



**SPRING 2024
CITY ARTS PARTNERSHIP (CAP) 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 unrestricted general operating funds to arts-and-culture organizations that demonstrate strong arts mission fulfilment, fiscal responsibility and sound management.
ELIGIBILITY	Arts-and-culture nonprofits with a 501(c)3 designation based in and serving Fargo and West Fargo, ND and Moorhead, MN <i>and</i> that have annual operating budgets of \$40,000 and above. <i>Further details on p. 2</i>
PRE-APPLICATION MEETINGS	<p>Eligible organizations interested in applying must attend one of the two mandatory meetings offered prior to applying. The meetings will cover the changes to this year’s application process and the basics for submitting your best application. It is a prime opportunity to ask for clarification about these guidelines.</p> <p>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</p> <p>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.</p> <p>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.</p>
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 City Arts Partnership (CAP) grants invest in the overall health and success of the Metro area’s arts community and by extension, the health and success of our community at large. CAP Grants provide general operating support (GOS) to our community’s mid-sized to largest 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 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 a stand-alone nonprofit arts presenter or arts producer based in and serving Fargo and West Fargo, ND and Moorhead, MN.
- Have a 501c3 designation in good standing or be or an arts-and-culture K-12 school program that serves the Tri-City's school districts.
- Have tax-exempt status in North Dakota or Minnesota.
- Have an *explicitly stated* arts-and-culture-focused mission.
- Have an annual operating budget of \$40,000 or more.

Additionally, CAP grant applicants must:

- Have received at least one CAP grant in the past 2 years.
- 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. That includes being able to provide TAP with financial statements audited or reviewed by an outside CPA and/or produced by an accounting system such as QuickBooks, if required by TAP.
- Submit a complete and accurate application by the stated deadline.

Ineligible applicants include:

- Stand-alone arts-and-culture nonprofit with an annual budget under \$40,000.
- An arts-and-culture organization that has not received at least one CAP grant in the past 2 years.
- An arts-and-culture organization based in the Metro that serves an entire region or state.
- An arts department of a college or university or an arts-focused department of a Metro Park District.
- An arts-and-culture organization that is fiscally sponsored.
- An organization that plans to submit a Community Cultivation Grant application.

Please note: organizations ineligible to apply for a CAP grant may be eligible to apply for the Community Cultivation Grant for a program or project grants.

Eligibility

If you've never applied for a CAP grant, it's been more than two years since you've received a grant from TAP or don't fit the criteria for eligibility to apply for a CAP grant, you may be eligible to apply for a Community Cultivation Grant. More info at theartspartnership.net/arts-hub/grants-and-funding/ OR contact Tania Blanich at tania@theartspartnership.net for more information.

Use of Grant Funds

The CAP grants provide general operating support, which means that the funds are unrestricted. However, some activities may *not* be funded with these grant funds. 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.

Grant Tiers

Applicants for the CAP Grants 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
 - 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 produced by an accounting system like QuickBooks.

Please note: You are not required to submit financial statements as part of this application. However, The Arts Partnership reserves the right to request additional financial statements from the applicant.

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 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 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.

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 theartspartnership.net/arts-hub/grants-and-funding/.

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

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

APPLICATION SUBMISSION DETAILS

- **How to Begin.** The grant application is found at theartspartnership.net/arts-hub/grants-and-funding/. *Make sure you are in the CAP 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 back to your saved work.
 - We recommend working offline; once your narrative is ready, you can cut-and-paste the final narrative into the application form and upload the attachments.
- **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 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.

ORGANIZATION CONTACT INFORMATION

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

- **Confirm Nonprofit Status**
 - 501(c)3 Organization in good standing
- **Type of Support Requested (*check one*):**
See 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*
- **Organization Mission**
 Provide the organization’s mission statement. *Character Limit: 100*
- **Current Annual Budget**
Character limit: 20
- **Number of Audience Members Served Annually**
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, what do you do and how do you do it?**
 Provide an overview of your current programming or the artistic/cultural “product” you produce. Outline its evolution in the past three years, if any, and future strategic directions. Provide evidence of a strong administrative and programmatic infrastructure. Discuss any major changes in staffing over the past three years. *Character Limit: 1500*
- **Who and what guides your work?**
 What principles, values and priorities guide and shape your programming? Who and what informs and drives the artistic/programming decisions? How do you think strategically when developing a new season or program? *Character Limit: 2500*
- **To whom does it matter? To whom *should* it matter? How will you reach them? How will you know it matters?**
 Who is your audience? Who would you like it to be? Discuss plans for expanding to, developing and engaging (or re-engaging) audiences. How do you promote and/or publicize your work? What are your audience development challenges? How do you measure success? What do you do with the knowledge gleaned from such efforts? *Character Limit: 1500*
- **How are you charting your organization’s path to more diversity and accessibility?**
 Share your organization’s conversations, tactics and steps it is taking to make efforts to diversify your leadership, staffing, partnerships, programs and audiences and make your programs accessible to *all* in our community – including participating artists and performers – people who are BIPOC, LGBTQIA+, have disabilities, from low socioeconomic status and from other underrepresented groups. What are the barriers? What concrete steps will you take in the next year, if any? *Character Limit: 1500*

FINANCIAL AND ADMINISTRATIVE INFORMATION

- **Type of Annual Financial Review *** (select one)
 - An audit by an outside CPA or Accounting Firm
 - A financial review by an outside CPA or Accounting Firm
 - Other (please explain)

Note: You do not need to submit documents relating to an annual financial review with this application. However, TAP reserves the right to request that information from the applicants prior to grant decisions being made.

- **Annual Operating Budget ***
Upload a PDF file of your Annual Operating Budget for the current fiscal year, shown against actuals for the prior fiscal year.

Budget

Provide a **concise** annual budget. Consolidate line items – for example, Foundation Support, *not* every single foundation from which you receive a grant. Questions?

tania@theartspartnership.net

- **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 3 years. *Character Limit: 750*
- **Staffing Qualifications ***
Provide a brief overview of responsibilities and qualifications *of up to 3* key management, arts programming and/or project team members. *Character limit: 500 per team member*
- **Work Samples and Description***
Submit two (2) examples from the past two years 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.
 - 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*

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.