

# Special Projects Grant Program

## Program Overview and Application Instructions

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

### Special Projects

Special Projects provides up to \$1,500 to support art events in all disciplines and forms for North Dakota groups and individual artists.

### Program Deadlines

Incomplete or late applications are not accepted. *Want feedback?* Discuss your ideas and questions and make your program a success! Utilize the draft review deadlines below.

Round	Draft Review Deadline	APPLICATION SUBMISSION DEADLINE	Earliest Project Start Date	Latest Project End Date
Round 1	Tuesday, May 14, 2024	Tuesday, May 21, 2024 11:59 pm CST	July 1, 2024	June 30, 2025
Round 2	Tuesday, July 16, 2024	Tuesday, July 23, 2024 11:59 pm CST	September 1, 2024	June 30, 2025
Round 3	Tuesday, September 10, 2024	Tuesday, September 17, 2024 11:59 pm CST	November 1, 2024	June 30, 2025
Round 4	Tuesday, November 12, 2024	Tuesday, November 19, 2024 11:59 pm CST	January 1, 2025	June 30, 2025
Round 5	Tuesday, January 14, 2025	Tuesday, January 21, 2025 11:59 pm CST	March 1, 2025	June 30, 2025
Round 6	Tuesday, March 11, 2025	Tuesday, March 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 and/or questions.  
Alternate application formats available upon request.

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## PROGRAM OVERVIEW

### Special Projects

Special Projects provides up to \$1,500 to support art events in all disciplines and forms for North Dakota groups and individual artists.

- 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 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 arts-producing organization** - A distinct program or division hosted within an **in-state 501(c)(3) tax-exempt institution or public institution** (such as an arts division of a city or tribal government, a public or nonprofit college or university, or a community service nonprofit organization) that provides arts programming or services for the general public. Arts budgets must be isolated from the larger entity's budget.
- ✓ **Fiscally sponsored groups with arts projects** must be comprised of at least three (3) people and have an advisory committee of at least three (3) people that is responsible for the oversight of project and grant funds. 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:  
[arts.nd.gov/sites/www/files/documents/grants/FiscalSponsorshipNDCA.pdf](https://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 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 Organizations

- ✓ 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

**This Program Funds:**

- Initiating art events in all disciplines and forms (in person or online) including, but not limited to, exhibitions, performances, and festivals (e.g., *an annual art festival requesting funds for a new music performance series for youth*).
- Murals, sculptures, the installation of public art pieces, or publications that include community input and participation.
- Annual events for up to two (2) consecutive years if demonstrable adjustments are made to increase audience participation. This includes organizational and individual applicants. Contact program officer with questions.

**This Program Does NOT Fund:**

- Activities or programs that do not intentionally engage an audience.
- Activities or programs where teaching and/or learning is the *sole* outcome. Educational activities as part of a broader community event, performance, or exhibit are acceptable.
- 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 (tickets, bussing, etc.)

**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
- Travel and projects that take place outside the geographic boundaries of North Dakota
- 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 Special Projects, Community Arts Access, Institutional Support, and/or Artist in Residence grant programs in the current fiscal year. **Note:** *Current fiscal*

*year grantees of NDCA's Community Arts Access, Institutional Support, and/or Artist in Residence programs may partner with an eligible applicant on a Special Projects application.*

- Applicant is not in compliance with any active grant agreement with NDCA

### **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.

### **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 the National Endowment for the Arts or other federal sources.
- ✓ 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. 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 attend and 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 well the applicant addresses the four (4) review criteria, with total possible points of 20, or 100%.
  - a. Applications with average panel scores of 75%-100% will be sent on to the Board of Directors for approval.
  - b. Applications with average panel scores of 60%-74% will be considered to receive a partial grant.
  - c. Applications with average panel scores of 59% or below will not be approved.
- 5) Board Approval:** NDCA's Board of Directors has final authority to approve grants.

### **If Funded**

#### **Notification**

- Communication regarding the grant award is via email.

### Payment

- **Request for Funds Form and Timing:** Special Projects grantees are required to submit a Request for Funds to receive payment of grant funds awarded. After submission, allow up to four (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 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.

### Recognition

- Grantees are required to acknowledge NDCA support by using the current **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 “Special Projects 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.
- **Links are only allowed in the work sample section.** Links provided in any other sections will not be reviewed.
- Confirmation emails are sent automatically after the application is successfully submitted. If you do not receive a confirmation email, contact the program officer.

### Application Requirements

- ✓ Applicant Information
- ✓ Outcomes
- ✓ Narrative and Review Criteria
- ✓ Budget
- ✓ Work Samples and Summary of Achievements
- ✓ Individual Artist Applicant Resume
- ✓ Individual Artist Applicant Project Partners
- ✓ Board List and Project Personnel Resumes
- ✓ Determination Letter

### Applicant Information

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

For organizational applicants, 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 [sam.gov](https://sam.gov).
2. You will need the organization’s legal name and address.

#### **Select the Tier Applying to:**

Tier 1 (populations under 6,000) or Tier 2 (populations of 6,000 or more)

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

Provide the applicant’s board-approved 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)* (1,500 maximum characters)

*This section helps introduce your group to panelists who may not be familiar with who you are.*

- ❖ Provide a brief general history of the applicant. 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.

### **Fiscal Sponsorship**

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

1. A fiscal sponsor agreement *(Required, upload a PDF)* that includes:
  - A description of responsibilities for 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
2. The fiscal sponsor's IRS 501(c)(3) letter of determination or tax-exempt certificate for a public entity. *(Required, upload a PDF)*
3. Fiscal Sponsor Legal Name and Contact Information *(Required)*
4. Fiscal Sponsor SAM Unique Entity ID *(Required)*
5. Fiscal Sponsor Federal EIN/TIN Number *(Required)*
6. Fiscal Sponsor Status *(Required)*  
Select the category from the dropdown menu that best describes the fiscal sponsor's tax status.

**Fiscal Sponsorship Tips:** Applicants entering into fiscal sponsorship agreements are strongly encouraged to utilize best practices when entering into an agreement. Visit the National Network of Fiscal Sponsors: [fiscalsponsors.org](https://fiscalsponsors.org).

### **Outcomes**

This section addresses how the applicant's outcomes match the program outcomes and how these can be effectively evaluated.

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

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

- ❖ Grantees expand or enrich the ways they connect to their communities.
- ❖ Communities with limited arts programming develop their capacity to offer arts experiences for their constituents.
- ❖ North Dakotans participate in meaningful arts experiences that are not routinely available to them.
- ❖ North Dakota artists build meaningful relationships with audiences they aren't currently serving.

#### **How will the outcomes be evaluated?** *(Required)* (150 maximum characters)

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

*(Required)*

From the menu, choose a program outcome.

**Outcomes and Evaluations Tip:** Applicants may refer to “Getting Started with Program Evaluation: A Guide for Arts Organizations” [nasaa-arts.org/wp-content/uploads/2017/04/Getting-Started-with-Program-Evaluation.pdf](https://nasaa-arts.org/wp-content/uploads/2017/04/Getting-Started-with-Program-Evaluation.pdf), published by the National Assembly of State Arts Agencies.

## Narrative

Proposals will be evaluated based on how the applicant addresses the four (4) review criteria, with total possible points of 20, or 100%.

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

Provide a short title describing the project.

**Project Start Date** *(Required)* The earliest date that can be entered is 7/1/2024. The project start date must include all publicized marketing efforts that include the NDCA logo and credit line.

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

## Review Criteria

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

1. The description of the activity is clear. Project collaborators are making a commitment of resources.

- Describe the activity (what, when, where, how).
- If applicable, provide a list of key activity partners, including volunteers. Describe how partners will leverage their resources to demonstrate their support for the project, including in-kind goods and/or services.

2. If artists and/or artist groups were selected for the activity, there is a clear description of how and why the artists were selected or the selection process is clearly defined and achievable.

3. If the applicant received a Special Projects grant during the previous fiscal year and is applying for a second year, include information about how the activity will be different according to the feedback and results of the previous year's project.

4. For individual artist applicants:

- Explain what role(s) you will have in the project (e.g., *artist, producer, administrator, coordinator, etc.*).
- Provide a brief background of any artistic collaborators and/or professionals and why and how they were or will be selected.

**Community** (0-5 points) (2,000 maximum characters)

1. There is evidence that the activity will benefit the community(ies) identified.



- Describe the community(ies) and audience(s) who will benefit from the activity. *Examples might include demographic groups such as veterans, youth, greater North Dakota residents, individuals with disabilities, older adults, people of color, and/or other specific groups.*
- How will the activity relate to and benefit the community(ies) and audience(s) identified?

2. Educational activities as part of a broader community event, performance, or exhibit may be included in the application budget.

3. There is evidence of community support.

- How has the community(ies) shown support for the activity? *Examples might include financial contributions, volunteer time, in-kind donations, programming support and/or involvement.*

4. Accessibility needs of participants and/or audiences with disabilities are understood and addressed.

- Every grantee commits to hold all funded activities in spaces that meet Americans with Disabilities Act (ADA) accessibility requirements. 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? Who is responsible for handling inquiries concerning accessibility?

#### **General Information about Accessibility and the Americans with Disabilities Act (ADA)**

NDCA's applicants' programs and facilities should ensure the arts are accessible to every person.

If you have questions about the ADA or need ideas to make your programs and facilities accessible, contact NDCA's Accessibility Coordinator Rhea Beto at [rbeto@nd.gov](mailto:rbeto@nd.gov) or (701) 328-7594 or visit the National Endowment for the Arts' Office of Accessibility resource page [arts.gov/impact/accessibility](https://arts.gov/impact/accessibility).

#### **Ability** (0-5 points) (1,500 maximum characters)

1. There is an achievable activity plan and timeline for the activity.
  - What is the timeline for major activities related to the project?
  - Who is responsible and what will they do to ensure the project is successful?
2. A marketing and promotional plan is provided and relevant to the activity and community(ies) identified.
  - Describe how the activity will be promoted to increase public awareness and participation for the project. How is the plan relevant to the activity and community(ies) identified?
  - **If this is an annual event, describe adjustments made to reach new audiences.**
3. The budget is appropriate for the activity. It will a) demonstrate attainable earned revenue including the match, b) demonstrate reasonable costs, c) compensate artists and arts organizations appropriately, and d) include only administrative expenses relevant and necessary for the project.

- 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, or transportation reimbursements.*

**Evaluation** (0-5 points) (1,000 maximum characters)

1. The applicant has identified two (2) effective project outcomes that clearly support NDCA program outcomes.
2. The evaluation plan is appropriate for project outcomes.
  - Describe the evaluation plan in detail. What methods will be used, and how will they specifically measure progress? *Examples might include audience/participant counts, audience/participant and artist surveys, post-performance feedback, etc. If using a survey, describe what type of survey you will use.*

**Project Evaluation:** For information about outcomes-based evaluation, applicants may refer to “Getting Started with Program Evaluation: A Guide for Arts Organizations” located here [nasaa-arts.org/wp-content/uploads/2017/04/Getting-Started-with-Program-Evaluation.pdf](https://www.nasaa-arts.org/wp-content/uploads/2017/04/Getting-Started-with-Program-Evaluation.pdf), published by the National Assembly of State Arts Agencies.

## Budget Form and Instructions

Download the appropriate budget form. Complete and upload to the online application.

- **Individual Artist Applicants**  
<https://www.arts.nd.gov/sites/www/files/documents/grants/SPFY25BudgetandInstructionsIndividual.pdf>
- **Organizational Applicants**  
<https://www.arts.nd.gov/sites/www/files/documents/grants/SPFY25BudgetandInstructionsOrganization.pdf>

## Work Samples

**Provide three to five (3-5) work samples.**

- ❖ Individual artist and organizational applicants are required to submit work samples and a summary of artistic achievements **for up to two (2) of the artist(s) or artist group(s) that have been selected** for the activity. *(Required)* (1,000 maximum characters)
- ❖ **Individual artist applicants** are also required to submit work samples and a summary of artistic achievements that directly relate to the proposal. *(Required)* (1,000 maximum characters)

## 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(s) 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://youtube.com/) or [vimeo.com/](https://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://soundcloud.com/) or [dropbox.com](https://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 **up to three (3) 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, 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., 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., two pages of a 12-page scene, or three pages of a 200-page novel).

#### **Individual Artist Applicant Resume** *(Required)*

For individual artist applicants only, provide a paragraph that summarizes experience that directly relates to the project proposal (1,000 maximum characters) and a resume that illustrates relevant educational background, training, experience, and awards. (2 pages maximum, upload a PDF)

#### **Individual Artist Applicant Project Partners** *(Required)*

For individual artist applicants only, for project proposals that involve being hired or commissioned by a business or nonprofit, a contract and/or a signed letter/email of commitment that states the partner's involvement and project dates is required.

#### **Summary of Artistic Achievements** *(Required)*

For Artist Group applicants, provide a paragraph that summarizes the group's experience, training, and awards. (1,000 maximum characters)

#### **Board List and Project Personnel Resume(s)**

##### **Board List or Advisory Committee** *(Required)*

For organizational applicants, a board of directors **OR** advisory committee is required, encompassing **three (3) individuals at a 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 (1) additional page of additional background information for each advisory committee member.

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

For organizational applicants, provide a minimum of one (1) and a maximum of two (2) resumes of key administrative leadership or personnel who are responsible for the proposed project program, and administration of grant funds. Include name, title, years of service, short biography, and resume. (upload a PDF)

#### **Determination Letter** *(Required)*

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