OPERATING SUPPORT GRANT

2024-2025 ONLINE APPLICATION INSTRUCTIONS

Revised: November 8, 2023

Welcome to the LRAC Online Grant System

As you begin your grant application, here are some tips to keep in mind as you work through the process:

- All italicized phrases in this document are explained in a glossary at the end of this document.

- Read the *Grant Guidelines* to become familiar with the program, found on our website at LRAC4.org.

- You do not have to finish your work all at once - you may save and return to it as many times as you like before submitting.

- The program will *auto save* each time you move to a new question. You may also click the save button at the bottom of the application. (It is a long form, you will need to scroll all the way down!)

- Answer all questions in the spaces provided. Narrative questions list the size of the text box as *characters with spacing* and will count down the remaining spaces.

- All questions marked with an asterisk (*) are required and must be answered before submitting.

- When *uploading a file*, please make sure it does not exceed the *file size limit* and that it is in one of the acceptable *file formats* listed in the instructions.

If you have any questions while filling out your application, please feel free to contact the LRAC Grants Manager at the email address listed below.

If you are a first time applicant, LRAC is here to help you with your application.

Questions? Contact the LRAC office to discuss your ideas and your potential grant project. LRAC Staff offer:

- In-office or over-the-phone technical assistance

- In-person appointments to work on a laptop at the LRAC office

- One-on-one assistance from the Grant Manager to complete your application, combine documents into one file, add your resume/bio, work samples and other required documents

Please schedule an appointment for in-person assistance with the application and the technical requirements. CDC safety guidelines will be followed for in-office appointments. Over-the-phone assistance is generally available without an appointment. For assistance, please call us at 218-517-9760 or email LRAC4@LRACgrants.org.

New This Year starting July 1, 2023:

- Grant activities or spending cannot start before the LRAC grant contract is signed and submitted to the LRAC online grant system.

- Documents required for Proof of payment of all grant expenses have been updated. Acceptable documents include purchase receipts, copies of checks or bank statement line items, credit card statements or detailed organization QuickBooks/accounting reports.

The following are subject to change for all FY24 LRAC grant programs:

- Amount of funding available for each grant round

- Acceptable date that your grant project activity can start

   Please contact the LRAC Grants Manager for latest information.

Preparing to Apply for the LRAC Operating Support Grant

Save Time with the Copy Feature:

If you are a returning applicant, you have the option of copying a previous application when you are starting a new application.

- You may chose to copy a submitted grant application that was approved or denied.

- Or you may chose to copy a started application that was marked abandoned.

All of the boxes with matching information will pre-fill with your answers from the original application to the new application.
Be sure to double check each box to verify that the information is correct for the new application.

As you begin your grant application, here is a list of the files you will need to prepare for a complete grant application. These files will be uploaded into your application.

Mandatory Documents:

- ☑ Resume or Bio for **project director** (short version only, 2-3 pages)

- ☑ Resumes or bios for **artistic decision makers**

- ☑ Resumes or bios for **management decision makers**
  Your organization's Board Bios will work for both artistic and management makers if this is the case.

- ☑ **Financial Statements** from the previous two years, either your Annual Profit and Loss Statement or Annual Treasurer's Report approved by the membership or board

- ☑ **LRAC Annual Revenues and Expenses Report** based on the Financial Statements.
  Bottom line numbers need to be cross checked and balanced.

If you are a first time applicant, you will need to submit a copy of your organization's:

- ☑ Current Bylaws

- ☑ IRS Verification letter

- ☑ MN Certificate of Incorporation

Additional Required Information, if applicable:

These documents will be required to be uploaded to your application if your request is for any of these expenses:

If your organization is requesting **general operating support**, such as utilities or insurance

- ☑ Copies of past payments or invoices for price proof

If your organization is requesting **administrative support**

- ☑ Resumes or bios for paid staff or personnel

If your organization is requesting **capital expenses (equipment)**

- ☑ Two equipment quotes from vendors

If your organization is requesting **building project (renovation)**

- ☑ Two bids for the project from contractors

***File Size* Limitation:**

Each space to upload documents has a file size limitation. You will need to verify that your file is smaller than the *MB* limit listed by each answer in order to *upload the file* into the application. Refer to glossary for more information.

> **For each section in the Operating Support Grant Application, there is a corresponding step number with instructions. Section titles are displayed below with orange borders.**

Welcome

Welcome Section

This section holds information about the grant, including links to the guidelines, the webinar, these instructions, a tip sheet and more. There are no questions to answer in this section.

Individual or Organization?

Step 1: For Grant Title, select the **Operating Support option**.

For Applicant Status, select the **Organization option**, then select **Non Profit Organization.**

Selecting these options will open the sections corresponding to this grant.

Operating Support Prep and Eligibility Quiz

Step 2: Review the required information for this application, and take the Eligibility Quizzes:
Applicant Eligibility to determine your organization's eligibility
Project Eligibility to determine your project's eligibility

LRAC Annual Revenue and Expenses Report

Step 3: **Upload** your LRAC Annual Revenue and Expense Report. Keep your completed report handy for answering budget questions in future steps.

Operating Support Annual Profit and Loss or Treasurer's Reports

Step 4: **Upload** your organization's most recent financial documentation for the last two fully completed fiscal years. This will be your Profit and Loss Statement or your Annual Meeting's approved Treasurer's Report.

- **For FY24,** if your fiscal year runs January to December, your most recent years will be 2021 and 2022.
- *If your fiscal year runs July to June or October to September, please use the most recent years available.*

Organization's Legal Documents

Step 5: Check **Yes** indicating that the LRAC office has your organization's Bylaws, IRS letter and MN Domestic Articles of Incorporation on file.
If your organization is a new applicant, please forward these documents to the LRAC office email for the permanent file.

Confirm Your Information

Step 6: Step 5: Confirm your Information.
Check the boxes to verify that your **Profile Information** is correct (contact the Grants Manager if changes are needed) and your age.

Organization Project Director Information	**Step 7: Provide your Project Director's first and last name and title.**

> **Operating Support Project Director's Responsibilities** *(1,000 characters with spacing)*
>
> Describe the **Project Director's responsibilities** for overseeing the Operating Support Grant during the upcoming season.
>
> **Project Director's Resume/Bio**
> Upload a copy of your **Project Director's resume or bio** *(short version, 2 to 3 pages)* This will provide proof of their ability to oversee and manage the Project Grant. *Word documents and pdf files* are acceptable. *Size limit:* 2MB.

Provide Project Information	**Step 8: Complete all Project Information: Project Summary, Start Date, End Date, Project Description and Project Location**

Project Summary

Please follow the same format as the examples below *(250 characters with spacing):*

- to install a new gallery hanging and lighting system for improved exhibition space

- to renovate the deteriorating main stage in order to expand the range of performance opportunities

- to pay for administrative personnel and liability insurance premium

Project Start Date:

Your **Start Date** must be four weeks after the Grant Review. This is to ensure that credit to LRAC is given in all marketing materials.

Example: Grant Review date is February 20, 2024 then the Start date is after March 19, 2024.

Project End Date:

Your End Date must be on or before **December 15, 2025.**

Project Location(s)

Select the **number of locations** where your Operating Support Grant will be taking place during the grant. This will open up the corresponding number of locations in new sections to fill in each address.

- **Select 1** if the project is only taking place at your organization's venue.

- **Select the number of regular venues where the project will be located.** Regular venues are spaces used by your organization on a regular basis during the two-year cycle of the Operating Support Grant.

Your Location or Organization's Venue	**Step 8A: Location #1** Enter your full address, city, state, zip code
	Step 8B: Location #2-6: Enter the full address for any other locations.

Operating Support Project Description	**Step 9:** <u>**Project Description**</u> *(2,000 Characters with spacing)* Write a complete description including dates, timelines, location, etc. of the proposed grant request. If this request is part of a larger project, explain how this request fits into the overall plan. If this request is for capital expenditure equipment, list brand name, model #, etc. LRAC Operating Support funding may be spent on four different types of expenses. **Funding may be split up between the four categories in various combinations.** Funding categories are as follows: • General Operating Support (utilities, insurance, office supplies etc.) • Administrative expenses (salary) • Capital Expenditures (equipment) • Building and Renovation (site improvements, additions, etc.)

- -

Operating Support Narrative Questions	**Step 10:** <u>**Operating Support Narrative Questions**</u> **Tip:** this section is designed to provide an overview of your organization to the LRAC Board. There will always be new board members who may not be familiar with your organization's history and artistic process. If you have completed any LRAC application before**, *using the Copy feature*** to pre-fill answers to these questions could save you time. <u>Be sure to edit the copied answers to ensure that they are up to date.</u> <u>**Mission Statement:**</u> *(500 characters with spacing)* What is your organization's mission statement? <u>**Brief History:**</u> *(1,000 characters with spacing)* Give a brief history of your organization and a description of its programs and structure. <u>**Evaluation:**</u> *(1,000 characters with spacing)* How does your organization evaluate its activities? Describe the process for reviewing the successes and failures of past programming. Discuss how strategic plans impact the organization's evaluation process. <u>**Artistic Decisions:**</u> *(1,000 characters with spacing)* Who makes the "artistic decisions" for your organization? Describe specific positions and/or volunteers who make artistic decisions for the organization. What are their qualifications? This could be your board, executive director, or artistic director. <u>**Artistic Decision Makers:**</u> *(1,000 characters with spacing)* **Upload** your Artistic Decision Makers documentation here. *Word and PDF files* are acceptable, *size limit 2MB*. In the textbox, provide detailed description of their roles, if needed. ***If it is a single person*** such as your executive or artistic director, upload the short version of their resume, 2 to 3 pages. ***If it is your governing board members,*** provide a short description of each board member. In the description, provide information about their background or area of expertise to serve on your board such as education, employment, and volunteer history.

Operating Support Narrative Questions

Goals: *(2,000 characters with spacing)*

List the goals that will be achieved by proposed grant request.

- Describe how the requested funds will impact the goals of the organization.

- How would these funds be part of the strategy plan for the future?

Community Commitment: *(1,000 characters with spacing)*

Please describe your organization's community outreach.
Consider the following questions in your answer:

- To what groups of people does your organization reach out?

- How is the community responding?

- How does your organization respond to the community's desire for expanded programming?

- Are your organization's activities open to the entire community, or are they membership based?

Art Form Commitment: *(1,000 characters with spacing)*

Please describe how your organization supports and expands your artistic focus.
Consider the following questions in your answer:

- How does your organization respond to new directions in the art form(s) it provides?

- Who or what provides feedback and how is that feedback used to determine new directions in the art form(s) produced or presented by your organization?

- How does your organization's board and membership reflect the diversity of the community?

Sound Management: *(1,000 characters with spacing)*

Consider the following questions in your answer:

- How does your organization plan?

- Is your organization fiscally sound?

- If a capital request, what impact will support have on the stability of your organization?

Management Decisions: *(1,000 characters with spacing)*

Who makes the "management decisions" for your organization?

Management Decision Makers: *(1,000 characters with spacing)*

Upload your Management Decision Makers documentation here.

If it is a single person such as your executive or artistic director, upload their resume. Resumes need to be the short version, 2 to 3 pages.

If it is the governing board members, provide a short description of each board member. In the description, provide information about their background or area of expertise to serve on your board such as education, employment, and volunteer history.

Operating Support Narrative Questions

Word and PDF files are acceptable, size limit 2MB.
In the textbox, provide detailed description of their roles, if needed.

Note: It is possible that the **Artistic and Management Decisions** are made by the same individual or board members. In this case, only one set of documents would be required in the attachments.

Operating Support Capital Request (optional, check the box to show) *(1,000 characters with spacing)*

If this is a capital request, please answer the following questions:

- How will it improve your artistic presentations or services?

- How will it benefit your organization's relationship to the community?

- How will it improve access to the organization's activities?

- What impact will it have on the stability of the organization?

Operating Support Building Project (optional, check the box to show) (*1,000 characters with spacing)*

If this request is for a building project, address the following in a brief narrative and attach to this application.

- The applicant organization must show that it has evaluated all options regarding rental, ownership and location before a decision is made to buy, construct or remodel a building.

- The applicant must show that the new or remodeled facility will adequately accommodate its needs for a reasonable period into the future.

- The projected operating costs of the new facility must be within the organization's budget.

- The capital financing plan must be sound.

- In the case of renovations, the facility must be owned by the applicant organization.

Operating Support Previous Funding

Step 11: Previous Funding *(1,000 characters with spacing)*

Please list previous funding sources (including LRAC and *MSAB*) from which your organization has received funding in the **past three years**.
This should include other funding sources such as corporate sponsorship or foundation support.

Tip: Keep a list of past funded grants in an electronic file and transfer the data to this section. Update it with new grant awards in order to stay current.

Please build your list in the following format:

Organizations
LRAC, 2015, $2,000 Fall Project Grant for Michael Keaton Artist Residency
MSAB, 2016, $10,000 Arts Access Grant for Arts After School Programming

Previous Art Projects

Step 12: Previous Art Projects *(2,000 characters with spacing)*

Give a brief description of arts projects undertaken by your organization during the past three years. This will provide the LRAC Board with insight into the type of art projects your organization support and the quality of the work.

Please build your list in the following format:
> **June 2019,** staged the musical theatre production of "Music Man"
> **Apr 2019,** presented the touring production "American in Paris" by the St. Paul Ballet with master classes for local dancers

Tip: Keep a list of arts events and activities in an electronic file and transfer the data to this section. Update it with new information in order to stay current.

Evaluation

Step 13: Evaluation

In an effort to create uniformity and consistency in reporting Evaluation results to the *Minnesota State Arts Board*, LRAC has redesigned the Evaluation section. LRAC Grant goals are based on the priorities set forth by the Minnesota Legislature and the Minnesota State Arts Board.

Grant Outcomes: Your organization needs to determine what the outcome(s) for your grant will be, based on the options listed below.

Select either one or both of the Grant Outcomes for your Project Grant.

- The Arts are interwoven into every facet of community life
- Minnesotans believe the Arts are vital to who we are as citizens.

Grant Measurement Methods:

In order to measure the impact of your Project Grant, your organization will need to conduct evaluations. There are two techniques for measuring the potential impact of your grant. You may determine which measurement method will be the best fit for evaluating your grant. Make your selection from the list below.

1. Quantitative (counting numbers), continue with **Step 13A**
2. Qualitative (collecting observations), continue with **Step 13B**

Step 13A: For **#1 Quantitative Methods**, you will first select the measurement method for evaluation your Project Grant's outcomes. Here are the options available to you.

- Participant Questionnaires
- Audience Questionnaires
- Artists Questionnaires
- Other Method (approved by LRAC office)

Next, you will provide enter an estimated number for each of the statements.

- Enter the estimated number of participants responding to questionnaire who will report that the project had a **positive impact** on the community.
- Enter the estimated number of participants responding to the questionnaire who will say that the **project was important** to them personally or to the community.

Step 13B: For the **#2 Qualitative Measurement Method**, you will select one or more methods for evaluating your grant's outcomes from the list below:

- Talking with Participants

| Evaluation | ***Evaluation (continued)*** |

- Collecting Comments
- Polling or Voting with various methods, raising hands, collecting tokens, etc.

Next, you will select the outcome(s) you are hoping to achieve from sections below.

For the ranking scale, here are the definitions:
1=Not at all
2=Somewhat
3=Met
4=Exceeded
5=Greatly Exceeded

On a scale of 1 to 5, project the level of positive impact that those participating will say the project had on the community.

On a scale of 1 to 5, indicate at what level participants will feel the project has increased the importance of the arts, either for themselves or their community.

- -

| Operating Support Budget Options |

Step 14: Operating Support Budget Options

Select each of the Operating Support Funding Categories that your organization is requesting with the application.

- The total amount request in the four categories must add up to your total grant request.

- **Refer to the second page of your LRAC Revenue and Expenses Report Form to determine your organization's total Operating Support Request Amount within our tiered funding system. The form will indicate if you are not eligible.**

If your Operating Support Grant is requesting the following items, these documents will need to be uploaded in the grant application.

- **Basic Operating Support** such as utilities or insurance
  Proof of past expenses to document cost.

- **Administrative Support** such as staff or consultants
  Resume(s) or job descriptions

- **Capital Expenditures** such as equipment
  Two quotes for each item

- **Building Expenditure** such as site improvements
  Two bids for the requested work

Example: If your organization's grant request amount is $5,200, here is an example of how you might break down the budget. You may mix and match all four funding categories.

- $2,000 General Operating Support: insurance premiums
- $2,000 Administrative Support: website editor
- $1,200 Capital Expenditures: new lighting equipment
- $0 Building Expenditures: none selected this year

**Operating Support
Budget Options**

Total Operating Support Grant Request

Add up all of the funding categories listed below and enter the dollar amount (rounded to the nearest $10).

$

Operating Support Funding Categories

Select each of the categories your organization is requesting for Operating Support in the coming year.

You may select more than one category of funding for the request.
- ☐ General Operating Support
- ☐ Administrative Support
- ☐ Capital Expenditures
- ☐ Building Expenditures

Once you have checked the category, an additional section will open up to provide additional information for the funding request.

General Operating Support

Step 14A: General Operating Support

List the dollar amount your organization is requesting in general operating support. (Rounded to the nearest $10)

$

General Operating Support Description (*1,000 characters with spacing*)

Provide a description of the general operating support request.

General Operating Support Proof of Payment

Upload documentation to demonstrate the average expenses, such as insurance billing, utility statements, and other operating expenses. *Word and PDF* files are acceptable, *size limit 3 MB.*

Administrative Support

Step 14B: Administrative Support

List the dollar amount your organization is requesting in administrative staff. (Rounded to the nearest $10)

$

Administrative Staff Description (*1,000 characters with spacing*)

Provide a description of the general administrative support request.

Administrative Staff Documentation

Upload documentation for the administrative staff to be paid by the Operating Support Request. Acceptable documentation includes:
- Resume for existing staff position
- Job description for a newly created position.

Resumes need to be the short version, 2 to 3 pages. *Word and PDF files* are acceptable, *size limit 2 MB.*

Step 14C: Capital Expenditures

List the dollar amount your organization is requesting in capital expenditures. (Rounded to the nearest $10)

$ [   ]

Capital Expenditures Description (*1,000 characters with spacing*)

Provide a description of the capital expenditures.

Capital Expenditure Quote #1

Upload the first quote for the capital expenditure equipment to be funded by the Operating Support request. *Word and PDF files* are acceptable, *size limit 2 MB.*

- Two quotes are required for all equipment over $500 per item.
- If there are multiple items, combine all of the equipment into one document.

In the text box below, provide a detailed description of which quote you would select and why the item(s) will meet your needs. You may select the more expensive item if it will meet your needs better.

Capital Expenditure Quote #2

Upload the second quote for the capital expenditure equipment to be funded by the Operating Support request.

- Two quotes are required for all equipment over $500 per item.
- If there are multiple items, combine all of the equipment into one document.

Building Expenditures

Step 14D: Building Expenditures

List the dollar amount your organization is requesting in building expenditures. (Rounded to the nearest $10)

$ [   ]

Building Expenditures Description (*1,000 characters with spacing*)

Provide a description of the general administrative support request.

Building Expenditure Quote #1

Upload the first quote for the building expenditure to be funded by the Operating Support request. *Word and PDF files* are acceptable, *size limit 2 MB.*

Two quotes or invoices are required for contractor's or vendor's work.

In the text box below, provide a detailed description of which vendor quote, you would select and why this vendor will meet your needs. You may select the more expensive vendor if it will meet your needs better.

Building Expenditure Quote #2

Upload the second quote for the building expenditure to be funded by the Operating Support request.

Step 15: Reporting

These reporting fields are not used in the evaluation of your grant request and are simply used for data collection purposes.

The following set of questions are used to gather information about grant applicants for the Minnesota Regional Arts Councils (RACs). The data is maintained by the Minnesota State Arts Board in cooperation with the RACs, and may be distributed to others in accordance with the Minnesota Data Practices Act. Complete information is necessary to ensure the reliability of our data.

- Check the *I understand* box

- Answer the general information sections:
  New applicant, How you heard about

- The **Special Characteristics** and **Race/Ethnicity** are optional. LRAC would encourage you to complete it in order to document the diversity of applicants and grantees participating in and receiving funding from these grant programs..

- **Project Discipline:** select the specific discipline for this grant project.

- **Adult Artist Participating:** entered the total number of Artists, both paid and volunteer, to be involved in the Project Grant.

- **Adult Audiences Benefiting:** This is your best guess of the number of adults that will participate in your Project Grant either as audience members, gallery viewers, workshop attendees, etc. Do not count media or online numbers or repeat attendees.

- **Online Adult Audiences Benefiting:** Same as above, but for online activities.

- **Children/Youth Benefiting:** This is your best guess of the number of children/youth (18 and under) that will participate in your Project Grant either as audience members, gallery viewers, workshop attendees, etc. Do not count media or online numbers or repeat attendees.

- **Online Children/Youth Benefiting:** Same as above, but for online activities.

- **Counties impacted:** Check each of the counties in the LRAC that might benefit from your project*. **Example:** where will your project take place or where will your audience members be coming from to see your project.

- **Board Members:** Please list your organization's board.

- ***MSAB* Annual Fiscal Year:** List your organization's most recently completed fiscal year. Example: 2019 or 2020.

- ***MSAB* Adult Annual Total:** List the total number of adults (ages 19 and up) who participated in arts activities within your organization's most recently completed fiscal year, including those activities not funded by the Minnesota State Arts Board or regional arts councils. Do not include broadcast audience.

- ***MSAB* Youth Annual Total:** Please list the total number of children/youth (ages 0-18) who participated in arts activities within your organization's most recently completed fiscal year, including those activities not funded by the Minnesota State Arts Board or regional arts councils. Do not include broadcast audience.

- ***MSAB* Annual Art Expenses:** Provide the total art related expenses for your organization's most recently completed fiscal year. For arts organizations: provide your total operating expenses.

Step 16: Signature Certification

Click on the **Yes box** to formally authorize LRAC to accept your signatures.

"By checking the box in front of the certification statement, and typing the individual's name, the individual asserts that he/she understands and agrees that such actions constitute his/her electronic signature as defined under Minnesota Statutes, section 302A.015."

Organization Certification Statement

- "We certify that our organization meets all of the eligibility requirements of this grant program, and that all of the information contained in this application and its attachments is true and correct to the best of our knowledge."

- "We understand that any expenses incurred for this project are the responsibility of our organization regardless of the LRAC funding decision."

Organization's Authorizing Official

Type the first and last name of the person authorized to sign on behalf of your organization. Please included their title, if applicable

Project Director

Type the first and last name of the person responsible for overseeing this grant request. Please include their title, if applicable. This should be the same name as the Project Director listed in **Step 6.**

Certificate Date

Select the date from the calendar window that your organization is completing and submitting the application. This is usually today's date.

Submit Application

Step 17: Submit Application

To submit your completed application, Click the **Submit Application** button in the lower right hand corner at the bottom of the application.

If there are any required sections without answers or uploaded files, the application will not submit. **The missing sections will be listed at the bottom.** In addition, the missing section will be identified in **red boxes** within the application.

Abandon Request   Save Application   **Submit Application**

LRAC