



Minot Area Council of the Arts American Rescue Plan (ARP) Fund

GUIDELINES

On March 11, 2021, President Biden signed the American Rescue Plan (ARP) which includes funding for the National Endowment for the Arts (NEA) to support organizations and jobs in the arts sector that have been impacted by the COVID-19 pandemic. Minot Area Council of the Arts (MACA) has been designated as a Local Arts Agency with the ability to provide funding to individual artists and organizations within the arts and cultural sector. ARP funding from the National Endowment for the Arts will be distributed by MACA as subgrants to eligible recipients in order to save jobs and to fund operations and facilities, health and safety supplies, and marketing and promotional efforts to encourage attendance and participation.

MACA ARP Funds will provide *"an opportunity for the sector not just to re-establish old ways of operating, but to rebuild in a way that works better for all arts organizations."* These funds will amplify the presence of the arts in rural and urban communities, expand the public's accessibility to the arts, and strengthen the economic benefits that arts and cultural events provide communities.

MACA ARP funds will assist Individual Artists in creating community-focused projects, workshops, and activities. MACA ARP funds will support Organizations as they pivot, rebuild, and continue to grow their missions.

Individuals **and** Organizations eligible for this funding are defined as those whose primary mission is to promote and provide connections through creative expression by sharing creative experiences, expressing their own creativity, or connecting people with their local and statewide communities through the arts.

Applicants must adhere to the funding policies of MACA which reserves the right to amend, reduce, or terminate any funding for non-compliance with the general guidelines.

Organizational applicants should have an established policy of equal opportunity without regard to race, color, religion, national origin, age, sex or ability to all programs, activities and services.

The artistic excellence and artistic merit outlined in the application is key, including:

- Quality of the organization's programs, or individual artistic merit of the proposed project.
- Potential to have a significant and immediate impact on the arts workforce.
- Significance to the mission and core work of the organization or individual's goals.
- Ability to carry out award, including appropriateness of budget, resources involved, and personnel involved.
- As appropriate, extent to which the organization serves under-served populations such as those whose opportunities to experience the arts are limited by geography, ethnicity, economics, or disability.



FUNDING CATEGORIES AND ELIGIBILITY

MACA's ARP Fund grant process will follow these guidelines:

- MACA ARP Fund grant applications are due **August 31, 2022**.
- Funds will cover expenses for Programs (Organizations) and Projects (Individuals) that have taken place/will take place from **May 1st, 2022 - December 31st, 2022**.
- Your Final Report must be submitted by **January 31, 2023**. The Final Report form and instructions will be made available by the Award Notification date (September 23, 2022).
- Reimbursement will occur after submission of the Final Report and approval of all expenses and documentation. Once you are notified that your Final Report and documentation have been approved, a physical reimbursement check will be mailed to you within 3 - 6 weeks.
- Individuals and Organizations who received ARP funding from the North Dakota Council on the Arts (NDCA) are eligible to apply for MACA ARP grants, but priority will be given to Individuals and Organizations who did not receive NDCA ARP grant funding.
- Individual Artist grantees may be able to receive up to 60% in advance for **approved** Project expenditures.
- There are no matching requirements for this funding.

INDIVIDUAL ARTIST GRANT AWARD

\$1,000 - \$5,000 *based on actual expenditures and submission of documentation.*

All individuals awarded \$1,000 or more will receive a 1099-MISC form for 2022 or 2023.

ORGANIZATIONS GRANT AWARD 501c3 Nonprofits ONLY

\$1,000 - \$10,000 *based on actual expenditures and submission of documentation.*

INDIVIDUAL ARTIST

Individual Artist MACA ARP grant funds are intended to carry out specific Projects.

This may include:

1. Services provided for specific programs and activities that require the artist to undertake and complete work.
2. Providing presentations and workshops.
3. The creation of artwork with tangible outcomes (such as a specific community impact or raising awareness of and access to the arts).

*** *Support for a one-time award to honor or recognize an individual's achievement is not allowed.* ***

*** *"Artist relief" including rent or food subsidies to alleviate financial hardship is not allowed.* ***

*** *Business expenses of individual artists are not permissible under this award.* ***

- MACA ARP grant funds will **only** cover expenses incurred between **May 1st, 2022 - December 31st 2022**.
- These project expenses will be **REIMBURSED** to you upon the submission of appropriate documentation and within the timeline provided.
- Only **qualifying expenses** that have **adequate documentation** will be reimbursed.
- **Taxes are not reimbursable.**



FUNDING CATEGORIES AND ELIGIBILITY CONTINUED

ORGANIZATIONS

Organizational MACA ARP grant funds are intended to support day-to-day business expenses and operating costs, including:

1. Salary support, full or partial, for one or more staff positions.
2. Fees/stipends for artists and/or contractual personnel for services they provide for specific activities in support of your organization's general operations. *These must be part of the organization's regular, day-to-day work in support of the organizational mission and cannot be for a new or special project or program.*

Some examples:

- An organization might need to hire/contract with IT experts to address its website as part of ongoing marketing and promotion which is an allowable cost, or to upgrade technology to improve virtual engagement.
 - An arts education organization whose day to day work is developing and presenting educational programs might need to contract with a teaching artist to design or deliver a program.
 - Contracting for a new professional development training program for staff would **not** be permissible as it is new and programmatic, but support for a training officer's salary would be permissible as that is operational.
 - An organization might need to hire/contract for tech support to carry out its ongoing virtual activities in response to COVID-19, including individuals to provide expertise in the areas of staging, lighting, or sound.
3. Facilities costs such as rent and utilities, e.g., electric, phone, gas bills.
**** Not to include upgrades to HVAC/ventilation systems. Costs related to home offices are unallowable.*
 4. Costs associated with health and safety supplies for staff and/or visitors/audiences (e.g., personal protective equipment, cleaning supplies, hand sanitizer, etc.).
 5. Marketing and promotional costs.

- MACA ARP grant funds will **only** cover expenses incurred between May 1st, 2022 - December 31st 2022.
- These project expenses will be **REIMBURSED** to you upon the submission of appropriate documentation and within the timeline provided.
- Only **qualifying expenses** that have **adequate documentation** will be reimbursed.
- **Taxes are not reimbursable.**



Am I eligible?

Organization/Nonprofit Eligibility

Your Organization's mission/programming must fall within one of these categories:

Arts Education Organizations - These organizations provide an arts education experience for students outside K-12 and college/university classrooms.

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

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, support artists, visual and media arts.

Multidisciplinary - A combination of two or more of the above categories.

AND Organizations must be able to answer "YES" to the following questions:

We are able to provide **documentation**** that demonstrates creative program(s) in alignment with the mission accomplished in community settings within the time frame of May 1st, 2022 - December 31, 2022.

Our expenses do NOT overlap with any funds provided by an agency other than MACA.

We are a 501c3 nonprofit and are able to provide our IRS determination letter if needed.

Individual Artist Eligibility

Applicants must be to answer "YES" to ALL of the following questions:

I have been a resident of North Dakota for at least 12 months and will be a resident upon receipt of any grant funding.

I am a practicing artist, culture worker, or arts administrator capable of providing examples of creative work made, curated, or otherwise administered.

I am at least 18 years of age.

I am not currently enrolled in a degree-granting program (e.g. Bachelor's or Master's, if pursuing a Ph.D., coursework must be completed).

I can provide **documentation**** that demonstrates creative project(s) accomplished in community settings within the time frame of May 1, 2022 - December 31, 2022.

My expenses do NOT overlap with any funds provided by an agency other than MACA.

****A list of items that will be accepted as documentation can be found on the final page of these guidelines. Visual examples of acceptable documentation can be found**

HERE

Only items that have documentation will be eligible for reimbursement.



GRANT TIMELINE 2022 - 2023

May 1, 2022	Start Date for Eligible Activities/Expenses
August 31, 2022	Application Deadline
September 23, 2022	Award Notification
	Final Report and Final Report instructions are made available
3 - 6 Weeks	<i>Up to 60% of funding dispersed for approved Project expenses - INDIVIDUALS ONLY</i>
December 31, 2022	Last Date for Eligible Activities/Expenses
January 31, 2023	Final Report Deadline - INDIVIDUALS and ORGANIZATIONS
3 -6 Weeks	Processing time for physical reimbursement check. Checks will be processed after you have received notification of approval of your completed Final Report and documentation.

SELECTION PROCESS

- All applications submitted by August 31, 2022 will be reviewed by a panel of community leaders representing creative, economic, and public service groups and industries across North Dakota.
- Individuals and Organizations who received ARP funding from the North Dakota Council on the Arts (NDCA) are eligible to apply for MACA ARP grants, but priority will be given to Individuals and Organizations who did not receive NDCA ARP grant funding.
- Applicants will receive an e-mail notification from grants@minotarts.org of the panel's decision by September 23, 2022.
- Individuals and Organizations awarded funding will be required to sign a Letter of Agreement and submit a W-9.
- Those awarded funding will have their name publicized.
- In the instance that the full amount of MACA ARP funding is not allocated, applications will be accepted for a second round of selection.

HOW TO APPLY

1) There are two versions of the application:

INDIVIDUALS apply **HERE** **ORGANIZATIONS** apply **HERE**

- 2) Complete all portions of the fillable .pdf application
- 3) Save the completed application: "File" → "Save As" → Save to your desktop
- 4) Attach the completed .pdf in an e-mail to **grants@minotarts.org**
Applications CANNOT be faxed. If necessary, mail a physical copy of your application to:

MACA
ATTN: MACA ARP GRANT
3 MAIN STREET SOUTH, SUITE 2
MINOT, ND 58701

Mail must be postmarked by the application deadline.

If you have any questions, please send an e-mail to grants@minotarts.org

MINOT AREA COUNCIL ON THE ARTS

JUSTIN ANDERSON, Executive Director

CHANDELL LATTIN, Operations and Special Projects Coordinator

KAYLA SCHMIDT, ARP Funds Coordinator

MACA Phone: 701-852-2787 (*correspondence via email is preferred.*)



Accepted Documentation

- Funds will only cover expenses incurred between May 1st, 2022 - December 31, 2022
- These expenses will be REIMBURSED to you upon the submission of appropriate documentation and within the timeline provided.
Some APPROVED Project (Individuals) expenses may be eligible to receive up to 60% of funding following the notice of the grant award. Allow 3 -6 weeks for checks to process.
- Only **qualifying** expenses that have **adequate** documentation will be reimbursed.
- Individual Artists and Organizations have different parameters for eligible expenses.
Please review the Guidelines to see which expenses and documentation are covered by your grant category.
- Food and drink items are NOT eligible.
- Taxes are NOT reimbursable.

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 did the artist provide?
- **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?

Examples of Accepted Documentation:

- **RECEIPTS:** Itemized receipts from stores, suppliers, online purchases, etc., that depict what was purchased, the date of purchase, and reflect the amount spent PRE-TAX. For tracking purposes, add your name (Individual or Organization's name) to the receipt.
- **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.
- **PAYROLL DOCUMENTS:** Any employee whose pay is submitted for reimbursement must have accompanying documentation that reflects NET PAY.
- **INVOICES:** Ensure a description of the service provided or items purchased are included and that the PRE-TAX amount is provided, if applicable.
- **UTILITY BILLS (Organizations ONLY):** Bills should reflect the date of coverage and information about the location to which the bill is affiliated. *Costs related to home offices are unallowable.*
- **RENTAL AGREEMENTS:** Office space or rental storage agreements should include information about the rent amount 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 and dates covered by the rental agreement (Individuals ONLY).
- **TRAVEL/LODGING REIMBURSEMENT (Individuals ONLY):** Mileage must be calculated at the North Dakota state rate of \$.56 cents per mile. Provide all lodging receipts.
- **PROMOTIONAL ITEMS (Individuals ONLY):** For your Final Report, save screenshots of Facebook events, online promotions, or copies of event posters, programs, etc. that provide information about the workshops/presentations you provided.

For visual examples of accepted documentation click [HERE](#)