

Application

Preview As

Administrators



Question List

Process Manager / Arts Project Grant: Regular, Arts Equipment for Schools FY 2020-2023
/ Arts Project Form / Preview

Fields with an asterisk (*) are required.

> Introduction

> Summary Info: All Applicants

> Budget: Financials and People: All Applicants

> Data Collection: All Applicants

> Needs Assessment: All Applicants

> Attachments and Certification: All Applicants

∨ Guidelines

This section has been made invisible for the review panel to save space. If you would like to view the full application and application guidelines for any of our programs, login to the grant portal with the username nwartsCouncil@gmail.com and the password [nwartsCouncil](#) generically and click the word apply in the upper left corner. (Just ignore the first screen that opens. It is called the Dashboard. Our staff has manually entered exhibit entries into this generic area.) After you click the word Apply, you will be able to scroll down and see the grant programs. Click the word Preview to view the application and its guidelines.

INTRODUCTION and BACKGROUND

The Northwest Minnesota Arts Council was designated as the regional arts council for northwestern Minnesota by the Minnesota State Legislature. The Council works with local and area arts organizations and individuals to develop the arts in Region 1.

The Arts Council submits a biennial Regional Arts Plan to the Minnesota State Arts Board. The NWMAC then receives a block grant from the Minnesota State Legislature, with the Minnesota State Arts Board serving as fiscal agent. This source of funds is used to provide grants for the 7 counties which comprise the region:

Kittson • Marshall • Norman • Pennington • Polk • Red Lake • Roseau

Funds are available for art projects which develop or enhance local or regional artists, art resources, or art audiences. A project is an activity or series of closely related activities for which funds are requested. The project must be completed within 24 months of the notification of the receipt of a grant.

ARTS PROJECT GRANTS

The Arts Council schedules three main grant rounds per fiscal year (July 1 to June 30) for Arts Project Grants. Funds are slightly divided between the three main application deadlines. The maximum award for a grant is \$3,000.00. Arts organizations may not receive more than \$3,000.00 in grant funds each fiscal year. This grant is not intended for use by school districts. A 10% minimum cash match is required for all grant requests. If the project is to repeat sponsorship of an event or artist or group that has been sponsored with NWMAC funding in previous years then a 25% minimum cash match is required.

ARTS EQUIPMENT IN THE SCHOOLS GRANTS

A special school category occurs most years which allows school districts to request funds to purchase arts equipment. This category usually requires a 25% cash match. School districts are only eligible for one grant per district per fiscal year. Typically the deadline is November 1 for this category annually.

APPLICANT ELIGIBILITY

The applicant must be a Minnesota non-profit, tax-exempt organization as described in Section 501(c)(3) of the United States Internal Revenue Code with Articles of Incorporation on file with the State of Minnesota; or, a governmental unit or department or agency of the State of Minnesota.

All school districts within our service area may apply for the Arts Equipment in Schools grant. Private schools are also eligible if they show that the equipment will not be used for religious socialization.

Two or more eligible organizations or governmental units may form a partnership to present arts activities in their community and apply under one organization and submit one application.

FISCAL AGENT

An organization not meeting this requirement may apply to the regional Arts Council through 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 must sign the application and, if funds are received, sign the grant Arts Grant Contract and Request for Payment. The fiscal agent is legally responsible for the completion of the project and for the

proper management of the grant. A contract or letter of agreement between the fiscal agent and the organization clarifying the responsibilities and authority of each, is required. (A template is provided on our website in the Grant Forms Quick List).

ARTS PROJECT ELIGIBILITY

To be eligible for funding, a project must be for the production of local arts activities; or, the hosting of arts events to the local community.

The primary impact of the project must be within the boundaries of the region.

ARTS EQUIPMENT ELIGIBILITY

Equipment that is solely (or almost solely) used for arts purposes within a learning environment/school. Visual, performing arts, and creative writing equipment that is used over and over within students learning.

PROJECT MATCHING FUNDS

The applicant must show evidence of cash match of at least 10% of the total cost of the project. Matching funds may consist of cash, revenues, or other grants. In cases of repeat sponsorship then a 25% cash match is required. In the Arts Equipment in Schools grant category 25% cash match is required.

PROJECT RESTRICTIONS

Applications for grant assistance will not be accepted for review if any of the following conditions exist:

- Funds are for out of state travel.
 - Funds are for a project that occurs outside Minnesota.
 - Funds are requested from the regional 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 consent of both the Regional Arts Council and Minnesota State Arts Board.
 - State funds requested from the regional Arts Council and/or the State of Minnesota exceed 90% of the total cost of a project.
 - Artists are required to pay high entry or exhibition fees in order to exhibit or perform in the project.
 - Funds are requested for capital improvement or construction; purchase of real property (land or buildings); or, endowment funds.
 - Funds are requested for projects limited in access to, or only serving, those attending educational institutions, including the staff.
-
- Funds are requested to account for fund deficiencies in projects begun prior to the project starting date specified in the "Application Guidelines" section of this Program Information.
 - Funds are requested for projects which are essentially for the religious socialization of the participants
 - An organization has a report overdue from a past grant.
 - Funds are requested for non fine arts portions of festivals or art fairs, including humanities and historical portions.

- The activity is not open to the public.
- Funds are requested for publications to be distributed only to the organization's members.

TYPES OF ARTS GRANTS

It is the intent of the Northwest Minnesota Arts Council to stimulate and maintain a high quality of artistic experiences, thus grants must be made to those organizations which are directly engaged in the creation of art, the production of art, the production of arts services, or the sponsorship of arts activities.

Arts activities in all disciplines are supported by the council, including but not limited to:

- Visual Arts
- Theater
- Dance
- Music
- Folk Arts
- Literary Arts
- Architecture and Design
- Film/Video
- Multi-disciplinary Projects
- Arts Organizational Development

1. Productions or Exhibitions

- Costs directly related to the performance, publication, or exhibition of art in our region of Minnesota are eligible expenses. Such costs may include artists' fees, directly applicable administrative costs, costs of expendable materials, project-specific promotional costs, travel costs (only 10% can be outside Minnesota), and rental fees.
- Projects in which a variety of components are drawn together to compose a local or regional arts festival or fair may be funded for specific components of the event involving artists or arts promotional efforts. General operating support for festivals or fairs is not eligible.
- The focus for this type of project is on the creation of art or a performance or publication by artists in our region.

2. Sponsorship/Guest Artists

- Application may be made for contracting with a professional artist or arts group. Contracting may be made for the purpose of the artistic development of the applicant, or artists in the community, and/or for the purpose of public performance. Organizations that host art events from outside their community are part of this category.
- The focus of this program is on the local MN audience and access of that audience to a wide variety of professional artistic experiences which may be brought to a community.
- Remember that no more than 10% of total grant may be for costs related to travel outside Minnesota.
- General Sponsorship grants may be used for the following types of events:
 - performances by touring artists or arts organizations

- assembled exhibitions on tour
- film and video screening
- public readings
- lectures, demonstrations, master classes, seminars, or workshops

3. Organizational Development

- Administrative or Consultant Services
 - Requesting funds for a managerial or consultant project for the purpose of improving existing programs or developing new programs is an eligible activity. This support is not for the continuation of on going managerial functions or regular staff costs. Most grants for administrative or consultant services will be granted on a one-time only basis. Services may include public relations, fiscal management, fund-raising, and other management activities.
- Production or Planning Services
 - Activities which support and/or assist the needs of arts organizations and artists, or the arts needs of the general community by being commonly administered or coordinated by one agency are eligible projects. This may include developing methods to increase public exposure to, and education of arts in the community. Most grants requested for a consultant to assist in the production or planning of arts services will be granted on a one-time basis.

4. Publications

- Funds may be requested for special arts publications such as exhibition catalogs, or visual arts and literary materials. Literary magazines and small press books are eligible for funding only after they have been published at least once. (Publication projects which are not part of an on-going series are eligible without the stipulation of previous publication.) Any publication which is distributed only to an organization's membership is not eligible. Funds may be requested for editorial services, production costs, compensation for contributing writers and/or distribution.

5. Workshops, Classes, and Arts Awareness Projects

- Application may be made for funding activities or materials for classes, conferences or workshops, publications, films, exhibits, and other presentations of this nature.

ARTS PROJECT APPLICATION DEADLINES

Grant applications for Arts Project Grants: Regular must be completed and submitted on-line by August 1, November 1 and March 1 yearly. Please request permission to submit your information by mail. Our office needs to be aware that the on-line system is not working for your organization. Late applications will not be considered.

* Funds are withheld so all three deadlines occur. Occasionally additional deadlines are announced if funds are returned. Consult the Arts Council Director regarding the availability of funds.

ARTS EQUIPMENT FOR SCHOOLS APPLICATION DEADLINE

November 1 is the annual deadline for Schools to apply for Arts Equipment. Please see current announcements for additional deadlines.

EARLIEST PROJECT STARTING DATE

The project starting date is when a financial commitment has been made toward the project. Examples of financial commitments include but are not limited to: ordering play books, advertising for auditions, making a deposit to sponsor a touring group, signing a contract for a performance, etc.

Projects for which there has been any kind of financial commitment prior to that grant round's "Earliest Starting Date" on the Application Deadline Schedule will not be eligible for funding.

APPLICATION MATCHING FUNDS

The maximum request for a project can not be greater than 90% of the total project cost. The applicant's match must be cash match. In-kind is requested on the bottom of the budget to show the amount of additional in-kind support needed to implement the project.

Cash match includes money budgeted for the project such as grants from other funding sources, cash donations, and earned income (such as ticket sales, fund raisers, etc.).

IN-KIND CONTRIBUTIONS

Donated materials, labor and space which can be given a dollar value may be listed but will not be considered a part of the main budget or match.

The value of in-kind labor is the equivalent of the federal minimum wage with the exception of a professional donating time, e.g., an attorney donating legal services, a secretary donating typing time, and electrician donating time for work on electrical systems, etc.

In-kind labor can only be donated time for which there is no reimbursement from any other source. If the work is outside a paid staff person's normal role and hours, it may be considered in-kind.

MAXIMUM REQUEST

The maximum request for any given application is \$3,000.00. An organization may not receive more than \$3,000.00 in in this category in one fiscal year, July 1, to June 30.

APPLICATION PROCEDURE •••

Pre-Review of Application

Applicants are encouraged to contact the Northwest Minnesota Arts Council office early in the planning process at which time the Arts Council Director can provide the most assistance. Staff are available to pre-review applications, prior to the deadline date, for completeness and accuracy. Such assistance in no way implies that a grant request will be funded.

Elements of a pre-review include:

- a technical review of the budget and responses to the questions on the application
- a review of the attached eligibility materials (resume's, non-profit status, etc.)
- suggestions for clarification or additional information

If a pre-review is conducted, it remains the responsibility of the applicant to provide all required materials by the deadline.

APPLICATION MATERIALS

1. Application Form

The applicant must submit a complete and accurate application providing all requested information. The proposed budget must be accurate, detailed, and appropriate to the purpose of the project.

It should be checked carefully to make sure all the questions are answered and that the budget is properly structured and mathematically sound. The completeness and accuracy of the grant application is solely the responsibility of the applicant. Incomplete applications are not eligible for review.

The form must contain all required electronic signatures.

2. Documentation of Tax-Exempt Status

All applicants must initially register their organization with their EIN (Employer Identification Number) and upload a copy of the applicant's or fiscal agent's 501(c)(3) tax-exemption letter from the Internal Revenue Service within the grant application process.

3. Resume's/Qualifications

Applicants must submit a brief resume or qualifications brochure that outlines the educational and professional achievements of the project personnel that relate to the project. Resumes must be submitted for the project director (i.e. contact person for the project), artists, and key individuals involved in the success of the project.

4. Fiscal Agent Contract (If Applicable)

If a fiscal agent is being used, one copy of the contract between the fiscal agent and the applicant must also be submitted, specifying the responsibilities of each party as described in the "Eligibility and Requirements" section of this Program Information.

REVIEW STANDARDS •••

All eligible applications will be reviewed by the Northwest Minnesota Arts Council or a panel of our Council according to:

1. The artistic quality and merit of the project or program.

This criterion may include how the project contributes to the artistic development of the respective art form, how well the resources (people, facilities, activities, etc.) to be used meet the goals of the project, and how the project meets or advances the goals of the organization. In the case of service projects, the merit and quality of that service to the arts will be reviewed.

If the application is determined to be of sufficient artistic quality and merit to deserve further review, the following standards will then be applied:

2. The demand or need for the project or program by the organization applying or the group it serves.

Considerations used to address this criterion may include community involvement and support for the project, the method used to determine that the project is needed, and demonstrated financial need as exhibited in the proposed budget.

3. The ability of the organization to accomplish the project or program described, or the organizational goals as presented.

This is demonstrated by providing evidence of a planning process, qualifications of the artistic and/or administrative personnel, feasibility of the budget, publicity efforts, evidence of fiscal responsibility, previous successful efforts.

REVIEW PROCESS . . .

1. The Northwest Minnesota Arts Council Director reviews the applications for accuracy, completeness, and eligibility.
2. Panel members or Arts Council members receive copies of all applications through electronic format at least ten days prior to the review meeting.
3. Panel members or Council members with a conflict of interest in regard to a specific applicant or project declare such and comply with the Northwest Minnesota Arts Council Policies and Procedures, which are available upon request.
4. Applicants may be available to respond to questions from the arts council by telephone at the time of the review.
5. In reviewing the applications, the Council members will first determine the eligibility of the application, based both on the organization's eligibility and the project restrictions. Any projects which are determined to be ineligible shall be eliminated from the review process.
6. The Council will give priority to organizations that charge a fee for sponsored events. The Council will give priority to applications which show evidence that attempts have been made to seek financial support from the community.
7. 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 are, but are not limited to:

- Transportation to exhibits/field trips
- Ribbons, prizes, flowers, gifts, awards, etc.
- Building space and equipment owned by the applicant
- Materials and supplies sold to participants
- Materials, supplies, equipment, etc. which could be used for personal gain of participants
- Monthly/seasonal/annual office or telephonerental
- Monthly/seasonal/annual storage costs

8. The Arts Council may request a revised budget and/or project description before making a final recommendation.

9. Through majority vote, the Council will make a recommendation for full funding, partial funding, or no funding, based on the established criteria for:

- Artistic quality and merit of the project;
- Ability of the applicant to accomplish the project; and,
- Need or demand for the project.

If the recommendation is for "no funding" the Council will indicate the reasoning and the applicant will be informed of such.

10. The Council will rate each application on artistic merit and quality, need for the project, and the ability of the applicant to carry out the project.

11. If the applicant's previous final report has been penalized -- refer to the approval of project revisions and reporting sections of this document --appropriate point reductions will be made.

12. Applications will be ranked in descending numerical order. A copy of the Northwest Minnesota Arts Council's Rating Form is available upon request.

13. 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.

If the funds remaining are less than 80% of the amount requested by all eligible applicants, the funds will be carried over to the next grant round within the fiscal year.

At the last grants round of the fiscal year the Arts Council will select alternates for funding based on the ranking process. If during the following fiscal year funds are returned or a funded project is cancelled, alternates will be funded based on the procedure explained above.

TERMS of GRANT/GRANTEE RESPONSIBILITIES •••

NOTIFICATION of NWMAC ACTION

All applicants will receive a notification email/letter of acceptance or rejection within 45 days after final review of the application by the NWMAC, except when a revised budget and/or project description is necessary. In that case, applicants will receive an Arts Grant Contract and notification letter within 45 days after the receipt of the revised budget and/or project description.

ARTS GRANT CONTRACT

The Arts Grant Contract is a legally binding document signed by an authorizing official of the organization which has received an arts grant. The contract 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 by the Northwest Minnesota Arts Council.
2. If the actual project cost is less than the total budgeted cost, the NWMAC will provide up to 90% of the actual project cost.
3. Participation in the project will not be limited on the basis of national origin, race, age, or sex.
4. The project will comply with the American's for Disabilities Act.
5. The following credit-line will appear on all programs and publicity related to the project:

“This activity is funded by a grant from the Northwest Minnesota Arts Council with funding from the Minnesota State Legislature’s general fund”.

6. Funds for this project will not be released until a final report from any previously funded project has been submitted and approved.
7. All future grants will be contingent upon complete compliance with the terms of this agreement. Penalties will occur based on the late receipt of a final report or unapproved changes to the project.
8. The NWMAC 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.

The grantee's authorizing official must sign electronically, within 45 days, the Arts Grant Contract and necessary attachments if notification is of grant approval.

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

In the event a grant is awarded to a fiscal agent, the fiscal agent must sign the contract and necessary attachments. The applicant organization must have submitted an agreement with the fiscal agent as described in the "Eligibility and Requirements" section of this Program Information.

The recipient must comply with all federal and state regulations specified in the contract.

APPROVAL OF PROJECT REVISIONS

The grantee must notify the regional Arts Council **in writing** at any point if the program or project is changed from the way in which it was described in the grant application. This includes, but is not limited to substitutions in personnel, change of project dates, change in number of performances, and receipt of additional funds.

Changes in the project must be approved by the Arts Council prior to the project activity date(s) and may result in a revision or revocation of the grant award.

The Arts Council Director will review the revisions 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.

If the grantee fails to inform, 10 percentage points will be deducted from an applicant's average rating. This will occur on the next eligible arts grant application (regardless of category) reviewed by the arts council within two years of the penalty.

REPORTING

Grant recipients must submit a final report to the NWMAC within 60 days of the date stated in the application as the end of the project or program. The final report must include a final financial report; project narrative; project evaluation; and copies of press releases, newspaper articles, and project publicity.

The grantee must request an extension from the Arts Council Director if they will be late returning their final report. This must be done prior to the due date of their final report.

If the grantee fails to request an extension, 10 percentage points will be deducted from an applicant's average rating. This will occur on the next eligible arts grant application reviewed by the arts council within two years of the penalty.

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 NWMAC.

GRANT TERMINATION

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

- by mutual written consent of the NWMAC and the recipient;

- upon the written request of the recipient, but such termination shall not necessarily relieve the recipient of its responsibilities as set forth in the Arts Grant Contract;
- by the NWMAC upon the failure of the recipient to comply with one or more of the conditions of the Arts Grant Contract. 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 NWMAC if one of the following conditions exists:

- The recipient does not return the signed contract and/or attachments within 45 days of the emailing of the notification of grant award letter.
- The recipient does not return a revised budget and project description within 30 days of the notification letter of NWMAC action.
- The recipient does not request the grant within 45 days of the date of the contract.

GRANT MONITORING and EVALUATION •••

FINAL REPORT

Grantees must submit an on-line final report to the NWMAC office within 60 days after completion of the project using our provided format. This includes:

- Final financial report attached
- Statistical numbers related to adults and youth served
- Project changes narrative
- Project evaluation results
- Attached copies of press releases, newspaper articles, and project publicity.

EVALUATIONS BY ARTS COUNCIL

The Northwest Minnesota Arts Council members will attend NWMAC funded projects in their area whenever possible and complete an evaluation form on the project.

ACCEPTANCE OF FINAL REPORT

Both the final report and Arts Council evaluation form will be reviewed by the Arts Council for compliance with the "Terms and Responsibilities" set forth in the Arts Grant Contract and application. The Arts Council will act upon the final report during their next meeting to accept it and close the grant file.

MISUSE OF FUNDS

Misuse of funds means using State of Minnesota resources for any purpose other than those allowed by:

- State of Minnesota statutes, laws, rules, policies; and
- The regional arts council receiving and disbursing the funds; and
- The program guidelines or grant contract through which funds are disbursed.

Misuse can happen both intentionally or unintentionally. Intentional misuse occurs when the grantee knowingly spends funds in ways that are outside the allowable parameters of the State, the council, or the program. Misuse also occurs when a grantee spends funds in ways that are inconsistent with the submitted proposal and budget. Unintentional misuse generally occurs as a result of miscommunication or misunderstanding.

Whether the misuse is intentional or unintentional—notice and consequences will be issued.

Responsibilities of Council, when misuse has occurred.

1. Verification and documentation

- Council will request financial documentation from grantee to determine exactly how funds were spent. If grantee does not provide requested documentation, skip to # 2.
- Council will review all financial documents to verify their accuracy and authenticity
- Council will authenticate any documents or receipts that seem suspicious
- Council will determine how much money was spent inappropriately
- Council will document how it determined money had been spent inappropriately
- If grantee has any other active grants, council will review those grants for potential misuse and will suspend any grant payments until a thorough investigation has been completed.

2. Notice of misuse and consequences to the grantee

- Council will notify grantee, in writing (via mail or e-mail), that misuse has been detected. Written notice will state:
 - The amount of funds that have been misused, and how council determined funds had been misused.
 - How much money needs to be returned to council, and the date by which funds must be returned.
 - The consequences the grantee will face if funds are returned, and the consequences the grantee will face if funds are not returned.
- If grantee does not respond, a second written notice will be sent within 30 days of original notice, accompanied by a phone call from council to grantee.
- If grantee does not respond, a third written notice will be sent by registered mail, within 60 days of original notice. Unless and until a grantee responds, no less than three notices will be given. More notices may be given, but all should be sent within 90 days from the date misuse is detected.

Unless and until a grantee responds, no less than three notices will be given. More notices may be given, but all should be sent within 90 days from the date misuse is detected.

3. Notice to the Arts Board

- Council will call or e-mail Arts Board executive director as soon as the misuse is discovered.
- Upon receiving notice of misuse, the Arts Board will:
 - Request documentation of the misuse.
 - Notify the Office of the Legislative Auditor. Other state agencies may also be notified, if relevant, i.e. Office of the Attorney General or Minnesota Management and Budget
 - Notify other regional arts councils that misuse has occurred and no other state funds may be awarded to that grantee until the investigation, recovery, and consequence phases have been completed.
 - Review its active grant contracts to determine if grantee is also receiving funds from the Arts Board. If grantee has an active grant with the Arts Board, any outstanding payments will be suspended and no new

award(s) will be made to the grantee until the council's investigation, recovery, and consequence phases have been completed.

4. Recovery of funds Council is expected to use all reasonable methods to recover the funds that have been misused. Recovery of funds might take different forms, depending on the amount owed and the circumstances.

- If there is an unpaid balance on the grant in question, council will withhold that payment until the investigation, recovery, and consequences phases have been completed, and will cancel the payment if misuse is proven and funds must be returned.
- If there is no unpaid balance, council may use a variety of methods to recover the misused funds:
 - Council may request a lump sum repayment of funds
 - Council may negotiate a repayment plan with grantee
 - Council may engage the services of a collection agency to recover the funds
 - Council may ask the Arts Board for assistance in recovering the funds.

5. Consequences Misuse of state funds is never allowable. Severe consequences must be imposed if funds are not returned; lesser consequences will be imposed if funds are returned. Consequences may be different, depending on the amount of funds that have been misused. If the reason for the misuse is unintentional, consequences may be minimized.

The following is the range of consequences a regional arts council will impose:

- If grantee does not return the funds: Grantee is permanently ineligible to receive State of Minnesota funds from the council, from the Arts Board, or from any other regional arts council.
- If grantee does return the funds:
 - Misused funds are less than \$1,000 – Grantee is ineligible to receive State funds from the council, the Arts Board, or any other regional arts council for a period of one year from date of notification.
 - Misused funds are \$1,000 - \$5,999 – Grantee is ineligible to receive State funds from the council, the Arts Board, or any other regional arts council for a period of two years from date of notification.
 - Misused funds are \$6,000 or more – Grantee is ineligible to receive State funds from the council, the Arts Board, or any other regional arts council for a period of three years from date of notification.

In some circumstances, council may determine that consequences outside this range are appropriate and may impose them. In these cases, council should document, and provide written notice to the grantee, the reasons that it believes more or less severe consequences are warranted.

- Council will notify the Arts Board which consequences have been imposed. Arts Board will notify other regional arts councils that grantee is under consequences.

6. Reinstatement

- At the end of the consequence period, the grantee must submit a request to the council to have its eligibility reinstated. The request must clearly outline what safeguards have been put in place to ensure that misuse would not occur again. Grantee may not submit a grant application to the council until council has reinstated its eligibility.

- If council is satisfied that sufficient safeguards have been put in place, it will notify the grantee that eligibility has been restored.
- If council is not satisfied that sufficient safeguards have been put in place, it may deny the request. It will notify the grantee of the weaknesses that still exist and steps that need to be taken to regain eligibility privileges. Grantee may submit another request for reinstatement when those weaknesses have been corrected.
- Council will notify the Arts Board that it has reinstated grantee's eligibility, or that it has denied the reinstatement request. The Arts Board will notify other regional arts councils that the grantee's eligibility has, or has not, been reinstated.

APPEAL PROCESS for MISUSE OF FUNDS

Grantees that have been assigned consequences have the right to appeal if one of the following two circumstances has taken place:

- A. Consequences outside the guidelines have been assigned that the grantee feels are unfair or unwarranted.
- B. Grantee has made substantial progress toward remedying the situation that prompted the consequences; grantee may appeal to have the remainder of the consequences waived.

Each council may adopt its own appeal process, so long as the process aligns with the intent of this misuse of funds procedure. Council will document its appeal process, will make its grantees aware of the process, and will document the appeal process in its biennial plan that is submitted to and maintained by the Arts Board.

If the council does not adopt its own appeal process, it should use the following process:

- A. Consequences outside the guidelines have been assigned that the grantee feels are unfair or unwarranted
The grantee must submit an appeal in writing within 30 days of the date of the letter notifying the grantee that consequences will be imposed. The grantee's appeal must state the reasons for the appeal and must provide clear and compelling support for its assertion that the consequences assigned were unfair or unwarranted. — or —

- B. Grantee has made substantial progress toward remedying the situation that prompted the consequences; grantee may appeal to have the remainder of the consequences waived.
The grantee must submit an appeal in writing no earlier than 180 days (six months) from the date of the letter notifying the grantee that consequences will be imposed. The grantee's appeal must state reasons for the appeal and must provide clear evidence that grantee has taken the necessary steps and implemented the appropriate remedies so that its privilege of eligibility should be reinstated.

- Council will review the appeal at its first meeting following the receipt of the appeal. At that meeting, the council may take one of the actions provided in subitems (1) to (5) in response to the appeal:
 1. Determine that the appellant does not show sufficient cause for an appeal;
 2. Direct the staff to investigate the appeal and bring a recommended resolution of the appeal to a subsequent meeting of the Council;
 3. Request that the appellant appear before the Council at a subsequent meeting and address the appeal at that time;
 4. Determine that the appellant does show sufficient cause for appeal and offer a settlement to the applicant at the meeting.

If the appeal results in early termination of consequences, the Council will notify the Arts Board that consequences have been lifted and eligibility has been restored. The Arts Board will notify other regional arts

councils that the grantee's eligibility has been restored.

A grantee may not appeal to the Arts Board to overrule the decision of the regional arts council.

NWMAC 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 NWMAC with respect to artistic quality or merit, artistic excellence and leadership, and the quality of the artistic activity of the work of an individual artist.

The following appeal procedure shall be followed by the applicant to appeal the decision:

1. Written notification of a request for hearing must be submitted to the Arts Council Director of the NWMAC within ten (10) days from the date of receipt of the official notification of the NWMAC 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.
2. All written notifications under this appeal procedure shall be served by certified mail, return receipt requested.
3. Upon receipt of the written request for hearing, the Arts Council Director will, within ten (10) days, set a date for the appeal hearing.
4. Arts Partnership Board and three officers of the Committee of Jurisdiction shall act as the hearing board.
5. The applicant agency will be notified in writing of the date and time of the hearing. Such notice of hearing shall be mailed to the executive director of said agency. The hearing must take place within twenty-five (25) working days of the date of receipt of the request for hearing by the NWMAC. The time for this hearing may be extended by mutual agreement of the Arts Council Director of the NWMAC and the executive officer of the applicant agency. Any extension or modification of the hearing date must be by mutual agreement and such agreement must be in writing.
6. The hearing will be conducted as follows:
 - a. A majority of the Hearing Panel of the NWMAC must be present for said hearing.
 - b. The Chairperson of the Arts Council shall chair the hearing and shall vote only in case of a tie.
 - c. The hearing chairperson shall advise the parties as well as the members of the general public present as to the hearing procedures.
 - d. There shall be no cross-examination of any witnesses by either the representative of the applicant or the representative of the NWMAC..
 - e. The applicant may make an opening statement to the hearing board prior to proceeding with testimony.
 - f. The applicant shall present all of its witnesses and exhibits.
 - g. The NWMAC representative may make an opening statement to the hearing board prior to proceeding with testimony.
 - h. The NWMAC representative shall present all of its witnesses and exhibits.
 - i. Upon the completion of the presentation of all testimony and exhibits, the applicant may make a closing statement to the hearing board.

j. Following the closing statement by the applicant the representative of the NWMAC may make a closing statement to the hearing board.

k. A record of all hearing procedures before the hearing board shall be maintained by the hearing board, either through mechanical reproduction or stenographic reproduction. The hearing board shall retain a copy of the record until the appeal procedures have been exhausted for a minimum of six (6) months. The applicant or the representative of the NWMAC may obtain a transcribed copy of said hearing or any portion thereof upon the payment of the fee required to provide such transcript.

l. A decision will be reached by the hearing board at the end of the hearing. The applicant and the Arts Council will be notified within five (5) days of the decision.

7. The hearing board may take one of the following actions:

- a. Submit the proposal to the Northwest Minnesota Arts Council for reconsideration.
- b. Uphold the initial action of the Arts Council.

OTHER NORTHWEST MINNESOTA ARTS COUNCIL SERVICES • • •

In addition to grant assistance, the Arts Council offers other art services to individuals and organizations in the region, some in collaboration with the Minnesota State Arts Board and The McKnight Foundation.

CONSULTANT SERVICES

Staff is available to provide assistance in arts program development, including:

- a. review of project ideas which an individual or organization may be submitting for funding assistance from the NWMAC or other funding agencies
- b. technical assistance in grants preparation and other arts administration, planning, and development areas
- c. information services on other public and private grant programs and funding sources for both art organizations and individuals

WEBSITE and SOCIAL MEDIA

The Arts Council has a good web site listing all the information on grants available, services, directory information as well as links. Check out www.NorthwestMinnesotaArtsCouncil.org We are also on Facebook, YouTube, Twitter, Pinterest, and other social media.

ARTISTS OF NORTHWEST MINNESOTA BOOKLET

The Artists of Northwest Minnesota booklet is a printed guide that we also publish on-line every three years. This is the best place to find up to date information on our artists, our arts groups, and businesses that serve artists. Our Arts Council also has a comprehensive artist registry within our database. Artists in such

disciplines as dance, music, opera/musical theater, visual arts, theater, design arts, crafts, photography, media arts, literature, and folk arts may participate in the Registry. The Artist Registry is not intended as an endorsement of artist's qualifications or abilities.

ART EXHIBITION and SHOWCASE

Visual artists are encouraged to participate in our exhibition each Spring. Entry forms are available from the Arts Council in late February and on our web site at www.NorthwestMinnesotaArtsCouncil.org. There are over \$1,500.00 in prize awards available in adult and high school artist categories. Visual artwork is accepted in all mediums including painting, drawing, photography, digital art, pottery, sculpture, and mixed media. Each year a different community hosts the main weekend long exhibit of approximately 100 pieces. If you are interested in hosting call the NWMAC.

Our Arts Council also has a gallery. This gallery showcases bimonthly exhibits of local artists. Information is available on our website and by request.

NEWSLETTER

A monthly e-newsletter containing articles of interest to artists and arts organizations is published online. Our newsletter features articles spotlighting successful arts programs, projects, or organizations; an arts calendar of upcoming events in the region; opportunities for artists, included grant application deadlines arts employment opportunities, workshops, and conferences.

TRAINING and NETWORKING

The Northwest Minnesota Arts Council sponsors training workshops and networking in response to local arts development needs and in conjunction with its on going arts planning responsibilities. Sometimes the location and choice of training is initiated by a local arts organization. Call or email staff to talk about your interest and perhaps this can happen in your community.

PUBLICATIONS and RESOURCES

Available through the Northwest Minnesota Arts Council are:

- Annual Northwest Minnesota Arts Council Plan
- Artists of Northwest Minnesota booklet