Professional Development Grant Program

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

Program Officer
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Contact the program officer for application support and/or questions. Upon request, application instructions can be made available in an alternate format.

Program Deadlines
Incomplete or late applications are not accepted

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<tr>
<th>Round</th>
<th>Application Deadline</th>
<th>Draft Application Review Deadline</th>
<th>Earliest Project Start Date</th>
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<tr>
<td>Round 1</td>
<td>Tuesday, April 19, 2022 11:59 pm CST</td>
<td>April 12, 2022</td>
<td>July 1, 2022</td>
<td>June 30, 2023</td>
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<tr>
<td>Round 2</td>
<td>Tuesday, June 21, 2022 11:59 pm CST</td>
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<td>Round 3</td>
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<td>Round 4</td>
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<td>January 1, 2023</td>
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<td>Round 5</td>
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<td>Round 6</td>
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During each NDCA fiscal year (July 1 – June 30), applicants may apply to any or all Professional Development application deadlines but may receive only one grant.
Program Overview

Professional Development

Professional Development (PD) is a reimbursement grant program that provides up to $1,000 for North Dakota nonprofit art organizations, educational institutions, individual artists, and art educators to engage in arts-related learning activities. Proposed activities can be in the United States or international.

**Note:** There is limited funding available for this program. Early submission is highly recommended. Applications are reviewed and grants awarded on a first-come, first-serve basis and it is not guaranteed that funds will be available for all the panel dates listed.

Program Goals
- To provide opportunities for North Dakotans to engage in arts-related learning activities.

Eligibility

Applicants must be one of the following:
- An individual artist
- An arts educator
- A North Dakota state tax-exempt nonprofit arts organization
- A Federally tax-exempt nonprofit arts organization
- A North Dakota public education institution. Arts budgets must be isolated from the larger entity’s budget and have an advisory committee for the proposed project.

Additional Eligibility Guidelines for Individual Artists and Arts Educators
- Be a United States citizen or have attained permanent resident status;
- Be at least 18 years of age on the application due date;
- Be a North Dakota resident for at least one year prior to the application’s due date and continue to reside in North Dakota throughout the contract period;
- Cannot be enrolled as a full-time student.

Additional Eligibility Guidelines for Nonprofit Arts Organizations
- Arts organizations must be physically located in North Dakota.
- Majority of arts programming, services, or activities must take place in North Dakota, and primarily serve and engage North Dakota audiences and participants.
- The applicant’s staff members, board members, and/or volunteers, who will benefit from the program’s funds, must be at least 18 years of age on the application’s due date.
- The applicant’s staff members, board members, and/or volunteers, who will benefit from the program’s funds, cannot be enrolled as a full-time student.
This Program Funds:

For Arts Organizations

- For staff member(s), board member(s), and/or volunteer(s) to participate in a learning activity that will support their artistic and/or business duties related to the organization, including workshops, classes, seminars, and/or conferences (in person or online).
- To hire a consultant or adviser for an arts-related professional development learning activity for staff member(s), board member(s), and/or volunteer(s) (in person or online) (e.g. hiring a consultant to lead a board in developing a strategic plan or executive director job search).

For Individual Artists

- To participate in a learning activity that develops artistic skills, including one-on-one study, coaching, workshops, classes, residencies, seminars, and/or conferences (in person or online).
- To participate in a professional development learning activity that will develop business skills related to the arts, including one-on-one study, coaching, workshops, classes, seminars, and/or conferences (in person or online) (e.g. grant writing).
- To hire a consultant or adviser for an arts-related professional development learning activity (in person or online) (e.g. hiring a consultant to support developing a marketing strategy).

For Arts Educators

- To participate in a professional development learning activity that will develop teaching skills in the arts, including workshops, classes, and/or conferences (in person or online).

For Educational Institutions

- To hire an advisor, consultant, and/or teaching professional for a professional development learning activity for faculty members that will develop teaching skills in the arts (in person or online).

This Program Does NOT Fund:

- Any learning activity that is used for a course credit and/or certification;
- The hiring of a professional for business activities that does not include any professional development learning opportunity and/or training (e.g. hiring a professional to write a grant, take photographs of artwork for print and/or online marketing materials, and/or generate an audio recording and/or promotional video);
- Attendance at arts events of which the applicant is solely a paid participant or audience member;
- Transportation of students to artistic events or professional development opportunities;
- Purchasing equipment (e.g. kiln, loom, lens, lighting and/or sound equipment) without any professional development learning opportunity or training included.
### An Application will be Ineligible If:

| Funds are requested for expenses specifically for:                  | • 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  
|                                                                  | • Hospitality or entertainment functions, including food, beverages, and alcohol and associated costs  
|                                                                  | • Fellowships, scholarships, or tuition fees  
|                                                                  | • Projects that are part of a required course or curriculum  

| Funds are requested to support activities:                        | • That violate any federal, state, or local laws, ordinances, or policies  
|                                                                  | • That attempt to influence any state or federal legislation or appropriation  
|                                                                  | • That are essentially for the religious socialization of the participants or audience  
|                                                                  | • That discriminate against persons or groups  
|                                                                  | • That are managed by another entity other than the applicant  

| The Application:                                                 | • Is not complete and received by 11:59 p.m. (CST) on the application deadline  
|                                                                  | • Uses National Endowment for the Arts and/or North Dakota Council on the Arts funds towards the match  

| The Applicant:                                                   | • Is already a Professional Development grantee in the current fiscal year.  
|                                                                  | • Is not in compliance with any active grant agreement and/or has any overdue reporting requirements with NDCA  

### Grant Award Amount

Maximum award request: May not exceed $1,000 or 80% of the total project cash expenses, whichever is less.

### Matching Funds

- A 20% cash match is required of the total NDCA request amount. Example: If an NDCA request is $1,000, the applicant’s cash match must be $250.
• Matching funds need to be a cash source other than the NDCA and National Endowment for the Arts. Match sources may include general operating funds, past surpluses, other grants, and cash.

**Calculation Tip:**
To calculate 80% of the total project cash expenses, take the total expenses x .80.

Example 1: Total expenses are $800. Take $800 x .80 = $640. A maximum of $640 can be requested from NDCA. The remaining $160 is the 20% match.

Example 2: Total expenses are $3,000. Take $3,000 x .80 = $2,400. $2,400 is larger than $1,000 (the maximum amount that can be requested from NDCA). Include $1,000 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, visit [arts.nd.gov/get-involved/become-panelist](http://arts.nd.gov/get-involved/become-panelist). Meetings are open to the public. Anyone may attend and listen to the discussion but may not make a presentation or participate. See [apps.nd.gov/sos/ndpmn/mainmenu.htm](http://apps.nd.gov/sos/ndpmn/mainmenu.htm) for dates.

3) **Review Criteria**: The panel evaluates each application and makes funding recommendations to the NDCA 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.

4) **Panel Score**: To be recommended for an award, an applicant must receive an average total score of, at least, 35 out of 50.

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

**Review Criteria**
1) **Arts Activity** (0-20 points)
   • The applicant clearly describes the activity, including who will be participating.
   • For proposals that include hiring a consultant, advisor, and/or teaching artist, the applicant has clearly detailed why the professional has been chosen and what they will be providing.
   • The budget is appropriate to the actions and outcomes of the activity.

2) **Benefit** (0-15 points)
• The applicant clearly states anticipated outcomes for the activity, including any knowledge and/or skills that may be acquired.

3) Impact (0-15 points)
• The applicant clearly states why the proposed activity is important at this time and how it may impact the organization, or an individual’s career in the arts or education.

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
• Request for Funds Form and Timing: Professional Development grantees are required to submit a Request for Funds to receive payment of funds awarded. After submission, allow up to 4 weeks for payment.
• Return of Funds: Grantees are required to spend the entirety of the NDCA grant award. In cases where a match was required, grantees 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 or by July 15, 2023, whichever comes first. Overdue final reports will affect future eligibility to apply for and/or receive NDCA funding.
• Receipts: For the online final report, grantees must provide receipts or records for all authorized expenses over $25.

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