



## Institutional Support Grant Program

### PROGRAM OVERVIEW

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

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

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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 triennium for FY23 - FY25

Incomplete or late applications are not accepted.

### Draft Review Application Deadline

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

### PROGRAM OVERVIEW

#### Institutional Support

Institutional Support (IS) is a three-year grant program that provides general operating support for arts nonprofits with an established record of high quality programmatic service and administrative stability. This includes arts organizations that produce, present, or exhibit works of art, artist service organizations, art councils, community art schools, and cultural arts organizations.

First time applicants are encouraged to review the Program Overview and Application Instructions located here [arts.nd.gov/grants/arts-organizations/institutional-support](https://arts.nd.gov/grants/arts-organizations/institutional-support) before contacting the program officer with questions.

#### Program Goals

- Arts organizations effectively manage and apply resources to maximize impact for North Dakotans.
- North Dakota audiences are more likely to participate in relevant, inclusive, and accessible quality arts experiences.
- North Dakotan communities are stronger or more vibrant because of art's impact on social, civic, or economic life.

## Eligibility

- ✓ **An arts-producing organization** – An arts organization or arts affiliate that is primarily engaged in conceiving or creating artistic work and in assembling the artistic elements for its productions, performances, or exhibitions.
- ✓ **An arts-presenting organization** – An arts organization whose work consists of engaging artists, touring companies, or exhibitions that are external to the institution, including curatorial vision that is connected to mission and community.
- ✓ **An artist service organization** – An arts organization that plays a significant supporting role in service to practicing professional artists.
- ✓ **An arts council** – An organization or local government entity with a mission and activities to primarily stimulate and promote the arts, increase access to the arts, and/or increase funding for the arts within a specific geographic area.
- ✓ **A community arts school** – An arts education organization with a community-focused mission that provides open enrollment and arts instruction to individuals of varying ages or abilities by sharing knowledge and promoting the development of skills.
- ✓ **An affiliate arts-presenting or arts-producing organization hosted within a North Dakota 501(c)(3) tax-exempt institution or public institution** – An arts affiliate is a distinct program or division within a public or 501(c)(3) nonprofit non-arts organization (such as an arts division of a city or tribal government, a public or nonprofit college or university, or a community service nonprofit) that primarily provides arts programming or services to the general public. It has a distinct and separate budget from the host organization for arts programming.

*An affiliate and its host institution may not both receive funding in the IS program; however, more than one affiliate of the same host may receive funding.*

### All Applicants Must:

- ✓ Be physically located in North Dakota
- ✓ Have the majority of arts programming, services, or activities take place in North Dakota
- ✓ Primarily serve and engage North Dakota audiences and participants
- ✓ Have been in existence and have had Federal 501(c)(3) status for a minimum of four (4) years, actively providing arts programming in North Dakota, before applying to the IS grant program for the first time
- ✓ Have at least one (1) part-time paid staff person in a contract or salaried position
- ✓ Have programming that includes at least four (4) separate public events per fiscal year

### Ineligible Applications and Expenses:

- 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
- Capital expenditures
- Permanent acquisitions
- Capital costs, such as improvements, construction, property, equipment costing \$5,000 or more
- Fundraising events and activities
- Prizes, awards, or benefits
- Entertainment functions, including food, beverages, alcohol, and associated costs

- Fellowships, scholarships, or tuition fees
- Projects that are part of a required course or curriculum
- In-school curriculum projects, unless they have a local, regional, or statewide impact
- Travel outside of North Dakota
- Out-of-state touring performances and exhibitions
- Funds are requested that violate any federal, state, or local laws, ordinances, or policies
- Funds are requested that attempt to influence any state or federal legislation or appropriation
- Funds are requested that are essentially for the religious socialization of the participants or audience
- Funds are requested for projects that discriminate against people or groups
- Funds are requested that are managed by another entity other than the applicant
- Funds for projects that will not take place within the geographic boundaries of North Dakota
- Funds for events that are not open to the general public
- Application is not complete and received by 11:59 p.m. (CST) on the application deadline
- Application uses NEA or other federal funds and/or NDCA funds toward the match
- Applicant is a current grantee of NDCA's Community Arts Access grant program
- Applicant is not in compliance with any active grant agreement with NDCA
- Applicant has overdue reporting requirements from a previous NDCA grant agreement

### **Grant Award Amount**

Minimum Award Amount: \$3,000

Maximum Award Amount: \$11,000

Matching Funds: No more than 50% of the total cash operating/programming costs may be requested from NDCA. For every one (1) NDCA dollar requested, the applicant must match or raise one (1) dollar from a cash source other than from NDCA or other federal agencies including the National Endowment for the Arts.

Funds must be expended in the fiscal year for which they are awarded. Unused grant funds cannot be carried over into the next fiscal year.

#### **Formula Award**

Applicants must meet basic expectations in all five (5) Institutional Support review criteria to receive a formula award. The amount of the formula award will vary depending on the overall number of grantees and the total dollars available for this program.

### **Grant Period**

#### **Multiyear Funding**

The Institutional Support grant program runs in a three-year grant cycle. Only one Institutional Support grant application will be accepted from an organization per triennium. Successful applicants will be awarded a proportion of available funding in each fiscal year based on its panel score and compliance during the grant period.

An interim application review is required in years two and three of the multiyear grant

cycle. The applicant will be expected to demonstrate that it continues to meet eligibility requirements.

Interim applications are reviewed by staff and do not undergo panel review. An email will be sent in April of the second and third years regarding the application and final report deadlines.

Applicants are not guaranteed a specific dollar amount for the entire three-year period. Instead, NDCA's board will make a commitment to provide annual grants for a three-year period based on the successful interim review process. Additionally, all grants are subject to available funding from the National Endowment for the Arts and the North Dakota State Legislature.

### **Application Review Process**

- 1) After Submission: Applications are reviewed by staff for eligibility and completeness.
- 2) Panels: Panelists are selected annually; visit [arts.nd.gov/get-involved/become-panelist](https://arts.nd.gov/get-involved/become-panelist). Meetings are open to the public. Anyone may attend by listening to the discussion but may not present or participate. See [apps.nd.gov/sos/ndpmn/mainmenu.htm](https://apps.nd.gov/sos/ndpmn/mainmenu.htm) for dates.
- 3) Review Criteria: The panel evaluates each application and makes funding recommendations to NDCA's Board based on the degree to which the applicant addresses specific review criteria. Panelists individually score complete applications. Those scores are averaged to arrive at the final panel score.

Applicants will be separated into the following panel review process based on operational budgets:

- ❖ Group 1: FY Budgets up to \$350,000
  - ❖ Group 2: FY Budgets \$351,000 and higher
- 4) Panel Score: To be recommended for an award, an applicant must receive an average total score of 60 or more out of 100.
  - 5) Board Approval: NDCA's Board of Directors has final authority to approve grants and amounts.

### **Review Criteria**

- 1) Quality of Programs (0-25 points)
  - Quality and achievements of artistic and administrative leadership
  - Quality of programs (artistic and public) consistent with the applicant's mission statement
- 2) Community, Engagement, and Public Benefit (0-25 points)
  - A commitment to outreach and education, if included in the mission, to enhance the quality of life in North Dakota
- 3) Equity, Accessibility, Diversity, and Inclusion (0-20 points)

- Evidence of efforts to reach underserved communities and steps taken to ease/lessen any barriers to participation
- 4) Planning and Evaluation (0-15 points)
- Evidence of thoughtful strategic planning, including succession
  - Inclusiveness of the strategic planning process
  - Evidence that evaluation is utilized
  - Evidence of an ongoing ability to achieve measurable outcomes
  - Ability of staff and board to manage effectively and implement programming, carry out plans, and respond to change
  - Demonstrated, active leadership within the governing board
- 5) Financials (0-15 points)
- Development of additional sources of financial support
  - Organizational and fiscal stability

## **If Funded**

### **Notification and Agreement**

- Communication regarding the grant award is via email with the contact person listed in the grant proposal.
- An authorized signer for the application will need to complete an online grant agreement.

### **Payment**

- Timing and Disbursement: IS funds are paid in two installments: 80% of the total grant award will be paid in August upon signing the grant agreement, with the remaining 20% being paid upon receipt of the final report.
- Return of Funds: The final report must show expenditures at or greater to the budgeted amount and match requirements 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.
- Final Reports:
  - An online final report for year one is due by July 15, 2023, and must include documentation and evidence of evaluation.
  - An online final report for year two is due by April 30, 2024, and must include documentation and evidence of evaluation.
  - 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.