Special Projects Grant Program

Program Overview
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>
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<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>
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<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>
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<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>
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<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>
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<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>
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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.
Program Overview

Special Projects
Special Projects is a grant program that provides up to $1,500 for North Dakota groups and individual artists to initiate new art events of all disciplines and forms utilizing North Dakota or out-of-state artists/artist groups.

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 art experiences for diverse populations in North Dakota.

Eligibility

Applicants must be one of the following:

- Individual artist
- 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.
- Public entity such as a unit of state, local, or tribal government
- An affiliate arts presenting or producing organization hosted within a North Dakota 501(c)(3) tax-exempt institution or public institution - An arts affiliate is a distinct program or division within a public or 501(c)(3) nonprofit nonarts organization (such as an arts division of a city or tribal government, a public or nonprofit college or university, or a community service nonprofit) that provides arts programming or services that primarily serve the general public. It has a distinct and separate budget from the host organization for arts programming. An affiliate and its host organization may not both apply for a grant, however, more than one affiliate of the same host may receive funding.
- Fiscally sponsored groups with arts projects - A fiscally sponsored group must be comprised of at least three people, have an advisory committee of at least three people that is responsible for oversight of project and grant funds, and a fiscal sponsor. Fiscal sponsors must be a tax-exempt 501(c)3 organization, unit of state or local government, or federally recognized tribal community or tribe. For more information, visit arts.nd.gov/sites/www/files/documents/grants/FiscalSponsorshipNDCA.pdf.

Additional Eligibility Guidelines for Individual Artists

- Be a United States citizen or have attained permanent resident status;
- Be at least 18 years of age 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 Organizations
• Organizations must be physically located in North Dakota;
• Have majority of arts programming, services, or activities must take place in North Dakota;
• Primarily serve and engage North Dakota audiences and participants.

This Program Funds:
• Initiating new art events of all disciplines/forms (in person or online) including, but not limited to, exhibitions, performances, and festivals.
  Examples:
  - An individual artist requests funds to work with a web designer and photographer for an online event that has not been done before, which will support engaging sustainable audiences and initiating new business practices.
  - An annual art festival requests funds to initiate a new music performance series for youth.
  - A fiscally sponsored group requests funds to stage a musical for a new public performance that has not been done before.
  - A city or chamber of commerce requests funds to incorporate art programs into a community gathering.
• Murals, sculptures, or installation of public art pieces, or publications that include community input and participation.

This Program Does NOT Fund:
• Activities or programs that do not intentionally engage an audience.
• Activities or programs that have been offered on an on-going basis with the same format and purpose. Example: Hiring the same touring performing group year after year for an annual arts festival without a different focus or to support an arts event that has already been established.
• Activities or programs where teaching and/or learning is the outcome.
• Activities or programs 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.)

An Application will be Ineligible If:

<table>
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<tr>
<th>Funds are requested for</th>
<th>Projects completed in previous fiscal years</th>
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<td></td>
<td>Payment of project costs incurred before the project start date</td>
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| expenses specifically for: | • 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  
• In-school curriculum projects, unless they have a local, regional, or state-wide impact  
• Travel outside of North Dakota  
• Out-of-state touring performances and exhibitions |
| 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 a grantee of NDCA’s Special Projects grant program in the current fiscal year  
• Is a grantee of NDCA’s Community Arts Access, Institutional Support, and/or Artist in Residence grant programs in the current fiscal year  
• Is not in compliance with any active grant agreement with NDCA  
• Has any overdue reporting requirements as specified in a previous grant agreement with NDCA |

Note: NDCA’s Community Arts Access, Institutional Support, and/or Artist in Residence grantees, in the current fiscal year, may partner on an application with an eligible applicant for the SP grant program.
Grant Award Amount
Maximum award request: May not exceed $1,500 or 50% of the total project cash expenses, whichever is less.
- Grants to individuals are taxable income. Applicants who need further information are encouraged to contact a tax preparer.

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, earned income or revenue that is planned to be raised specifically for the project, and documented in-kind services and contributions.

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. Meetings are open to the public. Anyone may attend and listen to the discussion but may not present or participate. See 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, 60 out of 100.

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

Review Criteria
1) **Arts Activity (0-30 points)**
   - The description of the activity is clear and the community(ies) who will benefit.
   - Key activity partners are clearly identified and how they support the activity.
   - If hired artists and/or artist groups for the activity are selected, there is a clear description of how and why they are selected and/or a selection process is clearly defined and achievable.
   - Outcome(s) are clearly identified and achievable.
• For individual artist applicants, if artistic collaborators and/or professionals are selected, there is a clear description of why they are selected.

2) Community Need & Support (0-25 points)
   • There is evidence that the activity will benefit the community/communities identified.
   • There is evidence of community support.

3) Ability (0-25 points)
   • There is an achievable activity plan and timeline that indicates who will be implementing all aspects of the plan.
   • A marketing and promotional plan is provided and relevant to the activity and community(ies) identified.
   • The evaluation plan is achievable.
   • The budget is appropriate to the actions and outcomes of the activity.

4) Accessibility (0-20 points)
   • If financial costs are associated, considerations have been made for those who may find such costs a barrier.
   • The activity is accessible and accessibility options will be communicated to the public.

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: Special Projects grantees are required to submit a Request for Funds to receive payment of funds awarded. After submission, allow up to 4 weeks for payment.
   • 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 at the time of application or by July 15, 2023, whichever comes first.
- Overdue final reports will affect future eligibility to apply for and/or receive NDCA funding.

Recognition

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