

NDCA American Rescue Plan (ARP) Fund
ORGANIZATION/NONPROFIT APPLICATION

ORGANIZATION INFORMATION

To review the Application Guidelines, click **HERE**

Organization Name:

FEIN:

Program Supervisor Name:

Title:

Physical Address:

City:

Zip Code:

County:

E-mail:

Phone:

Are you a 501(c)(3)?

Yes. **No.** *If you select "NO," you must apply as an Individual. See Guidelines for application.*

Legislative District:

Locate your legislative district [HERE](#)

DUNS Number:

*****ALL organizational applicants who apply for a grant from NDCA are required to have a DUNS number before receiving grant funds. The process for registering is simple, easy, and only takes a few minutes. You may apply for a DUNS number [HERE](#).**

*If you do not currently have a DUNS number, you may still apply for the NDCA ARP Fund. Funds will **not be** dispersed until you notify NDCA of your DUNS number.*

What is your organizational budget for June 2021 - June 2022?

What percentage of your organizational budget accounts for arts-related programming?

%

Have you previously received any funding from NDCA in the last four years?

Yes. No.

What amount of funding are you requesting?

Organizations can request \$2,000 - \$20,000. Round to the nearest \$50.

Which NDCA ARP Fund application deadline are you applying for?

August 16, 2021

October 15, 2021

PROGRAM PROPOSAL

Organizational Funds are intended to support day-to-day business expenses and operating costs to pivot, rebuild, and continue to grow your organizational mission.

The artistic excellence and artistic merit outlined in the application is key, including:

- Quality of the organization's programs.
 - Potential to have a significant and immediate impact on the arts workforce.
 - Significance to the mission and core work of the organizational goals.
 - Ability to carry out award, including appropriateness of budget, resources involved, and personnel involved.
 - As appropriate, extent to which the organization serves under-served populations such as those whose opportunities to experience the arts are limited by geography, ethnicity, economics, or disability.
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- **Describe how these funds will allow your organization to amplify the presence of the arts in rural and urban communities, expand the public's accessibility to the arts, and strengthen the economic benefits that arts and cultural events provide communities.**
 - **Provide a list of who you will be working with (organizations, partners, communities, audience, etc.) as you continue to pivot, rebuild, and grow your mission.**
 - **Describe how you plan to accomplish your goal(s) for your ongoing program(s) within the grant period.**
 - **Provide a projected timeline for the progress of your ongoing program(s) within the grant period.**
 - **Describe how these funds will impact the expected outcomes of your ongoing program(s).**

Limit: 8,000 Characters/1,500 Words. You must be succinct!

BUDGET

NDCA ARP Funds are intended to support day-to-day business expenses/operating costs in support of your organizational mission.

- Your total requested budget should equal the amount of funding you requested above.
No match is required.
- Your budget should reflect expenses incurred **ONLY** between June 1, 2021 to January 31, 2022.
- REMINDER: These project expenses will be REIMBURSED to you upon the submission of appropriate documentation and within the timeline provided in the NDCA ARP Fund Guidelines. Only qualifying expenses that have adequate documentation will be reimbursed.
- Taxes are not reimbursable.
- Expenses related to food and drink are not accepted.
- Review the Application Guidelines for a list of accepted expenses and documentation.

BUDGET BREAKDOWN

1. Salary Support for full-time or partial-time employees, for one or more staff positions, submit NET PAY ONLY.

2. Fees/Stipends for Artists and/or Contractual Personnel for services they provide for specific activities in support of your organization's general operations. These must be part of the organization's regular, day-to-day work in support of the organizational mission and cannot be for a new or special project or program.

Some examples:

- An organization might need to hire/contract with IT experts to address its website as part of ongoing marketing and promotion which is an allowable cost, or to upgrade technology to improve virtual engagement.
- An arts education organization whose day to day work is developing and presenting educational programs might need to contract with a teaching artist to design or deliver a program.
- Contracting for a new professional development training program for staff would not be permissible as it is new and programmatic, but support for a training officer's salary would be permissible as that is operational.
- An organization might need to hire/contract for tech support to carry out its ongoing virtual activities in response to COVID-19, including individuals to provide expertise in the areas of staging, lighting, or sound.

3. Facility Costs such as rent and utilities, e.g., electric, phone, gas bills.

**** Not to include upgrades to HVAC/ventilation systems. Costs related to home offices are unallowable.*

4. Costs Associated with Health and Safety Supplies for staff and/or visitors/audiences.
For example, plexiglass barriers, personal protective equipment, cleaning supplies, hand sanitizer, etc.

5. Marketing and Promotional Costs

RECORD YOUR BUDGET BELOW

Salary Support: Include salaries, wages, and fringe benefits for personnel, administrative and artistic, who are paid on a salary basis. List each staff position separately. Do not combine positions or use salary ranges.

Expense Description Cost

Total Salary Support Amount:

Fees/Stipends for Artists and/or Contractual Personnel: List each position separately. Do not combine positions or use salary ranges.

Expense Description Cost

Total Fee/Stipend Amount:

Facility Costs: Rent and utilities, e.g., electric, phone, gas bills.

Expense Description Cost

Total Facility Expenses Amount:

BUDGET CONTINUED

Costs associated with health and safety supplies: Personal protective equipment, cleaning supplies, hand sanitizer, etc. for staff and/or visitors/audiences.

Expense Description Cost

Total Health and Safety Amount:

Marketing and Promotional Materials

Expense Description Cost

Marketing Amount:

Add the totals of each budget category. **TOTAL BUDGET AMOUNT:**

FINAL REPORT

Your final report is due February 28, 2022. The final report will ask you to describe how NDCA ARP Funds have affected your organization's ability to reconnect with your audiences and community.

Please maintain records of fund usage and any other relevant information related to NDCA ARP Funds in relation to your organization's day-to-day operations.

Details about completing your final report will be sent with the grant award letter.

ASSURANCES

1. I hereby state that all elements of this application are true.
2. I understand that this application is subject to approval through a panel process and available funding.
3. Our expenses and timeline do NOT overlap with any ARP Funds provided by an agency other than NDCA.

Electronic Signature

Date

To Submit Your Application:

1. Ensure you have completed all portions of this fillable .pdf application.
2. Save the completed application: "File" → "Save As" → Save to your desktop.
3. If you complete your Project Proposal as a Word document, follow Step 2. If you have hand written your Project Proposal, follow Step 5.
4. Attach all completed .pdf or .docx files in an email to ndcagrants@nd.gov.
5. Applications CANNOT be faxed. If necessary, mail a physical copy of your application to: NDCA; Attn: ARP Fund; 105 N 4th St.; Bismarck, ND 58501.
Mail must be postmarked by the application deadline.

If you have any questions, please send an e-mail to ndcagrants@nd.gov