

Institutional Support Grant Program

APPLICATION INSTRUCTIONS

NDCA Fiscal Year 2023 (July 1, 2022 – June 30, 2023)

Institutional Support is a three-year grant program for projects taking place in the upcoming triennium for FY23 - FY25.

Program Officer: Jess Christy | Email: jesschristy@nd.gov | Phone: (701) 328-7592

Upon request, application instructions can be made available in an alternate format.

Application Submission Deadline

Tuesday, March 1, 2022 – before 11:59 pm (CST).

For projects taking place in the upcoming triennium for FY23 - FY25.

Incomplete or late applications are not accepted.

Draft Review Application Deadline

Friday, February 11, 2022 – before 11:59 pm (CST)

Earliest Project Start Date

July 1, 2022

Latest Project End Date (for year one of a three-year grant cycle)

June 30, 2023

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 “Institutional Support FY23 Application.” Contact the program officer if you have any difficulties with the online application.

Application Support

If you are a first-time applicant or have questions after reviewing the guidelines and the application, contact the program officer.

Draft Application Review

You may have your application reviewed. Send an email request to the program officer by Friday, February 11, 2022.

Online Application Tips

- You can type responses to application questions into text boxes or you can work in another document and paste in the answers. 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 Samples and Documentation” and “Financial Statement or Independent Audit” sections. 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
- ✓ Narrative Questions
- ✓ Statement of Financial Activities
- ✓ Support Materials
- ✓ Work Samples and Documentation
- ✓ Strategic Plan
- ✓ Board List and Project Personnel Resume(s)
- ✓ Financial Statement or Independent Audit
- ✓ Determination Letter

Applicant Information

SAM Unique Entity ID *(Required)*

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

1. To apply, click here sam.gov.
2. You will need the organization’s legal name and address.

Organization Mission Statement *(Required)* (1,000 maximum characters)

Provide the applicant’s board-approved official mission statement. Do not include additional information such as vision or value statements.

Organization/Group History *(Required)* (2,500 maximum characters)

Provide a brief general history of the applicant. Summarize why and how the group formed and what it does. *This section helps introduce your group to panelists who may not be familiar with what you do.*

NEA Questions

NDCA collects this information for reporting purposes for the National Endowment for the Arts.

Outcomes

Institutional Support applicants must identify distinct, measurable outcomes that are related to one or more IS Program Goals (refer to the Program Overview). Grantees will be expected to evaluate activities, maintain financial records, and demonstrate measurable achievements during the three-year grant period.

Organizational Outcome Statements *(Required)* (250 maximum characters each)

Identify three measurable outcomes. These are brief statements of key organizational priorities.

Organizational Outcomes - Description *(Required)* (2,000 maximum characters each)

- Describe how the outcomes will be achieved and how they will benefit the communities served.
- Explain how each outcome will be evaluated.

Organization Outcome Tips: Outcomes add to the organization's strategic growth, are specific, and can be reasonably achieved within outreach partnership activities and/or programming.

Outcomes and Evaluations Tip: 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.

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

Enter "General Operating Support."

Project Start Date *(Required)*

Enter "July 1, 2022."

Project End Date *(Required)*

Enter "June 30, 2023."

1) **Organization Description** *(Required)* (1,500 maximum characters)

- Give a brief description of the organization and its structure, including staff, board, volunteers, and support organizations as well as number of individuals in membership and/or benefitting.
- Briefly describe the organization's activities over the last three years, including the obstacles that have been faced and how they were overcome.

2) **Artistic Programs** *(Required)* (2,000 maximum characters)

- Include the artistic priorities of the organization (artistic excellence, arts

education, service to other organizations, etc.)

- How is artistic quality determined?
- Describe the process for artist selection. Are North Dakota artists included?

3) Arts Activities (*Required*)

- Upload a PDF of a bulleted list of at least four (4) separate art activities per year for the last four years.

For each activity include:

1. Fiscal year and activity start and end date
2. Venue name, city, and state
3. Name of activity and purpose
4. Key artists
5. Number of adult participants and audience, if applicable
6. Number of under 18 participants and audience, if applicable.

Example:

FY2021 October 15-17

Lobby of Art Gallery, Oaks, ND

Visual Art Showing for ND artist

Joe Smith (2D artist)

Adult audience members: 908

Under 18 audience members: 198

4) Community, Engagement, and Public Benefit (*Required*) (3,000 maximum characters)

- Describe the organization's community, including economic and population characteristics.
- Name community partners included in planning, implementation, and participation in the programs.
- How are arts programs promoted and audiences developed, including outreach and/or educational programming?
- Describe key accomplishments, current challenges, and plans going forward.

5) Equity, Accessibility, Diversity, and Inclusion (*Required*) (3,000 maximum characters)

- NDCA recognizes that to become a culturally sensitive organization can take time. List any internal or external efforts your organization is currently undertaking to incorporate diversity, equity, and/or inclusion into its policies and practices.
- What are the anticipated short and long-term outcomes that would be achieved during the grant period to strengthen a commitment to these goals?

Accessibility

- The organization is required to be programmatically and physically accessible. In what ways does the applicant ensure that people with disabilities can participate? Examples might include ADA accessible venue, ASL interpretation, audio described performance, large print programs, sensory tours, etc.
- If there are costs associated with attendance, what considerations are made for those who may find this a barrier? (e.g., free admission, membership discounts, financial aid, and/or scholarships, etc.)

Accessibility Plan

- Provide the applicant's board-approved accessibility plan. (upload a PDF)

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. The Americans with Disabilities Act (ADA) provides guidance to ensure the arts are available to everyone.

What to Include in an Accessibility Plan

Plans will vary and should be designed specific to efforts to make programming and facilities accessible to persons with disabilities. Efforts to address general geographic or financial accessibility may be described in other areas of the application.

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).

6) Planning and Evaluation (*Required*) (2,000 maximum characters)

- How was the strategic plan developed and who was involved in the process? How does the plan reflect the mission? Does the plan state who is responsible for various goals? What are the organization's long-range plans for financial sustainability?
- What clearly defined, measurable, and meaningful methods does the organization use to measure success in the following areas?
 - Program evaluation
 - Meeting the strategic plans goals
 - Succeeding in the organization's mission
 - Quality and success of staff and administrative practices
- Have there been changes made in any of these areas based on evaluations? Give examples.
- Have there been any significant managerial/administrative changes in the past two years? Does the organization anticipate such changes in the near future? How has this impacted or how will this impact the organization?

7) Financials (*Required*) (1,500 maximum characters)

- Describe the organization's financial history and current financial situation. If there is a current deficit, describe the cause and plans to address it. Include any major changes in funding that might occur over the next three years.
- Describe the organization's primary sources of funding for programs other than NDCA's grant.
- Does the organization have an endowment or reserve account? If so, what is its anticipated use?

8) COVID Impact on Fiscal Health (*Required*) (750 maximum characters)

- Discuss how COVID affected your organization's financial stability.

Statement of Financial Activities

Download the Statement of Financial Activities form on the IS webpage [here](#)

arts.nd.gov/sites/www/files/documents/grants/IS_FY23_Statement_Financial_Activities_Final.xlsx. Complete and upload to the online application.

Support Materials

Include materials that will help the panelists understand the scope, breadth, and emphasis of the applicant's work and programming.

Current Publications *(Required)*

Provide a minimum of one and a maximum of two current newsletters, annual reports, and/or other self-published documents. (upload separate PDFs)

Current Programs *(Required)*

Provide a minimum of one and a maximum of three current brochures, catalogs, or other materials highlighting artistic events, seasons, etc. (upload separate PDFs)

Work Samples and Documentation

Work Samples *(Required)*

- Submit one example of arts programming per year for the four years prior to the application deadline (video, audio, images, and/or written materials). Examples should demonstrate eligibility (e.g., your organization's minimum four-year history of arts programming) and address the review criteria of artistic excellence and quality.
- Provide a description for each sample including date, title/work/event/program, and main artists involved.
- Note for 2020 and 2021 Arts Programming: If your arts programming was affected or suspended due to COVID-19, you may list 2020 or 2021 arts programming that was cancelled or reimagined due to the pandemic.

Community and/or Educational Outreach Documentation *(Required)*

- Provide documentation (video, images, and/or written materials) that illustrate the applicant's community work and/or educational outreach efforts.
- Provide a description for each sample including date, purpose of the activity, and level(s) of involvement (e.g., funder, provider, host of activity).

Type of Sample	Type	Maximum Quantity (for work samples and final report documentation)	Format and notes
Images	JPEG, JPG	10 images	Under 4 MB each
Video	Provide a URL link.	5 minutes	<ul style="list-style-type: none"> • Video files must be uploaded to vimeo.com or youtube.com. • Include only the material intended for panel review. • For each video sample,

			copy the URL link and paste into the online application. <ul style="list-style-type: none"> • Include a Vimeo password, if applicable.
Audio	Provide a URL link.	5 minutes	<ul style="list-style-type: none"> • Audio files must be uploaded to dropbox.com or soundcloud.com. • Include only the material intended for panel review. • For each audio sample, copy the URL link and paste into the online application.
Written Materials	PDF	10 pages total (2 pages maximum per sample)	<ul style="list-style-type: none"> • Remove title pages, table of contents, etc. • Include only the material intended for panel review.
Combination	JPEG, JPG, URL, PDF	1 page = 1 image = 1 minute. You may submit up to 5 images/pages/minutes	Example: If there are 2 minutes of video, you can include a combination of images and written work that total 3 pages or images.

Online Sample Warning: Keep video and audio samples available online until you are notified of the grant award status.

If you **do not** want your video(s) to be public, see guidelines below 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 <https://help.vimeo.com/hc/en-us>.

Strategic Plan

Provide the applicant’s most recent board-approved strategic plan, including current and future goals and measurable objectives, that has been developed within the last five years. *(Required)* (upload a PDF)

- If a consultant was used to develop the plan, provide a brief bio of the consultant. (1 page maximum, upload a PDF)

Board List and Project Personnel Resume(s)

Board List *(Required)*

A list of Board of Directors is required that includes the following information below. (upload a PDF)

- 1) Board member name
- 2) Board position
- 3) Number of years on Board
- 4) Primary professional/community affiliation
- 5) Professional title
- 6) City and state of residence

Project Personnel Resume(s) *(Required)*

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

Financial Statements or Independent Audit

Attach the applicant's internal board-approved financial statements (a balance sheet and income and expense statement) or a link to most recent audit for fiscal years 2020 and 2021 as separate PDF files. *(Required)*

Date of organizational nonprofit status. *(Required)*

Total average income for the current and most recently completed fiscal year. *(Required)*

Determination Letter

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)