



THE Arts Partnership

CHOICE BANK ARTS PARTNERSHIP GRANTS *Cultivating Community Through the Arts*

APPLICATION DEADLINE	Monday, October 4, 2021 at 5:00 pm No applications will be accepted after this date or time.
ELIGIBILITY	Choice Arts Partnership Grants are available to nonprofit organizations wishing to incorporate the arts into their mission-based work. Further details on page 2.
GRANT AMOUNTS	\$250 to \$1,500
INTRODUCTORY MEETING	<p>Organizations wishing to apply for a grant must attend a mandatory meeting that will provide the opportunity for potential applicants to better understand the aims and possibilities of the program, learn what types of projects could be a good fit and understand the basics of submitting their best application.</p> <p>Tuesday, August 10 from 5:15 to 6:15 pm OR Wednesday, August 11 from 8 to 9 am</p> <p>Email Tania Blanich, Director of Operations, at tania@theartspartnership.net by Friday, August 6 to indicate which meeting you will attend and you'll be sent a Zoom link.</p> <p>If you can't attend a mandatory session but plan to submit a proposal, contact Tania; <i>if at all possible</i>, we will make other accommodations.</p>
PRE-APPLICATION GUIDANCE	<p>We know that many of our non-arts nonprofit colleagues believe that the arts would provide a terrific boon to those they serve but may not know how to begin incorporating the arts into their mission-based work.</p> <p>The Arts Partnership will be available for one-on-one meetings or phone consultations to help applicants think through their ideas and applications after the introductory meeting and prior to writing the grant.</p>
ON-LINE APPLICATION	theartspartnership.net/grants-other-support The application period opens on Monday, August 16, 2021

PURPOSE

The Choice Bank Arts Partnership Grants aspire to grow and cultivate community through the arts, primarily to benefit underserved populations. The grants are meant to invest in organizations and projects that will use the arts to make a valuable commitment to and impact on their community/constituency. Funds for the program are provided by Choice Bank.

The grants are meant for projects that:

- Provide seed money to use the arts to encourage new thinking about how to accomplish mission-related work.
- Involve partnership and collaboration with arts groups or individual artists or arts educators.
- Serve an underserved population or populations.

We want these small grants to be the pebble thrown into the center of the pond that creates ripples to the very edges of the pond. Ripples that help a child gain confidence and poise by participating in a music program. Ripples that help a veteran with PTSD find a calming activity through painting. Ripples that make a shelter for the un-homed feel like home. Ripples that introduce people to a variety of art-making styles, opportunities and experiences.

The projects may have at their base a single art form or incorporate multiple art forms, including dance, literature and writing, music, moving image media, theatre, traditional and folk arts and craft, or visual arts.

The Arts Partnership knows that the arts sustain the overall health and success of our community. For Choice Bank, this program is a natural extension of their People First values. Committed to making genuine connections through passionate and empowered people, Choice believes that when all citizens have the opportunity to thrive, it strengthens the whole community. They are excited to be working with The Arts Partnership to ensure that everyone has access to the arts.

ELIGIBILITY

Applicants for Choice Bank Arts Partnership Grants must:

- Be a stand-alone 501(c)3 nonprofit organization or an organization with a pending 501(c)3 status
OR
A public or private school applying for enrichment programs *outside of the regular school day*.
- Be based in and primarily serve Fargo, ND; Moorhead, MN; and/or West Fargo, ND.
- Demonstrate general fiscal responsibility and agree to use the grant funds to further the arts to build community.
- Attend a mandatory introductory meeting prior to application submission (see page 1).

Questions?

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

Note: 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.

- Submit a complete and accurate application, providing all requested information, by the stated deadline.

Applicants must present a well-articulated, mission-related reason to bring the arts into their work. Generally, applicants will be encouraged to work with an artist, arts educator or arts nonprofit staff to realize the project but that may not be necessary for every project. Eligible projects include, but are not limited to:

- One-time projects, not anticipated to be sustained.
- Pilot projects that are anticipated to continue in subsequent years.
- New or continued annual participation with the Art-in-a-Box program through The Arts Partnership.

Types of projects for consideration might include, but are not limited to:

- Mural – an exterior or interior mural for your site, painted by a local artist.
- Art-in-a-box – a program that provides an organization with an engaging arts/crafts project for youth, including enough art materials for a specific number of participants, and instruction in how to lead the (generally) hour-long activity.
- Performance – funding to hire performers (musicians, dancers, singers, children’s theatre, etc.) to perform for the organization’s clients or constituency.
- Educators – funding to hire visual, music and/or theatre arts educators to teach a class or classes.
- Supplies – to purchase supplies for an arts, music or performance space, for example, paints and brushes for an arts-and-crafts room, tambourines and bells for use in music-making, or construction paper and other supplies to make masks for a theatrical “production.”

Note: After attending the mandatory introductory meeting, potential applicants may request one-on-one guidance from The Arts Partnership staff to think through a project and its cost, and to help make connections to the arts community.

Ineligible activities include:

- Activities that do not incorporate the arts
- Scholarships
- Projects not based in or serving Cass County, ND or Clay County, MN
- School programs that occur as part of the regular curriculum
- Rent, Operational or Capital Improvement costs unless directly connected to the proposed program or project (in which case, contact TAP for guidance)
- Activities that are primarily for religious socialization or political purposes

GRANT APPLICATION PROCESS

- You may apply for grants in \$250 increments, from \$250 to \$1,500.
- The grant review panel consists of individuals from both the Metro’s arts community and the community at large. Each panel member will review all on-line application submissions.
- The panel will rank the applications to determine funding.

GRANT AWARD INFORMATION

- Successful applicants will receive a Grant Agreement to execute.
- The grant period is for 12 months from the date of notification.
- Upon receipt of the executed Grant Agreement, The Arts Partnership will issue the grant award.
- A final narrative report and financial accounting will be due within 30 days of the end of the grant period.
- If the project receiving funds is not completed by the expected date, the grantee must request (and receive) an extension prior to the original completion date or return the funds.

APPLICATION SUBMISSION DETAILS

- **How to Begin.** Go to theartspartnership.net/grants-other-support to download the fill-in-able PDF application form once the application period opens on Monday, August 16, 2021.
- **Filling Out Your Application.** We suggest keeping these guidelines handy while working on the application.
- **Submitting Your Application.** Please title your form *Organization Name Application.pdf* and the additional materials *Organization Name Budget.xls*, etc. The completed documents should be emailed to Tania@theartspartnership.net by the application deadline.
- **Notification of Receipt.** Applicants will receive an email confirmation of submission. *Save this email.* If you have not received an email within two business days, contact Tania Blanich at taniam@theartspartnership.net or 701.237.6133.

About the Application Form

If you have difficulty downloading the application form from the website, please contact Tania Blanich at Tania@theartspartnership.net.

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.

Did an organizational representative attend a mandatory introductory 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.

ORGANIZATION/CONTACT INFORMATION

Organization Name

Legal Name (if different)

Address/City/State/Zip

Website

Organizational Head/Title

Grant writer/Contact Person

Phone

Email

Non-Profit Status

- _____ 501(c)3
- _____ 501(c)3 Application Pending
- _____ Public or Private School

Clients Served

Do the individuals and/or families that will benefit from this grant qualify for one or more of the following? Please check any that apply (*optional*):

- Free or reduced meal plans (school age)
- Social Assistance Programs (such as heating or housing assistance)
- Medicaid

Do the individuals and/or families that will benefit from this grant identify themselves as one or more of the following? Please check any that apply (*optional*):

- Black, Indigenous, People of Color (BIPOC) and/or Native
- LGBTQIA+
- Disabled, including those who are immuno-compromised
- New Americans

PROJECT INFORMATION

- Project Name
- Project Overview (50 words or less)
- Project Type (*check the primary purpose of the request*)
 - Mural
 - Art-in-a-Box
 - Performance
 - Educators
 - Supplies
 - Other (*describe in one or two words*)
- Start Date
- End Date

- Choice Bank Arts Partnership Grant Funds Requested (in \$250 increments between \$250 and \$1,500)
- What do you want? Why do you want to do it? How will you do it? (500 words or less)
Describe the project. Include justification for why the organization wishes to use the arts to extend its mission work.
- Who will this project serve? (500 words or less)
- How will you know the project has been impactful or successful? (500 words or less)
- Who's helping you and how? (500 words or less)
If you are collaborating with partners, please include who they are and describe their roles. Be as specific as possible.

ADDITIONAL MATERIALS

All additional documents should be saved as PDF files and titled Organization Name Budget.pdf, Organization Name Staffing.pdf and Organization Name Tax Status.pdf.

Project Budget

Budget showing the entire project budget, both income and expense. Indicate additional sources of revenue beyond the request to TAP and note which have been secured.

Project Staffing Qualifications

Provide a brief overview of responsibilities and qualifications of the staff member who will be managing the proposed project and of up to 2 key employees (on staff or contract) responsible for project implementation. If you don't know who you will hire at the time you submit the grant, provide a description of the qualifications of the person you seek (e.g., a music educator with experience in teaching pre-school children). Limit one paragraph per team member.

Proof of Tax-Exempt Status

A copy of the organization's 501(c)3 tax exemption letter or evidence of the organization's application for such tax exemption status or a copy of proof of the school's tax exemption status.