



**SPRING 2024
COMMUNITY CULTIVATION (CC) GRANT GUIDELINES
AND APPLICATION INSTRUCTIONS**

APPLICATION DEADLINE	Monday, May 13, 2024 at 5:00 pm No applications will be accepted after this date and time.
PURPOSE	To provide program or project funding to arts-and-culture organizations that make an important contribution to the arts and cultural landscape of the Fargo-Moorhead-West Fargo Metro area.
ELIGIBILITY	Arts-and-culture nonprofits that are based in and serving Fargo and West Fargo, ND and Moorhead, MN are eligible to apply. Applicants may only apply for a single TAP grant program. <i>Further details on p. 2</i>
GRANT AMOUNTS	\$500 - \$2,500
PRE-APPLICATION MEETINGS	Eligible organizations interested in applying must attend one of the two mandatory meetings offered prior to applying. The meetings cover the basics for submitting your best application and is a prime opportunity to ask for clarification about these guidelines. Tuesday, April 16 from 5:30 – 6:30 pm in person, location TBD <i>OR</i> Wednesday, April 17 from 8:00 – 9:00 am via Zoom Email Tania Blanich, Executive Director, at tania@theartspartnership.net by 5 pm on Friday, April 12 to indicate which meeting your organization will attend and we'll send the meeting location or the Zoom link. If you can't attend a mandatory session but plan to submit a proposal, contact Tania. <i>If possible</i> , we will make other accommodations.
ON-LINE APPLICATION	The application process will launch on April 12; the online application form and other materials can be found at theartspartnership.net/arts-hub/grants-and-funding/

GENERAL INFORMATION

The Arts Partnership (TAP) invests in grants to arts-and-culture nonprofits to ensure the overall health and success of the Metro area's arts community and by extension, the health and success of our community at large. The Community Cultivation (CC) Grants provide program and project support to

arts-and-culture nonprofits in our community and are funded by the Cities of Fargo, Moorhead and West Fargo.

In Fall 2023, TAP's Board of Directors added a fourth core value: *Advance equitable access to and inclusion through the arts*. For TAP's staff and board, these words will serve as a continual reminder to consciously and deliberately work to make our programs equitable and inclusive – and to encourage our Grantees, Partners and other colleagues in the arts sector to do the same. 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. We hope that our support in the arts sector can ensure that *all* in our community – people who are BIPOC or LGBTQIA+, people with disabilities, people of low socioeconomic status and people from other underrepresented groups – can participate in and engage with the arts.

ELIGIBILITY

Eligible applicants must be based in and primarily serving Fargo and West Fargo, ND and Moorhead, MN and must fit into one of the following categories:

- Stand-alone nonprofit with an explicit arts-and-culture mission and a 501(c)3 designation in good standing that:
 - Has a budget under \$40,000
 - Is a first-time applicant for a TAP grant or has not received a grant from TAP for two or more years, regardless of budget size
 - Has a budget of more than \$40,000 but is ineligible for a City Arts Partnership (CAP) grant or prefers to apply for a program or project grant rather than for general operating support through a CAP grant.
- An arts-and-culture entity that is part of a larger organization:
 - An arts department of a college or university
 - An arts-focused department of a Park District
 - An arts-and-culture organization based in the Metro that serves an entire region or state
 - A public library
- An arts-and-culture organization 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 grant is awarded

Additionally, grant applicants must:

- Be up to date with all reporting requirements if a current grant recipient of The Arts Partnership
- Demonstrate general fiscal responsibility and agree to use the grant funds to further the arts in our community.
- Submit a complete and accurate application by the stated deadline.

Ineligible applicants include nonprofit organizations:

- That do not have an explicit arts-and-culture mission
- That do not have 501(c)3 status or are not fiscally sponsored
- That are not based in and primarily serve the Metro area
- That plan to submit a 2024 City Arts Partnership grant application.

Use of Grant Funds

The CC grants provide program or project support, which means that the funds are restricted to certain activities proposed in the application. **Program support** is awarded to a collection of projects that are managed and delivered as a single package; e.g. three performances in a fall season. **Project support** refers to a specific, singular endeavor; e.g. a one-day cultural festival.

Eligible projects or programs include but are not limited to:

- Pilot projects or programs that are anticipated to continue in subsequent years
- One-time projects or programs, not anticipated to be sustained
- One-day events (such as a concert or festival)
- A series of events (such as a series of author talks)

Ineligible activities include:

- Those that do not have arts/culture as their primary focus
- Fundraising
- Endowment funds
- Capital expenditures
- Requests that would reduce or eliminate accumulated deficits
- Activities that are primarily for religious socialization or political purposes
- Re-granting or scholarships.

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 2024 meeting will be held in person. Applicants are encouraged to attend 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 CC 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 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.
- Project or program concept, including the scope and the plan for implementation.

Panel Review Meeting

Details about the meeting will be sent directly to applicants by May 31, 2024.

Review Criteria and Scoring Rubric

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

- Impact, existing or potential, on the communities and audiences the organization (and/or the project or program) 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 40. Applicants receiving 25 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 25 points are not considered for funding.

GRANT POLICIES AND REQUIREMENTS

Details about Grant Policies and Requirements can be found at theartspartnership.net/arts-hub/grants-and-funding/

APPLICATION SUBMISSION DETAILS

The Community Cultivation Grant Application consists of an on-line form, that includes narrative information and a budget for the program or project being proposed.

- **How to Begin.** The online application is found at theartspartnership.net/arts-hub/grants-and-funding/. *Make sure you are in the CC Grants section.*
- **Filling Out Your Application.**
 - Keep a copy of these guidelines nearby as reference while writing your application.
 - The online form will allow you to save your work and return to it; you'll be sent an email with a link.
- **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.

TAP staff 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

The following provides a step-by-step overview of the information required in the on-line application form and the necessary attachments. For entities that are departments of a larger institution, consider "organization" to refer to your department. Character limits or attachment requirements are noted.

ORGANIZATION CONTACT INFORMATION

- **Organization Name**
- **Contact information** for the organization, organizational head and grant writer (if different).

- **Nonprofit Status (select one)**
 - 501(c)3 Organization in good standing
 - 501(c)3 Application Pending - *if you've submitted an application for tax-exempt status to the IRS*
 - Fiscally Sponsored by [name of organization]
 - Other *Please specify, for example, you may be a department of a college or university*

- **Organization Mission**
Provide the organization's mission statement.
Character Limit: 100

- **Current Annual Budget**
For the organization or for the department if applicant is part of a larger entity.
Character limit: 20

- **Title of Project**
Character limit: 50

- **Short Description of Program/Project (one sentence)**
Character Limit: 150

- **Long Description of Program/Project (two paragraphs)**
Include: purpose, objectives, goals and implementation; target population; accessibility to *all* in our community, including people who are BIPOC, LGBTQIA+, have disabilities, from low socioeconomic status and from other underrepresented groups.
Character Limit: 1,500

- **Full Cost of Program/Project**
Character Limit: 20

- **Amount Requested from TAP**
Character Limit: 20

- **Time Period of the Program/Project**
Start Date
End Date

- **Number of Audience Members to Be Served**
Character Limit: 20

REQUIRED ATTACHMENTS

The following attachments should be in PDF format *unless otherwise noted*.

- **Program/Project Budget ***
Include notes on the budget to provide context as necessary. For example, funding sources (pending and received).

- **Work Sample and Description***

Submit one (1) example to demonstrate the kind of programming your organization does and/or its impact in the community, for example a news article, informational brochure, or video or audio files.

- Samples should be submitted in PDF, JPEG or MP4 formats or as links to outside video/audio online sources.
- Provide context for the samples you submit.
- Performing arts organizations are strongly encouraged to provide at a video or audio sample of up to 5 minutes of a recent performance.
- Do not submit programs; they are unlikely to reveal the “meat” of your programming or organization.

Work Sample*

PDF or other format

Work Sample Description* Character Limit: 500

- **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.

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

Provide a PDF copy of your IRS Letter of Determination, your pending application for tax-exempt status or the agreement you have with your fiscal sponsor.

Questions?

Contact Tania Blanich at
Tania@theartspartnership.net