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# Special Projects FY21 Grant Program

## Program Overview

### Application Deadline

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

### Draft Review Available

### Project Dates

July 1, 2020 – June 30, 2021

<b>Application Deadline Date for Panel Review</b>	<b>Panel Review Dates</b>
Tuesday, June 2, 2020	Tuesday, June 16, 2020
Tuesday, August 4, 2020	Tuesday, August 18, 2020
Tuesday, October 1, 2020*	Tuesday, October 13, 2020*
Tuesday, December 1, 2020	Tuesday, December 15, 2020
Tuesday, February 2, 2021	Tuesday, February 16, 2021
Tuesday, April 6, 2021	Tuesday, April 20, 2021

\*Adjusted deadlines due to internal office activity

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

## PROGRAM OVERVIEW

### SPECIAL PROJECTS

Special Projects is a grant program that provides up to \$1,250 for North Dakota groups to initiate new art events of all disciplines and forms and to hire North Dakota or non-North Dakota touring artists and artist groups.

**Applicants** are encouraged to carefully review the Program Overview and Application Guidelines, then call the program officer prior to beginning an application, particularly if there are questions about activity eligibility.

**Note:** There is limited funding available for this program. Early submission of applications 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

- Provide new art experiences for diverse populations in North Dakota.

### ELIGIBILITY

**Applicants must be one of the following:**

- **North Dakota State tax-exempt nonprofit arts organization.**
- **Federally tax-exempt nonprofit arts organization.**
- **Federally tax-exempt non-arts organizations and community education units.** Arts budgets must be isolated from the larger entity's budget and have an advisory committee for the proposed project.
- **Public Entity such as a unit of state, local, or tribal government.** Arts budgets must be isolated from the larger entity's budget and have an advisory committee for the proposed project.
- **Informal and/or unincorporated arts-focused groups.** The applicant group must have its own board of directors or advisory committee that provides input on the project and oversight of the grant funds and a fiscal sponsor. Fiscal sponsors must be registered with the IRS as a 501(c)3 nonprofit. A fiscal sponsor is a tax-exempt organization that receives grant monies and manages the financial aspects of the project on behalf of a group that does not have tax-exempt status. Applicants applying with a fiscal sponsor are required to provide a signed fiscal sponsorship agreement and the fiscal sponsor's IRS recognition letter. For more information about fiscal sponsorship and resources, visit <http://www.nd.gov/arts/fiscal-sponsorship>.

**And All Applicants Must:**

- Be physically located in North Dakota, Moorhead, MN, or East Grand Forks, MN;
- Have majority of arts programming, services, or activities take place in North Dakota;
- Primarily serve and engage North Dakota audiences and participants.

### THIS PROGRAM FUNDS:

- Initiating new art events of all disciplines and forms including, but not limited to, exhibitions, performances, and festivals. Examples: An annual art festival requests funds to initiate a new music

performance series for youth. An unincorporated theater group requests funds to stage a musical that they have not staged previously. A city or chamber of commerce incorporates arts programs into a community gathering.

- Murals, sculptures, purchase and/or installation of public art pieces, or publications that include community input and participation.

**This Program Does NOT Fund:**

- Activities that have been offered with the same purpose and format on an on-going basis. Example: requesting funds for the same touring group year after year or to support an annual arts festival or event that has already been established. **Contact the program officer with any questions about whether an activity is eligible for this grant program before applying.**
- Projects that take place as part of the K-16 school-day curriculum and activities in public, private, alternative, charter and home schools. This includes costs to subsidize school participation (e.g. tickets, bussing, etc.)
- While learning may be a component of a proposed project, the program does not fund projects or programs in which teaching and learning in the arts is the outcome. Applicants will need to justify the inclusion of any learning components of a proposed Special Project activity.

**AN APPLICATION WILL BE INELIGIBLE IF:**

<p><b>Funds are requested for expenses specifically for:</b></p>	<ul style="list-style-type: none"> <li>• Prizes, awards, benefits or hospitality (food, refreshments) costs</li> <li>• Fellowships, scholarships, tuition fees</li> <li>• Projects that are part of a required course or curriculum</li> <li>• Capital improvements or permanent acquisitions</li> <li>• Purchase or long-term rental of equipment or property</li> <li>• Payment of equipment costing \$5,000 or more</li> <li>• Starting, matching, adding to, or completing any type of capital campaign</li> <li>• Payment of debts incurred before the grant activities begin</li> <li>• Payment of debts incurred</li> <li>• Reduction of debt or deficit</li> <li>• Replenishing depleted reserve and/or endowment funds</li> <li>• Projects completed in previous fiscal years</li> </ul>
<p><b>Funds are requested to support activities:</b></p>	<ul style="list-style-type: none"> <li>• In primary or secondary level parochial schools</li> <li>• For the purpose of fundraising</li> <li>• That are restricted to an organization's membership</li> <li>• Where all events are not open to the general public</li> <li>• That will not take place within the geographic boundaries of North Dakota</li> <li>• That are essentially for the religious socialization of the participants or audience</li> <li>• That attempt to influence any state or federal legislation or appropriation</li> <li>• That violate any federal, state, or local laws, ordinances, or policies</li> </ul>
<p><b>The Application:</b></p>	<ul style="list-style-type: none"> <li>• Is not complete and received by 11:59 p.m. (CST) on the application deadline</li> <li>• Uses federal funds towards the match</li> </ul>

<b>The Applicant:</b>	<ul style="list-style-type: none"><li>• Is a current grantee of a Special Projects NDCA grant in the current fiscal year. No group may receive more than one Special Projects grant per fiscal year.</li><li>• Is a current grantee of Community Arts Access, Institutional Support, and/or Artist in Residence NDCA grant programs</li><li>• Is not in compliance with any active grant agreement with NDCA</li><li>• Has any overdue reporting requirements as specified in a previous grant agreement with NDCA</li></ul>
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## GRANT AWARD AMOUNT

Maximum award request: May not exceed \$1,250 or 50% of the total project cash expenses, whichever is less.

### Matching Funds

- A 1:1 match is required. For every one (1) NDCA dollar requested, the applicant must match or raise one (1) dollar from a cash source other than from NDCA and National Endowment for the Arts.
- Match sources may include general operating funds, past surpluses, other grants, and earned income or revenue that is planned to be raised specifically for the project.
- The matching funds **may also include documented in-kind services and contributions, however, cannot be more than 50% of the total match.** Example: If the NDCA request is for \$1,250, the in-kind match cannot exceed \$625.

The board reserves the right to award full or partial support for proposed activities.

All grants are subject to available funding from the North Dakota State Legislature and the National Endowment for the Arts.

## APPLICATION REVIEW PROCESS

**1) After Submission:** Applications are reviewed by staff for eligibility and completeness.

**2) Panels:** Panelists are selected each year. <http://www.nd.gov/arts/node/112>. Applicants may attend and listen to the discussion but may not make a presentation or participate. Meetings are open to the public. See [www.arts.nd.gov](http://www.arts.nd.gov) for exact dates.

**3) Review Criteria:** The panel evaluates each application and makes funding recommendations to the board based on the degree to which the applicant addresses specific review criteria. Panelists individually score full applications. Those scores are averaged to arrive at the final panel score.

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

## REVIEW CRITERIA

### Arts Activity (0-25 points)

- For proposals that include initiating a new arts event, the applicant clearly describes why the activity has been selected and why it is important at this time.

- For proposals that include hiring artist(s), the applicant clearly describes the artist selection process and why the artist or artist group was selected.
- The proposal clearly defines how the activity is relevant to the community the applicant is serving and how it will engage the intended audience.
- The proposal includes anticipated activity outcomes.

**Ability (0-25 points)**

- The proposal includes an activity plan and timeline that is achievable and indicates who will be implementing the various aspects of the plan.
- There is evidence of commitment from the applicant's board/advisory committee and/or staff to see the activity achieved.
- The applicant has provided a marketing/promotional plan.
- The applicant has included an achievable evaluation plan.
- The budget is appropriate to the actions and outcomes of the activity.

**Community Need & Support (0-25 points)**

- There is evidence that the activity will benefit the community/communities defined.
- There is evidence of community support.

**Accessibility (0-25 points)**

- If financial costs are associated with participating in the activity, the applicant indicates alternatives for those who may find such costs a barrier.
- The applicant indicates how the activity is accessible to people with disabilities and how the accessibility options will be communicated.

**IF FUNDED**

**Notification and Agreement**

- If the application is funded, the primary contact will receive a grant award email notification from Grants Administrator Robin Bosch. Add Robin Bosch's email, [robosch@nd.gov](mailto:robosch@nd.gov), to your safe senders list to avoid the email from being rejected or routed to your Junk or Spam folder.
- If the application is denied, the primary contact will receive an email from the program officer relaying appropriate panel comments.
- An authorized signer for the application will need to complete the grant agreement, to be emailed to Grants Administrator Robin Bosch at [robosch@nd.gov](mailto:robosch@nd.gov).

**Payment**

- **Vendor Registry:** To receive payment, all grantees must be registered with the North Dakota State Vendor Registry Office. Funds are sent via direct deposit or by check to the address provided to the State Vendor Registry Office accounting system. Detailed instructions will be provided with the grant agreement.
- **Request for Funds Form and Timing:** Special Projects grantees are required to submit a Request for Funds Form to receive payment of grant funds awarded. Request for Funds forms can be downloaded at <http://www.nd.gov/arts/sites/default/files/PDFs/fundrequest.pdf>. After submission, allow up to 4 weeks for payment. Funds are available after August 1.

- **Disbursement Amounts:**
  1. Requests can be made up to 80% of the total grant award upon signing the grant agreement. The remaining 20% can be requested after the completion of the online final report.
  2. Or, grantees can request the total amount of the grant award after the completion of the online final report.
- **Return of Funds:** Grantees are required to spend the entirety of the NDCA grant award. In cases where a match was required, groups 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 that was entered at the time of application. The final report must include documentation and evidence of evaluation. 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 for all authorized expenses over \$25.

### Recognition

- The grantee is required to use the appropriate NDCA language and logos on all promotion of the funded activities as described here: <http://www.nd.gov/arts/grants/ndca-logo-credit-line-usage>

## GENERAL PROGRAM INFORMATION

- **North Dakota State Open Records Notice**

All materials submitted to the North Dakota Council on the Arts become the property of NDCA and are subject to the North Dakota State Open Record Laws. Any member of the public may request to review, or receive copies of, any information that an applicant provides to NDCA.
- NDCA funds may not be used in any way or for any activity that violates federal, state, or local laws, ordinances, or policies. Failure to comply with this requirement may cause the grant to be terminated and funds to be forfeited.
- Equal opportunity to participate in and benefit from the programs of the North Dakota Council on the Arts is provided to all individuals regardless of race, national origin, color, sex, age, religion, sexual orientation, or disability in admission, access, or employment.
- Upon request, NDCA materials will be made available in an alternate format. Contact the program officer for alternatives.

## FOR QUESTIONS OR HELP

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