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# Special Projects FY21 Grant Program

## Application Guidelines

### **Application Deadline**

6-weeks prior to the start date of the proposed activity

### **Draft Review Available**

### **Project Dates**

July 1, 2020 – June 30, 2021

### **Application Deadline Date for Panel Review**

Tuesday, June 2, 2020  
Tuesday, August 4, 2020  
Thursday, October 1, 2020\*  
Tuesday, December 1, 2020  
Tuesday, February 2, 2021  
Tuesday, April 6, 2021

### **Panel Review Dates**

Tuesday, June 16, 2020  
Tuesday, August 18, 2020  
Tuesday, October 13, 2020\*  
Tuesday, December 15, 2020  
Tuesday, February 16, 2021  
Tuesday, April 20, 2021

\*Adjusted deadlines due to internal office activity

## APPLICATION GUIDELINES

### PREPARING THE APPLICATION

#### GO SMART SYSTEM AND REGISTRATION

- All applicants are required to use the online Go Smart system to apply and will submit all materials electronically.
- All applicants must be registered in the Go Smart system in order to apply to any NDCA program.
- **New users** must register before they begin an application. Registration requires the user to generate a login and password that allows users to apply to grant programs each year.
- **Returning users** must use their existing username/ password and *should not start a new account*.
- **An online tutorial** is available on [NDCA's website](#) that illustrates how to use the Go Smart System and guide new and returning users through the registration process.
- **Unincorporated applicant groups** applying with a fiscal sponsor, should set-up an organization account under the name of the group. See detailed guidelines on page 3 under "Edit Profile Tab/Page."

#### HOW TO START AN APPLICATION

- Log into Go Smart: [northdakota.gosmart.org](http://northdakota.gosmart.org)
- Under "Current Programs and Applications," scroll down to Special Projects FY21

#### GO SMART TIPS

- **For returning users**, it is recommended to select the "**Edit Profile tab**" at the top of the screen next to "Current Programs & Applications" tab and review and update all information as needed. This information is provided to the panelists.
- **Applicants must select the "Save" button at the bottom of each application page prior to advancing to another page.** The content entered otherwise will not be available for the panelists to review.
- Applicants are not required to complete an application all at once and are able to save content and return. When returning to the application, select the "**Edit**" option to continue editing the same application. Selecting "Start" will start another application.

#### TECHNICAL SPECIFICATIONS

- **Prepare Offline:** Applicants are strongly encouraged to prepare narrative text in another format (Word document) and then upload document(s) or copy and paste into Go Smart.  
**Character Limits:** Fields with length limits are measured in characters, not words. All length limits include spaces.
- **Attachment Format:** All attachments are preferred to be in PDF file format.
- **File Naming Requirement:** Name files with a combination of the applicant name and document title. For example: JimSmith -Program1.pdf. Use only letters of the alphabet, numerals, underscores, or dashes in file names. Do not use commas, periods, other punctuation marks, or special characters, as these may result in file corruption.

**APPLICATION DEADLINE**

**Applications must be successfully submitted in the online Go Smart system before 11:59 p.m. (CST) 6-weeks prior to the start date of the proposed activity.**

**Technical Difficulties**

NDCA is not responsible for the failure of Internet service providers to accept or deliver application materials. NDCA will only accept applications that are submitted and accepted by the online Go Smart system before the 11:59 p.m. deadline. **There are no exceptions.**

**Proof of Submission**

When an application is successfully submitted, a confirmation will be sent to the applicant by email. Applicants are strongly advised to print and keep a copy of this email as proof of their submission.

**Any applicant that fails to submit all the required materials, or submits incomplete materials, will jeopardize the eligibility of its application.**

**IMPORTANT NOTE**

NDCA advises that applicants plan ahead and begin applications well in advance of the deadline.

Applicants that need assistance should NOT wait until the day of the deadline, and/or the last few hours before the deadline, to contact NDCA. Doing so may jeopardize submitting an application before the deadline.

**DRAFT REVIEW DEADLINE**

Applicants have the option to submit a draft of the application to be reviewed by the program officer. Applications for a draft review must be successfully submitted online in Go Smart, at the latest, before 11:59 p.m. (CST) 2-weeks (14 days) prior to the application deadline. The application primary contact will be contacted with comments and/or suggestions.

<b>FISCAL YEAR 2021 APPLICATION PAGES (Fill out in Go Smart)</b>	<b>PAGE</b>
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## EDIT PROFILE TAB/PAGE

### **Primary Contact Information** *(Required)*

The primary contact is the person responsible for completing and submitting the application and is the liaison between the applicant and NDCA.

### **Applicant Legal Name and Contact Information** *(Required)*

Include the legal name and address of the organization/group.

### **Federal EIN Number** *(Required)*

For **unincorporated applicant groups** applying with a fiscal sponsor, enter "0" into the text field.

### **Organization Type** *(Required)*

Select from the dropdown menu the category that best describes the applicant's type of organization.

### **Applicant Status** *(Required)*

Select from the dropdown menu the category that best describes the applicant's tax status. For **unincorporated applicant groups** applying with a fiscal sponsor, select "none of the above."

### **Applicant Discipline**

- **Primary Discipline** *(Required)*  
Select one applicant category that best describes the applicant's **primary** program activities.
- **Secondary Discipline** *(Not Required)*  
Depending on the category selected for the "Primary Discipline," the applicant may have available a subcategory for that discipline to choose from.

### **Mission Statement** *(Required)* (1,600 maximum characters)

In the space provided, precisely state the applicant's board approved, publicly utilized mission. Do not include additional information such as vision or values statements; only include the official mission statement. For **unincorporated applicant groups** applying with a fiscal sponsor, who do not have a mission statement, include a one sentence description of the proposed project.

### **Organization History** *(Required)* (1,600 maximum characters)

Provide a brief general history/background of the applicant.

### **DUNS Number** *(Required)*

Applicants are required to have a DUNS number. DUNS numbers are generated through Dun & Bradstreet and are a unique a nine-digit identifier that have become a standard numbering system to identify businesses across the globe. To register for a DUNS number, visit: <https://www.dnb.com>  
To retrieve a DUNS number, visit: <https://iupdate.dnb.com/iUpdate/companylookup.htm>.  
For **unincorporated applicant groups** applying with a fiscal sponsor, enter "00000000" into the text field.

## CONFIRMATION PAGE

In this section, the applicant confirms that the “Program Overview” and “Application Guidelines” documents for the Special Projects grant program have been read and understood, that the profile page has been reviewed and updated, and the “Accessibility Checklist” has been filled out.

### **Accessibility Checklist**

Organizational grantees are required by the NEA to complete a brief “Accessibility Checklist.” Download the “Accessibility Checklist” on [NDCA’s Special Projects webpage](#), complete it, and retain a copy for your files.

## **APPLICANT INFORMATION PAGE**

### **Applicant County** *(Required)*

To look up a county, visit: [https://en.wikipedia.org/wiki/List\\_of\\_counties\\_in\\_North\\_Dakota](https://en.wikipedia.org/wiki/List_of_counties_in_North_Dakota)

### **Applicant Region** *(Required)*

To look up a region, visit: <http://www.nd.gov/arts/sites/default/files/PDFs/regionsofnd.pdf>

### **Applicant State Legislative District** *(Required)*

To look up a district, visit:

<https://www.legis.nd.gov/lcn/assembly/constituentViews/public/findmylegislator.htm>

### **Applicant’s Organization or Group Director is:** *(Required)*

From the menu choose Full Time, Part Time, or Volunteer

## **REQUIRED NEA QUESTIONS PAGE**

NDCA uses information entered on this page to monitor its own efforts to reach all North Dakota demographic groups. This form is used to determine which key demographic groups the applicant intends to serve.

### **Type of Activity** *(Required)*

Select the code that best describes the activities of the project.

### **Project Discipline** *(Required)*

Select the code that best describes the discipline with which funded activities are involved. In the secondary dropdown menu select the most appropriate subcategory.

### **% of Arts Education** *(Required)*

From the dropdown menu select - “None of this project involves arts education”

### **NEA Primary Strategic Outcome** *(Required)*

Choose one item that best describes the primary strategic outcome associated with the award.

- Creation: The portfolio of American art is expanded.
- Engagement: Americans throughout the nation experience art.

- Learning: Americans of all ages acquire knowledge or skills in the arts.
- Livability: American communities are strengthened through the arts.
- Understanding: Public knowledge and understanding about the contributions of the arts are enhanced.

**Total Adults Engaged In Person** *(Required)*

**Youth (under age 18) Engaged In Person** *(Required)*

Enter the estimated number of adults and/or Youth (under age 18) who will directly engage with the arts, whether through attendance at arts events or participation in arts learning or other types of arts activities. Do not count individuals reached through TV, radio, or cable broadcast; the Internet; or other media. Avoid inflated numbers.

**Artists Directly Involved** *(Required)*

Enter the number of artists who will be providing art or artistic content for the grant activities.

**Populations Benefited by Race** *(Required)*

**Populations Benefited By Age** *(Required)*

**Populations Benefited By Distinct Groups** *(Required)*

Select all categories that, by your best estimate, make up 25% or more of the population that will directly benefit from the award during the period of support. These responses should refer to populations reached directly, rather than through broadcasts or on-line programming. Select up to four categories. The total percentage should not be more than 100%. Multiple selections are made by pressing the control key and selecting the appropriate category.

**Amount Requested** *(Required)*

Provide the amount requested from NDCA in support of this project. May not exceed \$1,250.

**LOCATION(S) OF PROJECT ACTIVITIES PAGE**

The information gathered on this page is required for the National Endowment for the Arts which NDCA receives funding from. This information will not be provided to the panel.

After a venue location has been entered and saved, the venue will be listed above "Venue Name" with a red circle next to it. There is no limit to the number of venues that can be added.

**Venue Name** *(Required)*

Provide the place(s) where the activity will take place. Do not provide the activity name; only the name of the venue where the activity took place.

**Venue Address, Venue Address line 2, Venue City, Venue State** *(Required)*

**Venue Zip Code** *(Required)*

**Venue Latitude and Longitude** *(Required)*

Click on the blue “**Find Lat/Lng**” link to auto-populate the latitude and longitude.

**Number of days on which activities occurred.** *(Required)*

Estimated number of days during the funded grant period on which activities are planned to occur at this venue based on the workplan.

**PROJECT BUDGET PAGE**

For this section, provide all the expenses and income related to the proposed activity.

*Expenses for Proposed Activity*

<b>Organization Personnel</b>	Any administrative, artistic, technical/production, and/or arts education members of the organization’s staff.
<b>Outside Professional Services*</b>	Any contracted outside services, artistic and/or other
<b>Space Rental</b>	Includes office, rehearsal, and performance spaces.
<b>Travel*</b>	Includes lodging, per-diem, and travel. North Dakota’s meal per-diem rate is \$35 per day. Travel includes ground travel, parking costs, gas expenses, and car rental. NDCA’s gas reimbursement rate is \$.35 cents per mile.
<b>Marketing and Advertising</b>	Includes production and distribution costs of any publicity materials.
<b>Remaining Project Expenses*</b>	Any expenses not covered by the above lines.
<b>Allowable In-Kind Expenses Towards the Match</b>	May not exceed \$625. Refer to the Program Overview for detailed instructions. Must match “Allowable In-Kind” amount under income.
<b>TOTAL EXPENSES</b>	This will be automatically calculated. The total income and expense lines must match.

\* Item must be itemized in “Project Budget Additional Information Page”

*Income for Proposed Activity*

<b>Admissions</b>	Includes ticket revenue, free will offering, etc.
<b>Contracted Services Revenue*</b>	Include any revenue produced as a result of services provided to an outside entity.
<b>Other Revenue*</b>	Include any revenue not covered by any of the other lines.
<b>Corporate Support*</b>	Includes donations from corporations and other businesses.
<b>Foundation Support*</b>	Includes donations/awards from private foundations.
<b>Other Private Support*</b>	Includes any revenue not covered in lines above such as memberships, individual donations, sponsorships, etc.
<b>Government Support*</b>	<ul style="list-style-type: none"> <li>a. Federal (Do not include grants from NEA)</li> <li>b. State/Regional (Do not include grants from NDCA)</li> <li>c. Local - Includes city/county commissions and agencies, school boards, etc.</li> </ul>

<b>Applicant Cash-on-Hand</b>	Actual cash applicant already possesses in a savings or checking account and has reserved for activity described.
<b>Allowable In-Kind Income Towards the Match</b>	Must match "Allowable In-Kind" amount under expenses.
<b>Amount Requested from NDCA</b>	List the amount that is being requested from NDCA in support of the project. May not exceed \$3,000.
<b>TOTAL INCOME</b>	This will be automatically calculated. The total income and expense lines must match.

\* Item must be itemized in "Project Budget Additional Information Page"

### Total Project In-Kind Expenses *for Proposed Activity*

Projects may, but are not required to, have in-kind donations. **Include ALL in-kind contributions here. This also includes any amount listed in the "Allowable In-Kind Towards the Match" categories in the budget.** If claiming in-kind as part of the match, the total amount in this section must at least match or be greater than the amount included in the "Allowable In-Kind Towards the Match" categories in the budget.

In-kind includes the value of goods and services donated to the project. Cash value of these expenses should be based on fair market value of the items, services, etc. donated. Some examples include donated services, advertising, artist accommodations, space use, and printing. Do not record an in-kind donation unless it would otherwise have had to be purchased for the project or program. When calculating the in-kind value of volunteer time, use the North Dakota minimum wage rate.

<b>Organization Personnel*</b>	Include administrative, artistic, technical/production and arts education.
<b>Outside Professional Services*</b>	Include artistic or other
<b>Space Rental*</b>	
<b>Travel*</b>	Includes meals and lodging for travelers.
<b>Marketing and Advertising*</b>	
<b>Other Miscellaneous In-Kind*</b>	
<b>TOTAL In-Kind</b>	This will be automatically calculated.

\* Item must be itemized in "Project Budget Additional Information Page"

### PROJECT BUDGET ADDITIONAL INFORMATION PAGE

Use this page to itemize, in the text boxes, all the expenses and income line items that request additional information from the "Project Budget" page. **The total amount for of all the items listed for each category must match the amount for that category on "Project Budget Page."** Indicate if income is committed or pending.

#### Expenses – Sample Description

<b>Outside Professional Services – Artistic</b>	Creek Band - \$2,500; Musician Jim Smith - \$125
<b>Outside Professional Services – Other</b>	Sound set-up - \$100; Camp teacher - \$1,200 (10 classes x \$120 per class)



<b>Travel</b>	Artist Travel - 50 miles - \$35 (\$.35 per mile x 2 trips); Artist Per Diem - \$70 (\$35 x 2 days)
<b>Remaining Project Expenses</b>	Art Camp Supplies - \$250; Village Fair Supplies - \$550; Fiscal Sponsor Fee - \$300

**Income – Sample Description**

<b>Contracted Services Revenue</b>	
<b>Other Revenue</b>	
<b>Corporate Support</b>	Wells Fargo Bank - \$700
<b>Foundation Support</b>	Pierce County Endowment Fund - \$1,000 (committed); Don Rupp Fund - \$500 (pending)
<b>Other Private Support</b>	Individual Donors - \$100
<b>Government Support – Federal</b>	Do not include grants from the NEA
<b>Government Support - State/Regional</b>	State Historical Society of North Dakota - \$1,000 (committed)
<b>Government Support – Local</b>	Pierce County & Rugby Convention & Visitors Bureau - \$500

**Total Project In-Kind – Sample Description**

<b>Organization Personnel</b>	Volunteers – \$1,088 (150 hrs x \$7.25)
<b>Outside Professional Services</b>	Exhibition setup - \$300 (20 hrs x \$15)
<b>Space Rental</b>	VFW volunteer rest area - \$500
<b>Travel</b>	Lodging for art camp teacher - \$480
<b>Marketing and Advertising</b>	KZZJ donation - \$300
<b>Other Miscellaneous In-Kind</b>	

**NARRATIVE QUESTIONS PAGE**

In this section, fill in the text boxes or upload a PDF document of the narrative questions. The total narrative can be up to a maximum of 2 pages. **Format the document** using Times New Roman font, 12-point font size, and 1-inch margins. Include the narrative numbers and question headers below in bold.

**Project Title** (75 maximum characters)

Include a short title describing the activity proposed.

**Activity Start Date** (Required)

**Activity End Date** (Required)

**1) Arts Activity** (Required) (3,300 maximum characters)

- Describe the arts activity (what, where, when). Discuss the scope of the activity that will be produced, presented, or promoted. If the proposal includes initiating a new arts event, discuss why it has been selected and why it is important at this time. If the proposal includes hiring an artist or artist group, discuss how and why the artist or artist group was selected?
- In what ways will the arts activity be relevant to and/or engage or stimulate the audience, participants, and/or attendees?
- Briefly describe what outcomes are anticipated to be achieved through the arts activity? Example: the activity anticipates engaging a new audience population or a more diverse audience.

**2) Ability (Required)** (3,300 maximum characters)

- Describe the planning process for the activity. In what ways will the board of directors or advisory committee be involved?
- What is the timeline of the project (e.g., give deadlines for major activities)?
- How will the activity be promoted?
- How will the activity be evaluated? Briefly describe methods for evaluating. Examples of quantitative and qualitative evaluation methods may include, but are not limited to audience/participant counts, audience/participant surveys, artist surveys, post-performance feedback, etc.

**3) Community Need & Support (Required)** (3,300 maximum characters)

- Describe the community/communities involved and the individuals the arts activity serves (i.e. artists, attendees, participants, etc.).
- Define the diversity of people within the community/communities identified (e.g. racial, ethnic, cultural, age, gender, ability, geographic, and/or economic, etc.).
- What shared interest, need, or demand exists within the community as it relates to the activity? How will the activity benefit the community/communities that has been described?
- In what ways have members of the community shown support for the activity (e.g. collaborations and partnerships; financial contributions; volunteer time; in-kind donation of services, supplies or space)?

**4) Accessibility (Required)** (2,000 maximum characters)

- If there are financial costs associated with the activity, what considerations are made for those who may find such costs a barrier? Examples might include ticket discounts, scholarships, waived membership dues, transportation reimbursements, stipends, etc.
- The programmatic aspects of the activity are required to be accessible. In what ways does the activity ensure that people with disabilities can participate? Describe how the activity will meet this requirement OR upload a PDF of the group's approved Accessibility Plan. Examples might include ADA accessible venue, ASL interpretation, audio described performance, large print programs, sensory tours, etc.
- How will accessibility options be conveyed to the community?

**General Information about Accessibility and ADA**

Persons with disabilities have the right to access all NDCA funded programs. Applicants' programs and facilities should be accessible to every person. The Americans with Disabilities Act (ADA), along with North Dakota Division of Community Services State building codes provide guidance to ensure the arts are available to everyone.

**What is Included in an Accessibility Plan**

Plans will vary and should address accessibility needs in relationship to a given organization's activities specific to efforts to make programming and facilities accessible to persons with disabilities. It should not include plans to address general geographic or financial accessibility; those efforts may be described in other areas of the application.

### Questions Related to Accessibility

If you have questions about the Americans with Disabilities Act, the accessibility plan, or ways to make your programs and facilities accessible, contact NDCA’s accessibility coordinator, Amy Schmidt at [amschmid@nd.gov](mailto:amschmid@nd.gov) or (701) 328-7594; or visit the [National Endowment for the Arts’ Office of Accessibility resource page](#).

## WORK SAMPLES PAGE

### Work Sample Requirement

- For proposals that include hiring an artist(s) or artist group(s), submit samples of up to four artists who will be participating so that the panel may better understand the artwork to be presented.

**Contact the program officer for any needed assistance with uploading working samples.**

**Applicants who are required to submit a work sample and do not submit a complete work sample will not be reviewed.** A complete work sample includes:

- Images, Audio, Written Work, and/or Video, and a
- Work Sample Description

**Work Sample Tips:** A strong work sample accomplishes the following:

- Illustrates an artistic voice and technical skill;
- Provides evidence of the artistic quality of an artist’s work;
- Documents the artwork itself, not the quality of teaching or the experience of a demonstration;
- Is documented in a medium that best corresponds as closely as possible to the application request.
- When gathering application materials, consider the following items. Are the samples cohesive, yet varied?

### Notes about Rights

- The works and the rights to those works resulting from NDCA grants are the sole property of the artist(s).
- Copyright registration is the sole responsibility of the applicant.
- All application materials submitted to NDCA are public information.
- All work samples submitted will be retained by NDCA. NDCA may use submitted work samples in promotional materials and online.

Type of Sample	File Type and Upload Location	Maximum Quantity	Format and Notes
Images	JPG only	10 images	under 250 MB each
Audio	MP3, WAV, and AIF only	5:00 minutes	under 250 MB each <ul style="list-style-type: none"> <li>Include only the material intended for panel review.</li> </ul>
Written Work	PDF only <a href="#">Upload on Work Samples Page under “Documents”</a>	10 pages	<ul style="list-style-type: none"> <li>Remove title pages, table of contents, etc.</li> <li>Include only the material intended for panel review</li> </ul>

			<ul style="list-style-type: none"> <li>• Prose: double spaced</li> <li>• Poetry: single or double spaced</li> <li>• Scripts: formatting should follow industry standards</li> </ul>
<b>Video</b>	PDF file containing the Vimeo or YouTube URL link with the Work Sample Description Information. Include all samples in one PDF file. <u>Upload on Work Samples Page under "Documents"</u>	5:00 minutes	<ul style="list-style-type: none"> <li>• Videos must be uploaded to <a href="http://www.vimeo.com">www.vimeo.com</a> or <a href="http://www.youtube.com">www.youtube.com</a></li> <li>• Include only the material intended for panel review.</li> <li>• If private viewing is selected, provide the video specific password in the PDF document along with your Vimeo or YouTube URL.</li> <li>• For help with Vimeo, visit <a href="http://www.vimeo.com/help">www.vimeo.com/help</a></li> <li>• For help with YouTube, visit <a href="http://support.google.com/youtube">support.google.com/youtube</a></li> <li>• No video slide show of images</li> </ul>

**Vimeo and YouTube warning:** Keep video work samples on Vimeo and/or YouTube until after grants have been awarded; make no changes.

If using a combination of work sample types, **follow this conversion ratio:** 30 seconds = 1 page = 1 image.

**Work Sample Description (Required)**

Include the information below for each work sample on the upload page, except for video samples, include the following information with the video URL link in a PDF file (see directions above).

1. Artist(s) Name
2. Title of the Work
3. Completion Date
4. Location - Provide the location of any work sample that is a performance/concert, etc.
5. Medium – (e.g., acrylic, wool, wood, clay, etc.).
6. Dimension/Duration/Pages
  - a. For images, provide the dimensions of the original artwork in both numbers and unit of measurement (e.g., 24" x 12").
  - b. For video and audio samples, state the length of the sample and the length of the complete artwork (e.g., 2 minutes of a 46-minute symphony).
  - c. For written work, provide the number of pages of the portion of the artwork that will be read in the work sample. (e.g., eight pages of a 12-page scene, or three pages of a 200-page novel).
7. Statement – (optional.) The panel will read this as they view the work sample. This is an opportunity to provide information that will help the panel understand the work sample.

**ORGANIZATIONAL BACKGROUND AND PROGRAMING DOCUMENTS PAGE**

Background and/or programming documents are required. From the list provided below, choose a minimum of one and a maximum of three items that will help panelists to better understand the

applicant, its work, and/or the scope, breadth, emphasis, and character of the applicant's programming. Strong choices relate to and support the purpose of the proposed Special Project's activity. (Upload a PDF for each item) *(Required)*

- News articles, reviews, other externally authored materials
- Annual reports, newsletters, educational materials, other self-published documents
- Current program brochures, catalogs, or other materials highlighting artistic events, such as programs, classes, season, etc.

## **BOARD LIST AND PROJECT PERSONNEL RESUME(S) PAGE**

### **Board List**

A board of directors or advisory committee is required, encompassing three individuals as a minimum. Provide a list of the organization's board members that includes the following information below. (upload as PDF file)

- Board member name
- Board position
- Current term of service years
- Primary professional/community affiliation
- Professional title
- City and State of residence
- For **unincorporated applicant groups** applying with a fiscal sponsor, only, provide up to 2 additional pages (for a maximum of 3 pages) of additional background information for each advisory committee member and how they will support the proposed activity.

### **Project Personnel Resume(s)**

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

## **FINANCIAL STATEMENT AND INDEPENDENT AUDIT PAGE**

- Organizational applicants with annual cash expenses in **excess of \$500,000** must submit an independent audit for the most recently completed fiscal year. (upload as PDF file)
- Organization applicants whose annual cash expenses are **less than \$500,000** must submit board-approved financial statements (a balance sheet and income statement) for the most recently completed fiscal year. (upload as PDF file)

## **DETERMINATION LETTERS PAGE**

In this section, provide the applicant's Federal IRS 501(c)(3) determination letter, North Dakota certification of nonprofit incorporation and tax exemption, or tax-exempt certificate/determination letter for a public entity. (upload as PDF file)

## **FISCAL SPONSORSHIP PAGE**

**Applicants who are required to apply with a fiscal sponsor must provide:**

1. A fiscal sponsor agreement (upload as PDF file) that includes:
  - Name, address, email, and phone of the sponsor contact
  - Sponsor's federal EIN, fiscal year end, and DUNS number
  - A statement that the fiscal sponsor retains complete discretion and control over the use of funds and is not legally required to distribute funds for the benefit of the fiscally sponsored organization.
  - A description of the responsibilities of both applicant and fiscal sponsor in carrying out the project.
  - Termination provisions that indicates what the process is and provisions for who will own the project assets in the case of a separation.
  - An indication of fiscal sponsor administrative fees, if any, charged to the applicant.
  - Signatures of both the fiscal sponsor and applicant.
2. The fiscal sponsor's IRS 501(c)(3) letter of determination (upload as PDF file). If the fiscal sponsor is a public entity (such as a unit of state, local or tribal government), this letter is not required.

#### **Fiscal Sponsor Legal Name and Contact Information**

Provide the legal name and contact information of the fiscal sponsor and fiscal sponsor contact.

#### **Fiscal Sponsor Status**

Select from the dropdown menu the category that best describes the fiscal sponsor's tax status.

#### **Fiscal Sponsor Federal EIN Number**

#### **Fiscal Sponsor DUNS number**

**Fiscal Sponsorship Tips:** Applicants entering into fiscal sponsorship agreements are strongly encouraged to know their rights and responsibilities and to utilize best practices when entering into an agreement. For more information about fiscal sponsorship and resources, visit <http://www.nd.gov/arts/fiscal-sponsorship>.

### **SIGNATURE PAGE**

#### **Applicant's Certification**

The signature of one authorizing official with the authority to enter into legal agreements on behalf of the applicant is required. The signature certifies that all information in the application is true and correct, the applicant meets all program eligibility criteria, and the applicant intends to use any granted funds only for allowable purposes.

Entering an individual's name in a signature box constitutes the individual's electronic signature. North Dakota Law authorizes state government agencies to conduct transactions electronically.

### **SUBMIT PAGE**

For this section, there is an option to view and print the application for review.

**Draft Review Option**

The applicant may also choose to have the application reviewed for feedback by the program officer by selecting “Draft Review Submission.”

Once the application is complete, select “Final Submission.” This will activate an automatic email response to the primary contact, including a notification that the application has been received and an attached PDF file of the application. If you do not receive the automated email response, contact the program officer.

Note: When viewing the PDF file in any status, it will not include information entered on the “Location of Activity” page.

**FOR QUESTIONS OR HELP**

Contact Program Officer Vanessa Voskuil  
[vvoskuil@nd.gov](mailto:vvoskuil@nd.gov) | (701) 328-7591