

# Professional Development Grant Program

## Program Overview and Application Instructions

NDCA Fiscal Year 2025 (July 1, 2024 – June 30, 2025)

### Professional Development

Professional Development (PD) is a **reimbursement grant program** that provides up to \$1,000 for North Dakota nonprofit arts organizations, educational institutions, individual artists, and arts educators to engage in arts-related learning activities.

### Program Deadlines

Incomplete or late applications are not accepted.

Round	Draft Review Deadline	APPLICATION SUBMISSION DEADLINE	Earliest Project Start Date	Latest Project End Date
Round 1	April 16, 2024	Tuesday, April 23, 2024 11:59 pm CST	July 1, 2024	June 30, 2025
Round 2	June 18, 2024	Tuesday, June 25, 2024 11:59 pm CST	September 1, 2024	June 30, 2025
Round 3	August 13, 2024	Tuesday, August 20, 2024 11:59 pm CST	November 1, 2024	June 30, 2025
Round 4	October 8, 2024	Tuesday, October 15, 2024 11:59 pm CST	January 1, 2025	June 30, 2025
Round 5	December 3, 2024	Tuesday, December 10, 2024 11:59 pm CST	March 1, 2025	June 30, 2025
Round 6	February 11, 2025	Tuesday, February 18, 2025 11:59 pm CST	May 1, 2025	June 30, 2025

### Program Officer

Lisa McCallum | Email: [lmccallum@nd.gov](mailto:lmccallum@nd.gov) | Phone: (701) 328-7615

Contact the program officer for application support or questions.  
 Alternate application formats available upon request.

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## 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 arts educators to engage in arts-related learning activities.

- Proposed activities can be in the United States or international.
- There is limited funding available for this program. Early submission is highly recommended.
- During each NDCA fiscal year (July 1 – June 30), applicants may receive only one grant.

### Program Goal

- ❖ 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

#### Additional Eligibility Guidelines for Individual Artists and Arts Educators

- ✓ Be a United States citizen or have attained permanent resident status
- ✓ Be 18 years of age or older on the application's due date
- ✓ Be a North Dakota resident 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
- ✓ The 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 18 years of age or older on the application's due date and cannot be enrolled as full-time students

### 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, seminars, residencies, and 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, and 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 help develop 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 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 who 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 or training (*e.g., hiring a professional to write a grant, to take photographs of artwork for print or online marketing materials, or to generate an audio recording or promotional video*)
- Attendance at arts events of which the applicant is solely a paid participant or a paid 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

**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 or capital expenditures
- Capital costs, such as improvements, construction, property, equipment costing over \$5,000
- Permanent acquisitions
- Fundraising events and activities
- Prizes, awards, or benefits
- Entertainment functions, including food, beverages, 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
- Projects that are not open to the general public

- Projects involving the arts as therapy unless artists are employed as art therapists
- 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 people or groups
- Projects that attempt to influence any state or federal legislation or appropriation
- Projects that are managed by another entity other than the applicant
- Applications that are not complete and received by 11:59 pm CST on the application deadline
- Applications that use NEA or other federal funds and/or NDCA funds toward the match
- Grantees of NDCA's Professional Development grant in the current fiscal year
- Applicant is not in compliance with any active grant agreement 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. The total expenses must be \$1250 or more in order to request \$1,000 from NDCA.
- ✓ Matching funds need to be a cash source other than from NDCA and National Endowment for the Arts or other federal sources. Match sources may include general operating funds, past surpluses, other grants, and/or 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  $\$800 \times .80 = \$640$ . A maximum of \$640 can be requested from NDCA. The remaining \$160 is the 20% match.

**Example 2:** Total expenses are \$1250. Take  $\$1250 \times .80 = \$1000$ . A maximum of \$1000 can be requested from NDCA. The remaining \$250 is the 20% match.

**Example 3:** Total expenses are \$3,000. Take  $\$3,000 \times .80 = \$2,400$ . \$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. If changes are required, applicants will receive an email from our online grants system (administrator@grantinterface.com).
- 2) **Panels:** Panelists are selected annually. For more information, visit: [arts.nd.gov/get-involved/become-panelist](https://arts.nd.gov/get-involved/become-panelist). Online meetings are open to the public. Anyone may listen to the discussion but may not present or participate. See [arts.nd.gov/news/ndca-meetings](https://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.

- 4) **Panel Score:** Proposals will be evaluated on how the applicant addresses the three (3) review criteria, with total possible points of 15, or 100%.
- Applications with average panel scores of 75%-100% will be sent on to the Board of Directors for approval.
  - Applications with average panel scores of 60%-74% will be considered to receive a partial grant.
  - Applications with average panel scores of 59% or below will not be approved.
- 5) **Board Approval:** NDCA's Board of Directors has the final authority to approve grants.

## If Funded

### Notification

- Communication regarding the grant award is via email (administrator@grantinterface.com).

### 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 four (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, applicants are required to raise and spend the match as well as the grant award. The final report must show expenses at or greater than 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. Note that not all project changes can be approved.
- **Final Reports:** An online final report is due 30 days after the project end date on the application or by July 15, 2025, 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.

## 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](https://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 “Professional Development FY25 Application.”

### Application Support

First-time applicants are encouraged to contact the program officer if they have questions while preparing the application. The program officer can assist with eligibility questions and project idea development and goals. Please note the draft review deadlines.

### Draft Review Option

The program officer can review your application before the application deadline. **Email the program officer by the Draft Review Deadline for the Round that you are applying for, indicating that you would like a draft review.**

### Online Application Tips

- You can type responses to application questions into text boxes or you 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.
- Confirmation emails are sent automatically after the application is successfully submitted. If you do not receive a confirmation email (administrator@grantinterface.com), contact the program officer.

### Application Requirements

- ✓ Applicant Information
- ✓ Outcomes
- ✓ Narrative
- ✓ Event Documents
- ✓ Budget
- ✓ Resumes
- ✓ Work Samples
- ✓ Determination Letter

### Applicant Information

**Organization Questions** *(Not required for Individual Applicants)*

**SAM Unique Entity ID** *(Required)*

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 <https://sam.gov/content/home>
2. You will need the organization’s legal name and address.

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

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

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

- ❖ Provide a brief history of the organization. Summarize why and how the group formed and what it does.
- ❖ Give a brief description of the group's structure.
- ❖ What kinds of events or programming has the organization provided? Briefly describe activities over the past few years.

### **NEA Questions** *(Required)*

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

### **Outcomes**

This section addresses how the applicant's outcomes match the Professional Development program outcomes.

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

In one or two sentences, state two (2) distinct project outcomes. **The project outcomes must support the following program outcomes:**

- ❖ Skills and knowledge are developed or expanded within an artistic discipline.
- ❖ Skills and knowledge are developed or expanded toward strategic administrative practices.

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

*(Required)*

From the menu, choose a program outcome.

### **Narrative**

Proposals will be evaluated based on how the applicant addresses the three (3) review criteria, with total possible points of 15, or 100%.

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

Provide a short title describing the activity.

**Project Start Date** *(Required)* The earliest date that can be entered is 7/1/2024.

**Project End Date** *(Required)* The latest date that can be entered is 6/30/2025.

### **Review Criteria**

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

- Describe the activity to be supported by the grant.
- If the proposed activity is an event, include the full name of the event, the host of the event, location, date(s), and who will be participating in the activity. Provide details about the event and how the applicant(s) will participate.
- If the proposed activity is to hire a professional consultant, advisor, or teaching artist, include the name of the professional, dates of the activity, and who will be participating in the activity. Provide details about why the professional has been chosen and what they will be providing as a professional development learning opportunity.
- The budget should be appropriate to the actions and outcomes of the activity.

**2) Benefit** (0-5 points) (*Required*) 1,500 maximum characters)

- Describe the benefits of participating in the proposed activity. What knowledge and skills will the applicant acquire and develop?

**3) Impact** (0-5 points) (*Required*) (2,000 maximum characters)

- Explain why the proposed activity is important at this time. Discuss how it will impact the organization or impact the individual's career in the arts or in arts education. How will the applicant implement the knowledge and skills acquired?

**Event or Class/Workshop Documents**

For proposals that include participating in an event (*e.g., conference, convention, seminar*) or taking a class/workshop, documents that illustrate the event are required. From the list provided below, choose a minimum of one (1) and a maximum of two (2) items that illustrate the event or class/workshop. (upload a PDF)

- An event brochure or screenshot of the website
- An event agenda or timeline from the website
- Link to the website (optional)

**Budget Form and Instructions**

Download the budget form on the PD webpage here:

<https://www.arts.nd.gov/sites/www/files/documents/grants/PDFY25BudgetandInstructions.pdf>. Complete and upload to the online application.

**Resumes****For Arts Organizations or Educational Institution Applicants**

- Provide the resume(s) or bio(s) of all the individuals who will take part in the proposed activity (staff members, board members, and/or volunteers). Include title and years of service. (Limit each resume or bio to one (1) page maximum. Combine all into one (1) document and upload a PDF.)
- If the proposed activity is to hire a consultant, advisor, or teaching artist, provide a resume of the consultant, advisor, or teaching artist. (2 pages maximum, upload a PDF)

**For Individual Artists or Arts Educators**

- Provide a resume that illustrates evidence of relevant work experience, relevant formal or informal education, training, mentorship, apprenticeship, experience as an artist, and artistic recognition. (2 pages maximum, upload a PDF)
- If the proposed activity is to hire a consultant, advisor, or teaching artist, provide a resume of the consultant, advisor, or teaching artist. (2 pages maximum, upload a PDF)

**Work Samples****Provide work samples.**

If the proposal is for an activity that develops artistic skills, including one-on-one study, coaching, classes, workshops, and/or residencies, work samples of the artist applicant or instructor(s) are required.

**Notes about Rights**

1. The works and the rights to those works resulting from NDCA grants are the sole property of the artist(s).



2. 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.

**Complete work samples include:**

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

**Images**

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

**Video**

Provide a URL link for **up to two (2) video samples** for a maximum total length of **3 minutes**.

- Video files must be uploaded to [youtube.com/](https://www.youtube.com/) or [vimeo.com/](https://www.vimeo.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 (2) audio samples** for a maximum total length of **3 minutes**.

- Audio files must be uploaded to [soundcloud.com](https://www.soundcloud.com/) or [dropbox.com](https://www.dropbox.com/)
- Include only the material intended for panel review
- Include a Soundcloud password, if applicable

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](https://support.google.com/youtube).
- For Vimeo support, visit <https://help.vimeo.com/hc/en-us>.

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

**Written Work**

Provide a **PDF file** for **three to five (3-5) 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.*

**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, event, or exhibition space.
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., two 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., three pages of a 12-page scene, five pages of a 200-page novel).

**Determination Letter**

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