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# Community Arts Access Tier 1 & 2 FY21 Grant Program

## Program Overview

### **Application Deadline**

Before 11:59 pm (CST)  
Friday, May 1, 2020

### **Draft Review Application Deadline**

Before 11:59 pm (CST)  
Wednesday, April 15, 2020

### **Project Dates**

July 1, 2020 – June 30, 2021

### **Grant Award Notification**

Mid-June 2020

## PROGRAM OVERVIEW

### COMMUNITY ARTS ACCESS TIER 1 &2

**Community Arts Access Tier 1** is a grant program that provides up to \$3,000 in funds for groups that would like to offer quality arts activities in any discipline to North Dakota communities **with a population of 6,000 or less**. It also supports groups whose arts programming makes a deliberate and focused effort to serve an underserved community.

**Community Arts Access Tier 2** is a grant program that provides up to \$3,000 in funds for groups that would like to offer quality arts activities in any discipline to North Dakota communities **with a population of 6,000 or more**. It also supports groups whose arts programming makes a deliberate and focused effort to serve an underserved community.

One component of the Community Arts Access grant program is to encourage strategic, long-term engagement between arts organizations and traditionally underserved communities. A community may be a geographic entity, or it may be a community of shared interest or identity.

**First time applicants are encouraged to carefully review the Program Overview and Application Guidelines, then call the program officer to discuss the proposal prior to beginning an application.**

### PROGRAM GOALS

- To encourage groups and organizations in rural and urban communities to build capacity, enhance artistic quality of programming, and expand audience
- To promote knowledge and appreciation of the arts in North Dakota
- To promote knowledge and appreciation of the arts in an underserved community
- To provide opportunities for North Dakota artists

### ELIGIBILITY

**Applicants must be one of the following:**

- **North Dakota State tax-exempt nonprofit arts organization.**
- **Federally tax-exempt nonprofit arts organization.**
- **Federally tax-exempt non-arts organizations and community education units.** Arts budgets must be isolated from the larger entity's budget and have an advisory committee for the proposed project.
- **Public Entity such as a unit of state, local, or tribal government.** Arts budgets must be isolated from the larger entity's budget and have an advisory committee for the proposed project.
- **Informal and/or unincorporated arts-focused groups.** The applicant group must have its own board of directors or advisory committee that provides input on the project and oversight of the grant funds and a fiscal sponsor. A letter of agreement is required between the fiscal sponsor and applicant group. Fiscal sponsors must be registered with the IRS as a 501(c)3 nonprofit. A fiscal sponsor is a tax-exempt organization that receives grant monies and manages the financial aspects of the project on behalf of a group that does not have tax-exempt status.

**And All Applicants Must:**

- Be physically located in North Dakota, Moorhead, MN, or East Grand Forks, MN;
- Have majority of arts programming, services, or activities take place in North Dakota;
- Primarily serve and engage North Dakota audiences and participants.

**THIS PROGRAM FUNDS:**

- General operating costs for new or emerging arts organizations and programming. NDCA defines emerging as an organization in its first three years of being a nonprofit.
- Arts activities, including but not limited to: Art festivals, exhibitions, performance series, touring performances or exhibits, and stand-alone single-discipline or multidisciplinary arts projects of all forms.
- Arts activities related to underserved communities.

**This Program Does NOT Fund:**

- Projects that take place as part of the K-16 school-day curriculum and activities in public, private, alternative, charter and home schools. This includes costs to subsidize school participation (e.g. tickets, bussing, etc.)
- While learning may be a component of a proposed project, the program does not fund projects or programs in which teaching and learning in the arts is the outcome. Applicants will need to justify the inclusion of any learning components of a proposed Community Arts Access project.

**AN APPLICATION WILL BE INELIGIBLE IF:**

<p><b>Funds are requested for expenses specifically for:</b></p>	<ul style="list-style-type: none"> <li>• Prizes, awards, benefits or hospitality (food, refreshments) costs</li> <li>• Fellowships, scholarships, tuition fees</li> <li>• Projects that are part of a required course or curriculum</li> <li>• Capital improvements or permanent acquisitions</li> <li>• Purchase or long-term rental of equipment or property</li> <li>• Payment of equipment costing \$5,000 or more</li> <li>• Starting, matching, adding to, or completing any type of capital campaign</li> <li>• Payment of debts incurred before the grant activities begin</li> <li>• Payment of debts incurred</li> <li>• Reduction of debt or deficit</li> <li>• Replenishing depleted reserve and/or endowment funds</li> <li>• Projects completed in previous fiscal years</li> </ul>
<p><b>Funds are requested to support activities:</b></p>	<ul style="list-style-type: none"> <li>• In primary or secondary level parochial schools</li> <li>• For the purpose of fundraising</li> <li>• That are restricted to an organization's membership</li> <li>• Where all events are not open to the general public</li> <li>• For out-of-state touring performances and exhibitions</li> <li>• That will not take place within the geographic boundaries of North Dakota</li> <li>• That are essentially for the religious socialization of the participants or audience</li> <li>• That attempt to influence any state or federal legislation or appropriation</li> <li>• That violate any federal, state, or local laws, ordinances, or policies</li> </ul>

<b>The Application:</b>	<ul style="list-style-type: none"><li>• Is not complete and received by 11:59 p.m. (CST) on the application deadline</li><li>• Uses federal funds towards the match</li></ul>
<b>The Applicant:</b>	<ul style="list-style-type: none"><li>• Is a current grantee of Institutional Support and/or Special Projects NDCA grant programs; <b>prior fiscal year grant funds are acceptable</b></li><li>• Is not in compliance with any active grant agreement with NDCA</li><li>• Has any overdue reporting requirements as specified in a previous grant agreement with NDCA</li></ul>

## GRANT AWARD AMOUNT

Minimum award request: \$1,250

Maximum award request: May not exceed \$3,000 or 50% of the total project cost, whichever is less.

### Matching Funds

- A 1:1 match is required. For every one (1) NDCA dollar requested, the applicant must match or raise one (1) dollar from a cash source other than from NDCA and National Endowment for the Arts.
- Match sources may include general operating funds, past surpluses, other grants, and earned income or revenue that is planned to be raised specifically for the project.
- **For Tier 1 applicants only**, the matching funds may also include documented in-kind services and contributions, however, cannot be more than 50% of the total match. Example: If the NDCA request is for \$3,000, the in-kind match cannot exceed \$1,500.

The board reserves the right to award full or partial support for proposed activities.

All grants are subject to available funding from the North Dakota State Legislature and the National Endowment for the Arts.

## APPLICATION REVIEW PROCESS

**1) After Submission:** Applications are reviewed by staff for eligibility and completeness.

**2) Panels:** Panelists are selected each year. <http://www.nd.gov/arts/node/112>. Applicants may attend and listen to the discussion but may not make a presentation or participate. Meetings are open to the public. See [www.arts.nd.gov](http://www.arts.nd.gov) for exact dates.

**3) Review Criteria:** The panel evaluates each application and makes funding recommendations to the board based on the degree to which the applicant addresses specific review criteria. Panelists individually score full applications. Those scores are averaged to arrive at the final panel score.

**4) Board Approval:** The NDCA Board of Directors has final authority to approve grants and amounts.

## REVIEW CRITERIA

### Artistic Merit (0-14 points)

- The activity employs high-quality professional artists.
- The activity supports the work of or offers opportunities to North Dakota artists.

**Audience/Community Development (0-14 points)**

- The activity is designed to expand the audience's knowledge of and appreciation for the arts.
- The activity makes the arts more visible in the community.
- The marketing strategies employed attract new, larger, and more diverse audiences.

**Community Support (0-15 points)**

- There is evidence of community support such as in-kind contributions, donations, sponsorships, local media coverage, etc.

**Planning and Budget (0-14 points)**

- The budget is reasonable and well thought-out.
- There is evidence of financial need.
- There is evidence of others in the community involved with the planning.

**Accessibility (0-14 points)**

- The facility is accessible.
- There is commitment of board and/or staff to welcome all members of the community.
- There is outreach and responsiveness to the diverse demographics of the community served.
- The applicant has made reasonable accommodations for individuals with disabilities if requested.

**Evaluation (0-14 points)**

- The applicant has included a plan to evaluate the programming.
- There is a plan to implement the results of the evaluation.

**Overall Quality of the Application (0-15 points)**

- The budget and support materials sufficiently illustrate the programming.
- The narrative is complete and thorough.
- Overall quality of writing uses complete sentences and proper grammar.

**IF FUNDED**

**Notification and Agreement**

- If the application is funded, the primary contact will receive a grant award email notification from Grants Administrator Robin Bosch. Add Robin Bosch's email, [robosch@nd.gov](mailto:robosch@nd.gov), to your safe senders list to avoid the email from being rejected or routed to your Junk or Spam folder.
- If the application is denied, the primary contact will receive an email from the program officer relaying appropriate panel comments.
- An authorized signer for the application will need to complete the grant agreement, to be emailed to Grants Administrator Robin Bosch at [robosch@nd.gov](mailto:robosch@nd.gov).

**Payment**

- **Vendor Registry:** To receive payment, all grantees must be registered with the North Dakota State Vendor Registry Office. Funds are sent via direct deposit or by check to the address provided to the State Vendor Registry Office accounting system. Detailed instructions will be provided with the grant agreement.

- **Request for Funds Form and Timing:** Community Arts Access grantees are required to submit a Request for Funds Form to receive payment of grant funds awarded. Request for Funds forms can be downloaded at <http://www.nd.gov/arts/sites/default/files/PDFs/fundrequest.pdf>. After submission, allow up to 4 weeks for payment. Funds are available after August 1.
- **Disbursement Amounts:**
  1. Requests can be made up to 80% of the total grant award upon signing the grant agreement. The remaining 20% can be requested after the completion of the online final report.
  2. Or, grantees can request the total amount of the grant award after the completion of the online final report.
- **Return of Funds:** Grantees are required to spend the entirety of the NDCA grant award. In cases where a match was required, groups are required to raise and spend the match requirement as well as the grant award. The final report must show expenditures at or greater to the budgeted amount or funds will need to be returned.

#### Reporting

- **Change Reports:** Any project changes to the activities, timeline, or budget need to be approved in writing by the program officer, as not all project changes can be approved.
- **Final Reports:** An online final report is due 30 days after the project end date that was entered at the time of application. The final report must include documentation and evidence of evaluation. Overdue final reports will affect future eligibility to apply for and/or receive NDCA funding.

#### Recognition

- The grantee is required to use the appropriate NDCA language and logos on all promotion of the funded activities as described here: <http://www.nd.gov/arts/grants/ndca-logo-credit-line-usage>

#### GENERAL PROGRAM INFORMATION

- **North Dakota State Open Records Notice**

All materials submitted to the North Dakota Council on the Arts become the property of NDCA and are subject to the North Dakota State Open Record Laws. Any member of the public may request to review, or receive copies of, any information that an applicant provides to NDCA.
- NDCA funds may not be used in any way or for any activity that violates federal, state, or local laws, ordinances, or policies. Failure to comply with this requirement may cause the grant to be terminated and funds to be forfeited.
- Equal opportunity to participate in and benefit from the programs of the North Dakota Council on the Arts is provided to all individuals regardless of race, national origin, color, sex, age, religion, sexual orientation, or disability in admission, access, or employment.
- Upon request, NDCA materials will be made available in an alternate format. Contact the program officer for alternatives.

#### FOR QUESTIONS OR HELP

Contact Program Officer Amy Schmidt  
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