, April 19, 2021

GENERAL INFORMATION

The City Arts Partnership (CAP) Grant program invests in the overall health and success of the Metro's arts community and by extension, the health and success of our community at large. Through General Operating Support (GOS) Grants, the Metro's largest arts-and-culture organizations receive unrestricted funding in support of their work. The grants are funded by the Cities of Fargo, Moorhead and West Fargo and by Sanford Health.

In Fall 2020, TAP's Board of Directors established a Diversity & Inclusion Committee to help us be better leaders and community members to everyone who calls the Metro home. The Board, Committee and TAP staff are working together to help the arts sector consider ways in which it can attract and engage

more diverse audiences and to encourage participation by marginalized audiences and artists whenever and wherever we can. Our intention as an organization is to do our part to mitigate the centuries of collective overlooking, unconscious racial/sexist/genderist/ableist/socio-economic slights and overt acts of racial/sexist/genderist/ableist/socio-economic actions carried out by the accepted power structure. We firmly believe that the only way power shifts and equity is achieved is when those who hold the power work actively to tip the balance towards equity for all.

The Arts Partnership encourages applicants to reflect upon how these grants might help them further the goals of diversity and inclusion in their organizations and mission-related work. We hope that our support in the arts sector can ensure that *all* in our community – racial and ethnic minorities, LGBTQIA+ people, people with disabilities, people of low socioeconomic status and other underrepresented groups – can participate in and engage with the arts.

ELIGIBILITY

Only non-profit organizations with an *explicitly stated* arts- and/or culture-focused mission and with an annual budget of \$40,000 or more are eligible for General Operating Support.

Grant applicants must:

- Be a non-profit arts presenter or arts producer based in and serving Fargo and West Fargo, ND and Moorhead, MN with an annual budget of \$40,000 or more.
- Be a stand-alone 501(c)(3) non-profit organization with an arts-and-culture mission and with tax-exempt status in North Dakota or Minnesota **OR** be an arts-and-culture K-12 school program that serves *multiple* school districts in the Metro.
- Have received a City Arts Partnership Grant (whether for General Operating or Project support) in two of the past three grant cycles. *Entities that do not meet this criterion may be eligible for Project Grant support.*
- Be up to date with all reporting requirements if a current grant recipient.
- Demonstrate general fiscal responsibility and agree to use the grant funds to further the arts in our community.
- Attend a pre-application meeting prior to submission (see page 1).
- Submit a complete and accurate application, providing all requested information, by the stated deadline.

Potential applicants not matching the above requirements may be eligible to receive Project Support. The Project Support Guidelines are located at theartspartnership.net/grants/

Questions?

Contact TAP early in the application process with any questions. The mandatory pre-application meetings provide the opportunity to ask for clarification, but you may have additional questions as you start to write your grant.

Additionally, TAP's Director of Operations will provide feedback on a draft application up until one week prior to the application deadline.

Contact Tania Blanich at tania@theartspartnership.net.

GRANT TIERS

- **General Operating Support I (GOS I)** – grants of \$5,000 and up
 - Annual budget \$250,000 and more
 - Paid professional staff, full-time management
 - Year-round or seasonal programming; not single-day events or performances
 - Financial statements audited or reviewed by an outside CPA

- **General Operating Support II (GOS II)** – grants between \$3,000 and \$5,000
 - Annual budget between \$40,000 and \$249,999
 - Paid administrative full- or part-time staff (may be seasonal)
 - Year-round or seasonal programming; not single-day events or performances
 - Financial statements professionally audited or reviewed by an outside CPA *or* a balance sheet and profit and loss statement signed by their Board Chair.

GRANT REVIEW PROCESS AND CRITERIA

TAP is committed to a transparent grant review process and to that end, holds open, public meetings at which the grants are reviewed and discussed. We anticipate that COVID-19 will continue to make public gatherings inadvisable this spring; therefore, TAP will seek an alternative method for the 2021 grant process, such as live streaming.

Panel Review Meeting

Details about the meeting will be sent directly to the applicants by May 30, 2021.

Applicants are encouraged to listen to the panel 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. The applicant may send a brief email to clarify any questions brought up by the panel. The email should be sent to Tania@theartspartnership within 15 minutes of the panel's discussion about the organization; this email will be reviewed by the panel prior to scoring the proposal.

The TAP grant review panel for the CAP grants consists of individuals who are invested in the Metro's arts community, whether as arts administrators, artists or participants/supporters. Panelists serve two-year terms. TAP observes strict procedures to prevent any conflicts of interest. Each panel member reviews all 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.

Panelists score applicants in each of the criteria; those scores are averaged, providing a highest possible score of 30. Applicants receiving 20 to 30 points will be considered for funding, based on their ranking. If two or more applications receive identical rankings, the panelists rank those applications to determine the funding priority and amounts. Applicants receiving less than 20 points are not considered for funding.

Review Criteria and Scoring Rubric

The rubric used by the panel to make their determinations can be found at <https://theartspartnership.net/city-arts-partnership-grants/>

GRANT POLICIES AND REQUIREMENTS

Grant Period

The grant period is up to 12 months, beginning no earlier than July 1, 2021 and ending by June 30, 2022.

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 grant. Generally, the grant checks are disbursed in June.

Reporting Requirements

- GOS Grant Recipients
 - Interim Grant Meetings: GOS Grantee agrees to meet with TAP staff and its Board members in January or February of the grant year to discuss significant administrative or programmatic updates since the application submission.
 - Final Report: GOS Grantee agrees to submit a final report within 30 days of the end of the grant period (by the following July 31). The report must include a narrative, financial accounting and samples of publicity, programs, etc. containing the appropriate credit line(s). The Final Report Form may be found at theartspartnership.net/grants/.
- Project Grant Recipients
 - Interim Status Report: Project Grantee agrees to submit a status report by April 15 of the grant year if they will be submitting a grant application for the subsequent year and have not submitted a final report. The report must include a narrative detailing progress on the project plus a preliminary financial accounting.
 - Final Report: Project Grantee agrees to submit a final report within 30 days of the end of the grant period (by the following July 31) or at the completion of the proposed project during the grant period. The report must include a narrative, financial accounting and samples of publicity, programs, etc. containing the appropriate credit line(s). The Final Report Form may be found at theartspartnership.net/grants/.

Note: Grantees that do not comply with the reporting requirements will be ineligible to apply for a CAP grant in the subsequent year.

Use of Funds

The organization must use the grant funds for the purposes and activities described in the Application and may not apply grant funds to any ineligible expenses. 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 political purposes, or re-granting or scholarships.

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) or if the final report is not submitted by the due date, 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/or 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

Grantees must acknowledge the support by The Arts Partnership and the Tri-Cities by:

- Announcing receipt of the grant (and merit award if appropriate) through the organization's social media outlets (The Arts Partnership will provide guidelines and tips)
- Including The Arts Partnership's logo and the grant credit line in programs and publicity/outreach materials, including the grantee's website
- In certain speeches or other appropriate public events
- In thank-you letters addressed to each city's Mayor, City Council/Commission and Arts and Culture Commissions and to Sanford Health; copies must be provided to The Arts Partnership.

Further, grantees with programs will provide ad space to The Arts Partnership.

The Arts Partnership's logo can be downloaded from theartspartnership.net. Please use these credit lines as appropriate:

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

APPLICATION SUBMISSION DETAILS

- **How to Begin.** Go to <https://theartspartnership.net/city-arts-partnership-grants/> and click on the link to the CAP application for General Operating Support 2021.
- **Filling Out Your Application.** We suggest having a copy of these guidelines to use as reference while working on the application and that you work offline, formulating your answers in a separate document and cutting-and-pasting it into the form when you are ready to submit your application.
- **Notification of Receipt.** Applicants will receive an email confirmation of submission. *Save and print this email to document the application submission date and time.* If you have not received an email within two business days, contact Tania Blanich at tania@theartspartnership.net or 701.237.6133.

TAP reviews submitted applications for completeness and eligibility. Applicants are notified within two business days if a proposal contains significant errors or omissions or is otherwise ineligible. An effort will be made to contact applicants to correct *minor* errors after the submission deadline and prior to the distribution of the applications to the grant review panel.

Important Note about the Application Form

Although you can save your work and return to edit it, the system does not save any uploaded documents.

APPLICATION FORM

The following provides a step-by-step overview of the information required in the on-line application form. The character limit or attachment requirements are listed for each question.

ORGANIZATIONAL INFORMATION

- Provide the organization's name, legal name (if different), address, phone number, website, EIN number and name, title and contact information for the Executive Director or organizational head, and title and contact information for the grant writer.
- **Current Status as a Non-Profit?**
Select *Yes* or *No*. If your organization is not a non-profit organization, it is not eligible to apply for General Operating Support, but may be eligible to apply for Project Support.
- **Did an organizational representative attend a mandatory pre-application meeting?**
Select *Yes* or *No*. If an organizational representative has not attended a mandatory application review meeting, the organization is not eligible to apply for a grant.
- **Type of Support Requested (*check one*):**
Please review the guidelines if you have questions about the type of support for which your organization is eligible.
 - *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
- **Organization Mission and Program Overview**
Provide the organization's mission statement and an overview of the organization's artistic and/or cultural programming. *Character Limit: 500*
- **Current Annual Budget**
Character limit: 20

NARRATIVE QUESTIONS

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

- **Who are you?**
Provide an overview of the organization's current programming or the artistic/cultural "product" you produce. Outline its evolution in the past three years, if any. Provide evidence of a strong administrative and programmatic infrastructure. *Character Limit: 1250*
- **How do you do your work?**
What principles and values guide and shape your programming? Who and what informs and drives the artistic/programming decisions? How does feedback from audiences and artists inform your decisions? Describe your organization's planning process. How do you think strategically when developing a new season or program? What are your priorities? Who is involved? *Character Limit: 2500*

- **To whom does it matter? To whom *should* it matter? How will you reach them?**
Who is your audience? Who would you like it to be? Discuss your specific plans for developing and engaging (or re-engaging) audiences. How do you currently promote and/or publicize your work? How are you working to expand your audiences? What are your challenges? *Character Limit: 1500*
- **How will you know it matters?**
How do you measure success as an organization overall and for discrete programs or projects produced by your organization? What do you do with the knowledge gleaned from such efforts? Note actual evaluation methods your organization uses and why. *Character Limit: 1500*
- **How are you charting your organization's path to more diversity?**
Has your organization made a formal commitment to inclusivity and accessibility? How are you moving forward to achieve diversity and cultural equity in your leadership, staffing, partnerships, programs and audiences? What are the barriers? *Character Limit: 1500*
- **Who do you want to be?**
What are your dreams, large and small, for the organization? (We understand that your dream may be to maintain stability, not create big change.) How close to those dreams will you be in three years? How are you strategically preparing to get there? What resources will you need? How will you work toward getting them? *Character Limit: 1500*

ADDITIONAL MATERIALS

*All documents should be submitted as PDF files unless otherwise noted. Please contact Tania Blanich at tania@theartspartnership.net or 701.237.6133 if you are having difficulty uploading files. * indicates the document is required.*

- **Budget/Financial Statement Narrative ***
Up to one page of narrative to provide context for the organization's annual operating budget and financial statements. Talk about your organization's current financial health and stability in relation to where you've been financially and where you would like to be in the next few years. If you have now or have had a deficit in the past three years, describe the factors that contributed to it and any plans for reducing it.
- **Annual Operating Budget ***
Submit the board-approved annual operating budget for the organization's current fiscal year, showing income and expense compared next to the year-end actuals for the prior two fiscal years.
- **Financial Statements ***
 - **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; if such a review does not exist, the organization may provide a balance sheet and a profit and loss statement for the most recently completed fiscal year, signed by the organization's treasurer.

- **Current Board Roster ***
Provide names, affiliations and years of service; indicate officers. If the organization does not have a Board, submit the Programming Advisory Committee Roster. If the organization has neither, provide an explanation.
- **Diversity & Inclusion Statement ***
Provide your organization’s board-approved diversity and inclusion statement. Provide a brief explanation if you do not have one.
- **Strategic Plan or Statement (optional)**
A board-adopted strategic/tactical plan created within the previous 5 years; if more than 4 pages, submit an executive summary.
- **Staffing Qualifications ***
Provide a brief overview of responsibilities and qualifications of up to 3 key management, arts programming and project team members. Limit one paragraph per team member.
- **Demographics Information ***
Download the fillable form from TAP’s website at <https://theartspartnership.net/city-arts-partnership-grants/>

- **Work Samples and Descriptions**
Submit one and up to three examples that demonstrate the kind of programming you do and/or its impact in the community, for example a review or article, a press release, an informational brochure, or video or audio files. Generally, it is discouraged to submit programs. The document(s) may be submitted in PDF, JPEG or MP4 formats or links to video/audio.

Note: if you are a performing arts organization, you are strongly encouraged to provide at least one video or audio sample of up to 5 minutes of a recent performance. Please provide a brief explanation if you are unable to provide such documentation.

Sample 1 *
Description *Character Limit: 500*

Sample 2 (optional)
Description *Character Limit: 500*

Sample 3 (optional)
Description *Character Limit: 500*

- **Proof of Tax-Exempt Status**
Organizations that have not applied for a CAP grant since 2015 or whose tax-exempt status has changed since that time must provide a copy of the organization’s tax exemption letter.