



PUBLIC VALUE PARTNERSHIPS

THE ARTS

Valued by Montanans
Worthy of State Investment

MONTANA ARTS COUNCIL

Montana Arts Council

Statewide Arts Service Organizations (SSO) Public Value Partnerships Guidelines

V6 February 2016

Montana Arts Council Mission Statement

The Montana Arts Council (MAC) 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.

Montana Arts Council Vision Statement

Montana will be known far and wide as "The Land of Creativity," where the arts are essential to the creativity, imagination and entrepreneurship that make Big Sky Country the very best place on earth to live, learn, work and play.

Public Value Partnerships Mission

Public Value Partnerships between Montana non-profit arts organizations and the Montana Arts Council champion the fact that the arts are of benefit to all the citizens of Montana and are worthy of state and federal investment.

Public Value Defined

For the purposes of this partnership application, MAC defines public value as making a positive difference to the individual and collective lives of the citizens of Montana through the arts.

Program Description

MAC is pleased to continue providing operating support grants for Montana non-profit arts organizations with statewide service impact under the grant program entitled **Statewide Arts Service Organizations Public Value Partnerships**.

Application Deadline

5:00 p.m., Monday, May 2, 2016

Funding

Statewide Arts Service Organizations (SSO) Public Value Partnerships provide operating support. Realizing the great benefit the SSOs provide to their members throughout Montana, grants will be made available to organizations that have professional management deemed adequate to administer the funds.

Funds for this program come from the Montana Arts Council, an agency of state government, through funding by the state of Montana and the National Endowment for the Arts.

This SSO application begins a brand-new process. Former funding formulas will NOT be used. All new funding will be based on a competitive process that addresses how effectively each application completely

and compellingly addresses the criteria. Your application needs to “sell” your organization to the council. Do not assume that a record of past funding will assure future funding.

Statewide Arts Service Organizations Definition

- A statewide arts service organization (SSO) is defined as an organization with a statewide membership and statewide board of directors. Its primary function is to provide member organizations and artists with programs and services more efficiently and cost-effectively than if those members had to acquire them individually. Members and clients must include organizations and not just individuals.
- Be a Montana-incorporated, non-profit arts organization with an IRS 501(c)(3) ruling or an organization with a Certificate of Authority for a Foreign (which means non-Montana) Non-Profit Corporation issued by the Montana Secretary of State with an IRS 501(c)(3) ruling.
- Applicants must have been formally organized and continuously operating in Montana for a minimum of five years prior to this program’s application deadline.
- The Montana Arts Council will make all determinations as to which organizations are eligible.

Grant Period and Amounts

The grant period begins July 1, 2016 and runs three years through June 30, 2019, provided the grantee organization continues to meet eligibility requirements. All awards are subject to funding availability.

Grants will be awarded based on a competitive process that addresses the published criteria below. Grants must be matched 1:1 by a combination of cash and in-kind. In-kind, for the purpose of this program, are restricted to donated services or goods provided directly to the SSO or expenses paid for originally in cash by the members of the SSO to carry out the mission of the SSO. For instance, in-kind can include: exhibition fees paid by MAGDA members; artist and presenting costs incurred by members of MPAC.

Review Criteria

1. Meets the published definition of a statewide arts service organization.
2. Offer services to members or clients who provide quality artistic programs appropriate for the people, organizations and communities for whom they are intended.
3. Clearly identified statewide membership with a complete list of members/clients.
4. A professional, up-to-date, informative and functional website that addresses the needs of its members/clients.
5. A professional application.
6. Clearly identified and valuable benefits and services provided to members/clients, articulated specifically and in detail.
7. Evidence of service to members or clients that are not served by other MAC or Cultural & Aesthetics Trust funding.
8. Services provided to members or clients who meet the definition of rural and/or underserved populations. (See definition in Narrative)
9. Appropriate and sufficient governance, management and staffing to support the work of the SSO.

Narrative

1. How are you extending the work and the reach of the Montana Arts Council?
2. Describe your current members or clients of your services. Members or clients are defined as those receiving **direct** benefits or services from your organization, either for a fee or as in-kind (not your members’ or clients’ constituents). Attach a current list of all your members or clients and be sure to include names and cities.
3. Why and how is your SSO of value/benefit to your members/clients? Please provide details.

4. What current services do your members/clients provide to their constituents?
5. What does your current SSO grant directly pay for? Please be specific.
6. How does your organization serve rural and/or underserved Montanans? (Rural is defined as outside of Billings, Kalispell, Great Falls, Butte, Bozeman, Helena and Missoula. MAC considers as “underserved” those individuals living in rural Montana outside of the seven largest towns (about half of all Montanans); members of the 11 Indian tribes living on Montana’s seven reservations (7% of our total population); low-income communities within the seven largest cities; children; and people living with disabilities. Montana’s “underserved” also include those who are part of any other ethnic-based community of people who share a common cultural/regional/occupational heritage.)
7. Is there any major change your organization anticipates upcoming in the next fiscal year that will impact your budget?

Required Attachments

1. Current Board list with term, name, address, phone, email and professional affiliation.
 2. Current fiscal year operating budget.
 3. Most recently completed fiscal year profit and loss statement.
- (No attachments are required regarding artistic excellence. Your website and member/client list will suffice.)

Review Process

Applications will be reviewed (tentatively) May 4th at 1:00 p.m. at the MAC Helena office. Final determinations will be made by the council, who make all final funding decisions, at the June 11th meeting. Applicants will be notified via email of funding by mid-June 2016.

All Montana Arts Council grant review meetings are open to the public. Applicants will be identified by name and all information submitted is public information.

Applicants are requested to refrain from contacting council members, individually or as a group, before or during the meeting process. Applicants may attend the review meeting only as observers.

Panel comments from the grant review are available upon request and applicants are encouraged to contact MAC staff after the review to receive these minutes. Discussions provide insights about effective grant writing and how your application is perceived and understood.

How to Logon to the Online Application

<https://www.grantinterface.com/Common/LogOn.aspx?eqs=y0lvNTomAgVA2A0t7dII-H8njA1NVVBa0>

Hard-copy applications will not be accepted.

Enter your login, which is your email address, in the login field. Enter the Password that you chose when you set up your account. Click the “Log On” button.

On the left side of the screen you will see a green bar with “Apply” in white text. After you click “Apply” to begin, you will see the Application Page. Find the blue link titled SSO FY17-19 Application. Click this to access a blank application form.

If you have forgotten your password, please do not create a new account. Instead, please click on the Forgot your Password link, enter your User ID, and the system will email your password to your email account.

GENERAL INFORMATION YOU SHOULD KNOW ABOUT ONLINE TECHNOLOGY

- Please type your narrative answers in a word processing document and then cut-n-paste into the application form. There have been instances of the web application crashing and taking narrative answers with it. Always keep a word processing document backup.
- Narrative fields have a character count at the bottom. Punctuation and spacing are included in the count.
- Only one document can be uploaded to an upload field. You may need to combine multiple documents into one document (a series of bios, for example) for upload.
- It is recommended you convert word processing documents to pdf files before uploading them to maintain formatting. To convert a file (or multiple files) to a single pdf you have several options. If you have Adobe (or similar) software or a newer version of some word processing programs you may be able to select “print” and then select the “pdf” option in the menu (instead of the printer you usual use). There are also several free software options on the internet. MAC does not recommend any particular software but mycutepdf.com is an example of free software for creating pdf’s. If you are struggling with this technology please contact MAC staff (kburgoyne@mt.gov) as early as possible and we will try to assist you. During the final week before the deadline many applicants are requesting assistance. The earlier you can submit your requests the more likely someone on staff will be able to assist you before the deadline.
- If you want to attach a document that is only available in hard copy you have two options. If you have access to a scanner, you can scan the document, save the file, and upload it to the application form. Or you can use the fax-to-file option in the green side bar on the left side of the application form. This will allow you to create a .pdf file by faxing a document to the number provided in the instructions in the application form. Please note the quality of the image will be fax-quality so this option is not recommended for photographs or high-quality print materials.
- Application packet (blue link in the upper left in the application) will show you how your application will appear to the reviewers. When you click “application packet” a pdf version of your application will be generated. You can save this pdf to your hard-drive, print it or send it as an email attachment. If something you have attached in an upload field does not appear correctly in the print packet format you may want to convert the document to a pdf file and re-upload it to the application.
- Try to follow a naming convention that identifies the applicant and the document. (example: Burgoyne _resume.pdf or Burgoyne_SIGBudget.xls). There is a maximum of 72 characters file name limit and the name should NOT contain spaces or characters other than letters, numbers, underscores and hyphens.

Annual Reporting Requirements

- Future funding is dependent upon the quality, completeness and timely submission of each annual report.
- MAC’s fiscal year is July 1-June 30. This is also the grant period of your Statewide Arts Service Organization Public Value Partnership grant. Annual reporting is due September 1 of each year and is available online.
- Report forms ask for statistical NEA reporting requirement data about audiences, artists participating, and young people reached. MAC also requires information about the organization’s continued eligibility in the grant program, such as maintaining professional staffing and having an active 501(c)(3) status.
- An update on the questions answered in the original narrative, plus any other questions the council may need to have answered at the time.
- Current fiscal year’s operating budget and a P&L for the most recently completed fiscal year.

Annual reports not received by the deadline are delinquent. The only exception to this requirement is for grantees that have submitted a hard-copy or email request for an extension prior to the deadline stating the extenuating circumstances which hinder a timely submission of annual reports, and who have subsequently received a hard-copy or email extension from the council. The same procedures, listed below, will be applied to grantees that are delinquent following the end of an extended deadline. Correspondence from the Montana Arts Council will be electronic. It is the grantee’s responsibility to make sure they can receive such correspondence. An email reminder, read receipt requested, will be sent September 30 to delinquent

grantees reminding them that their reports are delinquent and future funding from the agency may be at risk. On October 30 a letter (return receipt requested) will be sent to the board presidents of delinquent grantees letting them know that annual reports were due on September 1 and have not been received. On November 30 written notification of delinquent grantees will be given to the Montana Arts Council Executive Committee.

If annual reports are not received by the Montana Arts Council by November 30, THE PREVIOUS FISCAL YEAR FUNDING AND THE REMAINDER OF THE GRANT MONIES WILL REVERT and other funding from the agency may be at risk. It is the responsibility of the grantee to have proof of delivery to MAC.

Publicity

The grantee agrees to include the following credit line, **in a minimum of 12-point type**, in all publicity, advertising and printed programs, posters, catalogs and title panels for visual arts exhibits: **“Supported in part by a grant from the Montana Arts Council, an agency of state government, through funding by the state of Montana and the National Endowment for the Arts.”** Logos for the Montana Arts Council and the National Endowment for the Arts must be used and are available on the Montana Arts Council website: www.art.mt.gov . When no printed material is produced, verbal credit must be given.

Contacts and Accessibility

If you have questions about the grant narrative questions asked in this application, please contact Cinda Holt (cholt@mt.gov 406-777-0090).

For questions or concerns about the application process or technical assistance, or to request a large-print or alternate format guidelines or application, contact Kristin Han Burgoyne (kburgoyne@mt.gov 406-444-6449).

General Contact Information: Montana Arts Council , PO Box 202201, 830 N. Warren, First Floor, Helena, MT 59620-2201, 406/444-6430 TTY: 711, mac@mt.gov, www.art.mt.gov