Operational Support Program Guidelines

The Operational Support Program provides support exclusively to arts and cultural organizations throughout Michigan. These organizations connect with people and the world around them by exploring, sharing and supporting creative expression. In doing so, they promote the health and well-being of communities and citizens throughout our state. We believe that by sharing creative experiences and expressing our creativity, we build powerful connections with the people we are closest to, with our community, the world around us and with ourselves. Creativity is in everyone and all around us, by exploring and experiencing creative expression our lives are better. Organizations supported by this program provide this service to us all.

Are you eligible for Operational Support?

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

- Are you a nonprofit Arts and Cultural Organization?
- Do you have tax exempt status under Section 501c (3) of the US IRS Code?
- Are you physically located in the State of Michigan?
- Do you have three or more consecutive years of operating history?
- Do you have a DUNS Number?
- Are your programs open to the general public?
- Do you have three consecutive years reflecting a minimum of $10,000 in unrestricted revenue (no in-kind), as supported by the Funders Report? (The Funders Report must be for fiscal years 2015 – 2017)

If you do not meet all of the eligibility requirements above, please refer to the Arts Project Program or Minigrant Arts Project guidelines. Questions? Contact MCACA staff.

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WARNING:

- 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.

Please read these guidelines carefully.

Funding Basics

Operating Support Grants will be evaluated based on the review criteria stated in these guidelines (page 11).

Full applications are reviewed annually by an independent peer review panel. Each panel is based on the size of the applicant's operating budget. Awards are made annually. Award amounts are based on the panel score and available funds. Funding request is dependent on unrestricted revenues, no in-kind, as documented in the CDP Funder Report. Refer to the Funding Requests/Tier Descriptions for more information (page 11).

As of Fiscal Year 2017, the Council rewards applications that receive a score of 95 or higher from the peer review panel by allowing that organization to participate in an extended award track. Organizations that accept this designation from the Council will not be required to participate in the peer panel review in the next two fiscal years. They **will** be required to submit abbreviated, interim applications. THIS IS NOT A GUARANTEE OF FUNDING OR THE SAME LEVEL OF FUNDING OVER THIS EXTENDED PERIOD. Funding levels are dependent on annual legislative appropriation to MCACA for grant making and are subject to fluctuation.

More information about the three year track can be found in the 'Grant Awards' section below.

Grants awarded must be matched on a 1:1 cash basis only. Grant requests cannot exceed 50% of the total unrestricted revenues (no in-kind). **Grant awards must be expended between October 1 and September 30.**

All Michigan based arts and cultural applicants must participate in Data Arts, www.culturaldata.org. Cultural Data Profiles (CDP), reflecting three years of financial and programmatic data must be submitted and an MCACA funder report is required as an attachment to the application. For this grant cycle you must have CDPs for fiscal year 2015, 2016 and 2017.

Due to IRS regulations, MCACA will confirm all applicant organizations nonprofit status is current by verifying that a Form 990 has been filed in the last three years.

Facilities must be open to the public and provide accessible entrances.

Applicants to the Operational Support Program must use the MCACA on-line application at mcaca.egrant.net (no www). Use the instructions in this document as a guide. The deadline to apply is June 1.

All applicants are required to submit a $50.00 nonrefundable application fee.

Although applicants may apply to more than one Council program, they may only apply for one Operational Support grant annually. In addition the Council reserves the right to limit the number of grant awards to any one applicant. Further, applicants cannot receive an Operational Support grant and an Arts Project Minigrant in the same year.

Grant Review

Each eligible application will be reviewed and scored by a conflict-free panel of professional peers. The panel review will be open to the public for observation. Applications will be scored on a 100-point scale. Information submitted in the application will be reviewed according to the following evaluation criteria:

- Organizational Capacity/Management – 25 points,
- Artistic/Cultural Quality – 35 points,
- Community Impact – 25 points,
- Supplemental Material – 15 points.

Following the panel meeting, the Council will approve a funding formula that takes into consideration the panel score, number of eligible applicants and available funds to determine grant awards. The Council may also consider geography or other policy-driven factors in its grant-making.

Grant Awards and Scores

Grant awards and grant agreements are issued annually.

Panel Score of 95 or above: congratulations, this score has made you eligible for the extended grant award track. By accepting this designation you do not have to submit a full application for the following two fiscal years, as long as all grant requirements have been met. The funding award will be based on the current panel score for three years, the availability/level of MCACA appropriation and the successful submission of the interim application.

Panel score of 80 – 94.9: this score has made you eligible for funding in the current fiscal year, based on available funds appropriated to MCACA. A score at this level does not qualify the applicant for the extended award track. A full application will be due on June 1 for the next round. Contact MCACA staff to work on improving the application for the following year.

 Panel score 79.9 or below: no funding will be provided for the current fiscal year. Contact MCACA staff to work on improving the application for the following year.

Grantee Reporting

Awardees with a single year grant award are required to submit a final report and full application to be eligible for next year funding. The final report will be due no later than October 31. Full applications are due June 1.

Awardees in the extended grant award track are required to submit an interim application and final report in order to be eligible for next year funding. The interim application is due August 1. Final reports are due October 31. If these requirements are approved by the Council staff and funding is available, a grant contract will be issued for the next fiscal year. Reporting requirements will be made available upon the approval of the first year grant agreement documentation.

Please note:

You must submit your application by the published deadline to be considered for funding.

 If you do not submit your final report by the deadline as stated in the signed grant agreement, you are ineligible for the multi-year grant award.

Reports submitted more than three weeks late may result in the grant award being rescinded. In addition, the grantee will not be eligible to receive funds from MCACA until all obligations are met.

Grantee Responsibilities and Requirements

Accessibility

Grant applicants are required to assure that all arts programs, services and activities made possible with MCACA funding and all facilities in which such programs, series and activities are held (whether owned, leased or donated to the Applicant) will be accessible to people with disabilities in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 OR will provide readily achievable reasonable accommodation as warranted. Accessibility Resources from the National Endowment for the Arts can be found at the following link: 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 has identified 43 underserved counties (the full list can be found on our website). In addition, 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. Click here for the complete list of underserved counties or visit the MCACA website.

Eligibility

Only nonprofit arts and cultural organizations are eligible for Operational Support. 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.) Note: Municipalities, schools, colleges/universities and non-arts nonprofit organizations are encouraged to apply in the Projects Support or Arts in Education program.

Any applicant that has unmet obligations on current grant agreements, such as overdue or incomplete reports or other significant problems, is 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 the 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

Operational Support grant recipients are required to make a minimum 1:1 cash match, no in-kind. State funds may not be used as matching funds. There are certain expenses that may occur during the year that should not appear on the itemization required with awardee's Final Report. Items such as: 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. 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.

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 7/1/2015.

* 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. When NEA funds are included in the award, the support credit should read: **"This activity is supported in part by the Michigan Council for Arts and Cultural Affairs and the National Endowment for the Arts."** The Grant Agreement will indicate if NEA funds are included as part of your award.

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.

Eligible Organizations

The Operational Support Program provides support exclusively to arts and cultural organizations throughout Michigan.

Interested municipalities, schools, colleges/universities and non-arts nonprofit organizations must apply in the Projects Support or Arts in Education program.

The MCACA defines Arts and Cultural organizations as those organizations whose primary mission is to promote and provide connections through creative expression by sharing creative experiences, expressing our own creativity or connecting us with others and ourselves. These organization types are:

Arts Education Organizations. These organizations provide an arts education experience for students outside the K-12 classroom.

Arts Service Organizations. These organizations provide support services for other arts and cultural organizations and/or artists either locally, regionally or statewide (i.e. art councils).

Collecting or Material Organizations. These organizations provide public access to physical collections and exhibits. Included are museums, historical societies and zoos.

Public Broadcasting Organizations. These organizations regularly provide significant arts and cultural programming and/or coverage of the activities of and issues facing Michigan arts and cultural organizations.

Literary Arts Organizations. These organizations provide opportunities in creative literary expression, presentation and participation.

Performing Arts Organizations. These organizations produce and/or present live, discipline-based performance experiences.

Visual Arts/ Film/Video/Digital Organizations. These organizations encourage the creation and/or presentation of visual art forms and support artists and the visual arts and media arts.

Organizations not eligible to apply in this category include:
- Organizations whose primary mission does not focus on areas of art or culture
- For-profit organizations
- K-12 schools
- Religious organizations
- Individuals
- College/Community College/University departments and programs that concentrate primarily on student degree granting activities

Applicant Eligibility Requirements

As an eligible organization in the Operational Support program you must meet following applicant requirements:

1. Must be a nonprofit, tax exempt agency, 501(c)3 status from the Internal Revenue Service (IRS).

2. Must be incorporated in the State of Michigan at the time of the application.

3. Must be physically located in Michigan, with the majority of arts programming, services or activities taking place in Michigan and must primarily serve and engage Michigan audiences and participants.

4. Must have an operating history as a Michigan based arts/cultural organization for three consecutive years before applying.

5. Must have a DUNS number.

6. Must operate and provide arts services/programs directly for the benefit of the public.

7. Must have three consecutive years reflecting a minimum of $10,000 in unrestricted revenue (no in-kind), as supported by the Funders Report.

The funding from the grant award may be used to support most aspects of the arts organization's annual operating expenses (not including 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 and out of state travel).

Allowable expenses are:

Salaries, wages, honoraria, artist fees, internships, artist residencies
Marketing expenses
Supplies, including performance or other production costs
Administrative fees
Equipment rental
Space rental
Technology costs, <u>excluding the purchase of equipment</u>
Facility maintenance, <u>excluding permanent structural or other permanent capital improvements</u>
Costs related to market research, visitor studies, strategic planning
Recording costs

Funding Request levels / TIER Descriptions

Applicants to the Operational Support category must select the appropriate Tier (reflected in the request amount) based on the unrestricted revenues (no in-kind) listed on the Funders Report. The Funders Report show financials based on a three year history, for this grant cycle the report must reflect fiscal years 2015, 2016 and 2017. The table below reflects the five different tier levels. Remember, grant requests cannot exceed 50% of the total unrestricted revenues.

Tiers Based on CDP Funders Report		Maximum Request
Tier I	$15 million and above	$60,000
Tier II	$5-$14.99 million	$50,000
Tier III	$1-$4.99 million	$40,000
Tier IV	$250,001 to $999,999	$30,000
Tier V	$10,000 to $250,000	$25,000

Review Criteria

Review criteria is used in two ways: First, to assist the applicant in preparing the grant application narrative by establishing, through the criteria, how panel reviewers will score 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.

Note to Applicants:
The following review criteria should be used as an outline for your Narrative attachment. The criteria itself refers to your organization's historical impact and achievements, not future plans or programs.

Please respond to the following questions considering your activities over the past 24 months.

Grant readers respond positively to a clear, concise narrative. Use an editor/reviewer. Write clearly and succinctly and respond directly to the review criteria.

Organizational Capacity and Management (25 points)

An organization's Organizational Capacity and Management score is reflected in the organization's ability to:

- Briefly summarize the mission of the organization and how the arts and cultural programming offered by your organization advances it.
- Briefly describe the qualifications of your board and professional staff.
- Describe your organization's planning process, desired outcomes for your organization's programming and how programs were evaluated in relation to your desired outcomes.
- Describe your organization's fiscal oversight. This refers to the supervision of financial practice, planning, policy implementation and monitoring of financial transactions.
- Describe your organization's use of adequate, appropriate promotional and marketing methods, including use of new technologies to provide organizational and service/program information.

Quality of Artistic/Cultural Programming (35 points)

An organization's Quality of Artistic/Cultural Programming score is reflected in the organization's ability to:

- Describe how your organization defines quality in the organization's produced or presented programs.
- Describe the quality of the artworks produced/presented or the services provided by your organization in the past 24 months and the qualifications of the artists involved.

Community Impact (25 points)

An organization's Community Impact score is reflected in the organization's ability to:

- Describe your organization's contributions to the local arts/cultural environment and to the broader community in which you are located.
- Describe your organization's efforts to reach broader community and/or specifically targeted audiences with programs, including efforts to increase accessibility.
- Describe the educational and/or outreach activities of your organization.

Supplemental Material (15 points)

An organization's Supplemental Material score is reflected in the organization's ability to:

- Provide the Funders Report for the required fiscal years and in the correct format.
- Required attachments are complete and provide relevant information.
- Supplemental attachments show evidence of public programming and strengthen the application.
- Readily available information on the website including but not limited to up-to-date event information, staff and board, Organizational Mission, Annual Report, Funders Report, Strategic Plan, Accessibility, link to Guidestar and appropriate uses of social media.

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

- Please use the same eGrant account for each application. Be sure to write down your username and password.

- 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 (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.6.

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

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

Authorized 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 or have the same email address (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--Describes 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 "Operational Support"

Section 3: Project Information

Category -- Chose the category "Arts & Culture"

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 or have the same email address.**

Project / Activity Title
For operational support requests enter *"Tier x Operational Support"*

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

Start date/end date
Enter the dates of your grant activity. For operational support enter October 1, 2018 to September 30, 2019.

Project Description
Enter a description about the organization (100 words or less).

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

NOTE: If activities are of a technical assistance or service nature, use the discipline which will benefit from the activity. For example, accounting workshops for dance company managers should be coded Dance. A training conference for trustees should be coded Multidisciplinary.

Type of Activity Code
Operational Support requests _**MUST**_ enter Institutions/Organizations Support.

Project Primary County Code(s)
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 Code
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

Michigan Artists Directly Involved
Enter the number of Michigan artists directly involved in providing artistic services for your organization. Include living artists whose work is represented regardless of whether the work was provided by the artist or by an institution.

Amount Paid to Michigan Artists

Enter the amount paid to Michigan artists directly involved in providing artistic services for your organization.

Artists Directly Involved

Enter the total number of artists directly involved in providing artistic services for your organization. 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).

Amount Paid to Artists

Enter the total amount to be paid to artists directly involved in providing artistic services for your organization (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.

New Hires

Enter the number of full time employees/equivalents that will be hired by the applicant organization in the coming year. Do not include contract workers. A full time employee or full time equivalents are defined as someone who receives a W2* from the organization. A contractual worker would be someone who receives a 1099** from the organization.

Employees

Enter the number of full time employees/equivalents for the applicant organization. Do not include contract workers. A full time employee or full time equivalents are defined as someone who receives a W2* from the organization. A contractual worker would be someone who receives a 1099** from the organization.

To determine FTEs, multiply the number of hours worked per week by part-time individual(s) by the number weeks worked per year. If you are calculating this value for a group of part-time individuals, then multiply this total by the number of individuals. This will give you the total number of hours worked in the given fiscal year. Divide this total by 2000, which is the number of hours typically worked by a full-time individual over the course of a year. Please note, if your full-time staff work less than 2000 hours annually, use the total number of hours actually worked as the denominator in this equation.

Example: The Arts Group has 5 part-time program employees who each work 15 hours per week for 40 weeks per year.   To calculate their FTE:

> 15 hours x 40 weeks = 600 hours per person
> 600 x 5 part-time employees = 3000 hours
> 3000 hours ÷ 2000 hours = 1.50

*W2 refers to Form W-2, a United States federal tax form issued by employers and stating how much an employee was paid in a year.
**1099 refers to the Form 1099 series, a United States federal tax form which is used to report various types of income other than wages, salaries, and tips (for which Form W-2 is used instead). An example of a reportable transaction are amounts paid to a non-corporate independent contractor for services.

Populations Benefited by Race:
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. <u>DO NOT SELECT ALL OPTIONS.</u>

Populations Benefited by Age:
Select all categories that made up 25% or more of the population that directly benefited, excluding broadcasts or online programming. <u>DO NOT SELECT ALL OPTIONS.</u>

Populations 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. <u>DO NOT SELECT ALL OPTIONS.</u>

Section 4b--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: Required Attachments

Files must 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) in your PDF documents.** Please do not enable any document security settings or password-protect any PDF files you submit to us. 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: MCACA Funder Report
Attachment 3: Organizational History and Governing Board
Attachment 4: Staff/Project/Artists Bio
Attachment 5: Demographics
Attachment 6: Assurances
Attachment 7 -10: Supplemental Material

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

Attachment 1 -- Proposal Narrative
Name this file Narrative-OrganizationName
   (example: Narrative-Quincyyouththeater.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.

For the narrative, refer to the Review Criteria as an outline and guide to describe the operations of your organization. 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 your website, links to videos, artist websites, marketing materials, Facebook pages, etc. that are pertinent to an organization's grant application.

Attachment 2 -- MCACA Funder Report
Name this file CDP-OrganizationName
   (example: CDP-Quincyyouththeater.pdf)

All Michigan based arts and cultural applicants must participate in Data Arts, www.culturaldata.org. Cultural Data Profiles (CDP), reflecting three years of financial and programmatic data must be submitted and an MCACA funder report is required as an attachment to the application.

__For this grant cycle you must have CDPs for fiscal year 2015, 2016 and 2017.__

If there are anomalies or large swings in the data provided, provide the review panel with an addendum to the Funders Report explaining these occurrences. The addendum can either be inserted at the beginning of the Funders Report or in one of the open attachments.

Attachment 3 -- Organizational History and Governing Board
Name this file History-OrganizationName (example: History-Quincyyouththeater.pdf)

Provide a brief overview of your organization's history. Include a current board list that includes the name, occupation, city of residence and community affiliations of each member. Be sure to describe your board's representation of diverse communities defined by, but not limited to, race, ethnicity, gender, age and disabilities.

This attachment is limited to three pages.

Attachment 4 -- Staff, Project and Artist Bio
Name this file Bios-OrganizationName (example: Bios-Quincyyouththeater.pdf)

Provide appropriate staff, project and artists bios as it relates to your application. Be sure to describe the staff/artists' representation of diverse communities defined by, but not limited to, race, ethnicity, gender, age and disabilities.

This attachment is limited to three pages.

Attachment 5 -- Demographics
Name this file Demographics-OrganizationName (example: Demographics-Quincyyouththeater.pdf)

As a nonprofit, understanding demographic information can help you better identify the needs and/or gaps in services for your community. Using this data can also help to illustrate how your organization connects with people and the world around you by exploring, sharing and supporting creative expression.

Answer the following questions when completing your demographic information.
1. Describe your community. Describe the representation of diverse communities defined by, but not limited to, race, ethnicity, gender, age and disabilities, including the artistic environment.

2. Who is your audience (be specific about demographics such as race, class, gender, ethnicity, age, sexual orientation and people with disabilities)? How they are actively involved in your work? How do they benefit from your organization/programs?

3. How are you using your demographic information to inform your organization's decision making?

This attachment is limited to three pages.

Attachment 6 -- Assurances
Name this file Assurances-OrganizationName (example: Assurances-Quincyyouththeater.pdf)

This form can be found on the last page of these instructions or by clicking on the Assurances 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. It is strongly encouraged that the document is a pdf. If you are unable to scan and upload this form please mail it in.

Attachment 7 - 10 -- Supplemental Materials
Name this file Sample#-OrganizationName (example: Sample8-Quincyyouththeater.pdf)

Use the remaining open attachments to upload supplemental attachments that show evidence of public programming and samples of work that strengthen the application. Files may include PDFs, visual, audio and video files. Be sure to name accordingly based on attachment number. Please note file size should be limited to 5MB. If you are submitting images/videos it is recommended that you provide a caption for each of the items.

Section 6: Payment

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.

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 eGrant 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.

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: _____