## Special Projects Grant Program

### Application Instructions
NDCA Fiscal Year 2023 (July 1, 2022 – June 30, 2023)

### Program Officer
Vanessa Voskuil | Email: vvoskuil@nd.gov | Phone: (701) 328-7591

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

<table>
<thead>
<tr>
<th>Round</th>
<th>Application Deadline</th>
<th>Draft Application Review Deadline</th>
<th>Earliest Project Start Date</th>
<th>Latest Project End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Round 1</td>
<td>Tuesday, May 24, 2022 11:59 pm CST</td>
<td>Tuesday, May 17, 2022</td>
<td>July 1, 2022</td>
<td>June 30, 2023</td>
</tr>
<tr>
<td>Round 2</td>
<td>Tuesday, July 19, 2022 11:59 pm CST</td>
<td>Tuesday, July 12, 2022</td>
<td>September 1, 2022</td>
<td>June 30, 2023</td>
</tr>
<tr>
<td>Round 3</td>
<td>Tuesday, September 20, 2022 11:59 pm CST</td>
<td>Tuesday, September 13, 2022</td>
<td>November 1, 2022</td>
<td>June 30, 2023</td>
</tr>
<tr>
<td>Round 4</td>
<td>Tuesday, November 22, 2022 11:59 pm CST</td>
<td>Tuesday, November 15, 2022</td>
<td>January 1, 2023</td>
<td>June 30, 2023</td>
</tr>
<tr>
<td>Round 5</td>
<td>Tuesday, January 24, 2023 11:59 pm CST</td>
<td>Tuesday, January 17, 2023</td>
<td>March 1, 2023</td>
<td>June 30, 2023</td>
</tr>
<tr>
<td>Round 6</td>
<td>Tuesday, March 21, 2023 11:59 pm CST</td>
<td>Tuesday, March 14, 2023</td>
<td>May 1, 2023</td>
<td>June 30, 2023</td>
</tr>
</tbody>
</table>

During each NDCA fiscal year (July 1 – June 30), applicants may apply to any or all Special Projects application deadlines but may receive only one grant.
How to Apply
Grant applications are submitted online through the NDCA online grant system.

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 “Special Projects FY23 Application.”

Application Support
Including the program officer in preparing the application is encouraged especially if you are a first-time applicant. The program officer can assist with project idea development, questions on eligibility and program intent.

**Draft Application Review Option**
You may ask the program officer to review your application before the application deadline. **Send an email** to the program officer by the “Draft Application Review Deadline” for the “Round” that you are applying to and inform the program officer you would like a review.

Online Application Tips
- You can type responses to application questions into text boxes or 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.
- **Links are only allowed in the work sample section.** Links provided in any other sections, will not be reviewed.
- Confirmation emails are sent automatically to the applicant after the application is successfully submitted. If you do not receive a confirmation email, contact the program officer.

Application Requirements
- Applicant Information
- Narrative Questions
- Budget
- Work Samples and Summary of Achievements
- Board List and Project Personnel Resumes
- Determination Letters
Applicant Information

SAM Unique Entity ID *(Required) (Not Required for fiscally sponsored groups)*
For organizational applicants only, provide a SAM (System for Award Management) Unique Entity ID (UEI) number. Applicants can attain a UEI without having to complete a full entity registration.
- To apply, click here [sam.gov](http://sam.gov).
- You will need the organization’s legal name, address, and DUNS number ([dnb.com](http://dnb.com)).
  After April 3, 2022, a DUNS number is no longer required.

Organization Mission Statement *(Required) (1,000 maximum characters)*
For organizational applicants only, provide the applicant’s board-approved official mission statement. Do not include additional information such as vision or values statements. For fiscally sponsored groups who do not have a mission statement, include a one sentence description of your focus as a group.

Organization/Group History *(Required) (2,500 maximum characters)*
For organizational applicants only. *This section helps introduce your group to panelists who may not be familiar with who you are, what you do, and your artistic output.*
- Provide a brief general history/background of the applicant. Summarize why and how the group formed, and what it does.
- Give a brief description of the group’s structure. Include volunteers and support organizations.
- What kind of events or programming have been provided? Briefly describe activities the past few years.

NEA Questions
NDCA collects this information for reporting purposes for the National Endowment for the Arts.

Fiscal Sponsorship

Applicants who are required to apply with a fiscal sponsor must provide:
1. A fiscal sponsor agreement (upload as PDF file) that includes:
   - A description of the responsibilities of both applicant and fiscal sponsor in carrying out the project;
   - An indication of fiscal sponsor administrative fees, if any, charged to the applicant;
   - Signatures of both the fiscal sponsor and applicant.
   - The fiscal sponsor’s IRS 501(c)(3) letter of determination or tax-exempt certificate for a public entity. (Upload a PDF)

Fiscal Sponsor Legal Name and Contact Information *(Required)*
Include the legal name and contact information of the fiscal sponsor.
Fiscal Sponsor SAM Unique Entity ID *(Required)*

Fiscal Sponsor Federal EIN/TIN Number *(Required)*

Fiscal Sponsor Status *(Required)*
Select from the dropdown menu the category that best describes the fiscal sponsor’s tax status.

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. Visit the National Network of Fiscal Sponsors *(fiscalsponsors.org)* for information and resources. Fractured Atlas *(fracturedatlas.org)* and Propel Nonprofits *(propelnonprofits.org)* are two organizations with a fiscal sponsorship program that support ND unincorporated groups and individuals.

Narrative Questions

Project Title *(Required)* *(75 maximum characters)*
Provide a short title describing the project.

Brief Project Description *(Required)* *(250 maximum characters)*
Provide a brief description for the project.

Project Start Date *(Required)* The earliest date that can be entered is 7/1/2022.

Project End Date *(Required)* The latest date that can be entered is 6/30/2023.

1) Arts Activity *(Required)* *(2,500 maximum characters)*
   - Describe the activity (what, when, how, where). Provide a list of key partners and how they will support the activity, if applicable?
   - Describe the community(ies)/audiences who will benefit from the activity (i.e., youth, care facilities, rural, diverse cultural populations, etc.).
   - If artist(s) and/or artist group(s) are already selected, describe why and how they are selected or how they will be selected.
   - What is anticipated to be achieved through the arts activity (e.g., the activity anticipates engaging new and/or more diverse audiences).
   - For individual artist applicants, what role(s) will you play in the project (e.g., artist, producer, administrator, coordinator, etc.)? Provide a brief background of professionals and/or artistic collaborators and why they are selected.

2) Community *(Required)* *(2,500 maximum characters)*
• How will the activity relate to and benefit the community(ies)/audiences identified above?
• Describe how the community(ies) have shown support (e.g., financial contributions, volunteer time, in-kind donations, programming support and/or involvement)?

3) **Ability (Required)** (2,500 maximum characters)
   • Describe the planning for the activity. Who is responsible and what will they do for the project to be successful?
   • For organizational applicants, in what ways will the board of directors or advisory committee be involved?
   • For individual artist applicants, if partnerships and/or artistic collaborators are involved, what role(s) and/or duties do they have in supporting the project?
   • What is the timeline of the project? Provide deadlines for major activities.
   • Describe how the activity will be promoted?
   • How will the activity be evaluated? Examples include, audience/participant counts, audience/participant and artist surveys, post-performance feedback, etc.

4) **Accessibility (Required)** (2,000 maximum characters)
   • If fees are associated with the activity, what considerations are being made for those who may find these costs a barrier? Examples might include ticket discounts, scholarships, transportation reimbursements, etc.
   • The activity is required to be accessible. How does the activity meet this requirement and ensure people with disabilities can participate? Examples might include, ADA accessible venue, ASL interpretation, audio described performance, large print programs, sensory tours, etc.
   • How will accessibility options be publicized and made available to the public?

**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), provide guidance to ensure the arts are available to everyone.

**Questions Related to Accessibility**
If you have questions about the Americans with Disabilities Act, or ways to make your programs and facilities accessible, contact NDCA’s Accessibility Coordinator Rhea Beto at rbeto@nd.gov or (701) 328-7594; or visit the National Endowment for the Arts’ Office of Accessibility resource page here at arts.gov/impact/accessibility.
Budget

Budget Form
Download the budget form appropriate for the category the applicant is applying for. Complete and upload to the online application.

- Individual Artist Applicants
- Organization Applicants

Expenses

<table>
<thead>
<tr>
<th>Description</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individual Artist Compensation</td>
<td>For individual artist applicants only.</td>
</tr>
<tr>
<td>Other Project Personnel</td>
<td>For individual artist applicants only. Compensation for any other project personnel. Includes artistic and/or other.</td>
</tr>
<tr>
<td>Organization Personnel</td>
<td>For organizational applicants only. Includes administrative, artistic, and/or technical.</td>
</tr>
<tr>
<td>Outside Professional Services</td>
<td>For organizational applicants only. Any contracted outside services, artistic and/or other.</td>
</tr>
<tr>
<td>Space Rental</td>
<td>Includes office, rehearsal, and performance spaces.</td>
</tr>
<tr>
<td>Travel</td>
<td>Includes lodging, per-diem, and travel. <strong>North Dakota’s meal per-diem rate is $35 per day.</strong> Travel includes ground travel, parking costs, gas expenses, and car rental. <strong>NDCA’s gas reimbursement rate is $.45 cents per mile.</strong></td>
</tr>
<tr>
<td>Other Project Expenses</td>
<td>Any expenses not covered by the above lines.</td>
</tr>
<tr>
<td>Marketing and Advertising</td>
<td>Includes production and distribution costs of any publicity materials.</td>
</tr>
</tbody>
</table>

**TOTAL EXPENSES**
The total income and expense lines must match.

Income

<table>
<thead>
<tr>
<th>Description</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Earned Income</td>
<td>Includes any income earned from the project.</td>
</tr>
<tr>
<td>Corporate Support</td>
<td>Includes donations from corporations and other businesses.</td>
</tr>
<tr>
<td>Foundation Support</td>
<td>Includes donations/awards from private foundations.</td>
</tr>
<tr>
<td>Other Private Support</td>
<td>Includes any revenue not covered in lines above such as memberships, individual donations, sponsorships, etc.</td>
</tr>
<tr>
<td>Government Support</td>
<td>• Federal (Cannot use NEA funds for matching funds)</td>
</tr>
<tr>
<td></td>
<td>• State/Regional (Do not include grants from NDCA)</td>
</tr>
<tr>
<td></td>
<td>• Local - Includes city/county commissions and agencies, school boards, etc.</td>
</tr>
<tr>
<td>Other Revenue</td>
<td>Include any revenue not covered by any of the other lines.</td>
</tr>
</tbody>
</table>
Cash-on-Hand
Actual cash applicant already possesses in a savings or checking account and has reserved for activity described.

Allowable In-Kind Income Towards the Match
May not exceed $1,500.

NDCA Grant Amount Requested
List the amount that is being requested from NDCA in support of the project. May not exceed $1,500.

TOTAL INCOME
The total income and expense lines must match.

Total In-Kind

Proposals may, but are not required to, have in-kind donations. If claiming in-kind as part of the match, the total in-kind here must at least match or be greater than the amount included in the “Allowable In-Kind Towards the Match” category in the budget. Do not record an in-kind contribution unless it would otherwise have had to be purchased for the project or programming. In-kind contributions include the value of goods and services donated to the activity (e.g., donated advertising, accommodations, space use, printing, or donated time and service).

- The cash value of contributions should be based on the fair market value of the good and/or service.
- When calculating the in-kind value of volunteer time, use the North Dakota minimum wage rate. For business professionals volunteering services (e.g., event staff, grant writers, or marketing professionals), use an hourly wage.

Individual Artist Compensation
For individual artist applicants only.

Other Project Personnel
For individual artist applicants only. Compensation for any other project personnel. Includes artistic and/or other.

Organization Personnel
For organizational applicants only. Includes administrative, artistic, and/or technical.

Outside Professional Services
For organizational applicants only. Include artistic or other.

Rental

Travel
Includes per diem and lodging for travelers.

Marketing and Advertising

Other Miscellaneous In-Kind

TOTAL In-Kind

Summary of Achievements and Work Samples
- Individual artist applicants are required to submit work samples and a summary of artistic achievements that directly relate to the proposal. (Required) (2,000 maximum characters)
• For proposals that include hiring an artist(s) or artist group(s) who are already selected, work samples and a summary of artistic achievements is required for up to two of the artist(s) or artist group(s) that have been selected. *(Required)* (2,000 maximum characters)

**Complete work samples include:**
1) Images, video, audio, and/or written work
2) And a work sample description

**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 application materials submitted to NDCA are public information.
4. All work samples submitted will be retained by NDCA and will not be returned. NDCA may use submitted work samples in promotional materials and online.

**Work Sample Guidelines**

<table>
<thead>
<tr>
<th>Type of Sample</th>
<th>Type</th>
<th>Maximum Quantity</th>
<th>Format and Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Images</td>
<td>JPEG, JPG</td>
<td>10 images</td>
<td>under 5 MB each</td>
</tr>
</tbody>
</table>
| Video          | Provide a URL link for up to two video samples | 5:00 minutes | • Video files must be uploaded to [vimeo.com](http://vimeo.com) or [youtube.com](http://youtube.com).  
• Include only the material intended for panel review.  
• For each video sample, copy the URL link and paste into the online application.  
• Include a Vimeo password, if applicable. |
| Audio          | Provide a URL link for up to two audio samples | 5:00 minutes | • Audio files must be uploaded to [soundcloud.com](http://soundcloud.com) or [dropbox.com](http://dropbox.com).  
• For each audio sample, copy the URL link and paste into the online application.  
• Include only the material intended for panel review.  
• Include a Soundcloud password, if applicable. |
Online Sample Warning: Keep video and audio samples available online until you are notified of the grant award status.

If you do not want your video(s) to be public, see below guidelines 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.” Remember the password and provide for the application.
- For YouTube support, visit support.google.com/youtube
- For Vimeo support, visit vimeo.zendesk.com

Work Sample Description
Include the following information for each work sample:
1. Artist 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 – 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., 2 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., eight pages of a 12-page scene, or three pages of a 200-page novel).
Board List and Project Personnel Resume(s)

Board List or Advisory Committee (Required)
For organizational applicants only, a board of directors OR advisory committee is required, encompassing three individuals at minimum. Provide a list that includes the following information below. (upload a PDF)
- Board member name
- Board position
- Primary professional/community affiliation
- Professional title
- City and state of residence
- For fiscally sponsored groups only, provide one additional page (for a maximum of 2 pages) of additional background information for each advisory committee member and how they will support the proposed activity.

Project Personnel Resume(s) (Required)
For organizational applicants only, provide a minimum of one and a maximum of two resumes of key administrative leadership personnel that is responsible for the proposed project program, and administration of grant funds. Include title, years of service, short biography, and resume. (upload a PDF)

Individual Artist Applicant Resume (Required)
For individual artist applicants only, provide a paragraph that summarizes experience that directly relates to the project proposal (500 maximum characters) and a resume that illustrates relevant educational background, training, experience, and awards. (2-page maximum, upload a PDF)

Individual Artist Applicant Project Partners (Required)
For individual artist applicants only, if the project proposal involves you being hired/commissioned by a business or nonprofit, provide a contract and/or signed letter(s)/email(s) of commitment that state the partner’s involvement and project dates.

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