FY19 Arts In Education (AIE) Grant Program

The AIE program is a competitive program that seeks to fund arts education school-based arts learning projects, designed to introduce or enhance student knowledge of and participation in a particular art form such as: dance, theatre, music, creative writing, storytelling, visual arts (including video, media arts and graphic design), or traditional folk arts. These projects connect with students and the world around them by exploring, sharing and supporting creative expression, and by doing so they promote the health and well-being of students and citizens throughout our state.

Are you eligible to apply for an AIE grant?

You must be able to answer YES to all of the following questions.

- Are you a registered K-12 educational institution, public or non-public school, school district, intermediate school district, regional school district, or a licensed daycare provider (with a Quality Rating and Improvement Systems (QRIS) score of 3-4)?
- Are you physically located in the State of Michigan?
- Does your project have a hands-on learning component for student involvement?
- Colleges are NOT eligible to apply to the AIE grant program.

If you do not meet all of the eligibility requirements above, please refer to the Project Support or Minigrant Arts Project Program guidelines.

Applicants with unmet obligations on prior grants i.e. late/incomplete reports, may not apply. Contact MCACA staff if you are concerned about a prior grant.

Deadline

Applications are to be submitted on-line by 11:59 p.m. EST June 1, 2018. The eGrant system will not accept applications after this time. Incomplete applications will not be accepted by the eGrant system.

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<u>WARNING:</u>

- It is strongly recommended that you begin your online application before the due date to handle any unforeseen technical problems that may prevent a timely application.

- Late applications will not be accepted.

- The successful submission of your application does not confirm the accuracy of the grant application, materials uploaded or that it will receive funding.

- The Council is not responsible for incorrectly uploaded materials, unreadable materials or the review panel's inability to open attachments.

Funding Basics

- AIE applicants can request a minimum of $5,000 or a maximum of $20,000.
- Applicants must make a minimum 1:1 cash match to their grant award (no in-kind services are allowed). Teacher and administrative time directly related to the implementation of the project, as well as instructional time, may be used as cash match.
- Funded projects must be completed within the MCACA grant period, October 1, 2018 - September 30, 2019.
- Applicants may only apply for one AIE award per year. However, the Council reserves the right to limit the number of grant awards to any one applicant.
- Projects are not meant to supplant regular classroom teachers, or serve in the absence of any on-going arts education programs.
- Contain hands-on and interactive activities that directly involve students in the creative process. Projects cannot be primarily performance or demonstration based on the part of an artist.
- Applicants to the AIE program must include a $50.00 nonrefundable application fee.

Grantee Responsibilities and Requirements

Accessibility

MCACA strives to make the arts accessible to all people and this is a priority of its funding programs. Funded organizations agree to make every attempt to ensure that programs are accessible to persons with disabilities. According to state and federal law, every publicly funded organization must place itself in the position of being able to provide accommodations when persons with disabilities make requests for services. For a list of resources on accessibility, visit http://arts.gov/accessibility/accessibility-resources/nea-office-accessibility.

Underserved Counties

It is the Council's long-term goal to make quality arts and cultural programs and services available to all 83 counties in the State of Michigan. In order to accomplish that, MCACA places specific emphasis on underserved communities. An underserved community is defined as one in which people lack access to arts programs, services or resources due to geography, economic conditions, cultural background, sociopolitical circumstances, disability, age or other demonstrable factors. The term "community" can refer to a group of people with common heritage or characteristics, whether or not living in the same place. Access the MCACA list of underserved counties by clicking here.

Eligibility

Only registered K-12 educational institutions, including public or non-public schools, school districts, intermediate school districts, regional school districts and licensed daycare providers (QRIS score of 3-4) are eligible. Partnerships with outside organizations such as arts and culture groups or businesses are feasible with adequate proof the project still adheres to guidelines. Applicants must be incorporated in the State of Michigan. They must ensure no part of net earnings benefit a private individual. Donations to the organizations must be allowable as a charitable contribution under section 170c of the Internal Revenue Code of 1954 as amended.

(Organizations with status under Section 501(c)(3) of the IRS Code and local Units of Government meet this criteria.) A residency that simply brought an artist in to perform for an assembly is not eligible.

Applicants that have unmet obligations on current grant agreements, such as overdue or incomplete reports or other significant problems, are not eligible to apply for future funding. If any applicant fails to meet MCACA requirements on a current grant agreement, their pending application will be removed from the review process. If any applicant fails to meet MCACA requirements on a current grant, following Council approval on a FY18 application, the newly approved grant will be rescinded. Auxiliary support organizations (i.e. friends of xyz), may not apply in this grant program. Federal and State of Michigan agencies, divisions or departments are not eligible to apply for funding from MCACA.

Match
Arts In Education grant recipients are required to make a minimum 1:1 cash match. Teacher and administrative time directly related to the implementation of the residency, as well as instructional time, may be used as cash match. State funds, with the exception of the school aid fund, may not be used as matching funds. Any additional matching funds, over and above the required cash match, may include: other cash, earned revenue, contributions, and "in- kind" funds which represent a reasonable value of services, materials, and equipment, as allowed under federal Internal Revenue Service code for charitable contributions. Also, there are certain expenses that may occur during the year that should NOT appear on the itemization required with awardee's Final Reports. These items include: costs involved in the start-up of a new organization, costs incurred prior to the grant starting date, indirect costs for the handling/management of grant funds, awards or cash prizes, fund raising events, reception costs, out of state travel, etc. See application instructions for complete details.

Grantees must sign a grant agreement detailing terms for the use of Council funds. Please note that the grant agreement will detail the scope of work and the payment schedule. If the applicant is not an arts or cultural organization and the project makes a profit, the surplus (up to the grant amount) must be returned to MCACA.

Veterans Affairs
The arts have been a powerful, therapeutic tool in the healing process for many combat veterans reintegrating back into society and transitioning back into civilian life. Therefore the Council encourages organizations to provide veterans of all eras and all branches of the military with opportunities in the arts. Providing both a foundation for their work and freedom to pursue it as they see fit, is the best means to bringing quality work forward while maintaining assistance to veterans and artists.

The Fine Print
Receipt of state and federal grants carries with it certain obligations and responsibilities. By submitting a Michigan Council for Arts and Cultural Affairs (MCACA) grant application, applicants are affirming that they are familiar with the requirements of both MCACA and the National Endowment for the Arts (NEA), and that they will comply with those requirements.

Grantees should use cost accounting principles which comply with requirements as set forth in 2 CFR Chapter, I, Chapter II part 200 Uniform Administrative Requirements, Cost, Principals, and Audit Requirements for Federal Awards*. This new guidance, commonly called the Omni Circular,

Super Circular or Uniform Guidance, replaces A-87 Cost Principals – State and Local Governments, A-122 Cost Principals - Nonprofit organizations, A-89 catalog of Domestic Assistance, A-102 Administrative Rules State and Local Governments, A-133 & A-50 Audit Rules. It is important to note that for grant recipients the change from the previous federal standards (like A-87 & A-133) to the OMNI circular formally went in to effect December 26, 2014, and applies to MCACA grants awarded after 7/1/2016.

* All references to the "Omni Circular" refer to the "Office of Management and Budget 2 CFR Chapter 1 & 2 Part 200, 215, 220, 225 and 230 – Uniform Administrative Requirements, Cost Principals, and Audit Requirements for Federal Awards" dated 12/26/13, http://www.gpo.gov/fdsys/pkg/FR-2013-12-26/pdf/2013-30465.pdf

Since MCACA receives funding from the NEA (CFDA 45.025), organizations receiving funding from the MCACA must, in turn, comply with the requirements outlined in the NEA's General Terms and Conditions https://www.arts.gov/sites/default/files/2015-general-terms-and-conditions-for-partnership.pdf).

The Grantee shall otherwise be in compliance at all times with all applicable federal laws, regulations, rules and orders including, but not limited to Title VI of the Civil Rights Act of 1964, 42 USC 2000d et seq.; Executive Order 13166; Title IX of the Education Amendments of 1972, 20 USC 1681 et seq.; Section 504 of the Rehabilitation Act of 1973, 29 USC 701 et seq.; the Age Discrimination Act of 1975, 42 USC 6101 et seq.; the National Environmental Policy Act (NEPA) of 1969, 42 USC 4321 et seq.; the National Historic Preservation Act (NHPA) of 1966, 16 USC 470 et seq.; the Drug Free Workplace Act of 1988, 41 USC 701 et seq.; Lobbying restrictions, 18 USC 1913, 2 CFR 200.450, and 31 USC 1352; Davis-Bacon and Related Acts; the Native American Graves Protection and Repatriation Act of 1990, 25 USC 3001 et seq.; the U.S. Constitution Education Program, P.L. 108-447, Division J, Sec. 111(b); and the prohibition on funding to ACORN, P.L. 111-88, Sec. 427."

Grantees must assure the Council that professional performers and/or related or supporting personnel employed in projects funded by the Council shall not receive less than the prevailing minimum compensation as determined by the Secretary of Labor. Labor standards set out in Part 505 (29CFR) "Labor Standards on Projects or Productions Assisted by Grants from the National Endowment for the Arts." In addition, grantees must assure the Council that no part of projects funded by the Council will be performed or engaged in under working conditions which are unsanitary or hazardous or dangerous to the health and safety of employees engaged in such projects.

Consistent with Public Law 101-512, when purchasing equipment and products under a Council grant, grantees are encouraged to purchase American-made equipment and products.

Grantees are required to comply with requirements regarding debarment and suspension in Subpart C of 2 CFR 180, as adopted by the National Endowment for the Arts in 2 CFR 32.3254. Grantees are required to execute projects and/or productions in accordance with the above noted requirements, certifying that neither it nor its principals is presently debarred, suspended,

proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

Grantees are prohibited from conducting general political lobbying, as defined in relevant statutes, regulations and OMB circular within a Council funded project.

Travel outside the United States, its territories, Mexico and Canada not identified in the grant application must be specifically approved in writing by the Council before travel is undertaken. Such travel, if approved, must comply with applicable state and federal regulations.

According to section 11 of your Grant Agreement, Council support must be credited and included in all publicity, media materials, on your website and during each broadcast promotion of the activity. MCACA credit should read: **"This activity is supported in part by the Michigan Council for Arts and Cultural Affairs."**

Grantees must submit, in a Council supplied format, a final report. The final report must include a narrative summary of outcomes, detailed financial statement, and publicity materials from the activity (i.e. publication materials, photographs and news stories). Selected grantees may also be required to submit an interim report.

Grantees are required to keep on file and make available upon request the following support documentation: A list of dates and amounts of all grant payments received; documentation of all expenditures made using grant funds and matching funds, including copies of paid invoices, receipts, timesheets, payroll records, and tax withholding reports. Documentation of in-kind donations should include volunteer work schedules, copies of receipts given to donors for in-kind donations, an explanation of how the value of each donation was determined, or other supporting documentation.

Arts in Education Review Criteria

Each application to the MCACA is reviewed by a panel in order to determine the appropriateness of state support to the applicant. Review criteria are used in two ways: First, to assist the applicant in preparing the grant application narrative by establishing, through the criteria, how panel reviewers will judge the application. Second, to assist reviewers by outlining for them what MCACA expects from a successful applicant and weighting each criteria based on Council goals and priorities. Panel reviewers use this criteria to score applications.

For the proposal narrative, refer to the Review Criteria as an outline and guide to describe the grant activities you wish supported. Address each numbered Review Criteria in order. Remember that panelists score applications based on the completeness of your answers to each Review Criteria, and some criteria are worth more points than others.

Arts in Education Review Criteria and Scoring

1. Artistic/Cultural Merit -- worth 30 points at the review
- Describe what the project will do, and how it will provide artistic and/or cultural experiences for students
- Describe how the teaching artists are appropriate for the project being proposed.

2. Educational Impact -- worth 30 points at the review
- Explain how the project will enhance or connect to the current curriculum
- Outline which Michigan Content Standards will be address during the project
- Explain the diverse interests and needs of students taking part in the project and how they will be addressed

3. Management/Implementation -- worth 25 points at the review
- Clearly state the project time table or schedule of activities showing when, where, how and for how long the activity(ies) will take place
- Explain how the project will be accessible for all students
- Explain how staff, volunteers, and/or other school leadership are qualified to conduct the project
- Explain how the project will be evaluated based on the desired outcomes

4. Supplementary Materials - worth 15 points at the review
- Include a detailed budget for the proposed project within the eGrant system, including how MCACA funds will be used
- Provide attachments which are complete, relevant, and strengthen the application
- Provide all attachments in PDF format

eGrant Application Instructions

- Applicants must apply using the online eGrant system. Go to **mcaca.egrant.net** (no www.).

- Codes are supplied by drop-down tabs in the eGrant system.

- The word "project" here in the instructions refers to all activities that funds are being requested for, regardless of which category you choose.

- Be sure to write down your username and password. You will use the same account for each application (if you have applied in the past for a grant through MCACA, you should use the same login information). If you have trouble remembering your login information, please contact program coordinator, Chad Swan-Badgero, at 517.241.6747.

- MCACA is not responsible for incorrectly uploaded materials or the inability to open attachments. Files should be uploaded as .pdf files (portable document format).

Section 1: Applicant Information

Name
Enter legal name of school (same as DUNS/FEIN name). Use exact spellings. Don't use abbreviations unless part of the official name. Individuals cannot be applicants (see eligibility, p.3).

Department
Enter the department, program or subsidiary of the applicant organization (if applicable).

Address 1
Organization's physical street address or rural route #, no PO Boxes

Address 2
Organizations mailing address (PO Box, etc.)

City / State / Zip
For Organization's physical street address or rural route #

County
County Organization is physically located in

Federal Identification Number
Enter the applicant organization's nine-digit Federal Identification Number. This number (also known as Federal Employer Identification) is recorded on 990 Tax Returns and on W-2 forms.

DUNS Number
Enter the applicant organization's nine-digit Data Universal Numbering System or DUNS Number.

This number issued by Dun & Bradstreet is a unique numeric identifier assigned to a single business entity. DUNS number assignments are free for all businesses. If one does not exist for your business location, it can be created within one business day. For more information visit http://fedgov.dnb.com/webform

Other Common Name
Other commonly used name for organization (if applicable)

Telephone / Website / Office Hours
Organization's phone number, website and office hours

Authorizing Official
Enter the name and title of the person who is authorized to sign official papers. **This person cannot be the same as the Project Director (See section 3 below).**

Board Chairperson
Enter the name and title who bears ultimate authority and responsibility on behalf of the applicant organization (can be the same as the Authorized Official).

Status Code--Legal Status
This indicates the applicant organization's legal status.

Institution Code--This is used to identify the applicant organization.

Discipline Code--This describes primary area of work for the applicant organization.

Section 2: Program Area
Choose "Arts In Education"

Section 3: Project Information
Category
Choose "none".

Project Director (contact person)
This is the person to whom questions concerning this application will be addressed. Include address, email and phone number(s). **This person cannot be the same as the Authorized Official.**

Project Title
Enter the projects working title (*for example: "Science Opera Exploration" or "Exploring Ceramics"*)

Request Amount:
Enter the grant amount requested for your project.

Start date/end date
Enter the dates of your grant activity, including planning time. Please include the period of time before and after the project that planning and reporting will be done.

Project Description
Enter a description about the project (600 characters or less). This should explain an overview of what will take place during the project.

Project Primary Discipline Code
Select the discipline that best describes the primary discipline of the project/activity.

Type of Activity
Choose the most appropriate drop-down item based on grant activities.

Project Primary Counties
Enter the county in which the activity takes place. The applicant organization's location and the project location may differ. Enter all counties that apply. If you are entering multiple counties, enter them in alphabetical order as directed on the form.

Arts Education
An arts education project is defined as: an organized and systematic educational effort with the primary goal of increasing an identified learner's knowledge and/or skills in the arts with measurable outcomes. *Projects not fitting the definition of arts education stated above should choose "None of this project involves arts education."* This selection does not affect your grant score.

Section 4: Summary Information

The information should represent your projected numbers for the entire grant period. Awardees will be required to provide actual participant numbers in the final grant report.

Section 4a--Project Participation Summary

Total number of Michigan artists directly involved
Enter the number of Michigan artists directly involved in providing artistic services specifically identified with the award. Include living artists whose work is represented regardless of whether the work was provided by the artist or by an institution.

Total paid to Michigan artists
Enter the amount paid to Michigan artists directly involved in providing artistic services specifically identified with the award.

Total number of artists directly involved
Enter the total number of artists directly involved in providing artistic services specifically identified with the award. Include living artists whose work is represented regardless of whether the work was provided by the artist or by an institution (this total number should include Michigan artists).

Total paid to artists

Enter the total amount to be paid to artists directly involved in providing artistic services specifically identified with the award. (this total should include the amount paid to Michigan artists).

Adults Engaged in "In-Person" Arts Experiences
Enter the number of adults who directly engaged with the arts, whether through attendance at arts events or participation in arts learning or other types of activities in which people were directly involved with artists or the arts. Do not count individuals primarily reached through TV, radio or cable broadcast, the Internet, or other media. Include actual audience numbers based on paid/free admissions or seats filled. Avoid inflated numbers. Participation through electronic media, including webinars or any other on-line experience, should not be included. The distribution of literary material likewise should not be included.

Youth Engaged in "In Person" Arts Experiences
Enter the number of children/youth (0-18 years) who directly engaged with the arts, whether through attendance at arts events or participation in arts learning or other types of activities in which people were directly involved with artists or the arts. Do not count individuals reached through TV, radio or cable broadcast, the Internet, or other media. Include actual audience numbers based on paid/free admissions or seats filled. Avoid inflated numbers. Participation through electronic media, including webinars or any other on-line experience, should not be included. The distribution of literary material likewise should not be included.

Population Benefited by Race/Ethnicity:
Select any of the categories that, by your best estimate, made up 25% or more of the population that directly benefited from the award during the period of support. These responses should refer to populations reached directly, rather than through broadcasts or online programming.

Population Benefited by Age:
Select all categories that made up 25% or more of the population that directly benefited, excluding broadcasts or online programming.

Population Benefited by Distinct Groups:
Select any of the categories that, by your best estimate, made up 25% or more of the population that directly benefited from the award during the period of support. These responses should refer to populations reached directly, rather than through broadcasts or online programming.

Section 4b: AMERICANS WITH DISABILITIES ACT (ADA) INFORMATION
Enter the appropriate responses to each question. The 504/ADA Coordinator is the person to whom questions concerning 504/ADA compliance and/or accommodations will be addressed.

Section 5: Revenues & Expenses (Arts in Education Budget)

MCACA requires that you submit a full itemization of your project budget. This itemization must show a 1:1 cash match of your grant award. Teacher and administrative time directly related to the implementation of the project may be used as cash match. You cannot use other state funds as matching funds. Keep complete records and receipts. Applications **MUST** use the MCACA provided template in the eGrant system.

Funding CAN be used for:
- Artist fees
- In-state travel or lodging for artists
- Marketing
- Consumable supplies related to the instructional component of the project
- Field trip admission (excluding transportation) to museums, theaters, galleries, etc. for the core group of students *only* if it is integral to the instructional component of the project and includes a guided lesson.

Funding may NOT be used for:
- Projects in which the artist is to serve as the arts teacher in the absence of any on-going arts education programs
- Permanent staff of an organization
- Incentives for participation including cash awards
- Projects designed primarily as performances, demonstrations, or exhibits with only minimal impact and limited hands-on participation
- Competitions and/or tours in which students are presenting, performing, and/or exhibiting
- Out-of-state travel
- Indirect costs
- Individual private lesson instruction
- Payment for apprentices or interns
- Planned fundraising activities
- After-school clubs
- Scholarships or competitions
- Grant writing fees
- Non-classical art forms including, but not limited to martial arts, healing arts, exercise programs, acrobatics or gymnastics (exceptions exist – contact MCACA for details)
- Colleges and universities for which the primary core groups are college or university students. Auxiliary support organizations (i.e. friends of xyz), may not apply in this grant category either.
- Costs associated with the start-up of a new organization.
- Costs incurred prior to the grant starting date.
- Purchase awards, cash prizes, scholarships, contributions or donations.
- Entertainment or reception functions.

- Existing deficits, licensing fees, fines, contingencies, penalties, interest or litigation costs.
- Publication, records, films of a commercial nature, i.e. works of questionable artistic value produced to realize quick market profit.
- Creation of formal classroom textbooks
- College or university faculty exhibitions or performances, internal programs, or commissions
- Capital improvements, new construction, renovation or permanent equipment items.

Section 6: Required Attachments

Things to remember:
- Files should be uploaded as PDF documents.
- Do not create PDFs of your electronic documents by scanning. PDFs created this way are much larger and of lower quality.
- Do not embed non-printable media files (video and/or sound) or static images in your PDF documents.
- Please do not enable any document security settings or password-protect any PDF files you submit.
- If you are uploading images, audio or visual files it is recommended to limit the size to 5MB.
- The 10 attachments must be submitted as uploads with your on-line application:

  Attachment 1   Narrative
  Attachment 2   Staff, Project, or Artists Bio(s)
  Attachment 3   Assurances
  Attachments 4 - 10   Supplemental Materials

Note: Attachments must be named as indicated below and converted to a PDF document.

Attachment 1 -- Proposal Narrative
Name this file Narrative-SchoolName (example: Narrative-MapleweoodSchool.pdf)

Submit up to four narrative pages. Do not use type size smaller than 12 point. Leave a minimum margin of 1" on all sides. Failure to adhere to formatting criteria may result in a loss of points. Be sure to number and include the name of the organization on each page.

For the narrative, refer to the Review Criteria (on page 7) as an outline and guide to describe the Arts in Education project you wish MCACA to support. Be clear from the beginning what the grant funding will support/be used for. Address each numbered Review Criteria in order. Remember that panelists score application based on the completeness of your answers to each review criteria, and some criteria are worth more points than others.

MCACA encourages applicants to include hyperlinks and URLs of the school website, links to videos, artist websites, marketing materials, Facebook pages, etc. that are pertinent to an organization's grant application. Don't assume the panel is familiar with your school, terminology, or the environment in which you are operating. Details will help strengthen and support your application.

Attachment 2 – Staff/Artist Bio
Name this file Bios-SchoolName (example: Bios-MaplewoodSchool.pdf)

Provide appropriate project and/or artists bios as it relates to your application. Appropriate bios may include: certified arts teacher involved in the planning of the residency, teaching artist(s) being brought in, and/or classroom teacher where project is taking place. This attachment is limited to three pages.

Attachment 3 -- Assurances
Name this file Assurances-SchoolName (example: Assurances -MaplewoodSchool.pdf)

This form can be found on page 18 of these instructions or by clicking on the <u>Assurances</u> document link within the eGrant system under Required Attachments. This form must accompany your application. If you are unable to provide an official electronic signature then you must sign, scan and upload the signed document as an attachment to your application. The document must be a pdf. If you are unable to scan and upload this form please mail it in.

Attachments 4 - 10 -- Supplemental Materials
Name this file Sample#-SchoolName (example: Sample8-MaplewoodSchool.pdf)

Use the remaining open attachments to upload additional materials or samples of the work regarding your project that will assist the peer panel in reviewing your application. Files may visual, audio and video files. Appropriate supporting attachments may include (but are not limited to): sample lesson plans, samples of teaching artist previous work, models for the project that will take place, a mock-up of work to be completed by students, etc. Be sure to name accordingly based on attachment number. Please note file size should be limited to 5MB. It is not necessary to use all seven open slots for attachments.

Submitting your application fee:

<u>Section 7: Payment</u>
A $50.00 non-refundable application fee is required when submitting your application. We **highly recommend** paying by credit card rather than sending a check. On the payment page, click on the link for the payment option. Once payment has been accepted you will receive a confirmation number. This confirmation number is required to submit your grant application. In eGrant you will need to paste the confirmation number in the confirmation code box.

If you select the check option, click "Finish." No additional information is needed. All checks need to be made payable to the "State of Michigan" and sent to the following address, with the grant program in the memo line:

Michigan Council for Arts & Cultural Affairs
Attn: Adam Wheater
300 N. Washington Square
Lansing, MI 48913

Application Submission

Applications are to be submitted on-line by 11:59 p.m. EST June 1, 2018. The eGrant system will not accept applications after this time. Incomplete applications will not be accepted by the e-grant system.

The successful submission of your application does not confirm the accuracy of the grant application, materials uploaded or that it will receive funding.

The Council is not responsible for incorrectly uploaded materials or the inability to open attachments. The Michigan Council for Arts and Cultural Affairs reserves the right to retain a copy of application materials for archival purposes and its permanent record.

All application materials are public records.

Other arts education resources for schools you may want to know about:
- <u>MI Youth Arts Association</u> – offer a Bus Grant (up to $500) and Art Equipment & Supplies Grant (up to $1,500). MYA also offers a Touring Artist Database and Field Trip Destination listing.
- <u>MI Humanities Touring Artist grant</u> - awards grants (up to $3,000) to help support the fees and expenses of touring performers, artists, exhibitors, and humanities presenters.
- <u>Regional Regranting Minigrant Projects Award</u> – offers grants (up to $4,000) for arts related projects.
- <u>Michigan Arts Education Instruction & Assessment</u> – tools to helps arts educators with goal setting, school improvement, educator effectiveness, and more

Budget Definitions

General
Activity: Refers to the specific project or range of operations funded by MCACA.

In-Kind: In-kind items utilize the same definitions as cash categories to reflect the value of fees and services which are provided to the applicant by volunteers or outside parties at no cash cost to the applicant.

Grant Amount Requested / Awarded: Amount requested / awarded in support of this activity.

Revenues

Earned Revenue Definitions

Admissions: Revenue derived from fees earned through sales of services (other than this grant award). Include sales of workshops, etc., to other community organizations, government contracts for specific services, performances or residence fees, tuition, etc. Include foreign government support.

Unearned Revenue Definitions

Applicant Cash: Funds from the applicant's resources allocated to this project.

Corporate Support: Cash support derived from contributions given for this activity (other than this grant award) by businesses, corporations and corporate foundations, or a proportionate share of such contributions allocated to this activity.

Foundation Support: Cash support derived from grants given for this activity (other than this grant award) by private foundations, or a proportionate share of such grants allocated to this activity.

Government Support (Federal, Regional & Local): Cash support derived from grants or appropriations given for this activity (other than this grant award) by agencies of the city, county, in-state regional, other local government and by agencies of the federal government.

Other Private Support: Cash support derived from cash donations given for this activity or a proportionate share of general donation allocated to this activity. Do not include corporate, foundation or government contributions and grants. Include gross proceeds from fundraising events.

Other Unearned: Revenue derived from sources other than those listed above. Include catalog, sales, advertising space in programs, gift shop income, concessions, parking, investment income, etc.

State Support – Not from Council: Cash support derived from grants or appropriations given for this activity (other than this grant award) by agencies of the State government. These funds do not count toward cash match.

Expenses

Capital Expenditures-Acquisitions: Expenses for additions to a collection, such a works of art, artifacts, plants, animals or historic documents, the purchase of which is specifically identified with the activity.

Capital Expenditures – Other: Expenses for purchases of building or real estate, renovation or improvements involving structural change, payments for roads, driveways, or parking lots, permanent and generally immobile equipment such as grid systems or central air conditioning, etc., that are specifically identified with the activity.

Employee-Administrative: Payments for employee salaries, wages and benefits specifically identified with the activity, for executive and supervisory administrative staff, program directors, managing directors, business managers, press agents, fund raisers, clerical staff such as secretaries, typists, bookkeepers, and support personnel such as maintenance and security staff, ushers and other front-of-the house and box office personnel.

Employees-Artistic: Payment for employee salaries, wages and benefits specifically identified with the activity, for artistic directors, conductors, directors, curators, dance masters, composers, choreographers, designers, video artists, film makers, painters, poets, authors, sculptors, graphic artists, actors, dancers, singers, musicians, teachers, instructors, puppeteers, etc.

Employees-Technical/Production: Payments for employee salaries, wages and benefits specifically identified with the activity, for technical management and staff, such as technical directors, wardrobe, lighting and sound crew, stage managers, stage hands, video and film technicians, exhibit preparators and installers, etc.

Marketing: All costs for marketing, publicity, and/or promotion specifically identified with the activity. Do not include payments to individuals or firms which belong under "personnel" or "outside fees and services." Include costs of newspapers, radio and television advertising, printing and mailing of brochures, flyers, and posters, and food, drink and space rental when directly connected to promotion, publicity or advertising. For fundraising expenses, see "Other Expenses."

Non-employee Artistic Fees and Services: Payments to firms or persons for the services of individuals who are not normally considered employees of the applicant, but consultants or the employees of other organizations, whose services are specifically identified with the activity. Include artistic directors, directors, conductors, curators, dance masters, composers, choreographers, designers, video artists, film makers, painters, poets, authors, sculptors, graphic artists, actors, dancers, singers, musicians, teachers, instructors, etc. serving in non-employee/non-staff capacities.

Non-employee, Other Fees and Services: Payments to firms or persons for non-artistic services of individuals who are not normally considered employees of the applicant, but consultants or the employees of other organizations, whose services are specifically identified with the activity.

Other Expenses: All expenses not entered in other categories and specifically identified with the activity. Include fundraising expenses, scripts and scores, lumber and nails, electricity, telephone and telegraph, storage, postage, interest charges, photographic supplies, publication purchases, sets and props, food consumed on premises, equipment rental, insurance fees, non-structural renovations or improvements, trucking, shipping and hauling expenses not entered under "Travel."

Space Rental: Payments specifically identified with the activity for rental of office, rehearsal, theater, hall, gallery and other such spaces.

Michigan Council for Arts and Cultural Affairs ASSURANCES

A: The applicant has an established policy of equal opportunity without regard to race, color, religion, national origin, age, sex or disability. The applicant agrees to take steps necessary to correct any under-representation reported on the status report and achieve a reasonably representative work force at all levels of employment. The applicant has an established policy to provide equal opportunity on all programs, activities and services.

The applicant:

1. Agrees in all recruiting materials and advertisements to state that all job applicants will receive equal consideration for employment;

2. Agrees in all promotional materials and advertisements to state that all programs, activities and services will be provided equally; and

3. Agrees to post in conspicuous places, notices setting forth the law on equal opportunity in employment and public accommodations.

B: If the grant is awarded, the applicant warrants and represents to the Michigan Council for Arts and Cultural Affairs, that the support funds will be administered by the applicant.

C: Any funds received under this grant shall not be used to supplant funds formally budgeted for same and that funds received will be used solely for the contracted activities.

D: The applicant has read and will conform to the Guidelines.

E: The filing of this application by the undersigned, officially authorized to represent the applicant organization has been duly approved by the governing board of the applicant organization.

- ◯   This application was approved by the governing board on   /   /

- ◯   This application is scheduled to be approved by the governing board on   /   /
  If the application has not yet been approved by your governing board, notify the Council of the action taken as soon as possible.

If the notification of action by your governing board is not received prior to panel review, the application may not be recommended for funding.

Organization name: _____

Grant Program: _____
Authorized Official: (Cannot be the Project Director)

Name (typed) _____Date_____

Signature: _____