



Minot Area  
Council of the Arts

### MACA American Rescue Plan (ARP) Fund

### ORGANIZATION/NONPROFIT APPLICATION

#### ORGANIZATION INFORMATION

To review the Application Guidelines, click [HERE](#)

Organization Name:

Organization Representative Name:

Organization Representative Title:

FEIN:

Physical Address:

City:

Zip Code:

County:

E-mail:

Phone:

Are you a 501(c)(3)?

Yes. **No.** If you select "NO," you must apply as an Individual. See Guidelines for application.

Unique Entity ID (UEI)

**\*\*\*ALL organizational applicants who apply for a grant from MACA are required to have a UEI number before receiving grant funds.** The Unique Entity ID is a 12-character, alphanumeric ID assigned to an entity by SAM.GOV. UEI numbers have replaced the DUNS number--organizations who previously used DUNS must now register for their UEI at SAM.GOV. Learn more about registering or requesting a UEI at **SAM.GOV**.

If you do not currently have a UEI number, you may still apply for the MACA ARP Fund.

**Funds will not be dispersed until you notify MACA of your UEI number.**

What is your Organization's total budget? *Use your most recently completed fiscal year OR current fiscal year.*

What percentage of your organizational budget accounts for arts-related programming?

%

Did you receive ARP Funding from the North Dakota Council on the Arts?

*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 Organizations who did not receive NDCA ARP grant funding.*

Yes. No.

What amount of funding are you requesting?

*Organizations can request \$1,000 - \$10,000. Round to the nearest \$50.*



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## **PROGRAM PROPOSAL**

Organizational funds are intended to support day-to-day business expenses and operating costs\* to pivot, rebuild, and continue to grow the mission of Organizations in the arts and cultural sector.

*\*Not to include upgrades to HVAC/ventilation systems. Costs related to home offices are unallowable.*

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

- Quality of the Organization's programs.
- Potential to have a significant and immediate impact on the arts workforce.
- Significance to the mission and core work of the organizational 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.

In the box below, complete a narrative using the bullet points to describe how your Program will make use of MACA ARP grant funds.

- **Describe how 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.**
- **Provide a list of who you will be working with (organizations, partners, communities, audience, etc.).**
- **Describe how you plan to accomplish your goal(s) for the program within the grant period.**
- **Provide a projected timeline for the progress of the program within the grant period.**
- **Describe the expected outcomes of your program.**

*Limit: 8,000 Characters/1,500 Words. If you save the PDF correctly, this box will scroll. If your narrative is cut off, please include your response in the body of your application email, or, attach it as a separate document.*



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## **ESTIMATED BUDGET**

MACA ARP Funds are intended to support day-to-day business expenses/operating costs in support of your organizational mission.

- Your total requested grant budget should equal the amount of funding you requested above.
- **No match is required.**
- Your budget should reflect expenses incurred **ONLY** between May 1, 2022 - December 31, 2022.
- \*\*\*REMINDER These program expenses will be REIMBURSED to you upon the submission of appropriate documentation and within the timeline provided in the MACA ARP Fund Guidelines. Only qualifying expenses that have adequate documentation will be reimbursed.
- Taxes are not reimbursable.
- Expenses related to food and drink are not accepted.
- Review the Application Guidelines for a list of accepted expenses and documentation.

## **BUDGET BREAKDOWN**

**1. Salary Support** for full-time or partial-time employees, for one or more staff positions.  
Submit NET PAY ONLY.

**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. Facility 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.  
*For example, plexiglass barriers, personal protective equipment, cleaning supplies, hand sanitizer, etc.*

**5. Marketing and Promotional Costs**



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**ESTIMATED BUDGET CONTINUED**

**Salary Support:** Include salaries, wages, and fringe benefits for personnel, administrative and artistic, who are paid on a salary basis. List each staff position separately. Do not combine positions or use salary ranges.

Expense Description Cost

Total Salary Support Amount:

**Fees/Stipends for Artists and/or Contractual Personnel:** List each position separately. Do not combine positions or use salary ranges.

Expense Description Cost

Total Fee/Stipend Amount:

**Facility Costs:** Rent and utilities, e.g., electric, phone, gas bills.

Expense Description Cost

Total Facility Expenses Amount:



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**ESTIMATED BUDGET CONTINUED**

**Costs associated with health and safety supplies:** Personal protective equipment, cleaning supplies, hand sanitizer, etc. for staff and/or visitors/audiences.

Expense Description	Cost
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Total Health and Safety Amount:

**Marketing and Promotional Materials**

Expense Description	Cost
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Marketing Amount:

Add the totals of each budget category. **TOTAL GRANT BUDGET AMOUNT:**



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## **FINAL REPORT**

Your final report is due no later than January 31, 2023. The final report will ask you to describe how MACA ARP Funds have affected your Organization's ability to reconnect with your audiences and community.

Please maintain records of fund usage and any other relevant information related to MACA ARP Funds in relation to your Organization's day-to-day operations.

***Details about completing your Final Report will be sent with the Grant Award Letter.***

Once you have submitted your Final Report and supporting documentation, you will be notified if they have been approved or further clarification is needed. Once you receive notice of approval, your reimbursement payment will be processed. Payments will occur via physical check and may take 3 - 6 weeks to process. Checks will be mailed to the address you provided in this application.

**NOTE: Full funding of the allocated grant amount is contingent on the documentation you provide. If adequate expenses and documentation cannot be provided, any MACA ARP funds unaccounted for must be returned to MACA.**

## **ASSURANCES**

1. I hereby state that all elements of this application are true.
2. I understand that this application is subject to approval through a panel process and available funding.
3. Our expenses do NOT overlap with any funds provided by an agency other than MACA.

Electronic Signature

Date

### **To Submit Your Application:**

1. Ensure you have completed all portions of this fillable PDF application.
2. Save the completed application: "File" → "Save As" → Save to your desktop.
3. Attach the completed .pdf in an email 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 email to [grants@minotarts.org](mailto:grants@minotarts.org).**