

Community Arts Access Tier 1 & 2 Grant Program

Program Overview and Application Instructions

NDCA Fiscal Year 2024 (July 1, 2023 – June 30, 2024)

Program Officer

Lisa McCallum

Email: lmccallum@nd.gov

Phone: (701) 328-7615

Contact the program officer for application support and/or questions.

Alternate application formats available upon request.

Program Deadlines

Incomplete or late applications are not accepted.

Round	Application Deadline	Draft Application Review Deadline	Earliest Project Start Date	Latest Project End Date
Round 1	Friday, April 14, 2023 11:59 pm CST	Friday, April 7, 2023	July 1, 2023	June 30, 2024
Round 2	Monday, October 9, 2023 11:59 pm CST	Monday, October 2, 2023	November 1, 2023	June 30, 2024

During each NDCA fiscal year (July 1 – June 30), applicants may receive only one grant.

Contents

Program Overview	1
Application Instructions	5

Program Overview

Community Arts Access Tier 1 & 2

Community Arts Access Tier 1 & 2 provides up to \$4,000 in arts activity support to arts and non-arts organizations and unincorporated groups.

Program Goals

- To encourage groups to enhance quality of programming and expand audiences in rural and urban areas while building capacity.
- To promote knowledge and appreciation of the arts in North Dakota.

Eligibility

- An organization may be the official applicant on only one application in this program.
- An affiliate and its host organization may not both apply for a grant from the same program, however, more than one affiliate of the same host may receive funding.

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.
- **Public entity such as a unit of state, local, or tribal government**
- **An affiliate arts presenting or producing organization** - A distinct program or division hosted within a **North Dakota 501(c)(3) tax-exempt institution or public institution** (such as an arts division of a city or tribal government, a public or nonprofit college or university, or a community service nonprofit) that provides arts programming or services for the general public. Arts budgets must be isolated from the larger entity's budget.
- **Fiscally sponsored groups with arts projects** must be comprised of at least three people and have an advisory committee of at least three people who are responsible for oversight of project and grant funds. Fiscal sponsors must be a tax-exempt 501(c)3 organization, unit of state or local government, or federally recognized tribal community or tribe.

arts.nd.gov/sites/www/files/documents/grants/FiscalSponsorshipNDCA.pdf

And All Applicants Must:

- Be physically located in North Dakota

- 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:

- 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.

This Program Does NOT Fund:

- Activities or programs where teaching and/or learning is the outcome.
- Activities or programs 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.)

An Application Will Be Ineligible If:

<p>Funds are requested for expenses specifically for:</p>	<ul style="list-style-type: none"> • Projects completed in previous fiscal years • Payment of project costs incurred before the project start date • Debt reduction or elimination • Replenishing depleted reserve and/or endowment funds • Starting, matching, adding to, or completing any type of capital campaign or capital expenditures • Capital costs, such as improvements, construction, property, equipment costing \$5,000 or more • Permanent acquisitions • Fundraising events and activities • Prizes, awards, or benefits • Hospitality or entertainment functions, including food, beverages, and alcohol and associated costs • Sales inventory and related fees/taxes • Fellowships, scholarships, or tuition fees • Projects that are part of a required course or curriculum • Travel and projects that take place outside the geographic boundaries of North Dakota • Projects that are not open to the general public • Projects involving the arts as therapy unless artists are employed
<p>Funds are requested to support activities:</p>	<ul style="list-style-type: none"> • Projects that violate any federal, state, or local laws, ordinances, or policies • Projects that support activities that are essentially for the religious socialization of the participants or audience or discriminate against persons or groups

	<ul style="list-style-type: none"> Projects that attempt to influence any state or federal legislation or appropriation Projects that are managed by another entity other than the applicant
The Application:	<ul style="list-style-type: none"> Is not complete and received by 11:59 p.m. (CST) on the application deadline Uses National Endowment for the Arts or other Federal funds and/or North Dakota Council on the Arts funds towards the match
The Applicant:	<ul style="list-style-type: none"> Is a grantee of NDCA's Institutional Support or Special Projects grant programs in the current fiscal year. Is not in compliance with any active grant agreement with NDCA

Grant Award Amount

Minimum award request: \$1,250

Maximum award request: May not exceed \$4,000 or 75% of the total project cash expenses, whichever is less.

Matching Funds

- A 25% cash match is required of the total NDCA request amount. Example: If an NDCA request is \$4,000, the applicant's cash match must be \$1,000.
- Matching funds need to be a cash source other than the NDCA and National Endowment for the Arts or other Federal sources. Match sources may include general operating funds, past surpluses, other grants, cash, and earned income or revenue that is planned to be raised specifically for the project.
- For Tier 1 applicants only**, the matching funds may include documented in-kind services and contributions, however, cannot be more than 50% of the total match. Example: If NDCA request is for \$4,000, the in-kind match cannot exceed \$500.

Calculation Tip:

To calculate 75% of the total project cash expenses, take the total expenses x .75.

Example 1: Total expenses are \$2,000. Take $\$2,000 \times .75 = \$1,500$. A maximum of \$1,500 can be requested from NDCA. The remaining \$500 is the 25% match.

Example 2: Total expenses are \$5,500. Take $\$5,500 \times .75 = \$4,125$. \$4,125 is larger than \$4,000 (the maximum amount that can be requested from NDCA). Include \$4,000 for the NDCA request amount.

Application Review Process

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

- 2) **Panels:** Panelists are selected annually. For more information, visit: arts.nd.gov/get-involved/become-panelist. Meetings are open to the public. Anyone may attend and listen to the discussion but may not present or participate. See arts.nd.gov/news/ndca-meetings for dates.
- 3) **Review Criteria:** The panel evaluates each application and makes funding recommendations to NDCA's Board based on how well the applicant addresses specific review criteria. Panelists individually score complete applications. Those scores are averaged to arrive at the final score.

Applicants will be separated into the following panel review process based on their geographic population:

- Tier 1 – applicants with populations of 6,000 or less
- Tier 2 – applicants with populations of 6,000 or more

- 4) **Panel Score:** To be recommended for an award, an applicant must receive an average total score of at least 60 out of 100.
- 5) **Board Approval:** NDCA's Board of Directors has final authority to approve grants.

If Funded

Notification

- Communication regarding the grant award is via email to the contact listed in the application.

Payment

- **Request for Funds Form and Timing:** Community Arts Access grantees are required to submit a Request for Funds to receive payment of grant funds awarded. After submission, allow up to 4 weeks for payment.
- **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 expenses 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 or by July 15, 2024, whichever comes first. Overdue final reports will affect future eligibility to apply for and/or receive NDCA funding.

Recognition

- Grantees are required to acknowledge NDCA support by using the NDCA logo and credit-line on all promotional materials of the funded activity.

Application Instructions

How to Apply

Grant applications are submitted online through the NDCA online grant system.

1. **To apply**, go to grantinterface.com/Home/Logon?urlkey=ndca.
2. **Register or log into account.**
3. **Tutorials:** Video and downloadable PDF tutorials are available when creating an account that guide new users through the registration and application process.
4. Click **“Apply”** at the top navigation of the website.
5. Click the **“Apply”** button next to **“Community Arts Access Tier 1 & 2 FY24 Application.”**

Application Support

Including the program officer in preparing the application is encouraged especially if you are a first-time applicant. The program officer can assist with project idea development, questions on eligibility and program intent.

Draft Application Review Option

You may ask the program officer to review your application before the application deadline.

Email the program officer by the draft application review deadline that you would like a draft review.

Online Application Tips

- You can type responses to application questions into text boxes or can work in another document and paste the answers in. The online grant system automatically saves your work. There is also a **“Save Application”** button at the bottom of the application form.
- Rich text formatting is limited in narrative questions. You may use bullets, numbers, bolding, italicizing, and underlining. Text boxes with character length limits include letters, numbers, spaces, and paragraph breaks.
- **Links are only allowed in the work sample section.** Links provided in any other sections, will not be reviewed.

- Confirmation emails are sent automatically to the applicant after the application is successfully submitted. If you do not receive a confirmation email, contact the program officer.

Application Requirements

- Applicant Information
- Outcomes
- Narrative and Review Criteria
- Budget
- Work Samples and Summary of Artistic Achievements
- Board List and Project Personnel Resume(s)
- Determination Letters

Applicant Information

SAM Unique Entity ID *(Required)*

For organizational applicants only, provide a SAM (System for Award Management) Unique Entity ID (UEI) number. Applicants can attain a UEI without having to complete a full entity registration.

- To apply, click here sam.gov.
- You will need the organization's legal name and address

Select the Tier Applying to:

Tier 1 (populations of 6,000 or less) or Tier 2 (populations of 6,000 or more)

Organization Mission Statement *(Required)* (750 maximum characters)

Provide the applicant's board-approved mission statement. Do not include additional information such as vision or values statements. For **fiscally sponsored groups** who do not have a mission statement, include a one sentence description of your focus as a group.

Organization/Group History *(Required)* (1,500 maximum characters)

This section helps introduce your group to panelists who may not be familiar with who you are.

- Provide a brief general history/background of the applicant. Summarize why and how the group formed, and what it does.
- Give a brief description of the group's structure.
- What kind of events or programming has been provided? Briefly describe activities the past few years.

NEA Questions *(Required)*

NDCA collects this information for the National Endowment for the Arts

Fiscal Sponsorship

Applicants who are required to apply with a fiscal sponsor must provide:

1. A fiscal sponsor agreement (*Required*, upload a PDF) that includes:
 - A description of responsibilities for both applicant and fiscal sponsor in carrying out the project;
 - An indication of fiscal sponsor administrative fees, if any, charged to the applicant;
 - Signatures of both the fiscal sponsor and applicant.
2. The fiscal sponsor's IRS 501(c)(3) letter of determination or tax-exempt certificate for a public entity. (*Required*, upload a PDF)
3. Fiscal Sponsor Legal Name and Contact Information (*Required*)
4. Fiscal Sponsor SAM Unique Entity ID (*Required*)
5. Fiscal Sponsor Federal EIN/TIN Number (*Required*)
6. Fiscal Sponsor Status (*Required*)
Select the category from the dropdown menu that best describes the fiscal sponsor's tax status.

Fiscal Sponsorship Tips: Applicants entering into fiscal sponsorship agreements are strongly encouraged to utilize best practices when entering into an agreement. Visit the National Network of Fiscal Sponsors (fiscalsponsors.org).

Outcomes

This section addresses how the applicant's outcomes match the program outcomes, and how these can be effectively evaluated.

Project Outcomes (*Required*) (150 maximum characters)

In one or two sentences, state at least one distinct and measurable project outcome. A second outcome is optional. **The project outcome must support one of the following program outcomes:**

- Grantees change, expand, or enrich the ways they connect to their communities.
- Communities with limited arts programming develop or expand their capacity to offer arts experiences for their constituents.
- North Dakotans participate in meaningful arts experiences that are not routinely available to them.
- North Dakota artists build meaningful relationships with audiences they aren't currently serving.

How will the outcome(s) be evaluated? (*Required*) (150 maximum characters)

For each project outcome, select a program outcome that the activities will achieve. (*Required*)

For assistance, contact the program officer.

Outcomes and Evaluations Tip: Applicants may refer to “Getting Started with Program Evaluation: A Guide for Arts Organizations” nasaa-arts.org/wp-content/uploads/2017/04/Getting-Started-with-Program-Evaluation.pdf, published by the National Assembly of State Arts Agencies.

Narrative and Review Criteria

Proposals will be reviewed, and grants awarded based on how the applicant addresses the following four review criteria, with total possible points of 20.

Project Title (*Required*) (75 maximum characters)

Provide a short title describing the project.

Project Start Date (*Required*) The earliest date that can be entered is 7/1/2023. The project start date must include all publicized marketing efforts which include the NDCA logo and credit line.

Project End Date (*Required*) The latest date that can be entered is 6/30/2024.

Arts Activity (0-5 points) (1,500 maximum characters)

1. The description of the activity is clear. Project collaborators are making a commitment of resources.
 - Describe the activity (what, when, where).
 - If applicable, provide a list of key activity partners. Describe how partners will leverage their resources to demonstrate their support for the project (including in-kind goods and/or services).
2. There is a clear description of how and why artists and/or artist groups are selected for the activity, or the selection process is clearly defined and achievable.
 - If artists and/or artist groups are selected for the activity, **how** and **why** were they selected, and/or how will they be selected.

Community (0-5 points) (2,000 maximum characters)

1. There is evidence that the activity will benefit the community(ies) identified.
 - Describe the community(ies)/audiences who will benefit from the activity. *Examples include demographic groups such as veterans, youth, greater North Dakota residents, individuals with disabilities, older adults, people of color, and others.*
 - How will the activity relate to and benefit the community(ies)/audiences identified?
2. There is evidence of community support.
 - How have the community(ies) shown support for the activity (*e.g., financial contributions, volunteer time, in-kind donations, programming support and/or involvement*)?

3. Accessibility needs of participants and/or audiences with disabilities are understood and addressed.
 - Every grantee commits to hold all funded activities in spaces that meet Americans with Disabilities Act (ADA) accessibility requirements. How does the activity meet this requirement and ensure people with disabilities can participate? *Examples might include ADA accessible venue, ASL interpretation, audio described performance, large print programs, sensory tours, etc.*
 - How will accessibility options be proactively publicized and made available to the public? Who is responsible for inquiries?

General Information about Accessibility and the Americans with Disabilities Act (ADA)

NDCA's applicants' programs and facilities should ensure the arts are accessible to every person.

If you have questions about the ADA, or need ideas to make your programs and facilities accessible, contact NDCA's Accessibility Coordinator Rhea Beto at rbeto@nd.gov or (701) 328-7594, or visit the National Endowment for the Arts' Office of Accessibility resource page [arts.gov/impact/accessibility](https://www.arts.gov/impact/accessibility).

Ability (0-5 points) (2,000 maximum characters)

1. There is an achievable activity plan and timeline for the activity.
 - What is the timeline for major activities related to the project?
 - Who is responsible and what will they do for the project to be successful?
2. A marketing and promotional plan is provided and relevant to the activity and community(ies) identified.
 - Describe how the activity will be promoted to increase public awareness and participation for the project. How is the plan relevant to the activity and community(ies) identified?
3. The budget is appropriate for the activity. It will demonstrate a) attainable earned revenue including the match, b) reasonable costs, c) compensate artists and arts organizations appropriately, d) include only administrative expenses relevant and necessary for the project.
 - If fees are associated with the activity, what considerations are being made for those who may find these costs a barrier? *Examples might include ticket discounts, scholarships, transportation reimbursements, etc.*

Evaluation (0-5 points) (1,000 maximum characters)

1. The applicant has identified one to two effective project outcomes that clearly support NDCA program outcome(s).
2. The evaluation plan is appropriate for project outcomes.

- Describe the evaluation plan in detail. What methods will be used, and how will they specifically measure progress? *Examples include, audience/participant counts, audience/participant and artist surveys, post-performance feedback, etc.*

Project Evaluation: For information about outcomes-based evaluation, applicants may refer to “Getting Started with Program Evaluation: A Guide for Arts Organizations” located here nasaa-arts.org/wp-content/uploads/2017/04/Getting-Started-with-Program-Evaluation.pdf, published by the National Assembly of State Arts Agencies.

Budget

Budget Form

Download the budget form appropriate to the applicant’s population. Complete and upload to the online application.

- **Tier 1 (populations of 6,000 or less)**
arts.nd.gov/sites/www/files/documents/grants/CAABudgetTier1FY24.pdf
- **Tier 2 (populations of 6,000 or more)**
arts.nd.gov/sites/www/files/documents/grants/CAABudgetTier2FY24.pdf

Expenses

Organization Personnel	Includes administrative, artistic, and/or technical.
Outside Professional Services	Any contracted outside services, artistic and/or other.
Space Rental	Includes office, rehearsal, and performance spaces.
Travel	Includes lodging, per-diem, and travel. North Dakota’s meal per-diem rate is \$35 per day. Travel includes ground travel, parking costs, gas expenses, and car rental. NDCA’s gas reimbursement rate is \$.50 cents per mile.
Marketing and Advertising	Includes production and distribution costs of any publicity materials.
Other Project Expenses	Any expenses not covered by the above lines.

Income

Project Earned Income	Includes any income earned from the project.
Corporate Support	Includes donations from corporations and other businesses.
Foundation Support	Includes donations/awards from private foundations.
Other Private Support	Includes any revenue not covered in lines above such as memberships, individual donations, sponsorships, etc.
Government Support	<ul style="list-style-type: none"> • Federal (<i>Cannot use NEA or other Federal funds to match</i>) • State/Regional (<i>Do not include grants from NDCA</i>)

	<ul style="list-style-type: none"> Local - Includes city/county commissions and agencies, school boards, etc.
Other Revenue	Include any revenue not covered by any of the other lines.
Cash-on-Hand	Actual cash the applicant already possesses that is reserved for the project.
Allowable In-Kind Income Towards the Match (Tier 1 only)	May not exceed \$500.
NDCA Grant Amount Requested	List the amount that is being requested from NDCA in support of the project. May not exceed \$4,000.

In-Kind

Organization Personnel	Includes administrative, artistic, and/or technical.
Outside Professional Services	Any contracted outside services.
Rental	
Travel	Includes per diem and lodging for travelers.
Marketing and Advertising	
Other Miscellaneous In-Kind	
TOTAL In-Kind	<i>Tier 1 only: If claiming in-kind as part of the match, the total must at least match or be greater than the amount included in the "Allowable In-Kind Towards the Match" budget category.</i>

- Do not record an in-kind contribution unless it would otherwise have had to be purchased for the project or programming. In-kind contributions include the value of goods and services donated to the activity (e.g., donated advertising, accommodations, space use, printing, or donated time and service).
- The cash value of contributions should be based on fair market value of the good and/or service. When calculating the in-kind value of volunteer time, use the North Dakota minimum wage rate of \$7.25 per/hr. For business professionals volunteering services (e.g., event staff, grant writers, or marketing professionals), use an hourly wage.

Work Samples and Summary of Achievements

- Work samples and a summary of artistic achievements are required **for up to two** of the artist(s) and/or artist group(s) **that are selected** for the activity. (1,000 maximum characters)
- Applicants who are artistic groups**, work samples and a summary of artistic achievements are required. (1,000 maximum characters)

Notes about Rights

- The works and the rights to those works resulting from NDCA grants are the sole property of the artist(s).
- Copyright registration is the sole responsibility of the applicant.

3. All work samples submitted are public information and will not be returned. NDCA may use samples in promotional materials.

Work Sample Guidelines

Complete work samples include:

1. Images, video, audio, and/or written work
2. And a work sample description

Work Sample Description

Include the following information for each work sample:

1. Artist Name
2. Title of Work
3. Completion Date
4. Location - Provide the location of any work sample that is a performance/concert/exhibition space, etc.
5. Medium – Provide the medium for any work sample that is visual art (e.g., acrylic, clay, etc.).
6. Duration/Pages
 - a. For video and audio samples, state the length of the sample and the length of the complete artwork (e.g., 2 minutes of a 46-minute symphony).
 - b. For written work, provide the number of pages of the portion of the artwork that will be read in the work sample. (e.g., eight pages of a 12-page scene, or three pages of a 200-page novel).

Images

Provide a **JPG or JPEG** file for up to **5 images** with a maximum of **5 MB each**.

Video

Provide a URL link for **up to two video samples** for a maximum total length of **3 minutes**.

- Video files must be uploaded to vimeo.com or youtube.com.
- Include only the material intended for panel review.
- Include a Vimeo password, if applicable.
- No video slide show of images or promotional videos

Audio

Provide a URL link for **up to two audio samples** for a maximum total length of **3 minutes**.

- Audio files must be uploaded to soundcloud.com or dropbox.com.

If you **do not** want your video(s) to be public, see below guidelines on how to make them private **and** available for panel viewing.

- In **YouTube**, set the video sample to **“Unlisted” (not the “Private” setting listed)**. This allows anyone with the link to view the video without a Google account and is not public for viewing.
- In **Vimeo**, when uploading a video, select **“Only people with a password can see this video.”**
- For YouTube support, visit support.google.com/youtube
- For Vimeo support, visit vimeo.zendesk.com

- Include only the material intended for panel review.
- Include a Soundcloud password, if applicable.

Online Samples: Keep video and audio samples available online until notified of grant award status.

Written Work

Provide a **PDF file** for up to **3 pages** of written work.

- Include only the material intended for panel review
- Remove title pages, table of contents, etc.
- Prose and Poetry: double spaced
- Scripts: formatting should follow industry standards

Combination

If using a combination of sample types: 1 page = 1 image = 1 minute. You may submit up to 3 images/pages/minutes. *Example: If there is 1 minute of video, you can include a combination of images and written work that total 2 additional pages and/or images.*

Board List and Project Personnel Resume(s)

Board List or Advisory Committee *(Required)*

A board of directors **OR** advisory committee is required, encompassing three individuals at a minimum. Provide a list that includes the following information below. (upload a PDF)

- Board member name
- Board position
- Primary professional/community affiliation
- Professional title
- City and state of residence
- For **fiscally sponsored groups** only, provide one additional page of additional background information for each advisory committee member.

Project Personnel Resume(s) *(Required)*

Provide a minimum of one and a maximum of two resumes of key administrative leadership personnel that is responsible for the proposed project program, and administration of grant funds. Include title, years of service, short biography, and resume. (upload a PDF)

Determination Letters *(Required)*

For organizational applicants only, provide the Federal IRS 501(c)(3) determination letter, North Dakota certification of nonprofit incorporation, or tax-exempt certificate letter for a public entity. (upload a PDF)