



# FIVE WINGS ARTS COUNCIL

PO Box 118 Staples, MN 56479  
877-654-2166 • [vicki.fwac@arvig.net](mailto:vicki.fwac@arvig.net) • [www.fwac.org](http://www.fwac.org)

## ARTS BASED COMMUNITY DEVELOPMENT (ABCD) GRANT PROGRAM DESCRIPTION & GUIDELINES



### INTRODUCTION TO FIVE WINGS ARTS COUNCIL

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The Five Wings Arts Council encourages and promotes arts creation, appreciation, and education through grant programs and technical assistance to enhance the quality of life for Minnesota residents in Cass, Crow Wing, Morrison, Todd, and Wadena Counties. As one of eleven regional arts councils serving the state of Minnesota, FWAC is funded through an appropriation from the MN State Legislature, the Arts and Cultural Heritage Fund, and the McKnight Foundation. Further information can be found at [www.fwac.org](http://www.fwac.org).

### INTRODUCTION TO ARTS BASED COMMUNITY DEVELOPMENT

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Arts based community development happens when artists, arts organization, and community development practitioners deliberately integrate arts and culture to address issues facing the community—placing arts at the table with health/human services, agriculture/food, economic development, environment/open spaces, housing, land use, transportation, youth development, public safety, immigration/social justice, civic participation, and/or community cohesion.

In this field of work, artists, designers, arts organizations, and community leaders collaborate on innovative projects that help build stronger communities and improve the quality of life for residents and visitors within the community. Successful arts based community development projects reflect local partnerships, local impact and careful project planning.

“Arts based community development contributes to the sustained advancement of human dignity, health, and/or productivity within a community. These include arts based activities that:

- BUILD and IMPROVE community capacity and/or infrastructure
- INSPIRE and MOBILIZE individuals or groups
- NURTURE and HEAL people and/or communities
- EDUCATE and INFORM us about ourselves and the world”

(Source: “Arts-based Community Development: Mapping the Terrain” by William Cleveland, 2010)

The ABCD grant program is broader than the FWAC Community Arts Access grant program because it is specifically designed to foster partnerships and strengthen the role of the arts in community development throughout Region Five (Cass, Crow Wing, Morrison, Todd and Wadena Counties.)

For the purposes of this grant program, Five Wings Arts Council is defining “community” as groups of people with common interests defined by place, tradition, intention, or spirit.

## **ARTS BASED COMMUNITY DEVELOPMENT (ABCD) GRANT PROGRAM GUIDELINES**

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The Arts Based Community Development (ABCD) grant program is an initiative to encourage and support the integration of the arts, via artists and arts organizations, to address a local community issue, problem, or need through an arts-based solution.

ABCD projects may be new initiatives or the expansion of an existing arts and community development project.

Successful applications will demonstrate that...

1. The project addresses a community issue that has been identified as a priority for resolution.
2. There is collaboration between at least one arts organization and/or artist and one non-arts organization, each with clearly defined roles related to the project.
3. At least one or more artists or arts organizations play a leadership role in the core conception, planning, implementation and evaluation of the project. The artists engaged in planning do not need to be the same artists who implement or evaluate the project. Note: This cannot be a project in which an artist is brought in after specifics for the project have already been determined.
4. The project engages community by providing avenues for community involvement and interaction at some level in its planning &/or implementation &/or evaluation.
5. The project will be completed within 12 months of the Project Start Date proposed in the application
6. The applicant organization will provide at least a 50% cash match towards the total cash costs of the project.

The maximum award for a grant is \$7,500. Applicants must provide at least 50% of the total project cost.

The deadline for ABCD grant submission is March 8, 2019, 11:59pm, and April 5<sup>th</sup> (if funds are still available after review of March 8<sup>th</sup> applications).

Applicants will be notified within 7 days of the application deadline date of the board’s decision regarding their application. No grant funds can be expended before grant agreements are signed and received in the FWAC office.

ABCD funds are provided through a general fund appropriation from the Minnesota Legislature and Minnesota’s Arts & Cultural Heritage Fund, provided through the Legacy Amendment.

## WHO CAN APPLY?

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Eligible applicants are organizations, schools and government entities serving Cass, Crow Wing, Morrison, Todd and/or Wadena Counties that are:

- Non-profit 501(c)(3) arts organizations
- Nonprofit organizations that do not have arts as a primary focus, but are seeking to partner with artists or arts organizations to address a specific community issue
- Schools
- Local government units, such as cities, townships, counties
- Organizations or groups without nonprofit designation, using a fiscal agent. A fiscal agent is a Minnesota non-profit, federally tax-exempt organization or governmental unit which applies to the Regional Arts Council on behalf of an organization not meeting non-profit, tax-exempt requirements. The fiscal agent is legally responsible for the completion of the project and for the proper management of the grant. Approved representatives of the fiscal agent and the applicant organization must sign the FWAC fiscal agent agreement, and include it with the application.

## WHO IS NOT ELIGIBLE TO APPLY

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- For profit businesses
- Individual Artists (must apply through an organization)
- Past FWAC grant recipients with any overdue final reports

## PROJECT ELIGIBILITY

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To be eligible for funding, a project must...

- address a community issue, that has been identified as a priority challenge for which a solution is sought
- utilize creative approaches to resolve the community challenge.
- be a collaboration between at least one arts organization or artist and one non-arts organization, each with clearly defined roles related to the project.
- have at least one or more artists or arts organizations which play a leadership role in the core conception, planning, implementation and evaluation of the project. The artists engaged in planning do not need to be the same artists who implement and/or evaluate the project. Note: This cannot be a project in which an artist is brought in after specifics for the project have already been determined.
- foster community engagement and interaction by providing avenues for community involvement at some level in its planning &/or implementation &/or evaluation.
- be completed within 12 months of the Project Start Date proposed in the application
- have at least a 50% cash match towards the total cash costs of the project

The portion of the project for which funds are sought must not begin before April 10, 2019.

## ELIGIBLE EXPENSES

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- Materials and supplies for the creation of the work
- Wages/stipend, as well as related travel and lodging costs, for artists/performers to create the work
- Wages/stipend, as well as related travel and lodging costs, for non-arts participant to carry out their portion of the project
- Contract labor to carry out the project

- Equipment rental to carry out the project
- Documentation of the project
- Evaluation Costs
- Promotion and marketing costs
- Food costs related to community planning meetings, art creation.

## INELIGIBLE PROJECTS & EXPENSES

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- Private Commissions
- Events or performances that are a part of an applicant's regular programming
- Those that do not include art as primary part of the project
- Those intending to influence public policy or to proselytize a belief
- Fees to secure a site (purchasing land)
- Food/Food-related items used for such events as receptions, intermission food &/or beverage for audience, concessions etc.
- Events with a primary focus of fundraising
- Funds are requested from the Five Wings Arts Council and the Minnesota State Arts Board for the same work or expenses incurred while carrying out the same project in a single fiscal year, without the expressed written consent of both the Five Wings Arts Council and the Minnesota State Arts Board.
- Funds requested from the Five Wings Arts Council and/or the State of Minnesota exceed 50% of the total cost of a project.
- Funds are requested for capital improvement or construction; purchases of capital equipment; purchase of real property (land or buildings); or, endowment funds. Design fees, community planning, and installation of public art are eligible.
- Costs to bring a project into compliance with federal grant requirements. This includes environmental or historical assessments or review, and the hiring of individuals to write assessment or review to otherwise comply with the National Environmental Policy Act and/or the National Historic Preservation Act.
- Funds are requested to account for fund deficiencies in projects begun prior to the project starting date specified in the application.
- The activity is not open to the public.
- Funds are requested for publications to be distributed only to the organization's members.
- The applicant organization has a report overdue from a past grant.

Please contact the Five Wings Arts Council Grants & Program Coordinator if you have any questions regarding the guidelines for this grant program. Contact: [vicki.fwac@arvig.net](mailto:vicki.fwac@arvig.net) or 877-654-2166



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### GRANT APPLICATION INSTRUCTIONS & PROCESS

**BEFORE filling out the application, please thoroughly read the Program Guidelines for this grant.** Doing so will help you determine your organization's eligibility, objectives of the projects targeted for these grant funds, restrictions, compliance requirements, the Council's review criteria and other important information about the grants program.

The information requested in this form is needed for the Arts Council to adequately review your request for grant funds and to provide required information to our funders. Please answer the questions as completely, but succinctly, as possible. Please only address the information requested within the question. Do not expound further, since you will most likely be asked to provide further information about the proposal in other questions. The applicant is responsible for the quality and scope of responses.

Applications must be submitted by 11:59pm of the deadline date to be eligible. Applications submitted after the deadline will not be considered for that grant review round.

If you do not have access to a computer, you are invited to make an appointment to use a computer at the Five Wings Arts Council office. Please call 877-654-2166 or email [vicki.fwac@arvig.net](mailto:vicki.fwac@arvig.net) to make an appointment.

### HOW TO APPLY

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- The FWAC grant applications work best when accessed using the Chrome browser.
- Go to the FWAC website homepage
- Click on Grant Login button in the right column on the FWAC website homepage. If the organization is a first time applicant, an online account will need to be created using an email address and a password. Registered applicants should enter their username and password to access their grant account.

*Tip: If others are to access the online account and the FWAC application, the log in information will have to be shared. Keep this in mind when creating the online account.*

Once the registration process is completed and an account has been established, the application process can begin.

*Tip: While answers can be developed directly in the online application and saved, we suggest that the answers be created in the Word Document so the information can be copied and pasted into the appropriate dialog box in the application. Keep in mind that formatting, such as bold, italics, bulleting etc do not transfer to the online application form. When working in Word, periodically do a character count to ensure your answer does not exceed the character limit for each question. Start by becoming familiar with the application and process.*

*Tip: Read or watch the tutorial found on the Five Wings Arts Council's GRANT page at Grant Application Tutorial (Document) or Grant Application Tutorial (Video).*

*Tip: Note that there is a SAVE DRAFT button at the bottom of the application, alongside the SUBMIT button. You can use this as frequently as desired. While the application software automatically saves every 20 minutes, we encourage you to use it whenever you have added critical components to your application. In order to complete an upload for such support materials as the budget, work samples etc. you are required to use the save button to finalize the uploading of the document into the application.*

*Tip: We recommend that you create an electronic folder in your computer, labeled for each particular application. In this folder store your word draft, downloads of the Question Legend from the grant application process, budgets, support documents etc.*

Answer each question marked as “Required,” and any others that apply to your application.

Submit your application online and include:

- A. Supporting materials limited to those essential for the project, including resumes, artist work samples
- B. Budget—using form provided within the application
- C. Fiscal Agent Agreement (if applicable)

Applications must be submitted on or before the deadline date. Applications received after the deadline are ineligible and will not be reviewed in that grant review round. If the applicant wants the council to review the application in the following grant round, it will need to be resubmitted.

*Tip: Uploading Documents as Required in the Application:*

*You will be asked to upload support documents at various points in the application. We recommend that once the document is prepared to your satisfaction, convert it to a PDF, then upload the PDF. By doing so you ensure that the formatting and font used in the original document will be seen as intended by the reviewer. If you have a hard copy, scan and save as a PDF, then upload. **Note: Do NOT convert the budget form to PDF, upload as an Excel document.***

## DEFINITIONS

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**Applicant:** Organization/local government /school organizing and taking primary responsibility for planning, managing, implementing, and reporting about the project. If two groups are involved, select one to be the lead and therefore the applicant.

**Project Director:** Person designated by the applicant organization as responsible for overseeing the

implementation of the proposed project. This person is responsible for the timely submission of all required forms and reports to the Five Wings Arts Council.

**Key Contact Person:** Person empowered to enter into contracts for the applicant organization. This may be the executive director, the board chairperson or president or other authorizing official.

**Fiscal Agent:** Organization which is legally responsible for the proper use of the grant funds when the applicant organization is not a school or unit of government; or, does not have tax-exempt status under Section 501(c)(3) of the Internal Revenue Code. An authorized official of the fiscal agent organization must sign the FWAC Fiscal Agent Agreement, which must be included with the application.

**Project Start Date:** The Project Start Date cannot be prior to 45 days after the application deadline date. Activity and fund expenditure for the project must not occur before this date.

**Community:** Groups of people with common interests defined by place, tradition, intention, or spirit. Community is not limited to the more traditional definition of people living within a certain geographical boundary.

**Evaluation:** A systematic determination of merit, worth and significance, using established criteria. The primary purpose of evaluation, in addition to gaining insight into prior or existing initiatives, is to enable reflection and assist in the identification of future change. Good evaluation clearly answers the question, “Did we accomplish the goals and outcomes we set forth with this project?”

**Outcome:** What will happen as a result of doing this project, when the goals are achieved and the proposed activities are complete? Outcomes are the specific changes in behavior, knowledge, skills, status and level of functioning. What will be different in the community as a result of doing this project?

If your outcomes are not achievable within the one year timeline of this grant, please note the progress you will make towards achievement of this outcome within the timeframe of this application.

Note: Please structure these outcomes so you can determine if you have achieved them, ie they should be measurable and specific.

**Report Field Information:** Regional Arts Councils (RACs) are obligated to collect data regarding all applications and submit this information to the Minnesota State Arts Board, where it is distributed to others in accordance with the Minnesota Data Practices Act. Complete information is necessary to ensure the reliability of our data.

## **ABCD GRANT APPLICATION CONTENT**

### **SUMMARY OF APPLICATION CONTENT**

- **Report Fields**
- **Applicant Organization’s Mission & Role in Project**
- **Primary Partner Information**
- **Community Information**
- **Project Specifics**
- **Capacity to Carry Out the Project**
- **Project Artistic Personnel**
- **Project Administrative Personnel**
- **Financial Information**

- **Fiscal Agent Information: Complete only if applicable**
- **Certification**

**REPORT FIELDS:** The beginning of the application consists of questions designed to collect data for reporting purposes. This information is required by the Minnesota State Arts Board and our primary funder, the MN State Legislature. A list of codes and tools are available within the application to assist with the answers. To use the district poll finder, [Click Here](#).

- **Project Name:** Please assign a short name to your project
- **Brief Project Description :** Give a brief description of the proposal
- 
- **Project Start Date:** Date that the proposed project will begin. Proposed activities /fund expenditure must not begin prior to onemonths from the application deadline.
- **Project End Date:** Date that the project will end, this includes post event wrap up and evaluation activities. This date must not be more than one calendar year after the Start Date.
- **Organization County –** Where the applicant is located
- **MN Legislative District –** choose from the drop down list of options. To use the district poll finder, [Click Here](#).
- **Congressional District–** choose from the drop down list of options. To use the district poll finder, [Click Here](#).
- **Racial/Ethnic Characteristics -** Select the one code that best represents 50% or more of the staff, board or membership. N = American Indian/Native American; A = Asian; P = Native Hawaiian/Pacific Islander; B = Black/African American; H = Hispanic/Latino; W = White; 99 = when no single group applies; O = Other
- **Organization Status –** Legal status code describing applicant
- **Institution –** Select one code that best describes the applicant
- **Organization Discipline -** Select one code that best describes the applicant’s primary area of interest in the arts.
- **Project Discipline -** Select one category that best describes the grant activity

**PRIMARY PARTNER INFORMATION**

**Name of Primary Partner:**

**First Name of Authorized Representative of Primary Partner:**

**Last Name of Authorized Representative of Primary Partner:**

**Primary Partner’s Phone:**

**Primary Partner’s Email Address:**

**Primary Partner’s Address:**

**Primary Partner’s State:**

**Primary Partner’s Zip Code:**

**Primary Partner’s Mission Statement:**

**Describe the role that this Primary Partner will play on this project:**

**Letters of Commitment to Participate from Primary Partner:** Please upload a letter of commitment from the Authorized Representative of the **Primary Partner**. This letter should include a statement acknowledging their role in this project and willingness to carry out this function.

**COMMUNITY INFORMATION**

**What community will you serve with this project?** (For purposes of this grant, community is defined as groups of people with common interests defined by place, tradition, intention, or spirit. Community is not limited to the more traditional definition of people living within a certain geographical boundary) Please tell us  
 Guidelines ABCD Arts Based Community Development Grant.19-2-18docx (1).docx



about the community this project is designed to serve.

**What Community Development sector is most closely related to the challenge or opportunity this project will address?** Please select from drop down list of options.

- Agriculture/food
- Civic participation
- Community cohesion
- Diversity/Equity
- Economic development
- Education/Adult Lifelong Learning
- Education/Youth Development
- Environment/open spaces/land use
- Health/human services
- Housing
- Immigration/social justice
- Lifelong Learning
- Public safety
- Transportation

**Community Challenge/Opportunity:** Please briefly describe the community challenge or opportunity will you address with this project. Also, tell us how and by whom it was determined.

### **PROJECT SPECIFICS**

**Project Description - Role of Arts/Culture to Address Community Challenge/Opportunity:** Please describe your proposed project. Please be specific about how you will use arts/culture to address this challenge or opportunity.

**Community Engagement:** How does this project involve and engage community members? Community should be involved in at least one of the following: planning, implementation, and/or evaluation.

**Estimated Number of Adult Artists Involved (from planning to evaluation):** How many adult artists will be involved with this project?

**Estimated Adult Participants and/or Audience Count:** Estimated number of adult (18 years or older) participants or audience in this project (from project conception to evaluation) This amount should include the artists.

**Estimated Child/Youth Participants and/or Audience Count:** Estimated number of children and youth audience members or project participants (17 years old and younger) (from project conception to evaluation)

**Timeline of activity:** Please provide a detailed timeline for the activities related to the development and implementation of this project.

**Location of activities of this project:** Where will the activities of this project occur?

**Accessibility:** Tell us about your plans to make this project accessible?

**Desired Outcomes:** Outcomes are the specific changes in behavior, knowledge, skills, status and level of functioning. What will be different in the community as a result of doing this project?

If your outcomes are not achievable within the one year timeline of this grant, please note the progress you will make towards achievement of this outcome within the time-frame of this application.

Note: Please structure these outcomes so you can determine if you have achieved them, ie they should be measurable and specific.

**Evaluation Plan/Methods** – How will you know if you have achieved the results you were expecting? Please tell us how you will evaluate if you have achieved your desired outcomes for this project.

Note: Please tie these evaluation responses to your Desired Outcomes.

**Sharing your Story:** What are your plans for promoting, publicizing, and documenting this project?

## **CAPACITY TO CARRY OUT THE PROJECT**

**Community and Other Support** Describe the support you have received and expect to receive from the community (in kind support, fundraisers, volunteers, publicity etc) for this project. Since the budget form allows you to describe your only cash support, please use this space to tell us how people, organizations, and businesses are supporting this project in ways other than cash support.

**Track Record:** Please list your organization's past efforts in utilizing the arts to achieve a broader community goal or to resolve a specific community issue. If not applicable, please note N/A

**Proof of Compliance with Intellectual Property Laws Regarding Use of Music, Images, Scripts etc.** If applicable, Please provide proof that you have secured the legal rights to use intellectual property, such as music, scripts, poetry, images etc.

## **PROJECT ARTISTIC PERSONNEL**

**Artist #1:** Please provide the following information about the key artistic personnel of this project:

- Artist Name
- Short job description of role of this artist, as related to this project
- Artist Address
- Artist Phone
- Artist Email
- Artist Website Address (if applicable)
- Artist Resume/Bio Upload as a .PDF [upload box]
- Artist Work Samples - Combine multiple samples into ONE .PDF document. [upload box]

**Artist #2:** Please provide the following information about the key artistic personnel of this project:

- Artist Name
- Short job description of role of this artist, as related to this project
- Artist Address
- Artist Phone
- Artist Email
- Artist Website Address (if applicable)
- Artist Resume/Bio Upload as a .PDF [upload box]

- Artist Work Samples - Combine multiple samples into ONE .PDF document. [upload box]

**Artist #3:** Please provide the following information about the key artistic personnel of this project:

- Artist Name
- Short job description of role of this artist, as related to this project
- Artist Address
- Artist Phone
- Artist Email
- Artist Website Address (if applicable)
- Artist Resume/Bio Upload as a .PDF [upload box]
- Artist Work Samples - Combine multiple samples into ONE .PDF document. [upload box]

### **PROJECT ADMINISTRATIVE PERSONNEL**

**Project Director:** Person designated to oversee the planning, implementation, and evaluation of the proposed project.

- Project Director Name
- Short job description of the Project Director, as related to this project
- Project Director Address; City, State, Zip Code
- Project Director Phone
- Project Director Email
- Project Director Bio/Resume Upload as a .PDF [upload box]

**Project Financial Administrator:** Please provide the name(s), role on this project, contact information and a brief bio or resume for the project administrator(s) involved with this project. You may upload a resume, in lieu of providing a bio in the text box, however, please provide names and roles in the text box.

- Name of Project Financial Administrator
- Short job description of the Project Financial Administrator, as related to this project
- Address; City, State, Zip Code of Project Financial Administrator
- Phone of Administration of Project Financial Administrator
- Email of Administration of Project Financial Administrator
- Bio/Resume of Project Financial Administrator Upload as a .PDF [upload box]

**Project Administration Personnel #3:** Please provide the name(s), role on this project, contact information and a brief bio or resume for the project administrator(s) involved with this project. You may upload a resume, in lieu of providing a bio in the text box, however, please provide names and roles in the text box.

- Name of Administration Personnel #3
- Short job description of the Administration Personnel #3, as related to this project
- Address; City, State, Zip Code of Administration Personnel #3
- Phone of Administration of Administration Personnel #3
- Email of Administration of Administration Personnel #3
- Bio/Resume of Administration Personnel #3 Upload as a .PDF [upload box]

### **FINANCIAL INFORMATION**

**Project Budget Form(Cash only, should not include inkind)** Please download the FWAC ABCD FY19 Budget Form from the Google Drive link provided. Save this form to your computer. Create a new file name, using the name of the applicant (ie. your organization's name).

The new file name should look like this: YourOrganization'sName.ABCD Budget FY19.xls. Once saved, fill out the form,

check your work, and then upload the completed budget to your online application. Please note that it is mandatory to allocate funds to pay for costs related to evaluation.

**Project Budget – Total Project Cost:** Tell us the total cost of your project, including the FWAC amount

**Project Budget- Grant Request Amount:** Amount requested from FWAC for your project. Please round up to the nearest ten dollars

**Project Budget – Organization Match:** Please tell us the amount that the applicant is providing toward the total project cost. This can come from sources such as reserve funds, ticket or participation fee sales, contributions, advertising income, sponsorships, or other grants. To be eligible for this grant the applicant must provide at least 50% of the total project cost.

**Most Recently Completed Fiscal Year Total Expenses:**

**Most Recently Completed Fiscal Year Total Revenue:**

**Previous Five Wings Arts Council and/or Minnesota State Arts Board Support\*** If applicable, please list support received from the Minnesota State Arts Board and/or the Five Wings Arts Council over the past two years. Include the name of the funding organization, name of the project, amount, and year of the grant.

**Other Financial Support:** If applicable, please list any other financial support you have secured or solicited for this project to date. If no other financial support exists for this project, please put N/A in the answer box below.

**Additional Project Budget Information:** If, on the uploadable budget form, you were unable to include all the detailed information you wanted to share in support of your budget, please provide any additional details related to your project budget here.

### **FISCAL AGENT INFORMATION (Complete only if using a fiscal agent for this project)**

**Fiscal Agent Organization**

**Fiscal Agent Federal EIN#**

**Fiscal Agent Address, City, State, Zip Code**

**Fiscal Agent’s Primary Contact Name:**

**Fiscal Agent’s Primary Contact’s Email Address**

**Fiscal Agent’s Primary Contact’s Phone Number**

**Fiscal Agent Agreement** Please download and complete the FWAC Fiscal Agreement, complete the form, save with the name of the applicant organization, and then upload in the space designated in the application form.

### **FWAC SERVICES AND GRANTING PROCESS**

### **APPLICATION PRE-SUBMISSION GUIDANCE**

**Applicants are strongly encouraged to contact the FWAC Grants & Program Coordinator at 877-654-2166 or [vicki.fwac@arvig.net](mailto:vicki.fwac@arvig.net)** at the beginning of the planning process (the earlier the better), at which time the staff can provide the most constructive assistance in the project development, as well as determine eligibility of both the applicant and the project.

### **APPLICATION DRAFT REVIEW**

Applicants may request a draft review of an application. FWAC staff will read the application and identify any concerns, **upon request** submitted via email ([vicki.fwac@arvig.net](mailto:vicki.fwac@arvig.net)) at least 10 working days before the application deadline. A review of the application does not guarantee that the request will be funded. Elements of a preview include:

- technical review of the budget and responses to the questions on the application
- a review of the attached eligibility materials (resumes, non-profit status, etc.)
- suggestions for clarification or additional information. If a preview is conducted, it remains the responsibility of the applicant to provide all required materials by the deadline

**Please contact the Five Wings Arts Council office if you have questions. We want to help you have a successful project and application.**

### **APPLICATION REVIEW & GRANT AWARD PROCESS**

**A.** Applications are initially reviewed by FWAC staff for accuracy, completeness and eligibility.

**B.** The members of the FWAC board of directors comprise the grant review team. They make final decisions regarding the funding decisions. Board members receive access to evaluate each application online, prior to the monthly board meeting, at which the review will take place. Following their private review, board members convene and address grant application review when that topic arises on the agenda of the board meeting. The Chair will call for the Primary and Second Reader Report about each grant application, then board members are invited to share their comments and questions about the grant application. Following the comment component of the grant review, board members are asked to systematically share their score for the grant, by giving it a composite score, in full integers, between 1-10. These scores are totaled, then divided by the number of voting board members. The average score is then recorded as the ranking number for each particular grant application. Grants are rewarded in relation to the assigned ranking number and the available funds for this grant round.

**C.** Council members with a conflict of interest in regard to a specific applicant or project will inform the council and comply with the Five Wings Arts Council's policy regarding Conflict of Interest.

**D.** Applicants may be requested to be available to respond to questions from the arts council by telephone at the time of the review.

**E.** The Council reserves the right to reduce the "Estimated Total Project Cost" by items determined to be ineligible for funding and/or questioned budget items.

If the ineligible items in the application reduce the amount requested to less than 80% of the original request, the project will not be funded. Examples of ineligible costs include, but are not limited to:

1. Reception expenses (ie, food, refreshments, etc.)
2. Ribbons, prizes, flowers, gifts, awards, etc.

3. Building space and equipment owned by the applicant
4. Materials and supplies sold to participants
5. Materials, supplies, equipment, etc. used for personal gain of participants
6. Long-life items and permanent fixtures
7. Monthly/seasonal/annual office or telephone rental
8. Monthly/seasonal/annual storage costs

**F.** The Arts Council may request a revised budget and/or project description before making a final recommendation on grant applications.

**G.** Through majority vote, the Council will make a recommendation regarding funding, based on the established criteria for:

1. Artistic quality and merit of the project;
2. Need or demand for the project; and
3. Ability of the applicant to accomplish the project.

**H.** Applications will be ranked in descending numerical order.

**I.** Grants are awarded to the extent of funds available. If the funds remaining are equal to or greater than 80% of the amount requested, the highest-ranked applicant will be offered the funds. If two applications receive identical ratings, the application with the earliest receipt date will be given first priority. Should the applicant refuse the offer, the funds may be awarded to the next ranked applicant.

## **APPEALS POLICY & PROCEDURES**

Any applicant who can show cause that established grant review procedures were not followed may file an appeal as described below. There is no right of appeal for dispute of decision of the Five Wings Arts Council with respect to artistic quality or merit, artistic excellence and leadership, or the quality of any particular work of art.

The following appeal procedure shall be followed by the applicant:

- A.** Written notification of a request for hearing must be submitted to the Executive Director of the Arts Council within ten (10) working days from the date of receipt of the official notification of the Arts Council's decision. The notice of request for hearing must set forth the basis for the appeal of the issues to be heard and determined by the hearing board.
- B.** Upon receipt of the written request for hearing, the Executive Director will, within ten (10) days, set a date for the appeal hearing.
- C.** The Five Wings Arts Council shall act as the hearing board.
- D.** A decision will be reached by the hearing board at the end of the hearing. The applicant will be notified within five (5) working days of the decision.

## **TERMS OF GRANT/GRANTEE RESPONSIBILITIES**

### **A. Notification of Arts Council Action**

All applicants will receive notification of acceptance or rejection within 21 days after final review of the application by the Arts Council, except when a revised budget and/or project description is necessary. In that case, applicants will receive notification and Letter of Agreement form within 14 days after the receipt of the revised budget and/or project description.

## **B. Letter of Agreement**

The Letter of Agreement is a legally binding document signed by an authorizing official of the organization which has received an arts grant. The Letter of Agreement obligates the organization to perform proposed activities, to fulfill the requirements in the contract, and to maintain its financial records open for audit. Specifically, the parties will agree that:

1. The project will be carried out in compliance with the project description, personnel, budget and dates, as set forth in the application which reflects any revisions made and approved
2. The Arts Council will provide no more than 50% of the project cost.
3. Equal opportunity to participate in and benefit from the programs of the Minnesota State Arts Board is provided to all individuals regardless of race, national origin, color, sex, age, religion, sexual orientation, or disability in admission, access, or employment.
4. The FWAC logo and following credit-line will appear on all programs and publicity related to the project: *"This activity is made possible by the voters of Minnesota through a grant from the Five Wings Arts Council, thanks to a legislative appropriation from the Arts and Cultural Heritage Fund."*
5. Funds for this project will not be released until a Final Report from any previously funded project has been submitted and approved.
6. All future grants will be contingent upon complete compliance with the terms of this agreement.
7. The Five Wings Arts Council shall have access to any books, documents, papers, and records regarding the granted project in the case of an audit or evaluation of the project. These records and supporting documents shall be retained for a period of three (3) years following the completion of the project.
8. The grantee's authorizing official must sign and return to the Five Wings Arts Council, within 21 days from the date of mailing, one copy of the Letter of Agreement and necessary attachments if notified of grant approval.

Occasionally, "riders" or conditions will be placed on use of the grant funds. These conditions will be clearly outlined in the Letter of Agreement.

In the event a grant is awarded to an applicant using a fiscal agent, the applicant must have submitted a signed agreement with the fiscal agent within the application.

The recipient must comply with all federal and state regulations specified in the Letter of Agreement.

## **C. Approval of Project Revisions**

The grantee must seek approval from the Five Wings Arts Council IN WRITING in advance of any changes to the project proposed their approved grant application. This includes, but is not limited to, substitutions in personnel, change of project dates, budget modifications, and/or other project alterations. Changes in the project must be approved by the Arts Council. Proceeding with proposed changes without prior approval may result in a revision or revocation of the grant award.

The Five Wings Arts Council Executive Director and/or Grants & Program Coordinator will review the revisions  
Guidelines ABCD Arts Based Community Development Grant.19-2-18docx (1).docx

requested to ensure that the change does not make the project ineligible for support. The grantee will be notified of the approval or non-approval of the project changes, via email, within 7 working days of the request for approval of revisions.

#### **D. Grant Termination**

A grant may be terminated at any time under the following circumstances:

1. By mutual written consent of the Five Wings Arts Council and the recipient;
2. Upon the written request of the recipient, but such termination shall not necessarily relieve the recipient of its responsibilities as set forth in the Letter of Agreement;
3. By the Five Wings Arts Council upon the failure of the recipient to comply with one or more of the conditions of the Letter of Agreement. Such termination shall be effective upon receipt of written notice by the recipient.

A commitment of funds to a recipient may be rescinded by the Five Wings Arts Council if one of the following conditions exists:

1. The recipient does not return the signed grant agreement and/or attachments within 21 days of the mailing date of the notification of grant award letter.
2. The recipient does not return a revised budget and project description within 30 days of the notification letter of Arts Council action requesting such revisions.

#### **E. Reporting**

##### **Final Report**

Grant recipients must submit a final report to the Five Wings Arts Council within 60 days of the Project End Date stated in the application, unless approval has been secured for change in due date of the Final Report. This report should include:

- final financial report
- report narrative and evaluation
- copies of press releases, newspaper articles, and project publicity

Failure to submit any final reports will adversely affect the recipient's eligibility for future funds. The recipient may be required to submit a certified audit report of the organization or a project funded by the Five Wings Arts Council.

##### **Acceptance of Final Report**

The final report will be reviewed by the staff for compliance with the "Terms and Responsibilities" as set forth in the Letter of Agreement and application. Grantee will be notified of any issues in which findings of the report demonstrate need to not approve the Final Report.

Please contact the Five Wings Arts Council Grants and Program Coordinator if you have any questions about the application form or granting process for this grant program. Contact: [vickilfwac@arvig.net](mailto:vickilfwac@arvig.net) or 877-654-2166

#### **MISUSE OF FUNDS BY GRANTEES (policies adopted by FWAC Board 6/26/18)**

##### **A. Submission Requirement of Final Report**

Grantee will submit a complete and accurate final report within 60 days of the proposal end date specified in the Letter of Agreement (contract).



Five Wings will communicate the requirement for filing a Final Report to each grantee using multiple techniques. Grantees are informed that final reports are required using the following methods; include language in every contract stipulating the need to submit a final report within sixty (60) days after the project end date; sending e-mail alerts to each applicant before and after the final report due date; communicating the requirement through information sessions conducted by Five Wings throughout the year. Grantee refers to an individual, organization, or individual(s) within an organization.

**Actions**

1. A final report that is received and approved by the Grants Manager meets this requirement. Grantees will be eligible to apply for another grant.
2. A final report that does not show the required match, or comes under review for identified deficiencies may result in the contract being adjusted and funds returned to Five Wings. If information is missing or incomplete, Grant Manager will contact group by e-mail and request required information be provided within two (2) weeks.
3. A grantee may request a due date extension, up to 30 days additional. Grantee must explain the reason for the extension and acceptance will be at discretion of Grants Manager.
4. If a grantee has not filed a final report by the due date (plus extension if applicable), the grantee is not eligible to apply for Five Wings grants until a complete and accurate final report is received.
5. If a final report is delinquent by more than six (6) months, the grantee will not be eligible to apply for a Five Wings grant for up to one year after the submission of the report (Board discretion).
6. If a final report is delinquent by more than one year, the grantee will not be eligible to apply for a Five Wings grant for up to two (2) years after the submission of the report (Board discretion).

**B. Acknowledgment Requirement**

Grantee will provide evidence of proper use of Five Wings credit line and/or Arts and Cultural Heritage credit line or Legacy logo within the final report.

**Actions**

1. If grantee fails to meet the acknowledgment requirement on one grant, a written warning letter will be sent. If grantee fails to meet the acknowledgment requirement on a second grant, the grantee will not be eligible to apply for future funding for two years from the end date of the grant.

**C. Expenditure Requirement**

Grantee will use funds for approved expenses within the proposal (i.e. expenses related to the proposal, that are within the scope of the proposal, or purposes that are expressly allowed in the program guidelines or contract).

**Actions**

1. If the project is not completed, or not completed as stated and reflected in the Final Report, (i.e. Total Cost/Expenses are much lower than projected) a portion of the grant amount or the entire grant amount will be returned by the grantee. If it is determined that a portion of grant funds must be returned due to inappropriate use of the funds or expenses are much lower than anticipated, and grantee doesn't meet match requirement based on total project expenses, a written notice from the Executive Director will be sent to the grantee. It will outline the amount owed to Five Wings and the repayment terms.

2. If funds are repaid in a timely manner and in accordance with the outlined repayment plan, the grantee may apply for future grants.
3. If funds are not repaid, grantee may not be eligible to receive funding from Five Wings for two years from the date of written notice. Grantee must submit a request to Five Wings to have its eligibility reinstated before applying for another grant from Five Wings.

**D. Record Keeping Requirement**

Grantee is able to meet the record keeping standards outlined in the grant contract.

**Actions**

1. If grantee records are examined, and grantee cannot provide sufficient documentation to meet the examining authority's requirements:

a. the grantee may be asked to return grant funds;

b. the grantee may be deemed ineligible to apply for Five Wings grants for up to two years from the date of written notification.

2. To have eligibility reinstated, grantee must submit a request to Five Wings before applying for grants. A request must outline the steps the grantee has taken to ensure that they will be able to meet the Five Wings maintenance of records standards on any future grants that Five Wings may award.

Note: All approved extensions must be documented in grantee's original online application. All findings and correspondence will be documented and included in grantee's online grant application.

**XII. APPEALS POLICY & PROCEDURES**

Any applicant who can show cause that established grant review procedures were not followed may file an appeal as described below. There is no right of appeal for dispute of decision of the Five Wings Arts Council with respect to artistic quality or merit, artistic excellence and leadership, or the quality of any particular work of art.

The following appeal procedure shall be followed by the applicant:

**A.** Written notification of a request for hearing must be submitted to the Executive Director of the Arts Council within ten (10) working days from the date of receipt of the official notification of the Arts Council's decision. The notice of request for hearing must set forth the basis for the appeal of the issues to be heard and determined by the hearing board.

**B.** Upon receipt of the written request for hearing, the Executive Director will, within ten (10) days, set a date for the appeal hearing.

**C.** The Five Wings Arts Council shall act as the hearing board.

**D.** A decision will be reached by the hearing board at the end of the hearing. The applicant will be notified within five (5) working days of the decision.

