

# Cultural Trust FY24-25 (C&A)

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## *Montana Arts Council*

### *Guidelines*

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#### **About the Montana Arts Council**

The Montana Arts Council is the agency of state government established to develop the creative potential of all Montanans, advance education, spur economic vibrancy, and revitalize communities through involvement in the arts. The Montana Arts Council (MAC) is governed by 15 individuals appointed by the Governor. MAC is funded by state and federal government.

#### **Program Description**

Cultural & Aesthetic Projects seeks to support a robust cultural environment with funding for programs, activities, and acquisitions. The cultural focus of these investments is broad and includes:

- the visual, performing, literary and media arts
- history, archaeology, and folklore
- archives, libraries, and collections
- historic preservation and the renovation of cultural facilities

Cultural & Aesthetic Projects (C&A) places a priority on applications from those serving rural communities, racial and ethnic groups, people with disabilities, institutionalized populations, youth, and the aging. Successful applicants will expand opportunities for all Montanans to create, participate in, and appreciate Montana's wide range of cultural resources.

Funding for C&A is derived from the interest earnings of the Cultural Trust fund created in Montana Annotated Code (MCA) 15-35-108. C&A is established and defined in MCA 22-2-3 and guided by Administrative Rules of Montana (ARM) 10.111.7. The Montana Arts Council administers the program for the Legislature.

The Cultural and Aesthetic Projects Advisory Committee (C&A Committee) consists of 16 members, half appointed by the Montana Arts Council and half by the Montana Historical Society. The C&A Committee will develop recommendations of those applications which meet the evaluation criteria. Taken as a whole, the proposed grantees will assist the entire state and reflect and affirm the diversity of perspective, skills, talents, and contributions of the people of Montana.

Successful applicants will include a variety of interests and disciplines. The funded proposals will expand opportunities and provide enrichment to the population at large.

**Application Deadline is 5:00 pm on Monday, August 1, 2022.****Staff Contacts**

Brian Moody at brian.moody2@mt.gov or 406-444-4700

Kristin Han Burgoyne at kburgoyne@mt.gov or 406-444-6449

**Review Criteria**

- Unique programming or service provided
- Community value
- Feasibility
- Exceptional Service to a priority area

Evidence to support the criteria will come from the narrative responses and submitted supplemental materials. Reviewers will have limited time to review websites, provide direct links and clear instructions to website evidence to be reviewed.

Additional funds may be added to a base award to help support exceptional service. Please be specific and support the narrative with evidence.

**Award Amounts**

C&A grants are derived from interest earnings on the Cultural Trust. Awards will generally be \$2,000-\$10,000 for the two-year grant period. The average award for the current cycle is approximately \$4,000 (\$2,000/year). Applicants may request amounts up to that which they can match and is necessary for the project or activity. Activities and outcomes may be modified and must be approved by MAC when grant awards are lower than request amounts.

**Request Types**

Applicants may apply for funds in only one of the following categories. When selecting a request category, applicants must consider the differences in match requirements and required information. MAC defines an in-kind match as necessary good or services, which, if not donated, would be a cash expense.

- **Special Project:** for specific activities, services or events of limited duration. These requests can include the expansion of ongoing programs to meet defined needs and may generate new sources of revenue. These requests require a 1:1 cash or in-kind match. Applicants will be required to submit a project budget. Applicants in this category are not required to provide two previous fiscal years of financial information. Any costs above and beyond the continuation of the current programming (new or expanded staff, for example) must be in Special Projects. Section 22-2-309 states the operational support category as: *“operational support for cultural institutions*

*that have been in existence for at least two years and whose budgets reflect only the costs of continuing their current program."*

- **Operational Support:** for cultural institutions that have been in existence for at least two years. Funds are to be used for continuing operations. These requests require a 1:1 cash or in-kind match. Applicants must submit financial statements that include profit and loss for the two most recently completed fiscal years.
- **Capital Expenditure:** for additions to a collection or acquisition of works of art, artifacts, or historical documents. These requests can include historic preservation, construction or renovation of cultural facilities, and the purchase of equipment over \$5,000. These requests require a 3:1 cash or in-kind match for each dollar of grant funds. An application that may affect prehistoric or historic properties must document cooperation with the State Historic Preservation Office in evaluating the possible impact and the appropriateness of plans. Requests for facility acquisition, construction, or renovation will need to identify the completion date, include a summary of the total costs, information about sources and amounts of additional funds, and prior fund-raising efforts.
- **Challenge Grant for Endowment Development** is a grant category in the law and was last funded in 1997. MAC does not anticipate fund earnings at a level sufficient for these requests in this cycle.

### **Grant Period**

Grants awarded through this cycle of C&A must be committed between July 1, 2023, and June 30, 2025. C&A is a biennial grant paid over two years, based upon the cash flow needs of the projects and the Cultural Trust fund earnings available. If the grant activities do not occur, or if the grant and matching funds are not spent or accrued during the grant period, the grant award will revert to the Cultural Trust.

### **Eligible Applicants**

All applicants must be one of the following:

- A non-profit organization incorporated in Montana and registered and in good standing with the Montana Secretary of State. Applicants will be required to submit documentation of Internal Revenue Service 501(c)(3) ruling.
- A governing unit, defined as a state, region, county, city, town, or Indian tribe. Applicants will be required to submit a letter on official letterhead, with the date the program seeking support was established and signed by the authorizing official. College and university requests must significantly extend services beyond the campus. Proposed activities cannot meet school accreditation standards, mandated requirements, or supplant other funds for current or ongoing programs operated by schools, colleges, or universities.

- Any person, association, or group may apply using an eligible fiscal agent. Applicant organizations serving as a fiscal agent are limited to one application and become the legal applicant of record. MAC will not serve as a fiscal agent.

### **Requirements**

Applicants must:

- Obtain a SAMS number (prior to June 30, 2023)
- Comply with the Americans with Disabilities Act (ADA). [www.ada.gov](http://www.ada.gov)

### **Review Process**

- If additional information is required, contact will be made via the email address provided. Do not submit information unless requested.
- Applications may be reviewed in subsets based on category, the number of paid staff, facility operation or ownership, budget size.
- The C&A Committee reviews proposals against the review criteria before they are submitted to the Legislature. The Committee's recommendations to the Legislature are advisory only. MAC has no decision-making authority and only provides administrative services for the C&A Committee and the Legislature.
- Applicants will be identified by name, and all information submitted is public information. Applicants will be notified of the review meeting dates, times, and options for participating.
- Applicants must refrain from contacting the review committee, individually or as a group, before or during the review process. Applicants attending the review meeting as observers will not be allowed to discuss their application.
- A summary of comments is available to applicants upon request. Applicants are encouraged to contact MAC staff after the review to receive feedback, regardless of the outcome of the process. Committee discussions and comments provide insights about effective grant writing and how applications are perceived and understood.
- Recommendations will be presented to the Joint Appropriations Subcommittee on Long-Range Planning.

### **Notification**

Applicants will be notified of funding decisions in May 2023.

**Is this your first Cultural Trust grant application submitted?\***

**Choices**

- Yes
- No
- Uncertain

**Applicant Designation\***

**Choices**

- 501 (c) 3 non-profit
- Unit of Government
- University or College
- Individual Using Fiscal Sponsor
- Other

**Has your organization been incorporated for at least two years?\***

Organizations incorporated for less than two years may only apply in the Special Project Category.

**Choices**

- Yes
- No

**Grant Category\***

**Choices**

- Special Project
- Operational Support
- Capital Expenditure

**Start Date (mm/dd/yyyy)\***

Must be on or after July 1, 2023.

*Character Limit: 10*

**End Date (mm/dd/yyyy)\***

Must be on or before June 30, 2025.

*Character Limit: 10*

**Application Title\***

A descriptive title of the application or program. This is the reference title for your application.

*Character Limit: 100*

**One Sentence Description of the Program or Project\***

*Character Limit: 250*

## Mission Statement\*

The mission statement will be provided to the Long-Range Planning Committee. Do not duplicate information between the mission statement and executive summary.

*Character Limit: 1000*

## Executive Summary\*

This short paragraph will be provided to the Long-Range Planning Committee and will be the only written description they receive. Make sure it is clear, to the point, and that it completely describes the application request.

*Character Limit: 2000*

## Number of Volunteers Involved\*

The total number of volunteers participating in the application or program.

*Character Limit: 25*

## Paid Staff\*

Provide the number of paid Full-Time Equivalent (FTE) staff, based on a 40 hour work-week. For example: if three paid staff work part-time, they are equivalent to 1.5 FTE.

*Character Limit: 20*

## Is application being made by or on behalf of an organization which owns a cultural facility?\*

A cultural facility is a building or number of buildings operated significantly for the purpose of presenting public programs and activities in one or more eligible projects.

### Choices

No facility

Operate a facility

Own & Operate a facility

When a cultural facility is involved, disclose the facility owner and operator.

*Character Limit: 1500*

## County or municipality owned facility support

A grant for a facility owned and operated by a county or municipality must receive financial support for the facility from the county or municipality. A grant for a facility owned by a county or municipality but operated by a nonprofit organization is expected to have financial support from the county or municipality, but must have, at a minimum, in-kind support for the facility from the county or municipality. Specific information about the level of local support for the project and the facility must be provided. If in-kind support is being given, specify the goods and services in the space provided. Some examples of municipality or county support include general funds, revenue sharing, other cash, mill levy (include the number of mills), block grants and in-kind.

*Character Limit: 1500*

### State Historic Preservation Office letter of agreement\*

Projects affecting prehistoric or historic properties or on those covered by historic preservation covenants will contact the State Historic Preservation Office (SHPO) to evaluate the possible impact on these properties and appropriateness of plans and provide SHPO with all relevant information about the property & application plans and submit a letter from SHPO outlining how the project can proceed in a way that preserves significant historic or prehistoric properties. The Cultural Trust Committee may determine that a project recommended for funding requires a SHPO letter, which must be received before grant funds can be released.

Have you contacted the State Historic Preservation Office to obtain a letter of agreement?

#### Choices

Yes

No

Not Applicable

### SHPO Letter

SHPO letter upload, if applicable.

*File Size Limit: 2 MB*

## Financial Information

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### What will the grant funds be used for?\*

Provide a brief description of what grant funds will be used for. (For example: "Costs associated with visiting artists" or "General operating support")

*Character Limit: 100*

### Total Grant Amount Requested\*

The total amount requested for the entire two-year grant period. A 1:1 match is required for Special Projects & Operating Support. A 3:1 match is required for Capital Expenditures.

*Character Limit: 20*

### Financial Statements

Acceptable financial statements include an audit report, statement of financial activities, or board-approved year-end statements. Departments that are a sub-set of a larger organization should provide information for that unit. 990's will be accepted from organizations with budgets of more than \$50,000. Please submit only the first 5 pages of lengthy 990's.

Special Projects and Capital Expenditures will upload the most recently completed one year of

financial statements. Operating Support will upload the most recently completed two years of financial statements.

### **Fiscal Year End Date\***

*Character Limit: 10*

### **Most Recently Completed Fiscal Year\***

#### **Choices**

FY21

FY20

Other

### **Most Recently Completed Fiscal Year Upload\***

*File Size Limit: 5 MB*

### **Most Recently Completed FY Total Expenses\***

*Character Limit: 20*

### **Most Recently Completed FY Total Revenues\***

*Character Limit: 20*

### **Prior Completed Fiscal Year**

#### **Choices**

FY20

FY19

Other

### **Prior Completed Fiscal Year Upload**

*File Size Limit: 5 MB*

### **Prior Completed FY Total Expenses**

*Character Limit: 20*

### **Prior Completed FY Total Revenues**

*Character Limit: 20*

### **Financial Explanation**

Explain any features of your financials that would benefit from more information. (IE outside accounts or funds, sale of assets, deficits, profits, rainy day funds, capital or endowment campaigns, operating budget increases of over 10% per year etc.)

*Character Limit: 1500*

### **In-Kind Donations**

Provide a summary of in-kind donations that identifies the donor and the cash value, when available. In-kind donations are necessary goods and services that, if not being donated, would



otherwise be cash expenses. Documentation of in-kind donations is not required but may be included if it strengthens the application.

*Character Limit: 1000*

### Special Projects & Capital Expenditures Detailed Project Budget

Provide a detailed project budget. Capital Expenditures applications must include a summary of the total cost of the capital expenditure from beginning to end; information about sources and amounts of funds already committed and anticipated to be received; and plans for obtaining the balance of funds based on prior fund raising efforts.

*File Size Limit: 3 MB*

### Capital Expenditure Operating Costs

Capital Expenditures Only. Explain future operating costs if the project will significantly impact these costs. (For example: Operating costs for a building addition or energy savings from an upgraded furnace project.)

*Character Limit: 1000*

### Capital Expenditure Overall Completion Date

*Character Limit: 10*

## *Narrative*

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Character count includes spaces and punctuation. Draft responses in a word processing program and paste into the fields below.

Criteria #1: Unique programming or service provided includes the:

- Professionalism and quality of the services that the project/program will involve
- The unique culture served. This might include a description of a specific artform or the particular situation that brought about the need for this project or application.

Criteria #2: Community value includes the:

- Connection of the project/program to the community involved.
- The community is engaged with the project/program and supports the proposal.
- The proposal supports the mission of the organization.

Criteria #3: Feasibility includes:

- A well-thought-out and cohesive application
- Ability to carry out the project/programming based on the appropriateness of the budget/financials, the proposed timeline, the quality and clarity of the activities and goals, the resources and partners involved, and the qualifications of the personnel.

Criteria #4: Exceptional Service to a Priority Area includes:

- Projects or programs that serve the state as a whole or focus on communities or populations with limited access to cultural & aesthetic activities.

### Value of Service\*

1. Describe the programs and services provided and how they fill a cultural need. Special Project requests should focus on the proposed program.

*Character Limit: 3500*

### Audience and Geographic Area\*

2. Define the target audience for the services provided. Who is the community served?

*Character Limit: 3500*

### Proof of Value\*

3. Provide an example of an outcome that demonstrates the value of the service provided.

*Character Limit: 3500*

### Exceptional Service to a Priority Area\*

Taken as a whole, Cultural & Aesthetic grants should encourage the expansion of opportunities for all Montanans to create, participate in, and appreciate a wide range of all cultural and aesthetic activities regardless of age, sex, race, ethnic origin, income, physical and mental ability, or place of residence.

4. Provide an example of how the proposed program or project expands access to cultural and aesthetic activities. Especially important are examples of statewide programs, or opportunities for communities whose access is limited by geography, income, age, or other factors.

*Character Limit: 3000*

### Current Board List\*

Attach a list of the current board members with name, affiliations, city, phone, and email. For units of government, provide oversight committee or advisory council.

*Character Limit: 6000 | File Size Limit: 2 MB*

### Special Projects. Job Description for expanding or adding staff.

Special project application expanding current staff or adding new staff, include a job description. The description should include job title, qualifications, responsibilities and activities.

How will this expansion/addition be funded after the grant period is over?

*Character Limit: 1500 | File Size Limit: 5 MB*

## Support

Explain how the materials uploaded and linked below support the application.

*Character Limit: 3000*

## Optional Supplemental Material Upload

*Character Limit: 1100 | File Size Limit: 6 MB*

## Optional Supplemental Material Upload 2

*Character Limit: 1100 | File Size Limit: 6 MB*

## Optional Letter of Support or Other Supplemental Material

*File Size Limit: 5 MB*

## Optional Letter of Support or Other Supplemental Material

*File Size Limit: 5 MB*

## Optional Letter of Support or Other Supplemental Material

*File Size Limit: 5 MB*

## Link Instructions

Provide clear instructions to website evidence to be reviewed.

Example: Evidence of program serving veterans.

*Character Limit: 500*

## Links to Additional Information

*Character Limit: 2000*

*Character Limit: 2000*

*Character Limit: 2000*

## Assurances\*

Click here to read the assurances.

## Choices

I have read and understand the assurances.

## Review of Application\*

I have reviewed the guidelines and understand that my application will be measured against the criteria by the evaluation committee and recommended to the Long-Range Planning Committee. I understand that it is my responsibility to provide a complete and accurate application. I have reviewed the PDF file of my application and understand that this is how it will appear to the committee.

## Choices

I have reviewed my application