



**SPRING 2022
CITY ARTS PARTNERSHIP (CAP) GRANT GUIDELINES
AND APPLICATION INSTRUCTIONS**

APPLICATION DEADLINE	Friday, May 20, 2022 at 5:00 pm No applications will be accepted after this date and time.
ELIGIBILITY	Arts-and-culture nonprofit organizations based in and serving the Metro are eligible to apply for City Arts Partnership grants, which provide support to the Metro's arts sector. <i>Further details on p. 2</i>
PRE-APPLICATION CHECK IN	Organizations applying for City Arts Partnership grants must attend a mandatory virtual meeting. The 45-minute meeting will outline changes to this year's application process and cover the basics for submitting your best application. It is a good opportunity for applicants to ask for clarification about the guidelines, so we recommend reading through them thoroughly prior to the meeting. Wednesday, April 13 from 5:15 to 6 pm OR Thursday, April 14 from 8 to 8:45 am Please email Tania Blanich, Director of Operations, at tania@theartspartnership.net by April 11 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.
APPLICATION FORM	The fill-in-able PDF application form can be downloaded from theartspartnership.net/city-arts-partnership-grants/ The application period opens on Monday, April 18, 2022

GENERAL INFORMATION

The City Arts Partnership (CAP) grants invest 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 CAP Grants, we provide general operating support (GOS) to the Metro's arts-and-culture entities. We know how challenging it is to find general operating support, so The Arts Partnership wants to provide the arts sector with the unrestricted support it needs to do its mission-related work. The grants are funded by the Cities of Fargo, Moorhead and West Fargo.

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 racist/sexist/genderist/ableist/socio-economic slights and overt acts of racist/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 nonprofit arts presenters or arts producers based in and serving Fargo and West Fargo, ND and Moorhead, MN are eligible to apply for City Arts Partnership grants.

Eligible applicants must fall into one of the following broad categories:

- Stand-alone nonprofits with an *explicitly stated* arts-and-culture-focused mission and tax-exempt status in North Dakota or Minnesota
- An arts-and-culture department of a larger nonprofit organization
- A fiscally sponsored organization with an *explicitly stated* arts-and-culture-focused mission

Additionally, grant applicants must:

- Be up to date with all reporting requirements if a current CAP 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

Grant Tiers

Applicants will be grouped into the following grant tiers:

- **General Operating Support I (GOS I)** – grants of \$5,000 and up
 - Stand-alone nonprofit with explicit arts-and-culture mission or an arts-and-culture K-12 school program that serves the Tri-City’s school districts
 - Annual budget of \$250,000 and more

Is Your Organization New to the CAP Program?

Arts nonprofits that have not previously applied for a CAP grant or haven’t done so in more than three years should contact TAP immediately. We will schedule a meeting to get acquainted and to determine whether or not you have a viable application before you go to the work of submitting a proposal.

Non-arts nonprofits may be eligible for other TAP grant programs and should contact us to find out more information.

Contact Tania Blanich at tania@theartspartnership.net.

- Paid professional staff, full-time management
 - Year-round or seasonal programming
 - Financial statements audited or reviewed by an outside CPA
- **General Operating Support II (GOS II)** – grants between \$3,000 and \$5,000
 - Stand-alone nonprofit with explicit arts-and-culture mission
 - Annual budget between \$40,000 and \$249,999
 - Paid administrative full- or part-time staff (may be seasonal)
 - Year-round or seasonal programming
 - Financial statements professionally audited or reviewed by an outside CPA *or* a balance sheet and profit and loss statement signed by their Board Chair
 - **General Operating Support III (GOS III)** – grants between \$500 and \$1,500
 - Stand-alone nonprofit organization with explicit arts-and-culture mission and an annual budget under \$40,000
 - The following types of entities (with no budget threshold):
 1. An arts department of a college or university that can demonstrate that its arts programming reaches beyond the campus to the general Metro community
 2. An arts-and-culture organization based in the Metro that serves an entire region or state
 3. An arts-focused department of a Metro Park District
 4. An arts-and-culture organization without non-profit tax-exempt status that is fiscally sponsored by a non-profit tax-exempt organization. If fiscally sponsored by The Arts Partnership, the fiscal agent fees will be waived if a CAP grant is awarded
 5. First-time CAP applicant or one that has not applied in the prior three grant cycles

Note for GOS III Applicants

Some organizations, particularly those that are *not* stand-alone nonprofits, may prefer to ask for funding toward a specific project rather than general operating support.

The same application form would be used but you would need to provide a project budget in addition to the organization/department budget.

Contact Tania Blanich at Tania@theartspartnership.net to discuss the option prior to submitting an application.

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.

The Spring 2022 meeting will be held virtually. 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 general questions brought up by the panel.

The TAP CAP grant review panel consists of individuals who are invested in the Metro’s arts community, whether as arts administrators, artists or participants/supporters. Panelists generally serve two-year terms. TAP observes strict procedures to

Panel Review Meeting

Details about the meeting will be sent directly to the applicants by May 27, 2022.

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/>

prevent any conflicts of interest. Each panel member reviews all the on-line application submissions but recuses themselves from voting on an organization for which they have a conflict of interest.

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 are considered for funding, based on their ranking. Applications that receive identical rankings will be additionally ranked by the panelists to determine the funding priority and amounts. Applicants receiving less than 20 points are not considered for funding.

GRANT POLICIES AND REQUIREMENTS

The Arts Partnership's Board of Directors has established Grant Policies and Requirements for its grant programs. Basic information is provided below and additional details can be found in the Grant Policies and Requirements document available at <https://theartspartnership.net/city-arts-partnership-grants/>.

- **Grant Period.** The grant period begins July 1 of the year in which the grant is awarded and ends 12 months later, on June 30.

- **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 within 45 days of the application deadline. If awarded a grant, the organization must sign a formal grant agreement and return it to TAP within seven days of receipt to trigger payment.

- **Reporting Requirements.** All grant recipients are required to submit a final report within 30 days of the end of the grant period (by the following July 31).

GOS I and II grant recipients' executive director and board chair are required to meet with TAP staff and members of its board in January of the grant year for an informal conversation about the health and direction of their organization.

- **Publicity and Recognition of Support.** Grantees must acknowledge the support of The Arts Partnership and the Tri-Cities by:
 - Announcing receipt of the grant 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 and City Council members/Commissioners; a copy must be provided to The Arts Partnership.

APPLICATION SUBMISSION DETAILS

- **How to Begin.** The grant application is a fill-in-able PDF form download from TAP's website at theartspartnership.net/city-arts-partnership-grants/
- **Filling Out Your Application.** Keep a copy of these guidelines nearby as reference while writing your application. Although you can save your work in the PDF, we recommend formulating your answers in a separate document (for example, in Word) so that you can easily edit and check spelling. You can then cut-and-paste the final narrative into the PDF when you are ready to submit your application via email. *You will submit the completed application form and required attachments to tania@theartspartnership.net.*
- **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.

Questions?

Contact TAP early in the application process with any questions, including eligibility. 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.

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.

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.

APPLICATION FORM

The following provides a step-by-step overview of the information required in the on-line application form. For entities that are departments of a larger institution, please consider "organization" to refer to your department. The character limit or attachment requirements are listed for each question.

ORGANIZATION CONTACT INFORMATION

- Contact information for the organization, organizational head and grant writer (if different).
- **Nonprofit Status (select one)**
 - 501(c)3 Organization
 - 501(c)3 Application Pending - *this is if you've submitted your application for tax-exempt status to the IRS*
 - Fiscally Sponsored by [name of organization] *You will need to include a copy of the fiscal sponsorship agreement with your application.*
 - Other *Please specify, for example, you may be a department of a college or university*

▪ **Type of Support Requested (check one):**

Please review p. 2 of the guidelines if you have questions about the type of support for which your organization is eligible.

- *General Operating Support I*
- *General Operating Support II*
- *General Operating Support III*

▪ **Organization Mission**

Provide the organization's mission statement. *Character Limit: 450*

▪ **Current Annual Budget**

This should be for the organization or for the department if grant applicant is part of a larger entity. *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 and what do you do?**

Provide an overview of your 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 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? What do you do with the knowledge gleaned from such efforts? Note actual evaluation methods you use and why. *Character Limit: 1500*

▪ **How are you charting your organization's path to more diversity?**

How are you moving forward to achieve diversity and cultural equity in your leadership, staffing, partnerships, programs and audiences? What are the barriers? What concrete steps will you take in the next year? Include your organization's board-approved diversity and inclusion statement. If you do not have one, why not? *Character Limit: 2500*

- **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*

FINANCIAL AND ADMINISTRATIVE INFORMATION

- **Financial Narrative ***

Provide context for the budget/financial information you're submitting, including 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. *Character Limit: 1200*

- **Annual Operating Budget ***

Use the simplified budget form to show your board-approved annual operating budget for the current fiscal year next to the year-end actuals for the prior fiscal year.

- **Staffing Qualifications ***

Provide a brief overview of responsibilities and qualifications of up to 3 key management, arts programming and project team members. *Character limit: 500 per team member*

- **Demographics Information ***

This provides information about your audiences and the artists that participate in your work.

- **Work Samples and Descriptions**

Submit 1 and up to 3 examples that demonstrate the kind of programming you do and/or its impact in the community, for example a press release, informational brochure, or video or audio files.

- Provide context for the samples you are submitting.
- Do not submit programs, as they are unlikely to reveal the "meat" of your programming or organization.
- Performing arts organizations are strongly encouraged to provide at least one video or audio sample of up to 5 minutes of a recent performance.
- PDF or JPEG samples should be submitted as additional material (see below).
- MP4 formats or links to outside video/audio online sources should be included in the descriptions below.

Note:

Sample 1 *

Description *Character Limit: 500*

Sample 2 (optional)

Description *Character Limit: 500*

Sample 3 (optional)

Description *Character Limit: 500*

ADDITIONAL MATERIALS

All documents should be submitted as PDF files unless otherwise noted. Please contact Tania Blanich at tania@theartspartnership.net if you are having difficulty uploading files.

** indicates the document is required.*

- **Financial Statements**

*Required only for GOS I and II 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; 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.

- **Project Budget**

Required only for GOS III applicants who prefer to submit a project for funding than a GOS request.

- **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 a narrative explanation.

- **Work Samples ***

Submit 1 to 3 work samples. Label them to correspond with the descriptions noted above.

- **Proof of Tax-Exempt Status, Pending Tax-Exempt Application or Fiscal Sponsorship Agreement**

Required for organizations that have not applied for a CAP grant since 2015, whose tax-exempt status has changed since that time or that are currently fiscally sponsored.