



## **MACA ARP Fund Accepted Documentation Guide**

*Documents must provide key information about expenses:*

**DATE:** When did the transaction, contract agreement, or payment occur?

**DESCRIPTION:** What was the purchase for? What services were provided?

**AMOUNT:** What is the NET payment for employee salaries? How much was the purchase PRE-TAX? How much is the contracted or artistic fee?

**PARTIES AND LOCATIONS INVOLVED:** Who did you contract with? Where did your purchases occur? For Organizations, what location do the utilities bill or rental storage invoice cover?

*Individual Artists and Organizations have different parameters for eligible expenses. Please review the Required Documentation section of the Final Report to see which expenses and documentation are covered by your grant category.*

***If you have any questions, please send an e-mail to [grants@minotarts.org](mailto:grants@minotarts.org)***



## Minot Area Council of the Arts

### RECEIPTS

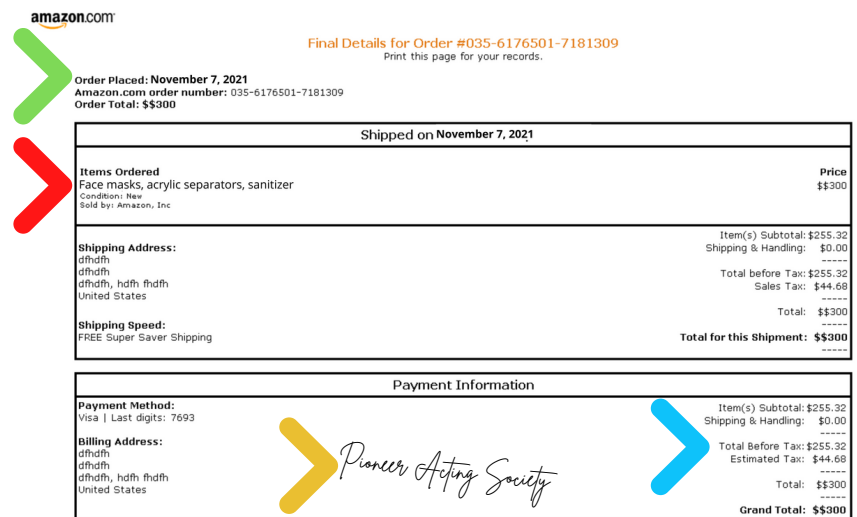
Itemized receipts from stores, suppliers, online purchases, etc., that depict **what** was purchased, the **date** of purchase, and reflect the **PRE-TAX amount spent**. For tracking purposes, **add your name** (Individual or Organization's name) to the receipt.



Example 1



Example 2



Example 3



## Minot Area Council of the Arts

### CONTRACTS

Provide any agreements for work performed by yourself or in partnership with another Individual/Organization. Ensure a **description** of the work and the **date** in which the contracted work took place is included. Contracts should specify **who** was involved and the **amount** provided for the work.

**PERFORMANCE AGREEMENT**

THIS AGREEMENT is made on this 22 day of November, 2021, by and between C. Jaymes (Name of Band) (includes accompanying musicians as described below, hereinafter referred to as "Artist") and Midwest Music Festival, the Purchaser, having its principal place of Business at City Fairgrounds who is to conduct an annual event (hereinafter referred to as "Purchaser").

Purchaser desires to book performances for Artists and Artists are ready to provide performances at such bookings made by Purchaser on the terms and conditions of this Agreement.

NOW, THEREFORE, the parties agree as follows:

- Band:** The name of the Band is C. Jaymes and SS # or Fed. Tax ID # of Band is: 123-45-6789
- Location of Performance:** Performance shall be at: City Fairgrounds; 100 W Avenue, City, ND 58878  
(here specify the physical location of Concert).
- Date(s) and Time(s) of Performance:**
  - The Performance shall be on December 16, 2021
  - The time(s) of the Performance shall be 2 PM - 5 PM
  - Number of sets and duration of Performance be 4 Half Hour Sets
  - Time for load-in: 1 PM
  - Time for sound check: 1:30 PM
- Agreement to Perform:** Artist agrees to provide the Performance in accordance with the terms of this Agreement and any attached addenda or riders.  
Provide a live music performance for the duration of the Midwest Musical Festival
- Price of Performance:** Purchaser shall pay Artist
  - A total Compensation of Six Hundred dollars (\$ 600 ).
  - A deposit of Two Hundred dollars (\$ 200 ) on 12/1/2021 (Date deposit payment to be paid).
- Artist's Right to Terminate.** If the deposit has not been paid within the time

C. Jaymes Artist Signature      Pete William Pete William, Festival Coordinator



## Minot Area Council of the Arts

### PAYROLL DOCUMENTS (Organizations ONLY)

Any employee whose pay is submitted for reimbursement must have accompanying documentation that reflects NET PAY. Include the **name of the employee**, the **date range** for the payment, and the **NET PAY**. These documents are for full-time or partial-time employees. Any individual providing work on a contractual/stipend basis will require the submission of a contract or invoice.

Prairie Acting Society Payroll Summary August 1 - 15, 2021				
	Mary Ann Larson	Gilligan Olson	Ginger Nelson	Skipper Peterson
<b>Employee Wages, Taxes and Adjustments</b>				
Gross Pay				
Salary	0.00	0.00	0.00	0.00
Hourly Overtime	0.00	0.00	0.00	0.00
Hourly Wage	367.94	152.25	195.75	170.50
<b>Total Gross Pay</b>	<b>367.94</b>	<b>152.25</b>	<b>195.75</b>	<b>170.50</b>
Deductions from Gross Pay				
Simple IRA Emp.	0.00	-4.57	0.00	0.00
Simple IRA Emp. {2}	0.00	0.00	0.00	0.00
<b>Total Deductions from Gross Pay</b>	<b>0.00</b>	<b>-4.57</b>	<b>0.00</b>	<b>0.00</b>
<b>Adjusted Gross Pay</b>	<b>367.94</b>	<b>147.68</b>	<b>195.75</b>	<b>170.50</b>
Taxes Withheld				
Federal Withholding	0.00	0.00	0.00	-2.00
Medicare Employee	-5.33	-2.21	-2.84	-2.47
Social Security Employee	-22.82	-9.44	-12.14	-10.57
ND - Withholding	-1.00	0.00	0.00	0.00
Medicare Employee Addi Tax	0.00	0.00	0.00	0.00
<b>Total Taxes Withheld</b>	<b>-29.15</b>	<b>-11.65</b>	<b>-14.98</b>	<b>-15.04</b>
<b>Net Pay</b>	<b>338.79</b>	<b>136.03</b>	<b>180.77</b>	<b>155.46</b>
<b>Employer Taxes and Contributions</b>				
Federal Unemployment	2.21	0.92	1.17	1.02
Medicare Company	5.33	2.21	2.84	2.47
Social Security Company	22.82	9.44	12.14	10.57
ND - Unemployment Company	0.99	0.41	0.53	0.46
Simple IRA Co. Match	0.00	4.57	0.00	0.00
Simple IRA Co. Match {2}	0.00	0.00	0.00	0.00
<b>Total Employer Taxes and Contributions</b>	<b>31.35</b>	<b>17.55</b>	<b>16.68</b>	<b>14.52</b>



## Minot Area Council of the Arts

### INVOICES

Ensure a **description of the service** provided or items purchased are included and that the **PRE-TAX amount** is provided, if applicable. The **names of the individual providing the service and the individual/agency for which the work was provided** should be listed as well as the **dates of service**.

 **MEADOWLARK MURALS**

**INVOICE #056**

For Work Provided to:  
Juneberry Boutique  
123 Main St.; Bottineau, ND

DESCRIPTION	QTY	PRICE	TOTAL
Paint Supplies	-	\$210.00	\$210.00
Consultation and Prep Work (hr)	4.5	\$40	\$180.00
Painting Services (hr)	7	\$40.00	\$280.00
Transportation Fees	-	\$100.00	\$100.00

*Mural Design and Painting Services Rendered to Juneberry Boutique between June 25, 2021 - August 1, 2021*

<b>TOTAL AMOUNT:</b>	<b>\$770.00</b>
<b>TAX:</b>	<b>\$115.50</b>
<b>AMOUNT DUE:</b>	<b>\$885.50</b>

**MADDY MEADOWLARK**  
Mural Artist

45 Easy Lane, Minot, ND 58701  
+1 701 290 3809  
maddymeadowlark@yahoo.com  
maddymeadowlark.com





**THANK YOU!**



## Minot Area Council of the Arts

### UTILITY BILLS (Organizations ONLY)

Bills should reflect the **date** of coverage and **information about the location** to which the bill is affiliated. Ensure you include the **name of the agency** providing the utility service and the **amount** of the bill. *Costs related to home offices are unallowable.*



**Xcel Energy**  
RESPONSIBLE BY NATURE

**YOUR MONTHLY ELECTRICITY USAGE**

DAILY AVERAGES: Last Year 49° F, This Year 53° F; Electricity kWh 16.2, 13.0; Electricity Cost \$1.88, \$1.29

**YOUR MONTHLY NATURAL GAS USAGE**

DAILY AVERAGES: Last Year 49° F, This Year 53° F; Gas Therms 1.4, 1.0; Gas Cost \$1.03, \$0.96

**QUESTIONS ABOUT YOUR BILL?**  
See our website: [xcelenergy.com](http://xcelenergy.com)  
Email us at: [Customerservice@xcelenergy.com](mailto:Customerservice@xcelenergy.com)  
Call 24 hours a day, 7 days a week  
Please Call: 1-800-895-4999  
Hearing Impaired: 1-800-895-4949  
Español: 1-800-687-8778  
Or write us at: XCEL ENERGY, PO BOX 8, EAU CLAIRE WI 54702-0008

**PUBLIC SERVICE COMPANY OF COLORADO** Page 1 of 4

SERVICE ADDRESS	ACCOUNT NUMBER	DUE DATE
JOHN E. CUSTOMER MARTHA W. CUSTOMER 1234 ELECTRIC AVENUE TAKUHIER, CO 00000-0000	53-123456789-1	MM/DD/2017
STATEMENT NUMBER	STATEMENT DATE	AMOUNT DUE
0123456789	MM/DD/YYYY	\$00.00

**SUMMARY OF CURRENT CHARGES** (detailed charges begin on page 2)





Electricity Service	04/06/17 - 05/05/17	\$00.00
Natural Gas Service	04/07/17 - 05/08/17 00 therms	\$00.00
Non-Recurring Charges / Credits		\$0.00
<b>Current Charges</b>		<b>\$00.00</b>

**ACCOUNT BALANCE**

Previous Balance	As of 04/06	\$00.00
Payments Received		\$0.00
Balance Forward		\$0.00
Current Charges		\$00.00
<b>Amount Due</b>		<b>\$00.00</b>

**INFORMATION ABOUT YOUR BILL**  
Just a reminder about the past due amount on your account. If you have already sent your payment, thank you. Otherwise, please call 1-800-895-4999 to confirm the status of your account.

RETURN BOTTOM PORTION WITH YOUR PAYMENT • PLEASE DO NOT USE STAPLES, TAPE OR PAPER CLIPS



**MIDCO**

Contact Us: [Midco.com](http://Midco.com) or 1.800.888.1300

CUSTOMER NAME  
ADDRESS LINE 1  
CITY SD 57000-1111

**Total Amount Due** \$154.62  
**Pay By** 11/04/15  
**Account Number** 000000000

**News from Midco**

Due to a recent Federal Communications Commission order, you'll notice an adjustment to the Universal Service Fee on your statement. You may also see slight increases in your federal access and federal TRS fees.

**Starz/Encore and HBO/Cinemax will offer Free Previews in November. Starz/Encore free preview will be November 25-29 and the HBO/Cinemax free preview will be November 26-29.** The Free Preview may contain PG, PG-13, TV-14, TVMA, NC17 and R rated programs. If you do not want to see the preview, use the parental controls to block the programming. If you have questions on how to block programming, contact us at [Midco.com/ContactUs](http://Midco.com/ContactUs).

New Channel: KSFY-Me TV (ch. 592) has been added to the Midcontinent channel lineup as of 9/1/15. MeTV showcases classic shows from the 50s through the 80s.

With NHL Center Ice, the game lives where you do. Call Midco today at 1.800.888.1300 to order NHL Center Ice at the special Early Bird price of \$131.56 or 4 payments of \$32.89.

Hit Series. New Seasons. Don't miss the new seasons of Showtime's Original Series, HOMELAND and THE AFFAIR. All new episodes air Sundays in October.

**New Charges Summary**

Bundled Services	112.90
Additional Cable TV Services	28.00
Additional Internet Services	3.00
Additional Phone Services	6.88
Additional Discounts	-30.00
Taxes, Surcharges & Fees	33.84
<b>Total New Charges</b>	<b>\$154.62</b>

**Current Billing Summary**

Previous Balance	185.70
Payment Received	9/28/15 -185.70
Current Amount Before Savings	202.62
Total Monthly Savings	-48.00
<b>Total Amount Due</b>	<b>\$154.62</b>

**You Saved \$48.00 This Month**

Offer Extension through	10/14/16	-30.00
Three Service Discount		-18.00

Detach and enclose the portion below with your payment. Please write your account number on your check. Do not send cash.

Example 1

Example 2





## Minot Area Council of the Arts

### RENTAL AGREEMENTS

Office space or rental storage agreements should include information about the **rent amount**, a **description of the property/unit/building/space**, and the **dates** covered by the lease (Organizations ONLY).

Renting an event space for a workshop or presentation should include information about the **rental cost**, **rental terms**, and **dates** covered by the rental agreement (Individuals ONLY).

Include the **name of the individual/agency who is providing the rental**.

**KNOEPHLA PROPERTIES**

This Lease is made between Knoephla Properties ("Lessor"), and Lefse Visual Arts ("Tenant"). Tenant hereby offers to lease from Lessor the real property located in the City of Wilton, ND, with a common address of 123 Sesame Street (the "Real Property"), upon the following terms and conditions. (This document shall hereafter be referred to as the "Lease").

**TERMS AND CONDITIONS**

1. **Term and Rent.** Lessor leases to Lessee the above Real Property for a term of 5 years, commencing January 1, 2020, and terminating on January 1, 2025 or sooner as provided herein at the annual rental of twelve Hundred Dollars (\$ 1200.00), payable in equal installments in advance on the first day of each month for that month's rental, during the term of this Lease. All rental payments shall be made to Lessor at the address specified below.

2. **Option to Renew.** Provided that Tenant is not in default in the performance of this Lease, Tenant shall have the option to renew the Lease for one (or, if more than one option period given, insert number here 1) additional term(s) of 12 months commencing at the expiration of the initial Lease term. All of the terms and conditions of the Lease shall apply during the renewal term except that the monthly rent shall be the sum of \$ 100.00 (or, if more than one option period given, insert number here 1) per month. The option shall be exercised by written notice given to Lessor not less than 90 days prior to the expiration of the prior Lease term. (If no other time is inserted, notice shall be given not less than 90 days prior to the expiration of the prior lease term). If notice is not given in the manner provided herein within the time specified, this option shall lapse and expire.

3. **Use.** Tenant shall use and occupy the Real Property for the commercial purpose of Studio Space, Retail, Classes. The Real Property shall be used for no other purpose.

4. **SBA Provisions.** If this Lease is executed by a Lessor and/or Tenant, who are participating in the U.S. Small Business Administration 504 Loan Program, then the parties hereto agree and acknowledge that this Lease shall be construed to comply with the requirements of such program including, but not limited to, those found in Title 13 of the Code of Federal Regulations, the SBA Standard Operating Procedures 50-10 and all other relevant statutes laws, codes, regulations and procedures. Without limiting the applicability of all relevant law, the following conditions shall apply:

- (1) The Tenant shall lease from Lessor all of the Real Property;
- (2) This Lease shall be junior and subordinate to any and all deeds of trust in favor of the SBA which relate to the Real Property;
- (3) The annual rent hereunder shall not exceed the annual payments on the deed of trust in favor of the SBA secured by the Real Property, annual payments of deeds of trust senior to such SBA deed of trust, taxes, insurance and maintenance.

Signature

**M. LEWIS** *W. Clark, Lefse Visual Arts*

Knoephla Properties (Lessor) (Tenant)

Date

**JAN 1, 2020** *1/1/2020*

Organizational Rental Agreement

**BROOKS PUBLIC LIBRARY** Meeting Room Rental Agreement

Name of Renter: Maddy Meadowlark - - Painting Workshop

Contact Person: Maddy Meadowlark

Address: 45 Easy Lane, Minot ND 58501

Phone: 290-3809 Email: maddymeadowlark@yahoo.com

Date	Time	Cost/Hour	Total Hours	Total Cost
10/12/2021	1 PM - 3 PM	\$10	2	\$20
10/13/2021	1 PM - 3 PM	\$10	2	\$20
10/14/2021	1 PM - 3 PM	\$10	2	\$20
				\$60

I agree to follow all conditions as outlined in the Library Building Use Policy.

*Maddy Meadowlark* 10/12/2021

Signature Date

Maddy Meadowlark

Print Name Phone (if different from above)

Individual Artist Rental Agreement



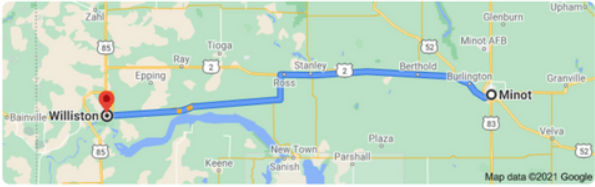
## Minot Area Council of the Arts

### TRAVEL/LODGING REIMBURSEMENT

Mileage must be calculated at the North Dakota state rate of \$.56 cents per mile. Provide all lodging receipts that contain details regarding the **dates**, **amount**, and **where** you stayed.

**Maddy Meadowlark**  
**Williston Painting Workshop**  
**Travel Log**

Minot, North Dakota  
Williston, North Dakota 58801




2 hr 1 min (121.8 mi) via US-2 W and ND-1804 W

10/12/21: Travel from Minot to Williston  
121.8 miles x \$.56 = \$68.20

10/14/21: Travel from Williston to Minot  
121.8 miles x \$.56 = \$68.20

Total Travel Reimbursement: \$136.40

Keep track of your travel mileage and travel dates for your Final Report. Provide a document similar to the one above.

  
**BAKKEN**  
**BED & BREAKFAST**

**HOTEL RECEIPT**

Receipt Number: 69585  
Date: 10/12/21 - 10/14/21

Hotel Name: Bakken Bed & Breakfast  
Hotel Phone Number: 701-876-5432  
Hotel Street Address: 22 W Front St  
City/State/ZIP: Williston, ND 58555

**Bill to:**  
Name: Maddy Meadowlark  
Company Name: \_\_\_\_\_  
Street Address: 45 Easy Lane  
City/State/ZIP: Minot, ND 58501  
Country: USA  
Phone Number: 290-3809

Room Number	Price/Night	# of Nights	Additional Charges	Line Total
4	\$112	2		\$224

Subtotal: \$224  
Sales Tax: \$15.68  
Total: \$239.68

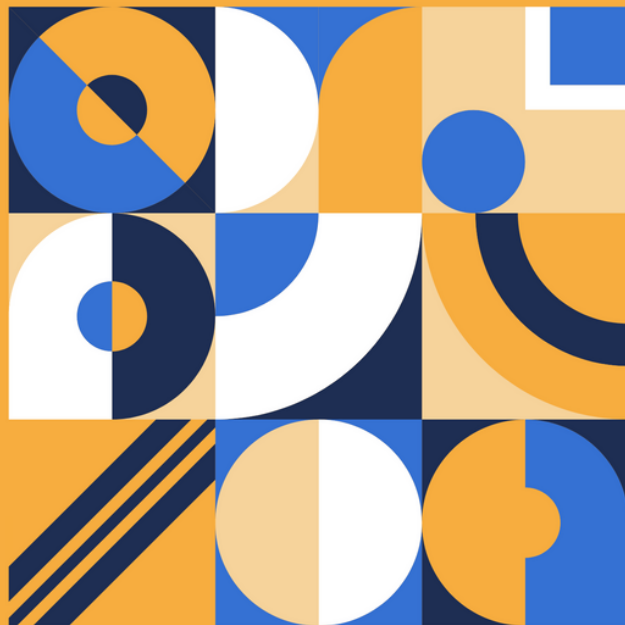
Payment Method: Debit Card  
Card/Check No. \_\_\_\_\_





## Minot Area Council of the Arts

**PROMOTIONAL ITEMS:** We want to share what you've accomplished! If you wish, provide screenshots of Facebook events, web pages, or online promotions; or provide images of event posters, programs, etc., that include information about the workshops, presentations, or artwork you produced.



### Geometric & Pattern Online Class

August 17, 2021

10 AM - Noon

more info & registration visit:

[www.reallygreatsite.com](http://www.reallygreatsite.com)

Presented by: Gilligan Olson

Open to the Public

