

Cultural & Aesthetic Project Grants

In 1975, the Montana Legislature set aside a percentage of the Coal Tax to restore murals in the Capitol and support other cultural and aesthetic projects. This unique funding source is a Cultural Trust, with grant money allocated every two years. Grant funds are derived from the interest earned on the Cultural Trust.

In 1983, the Legislature established a Cultural and Aesthetic Projects Advisory Committee with 16 members, half appointed by the Montana Arts Council and half by the Montana Historical Society. The committee reviews all grant proposals and makes funding recommendations to the Legislature, which determines who will receive grant funds. The Montana Arts Council administers the program for the Legislature.

Applications must be for cultural and aesthetic projects including, but not limited to, the visual, performing, literary and media arts, history, archaeology, folklore, archives, collections, research, historic preservation and the construction or renovation of cultural facilities. Applications are encouraged for applicants serving rural communities, racial and ethnic groups, people with disabilities, institutionalized populations, youth and the aging.

Existing grantees will be automatically sent an access code for the application site by email. **First-time applicants and applicants not previously funded must contact Kristin Han Burgoyne at the Montana Arts Council (444-6449 or khan@mt.gov) before applying.**

To apply to the FY 2012 – 2013 Cultural and Aesthetic Grants Program:

1. Read all application materials carefully to determine the eligibility of your request.
2. Call the Montana Arts Council if you have not received an access code for the application site. You will not be able to enter the site without it.
3. Identify the appropriate government sponsor to submit the application and make the necessary fiscal and administrative arrangements with officials.
4. Assemble all historical, descriptive, documentary and fiscal information needed to complete your application.
5. Make sure that you accurately estimate application revenue and expenditures. Know where reductions in expenditures can be made. If the grant is funded at a lower level than you requested, you will need to provide a statement documenting how you will alter the activity to reflect the actual amount funded.
6. Prepare the required answers to the application narrative questions.
7. Have the signature page signed by the authorizing official of the government sponsor. Make sure that the official understands the government sponsor obligations and responsibilities listed on the application.
8. Be aware that an application can only be made online. If you need assistance with the online process, please contact the Montana Arts Council before July 15, 2010.
9. **Submit the online application by 5:00 p.m. MST on Friday July 30, 2010.** This deadline is established by law, and there are no exceptions.

The following printable documents contain important information that will assist you in preparing your application:

- Eligibility and Matching, Attachment A
- Evaluation Criteria, Attachment B
- FAQs, Attachment C
- Useful Tools for Working with Media Files, Attachment D
- How to apply for an online grant, Attachment E
- The application form questions, Attachment F
- Cultural Trust Categories, Attachment G

Attachment A Cultural Trust Eligibility & Matching Requirements

Applicants: Any person, association, group, or a governmental agency may submit an application for funding.

All applications must, however, be officially sponsored by a governmental entity. This could be Montana state, county, city, town or Indian tribal governments. Examples of government sponsors are county art or historical museums, public libraries, public educational institutions or school districts, state agencies, city arts commissions, or parks and recreation departments, and tribal cultural or education committees.

Documentation of governmental status is required.

The government sponsor is the official applicant. It may itself seek funds, or it may sponsor the proposals of other persons, organizations, associations or coalitions. It must have accounting and financial services available and must bear ultimate legal and fiscal responsibility for the application, if funded.

NOTE: It is the responsibility of those interested in developing proposals for Cultural and Aesthetic Project grants to negotiate with the government sponsor to make the application. The Montana Arts Council will help identify an appropriate government sponsor upon request.

Non-profit organizations with statewide programs and/or services, or those serving a major region of the state or with a statewide arts and cultural constituency, may ask the Montana Arts Council to serve as their governing unit and fiscal agent. Organizations should not assume the Montana Arts Council will serve this role. This service must be requested and approved in writing before submission of application.

Why do applications require a government sponsor?

When the Cultural Trust was originated in the mid-70s, the Legislature determined that government agencies or governmental departments should provide accounting and financial services to oversee these funds once granted to local organizations throughout Montana. Over the years, these governmental agencies have become more connected with what is happening on the local cultural scene and understand how valuable it is to the community and state.

What are the obligations and responsibilities of the government sponsor?

These are itemized on the signature page of the grant application form. Please see page 14. It states that the government sponsor will provide financial and accounting services and be fiscally and legally responsible for the completion of the application.

Please contact your government sponsor well in advance of the application deadline in order to give them time to review the application and put it on their meeting agenda if required for approval so applications can be submitted on time.

Matching and Other Requirements

Matching Funds

These are funds other than Cultural and Aesthetic Project grants allocated or received by the grantee during the two fiscal years of the grant period and used exclusively for the application receiving Cultural and Aesthetic Project grant funds. Documentation that matching funds will actually be received within the grant period, must be received by June 30, 2012.

Special Projects under \$4,500, Special Projects and Operational Support: Each grant dollar is matched with one dollar in cash or in-kind goods and services.

Capital Expenditures: Each dollar in grants is matched with three dollars in cash or in-kind goods and services.

Attachment B: Cultural Trust Evaluation Criteria

Grant funding to:

- Assist the entire state.
- Provide enrichment to the population at large.
- Encourage opportunities for all Montanans to create, participate in and appreciate the wide range of cultural and aesthetic activities regardless of age, sex, race, ethnic origin, income, physical and mental ability, or place of residence.
- Reflect a variety of interests and disciplines and may be highly variable in scope, serving anywhere from local communities or counties, to multi-county regions or the state. Grant awards may range from single sponsors to those that represent coalitions of organizations.
- Fund grants at a range of funding levels. The lowest acceptable grant request for this program is \$1,000. For examples of funding levels, see the link on the website.

Funding recommendations will be based on these considerations:

Quality and Capacity

- Have needs been identified by the group on which the application activities are based?
- Have grant applicants identified needs and addressed how they plan to meet those needs?
- What is the importance to local community/organization or state – as applicable?
- Does the grantee have the technical, artistic and administrative abilities to accomplish the request, within its resource capability, the budget specified and during the grant period (July 1, 2011-June 30, 2013)?
- Does the overall quality, content and style of presentation of the grant application, in tandem with the support materials, provide the committee confidence that this grantee can attain the goals within the grant period (July 1, 2011-June 30, 2013)?
- Is the application creative, innovative, practical or beneficial?
- Based on the nature of the application, is the applicant making efforts to provide accessibility including publicity and taking into consideration Americans with Disabilities Act criteria?
- If the application will affect prehistoric or historic properties, what is the evaluation by the State Historic Preservation Office?
- Is the relative level of local support demonstrated?

Cultural Impact

- How well does the application contribute to, or improve the cultural development of the service area?
- Does the application address an identified need for the establishment or augmentation of an activity or service?

Cost Factors

- Is there a need for the project, operational or capital support?
- Is the application cost-effective? How will the funds be spent? Is the cost reasonable and realistic?
- Is there a mix of revenue sources for the application? If the application is being made by or on behalf of an organization that owns a cultural facility, what is the extent and type of local governmental support (cash match from local sources and/or donation of in-kind goods and services)?
- What is the project's potential to stimulate other sources of funding or to become self-supporting?
- What is the probability the application will be accomplished within budget and with available resources?

Committee Considerations: Committee recommendations to the Legislature, when taken as a whole, will also address these considerations.

Addendum C: Cultural Trust FAQ's

Q: You ask for financial statements for the most recently completed fiscal year. What if we are on a calendar year basis?

A: If you are on a calendar basis, you should submit your financial statements for that most recently completed calendar year, which would be the year ending December 31, 2009. The same applies if you are on a fiscal year other than the state fiscal year of July 1-June 30.

Q: If we are on a calendar year, can we use that year in determining our budget for the budget forms?

A: Yes, you can develop budgets based on your actuals for your most recently completed calendar year. Presumably as both are 12 month periods, any differences would be negligible.

Q: If we are on a calendar year, can we report our actual calendar year expenditures and revenue on our final report?

A: Unfortunately, that's where it gets dicey. The grant period is from July 1, 2011-June 30, 2013. As stated: All grant activities MUST occur and grant matching funds be spent and/or encumbered during this grant period. If the grant activities and matching funds are not met during the grant period the grant award will revert. There are no exceptions. So although it is a major pain, the law requires you to report grant and matching funds spent and/or encumbered DURING the grant period, as mentioned above.

Q: I'm very confused as to why funding for Operational Support is considered a Special Project when it's for an expansion of ongoing programs or operations.

A: The advisory committee has long adhered to the policy that the definition of Operational Support is current level of operations plus inflation. Anything other than that is a Special Project. So, for example, if you are adding new staff, it will be a Special Project this grant cycle.

Q: What if an organization already has plans to add two staff members and they are applying for operating support? They don't want to apply to fund the two new staff, they'll have those costs covered in other ways. Is this Operational Support or Special Project?

A: This would be Operational Support as long as the application is for current level operations plus inflation. The organization would explain the cause of the increase caused by the two new staff members over that current level at the bottom of the budget detail.

Q: How can I include In-Kind goods and services in our budget?

A: From the application form you can open an optional document that helps you value and detail the donated services or supplies your organization has received. The total can then be used in your application budget form.

Q: How do I know if we need a SHPO letter?

A: If you are applying for funding for a project sited on land covered by historic preservation covenants, or which affects or takes place on prehistoric or historic properties, the State Historic Preservation Office (SHPO) must evaluate its possible impact and appropriateness. Cultural Trust funding will not be granted without a letter of approval from SHPO.

Q: Why do we need letters of support for our application?

A: Letters of support demonstrate to the Cultural & Aesthetic Trust Advisory Committee the real ways your organization benefits its community. Letters from individuals and/or groups give a unique, first-hand perspective on the range, value and impact of an organization. They don't need to be long or fancy – just tell it like it is!

Q: How can we get a hard copy of the application form if an application can only be made online?

A: Click on the links at the top of the application form. To print a blank form: [Print Question](#), and to print your completed application for your records: [Print Packet](#).

Q: Do we have to submit supplemental materials?

A: It is highly recommended that every applicant submit supplemental materials. They are a great way to promote your organization and provide an overall picture of your activities to members of the Cultural & Aesthetic Trust Advisory Committee who may not be familiar with you or your part of the state.

Q: Can we add a track from our orchestra's latest CD and a video clip of the gala concert to our application as supplemental materials?

A: Certainly. You can upload media files to your application in the same way as you upload document or image files. The online application accepts audio files in mp3 and mp4 formats, video in flv, wmv and mov formats.

Q: Help! The application form says my video clip is too big for the application form. What do I do now?

A: If you have media files that are too big or there are additional supplemental materials you want to submit, you can mail them to the Montana Arts Council on a CD or DVD. Only one CD or DVD will be accepted per application and you must supply two copies of it.

Q: Can we send photocopies of newspaper articles about our project as supplemental material?

A: Unfortunately we cannot accept paper copies of materials, but you can use the online application's fax-to-file function (on the left sidebar in the form) to add them to your application. Alternatively, scan them, save them on a disc and mail two copies to: Cultural & Aesthetic Trust Applications, Montana Arts Council, PO Box 202201, Helena MT 59620-2201. Be sure to label the discs with your organization/project name so we know whose they are.

Q: The music and video files we want to send as supporting materials are too big for the application form. How can we cut them down so they will fit?

A: Easy-to-use software can be downloaded from the internet. A list of free and low cost media trimming software for PCs and Macs can be found on the Cultural & Aesthetic Trust Project Grant page at http://www.art.mt.gov/orgs/orgs_ca.asp.

Attachment D Useful Tools for Working with Media Files

These are a few of the free or low-cost software programs that can be downloaded from the internet for editing audio-visual files:

MP3 audio cutters for PCs

Direct Cut - http://download.cnet.com/MP3DirectCut/3000-2169_4-10068315.html

Direct Wave - http://download.cnet.com/Direct-WAV-MP3-Splitter/3000-2169_4-10354816.html?tag=mncol

Slice - <http://www.nch.com.au/splitter/index.html?gclid=CLKRqpKQjKECFRNZbQodbXpuUQ>

WMP Trimmer - <http://www.solveigmm.com/HowTo/how-to-edit-your-video-and-audio-within-windows-mediaplayer>

MP3 audio cutters for Macs

Audio Slicer - <http://audioslicer.sourceforge.net/>

Macsome Audio Splitter - <http://www.versiontracker.com/dyn/moreinfo/macosx/10905283>

WavePad - http://download.cnet.com/WavePad/3000-2170_4-10769412.html

Garage Band (part of iLife audio/visual suite) - http://download.cnet.com/Apple-GarageBand/3000-2170_4-46458.html?tag=mncol

Video trimmers for PCs

Torrent Video Cutter - <http://www.rocketdownload.com/program/torrent-video-cutter-151451.html>

Free Video Cutter - <http://www.freevideocutter.com>

Power Video Cutter - http://download.cnet.com/Power-Video-Cutter/3000-2194_4-10685478.html

Video Splitter - <http://www.solveigmm.com/forum/index.php?topic=2557>

MP3/Video trimmers for Macs

iTool Video Cutter for MAC - http://www.downloadatoz.com/dvd-video_directory/itool-video-cutter-formac/download.html

Attachment E HOW TO APPLY FOR A MONTANA ARTS COUNCIL ONLINE GRANT

Step 1: Go to the Logon Page (find the links on the MAC website (www.art.mt.gov) OR go directly to the grant application site (<https://www.grantinterface.com/montanaarts/Common/LogOn.aspx>)



The screenshot shows the 'Logon Page' on the Montana Arts Council website. At the top, there is a navigation bar with the 'mt.gov' logo and 'MONTANA ARTS' text. Below the navigation bar, the page title is 'Logon Page'. There are two input fields: 'Email Address*' and 'Password*', both with a question mark icon to the right. Below the password field is a link that says 'Forgot your Password?'. At the bottom of the form area, there are two buttons: 'Log On' and 'Create New Account', separated by the word 'or'.

Step 2: If this is your first visit to the site, click the “Create New Account” button. Enter your user information. All items marked with a * are required. Individuals will need to enter their name in the organization field AND the first and last name fields. Please remember the email address and password you use... this will be necessary for future log-ins.

Step 3: Do you already have a log in account? Enter your email address and password.



The screenshot shows the 'Application Status Page' on the Montana Arts Council website. At the top, there is a navigation bar with the 'mt.gov' logo and 'MONTANA ARTS COUNCIL' text. Below the navigation bar, the page title is 'Application Status Page'. There is a sub-header 'Application Status Page' and a sub-text 'View the status of your applications below.'. Below this, there is a box containing 'Contact Information' with the following details: 'MAC TEST', '830 N Warren', 'Helena, MT 59601', and 'mac@mt.gov'. To the right of this box is a blue link that says 'Edit Contact'. Below the box, there is a message: 'You have not submitted any applications. Click [Apply](#) to begin the application process.'

Step 4: Review your Contact Information. Is it correct? If not, click the blue “Edit Contact” link on the right. If it is correct, click the “Apply” link.

Step 5: If you are applying for a program that does not require an access code, the program link will be listed on the screen. Click it.



The screenshot shows the 'Application Page' on the Montana Arts Council website. At the top, there is a navigation bar with the 'mt.gov' logo and 'MONTANA ARTS' text. Below the navigation bar, the page title is 'Application Page'. There is a sub-header 'Application Page' and a sub-text 'Please click the link below to begin the application process.'. Below this, there is a blue link that says 'Strategic Investment Grant'. On the left side of the page, there is a green sidebar with a white input field labeled 'Access Code' and a button labeled 'Enter'.

If you are applying for a program that requires an access code (Cultural Trust Grants) enter the access code in the access code field on the left and click the button marked [enter] and the application link will appear. You have to click the [enter] button and not just hit the enter key on your keyboard. Then click the blue link to access the application. If you do not know the access code, please email Kristin (khan@mt.gov) or call (444-6449).

Start New Application

Application Status

Fax to File

Access Code

Enter

Application Page

Please click the link below to begin the application process.

[MONTANA'S CULTURAL TRUST FY12-13](#)

Deadline: July 30, 2010

[Strategic Investment Grant](#)

Attachment F, The information you will need to fill in for the actual online application. Please note: This must be done online and NOT on this document.

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

Total Grant Amount Requested*The total amount requested for the two-year grant period. This must be the same as the amount in line M40 of your budget form.

Grant Category*If your organization has paid staff of at least one half-time position, apply under special projects or operational support EVEN if you are requesting less than \$4,500. If you are applying for funding for a NEW staff position or program, apply under special projects. You may only apply for ONE of the four categories. (You may ALSO apply for a Challenge Grant for Endowment Development but know that, due to economic circumstances, endowment applications have not been funded since 1997. For more information, please call Kristin Han Burgoyne 444-6449.)

- Special Project
- Special Project Under \$4,500
- Operational Support
- Capital Expenditure

To determine which category you should use for your application, see Attachment G

The grant period is July 1, 2011-June 30, 2013. All grant activities MUST occur and grant and matching funds be spent and/or encumbered during this grant period. If the grant activities do not occur, or if the grant and match funds are not spent or accrued during the grant period, the grant award will revert. There are no exceptions.

Applications must be for cultural and aesthetic projects, including but not limited to the visual, performing, literary and media arts, history, archaeology, folklore, archives, collections, research, historic preservation and the construction or renovation of cultural facilities. Applications are encouraged for applicants serving rural communities, racial and ethnic groups, people with disabilities, institutionalized populations, youth and the aging.

Start Date (mm/dd/yyyy)*Must be on or after July 1, 2011.

End Date (mm/dd/yyyy)*Must be on or before June 30, 2013.

4. Executive Summary*This short paragraph will be given to the legislative committee reviewing your application and will be the only written description they receive. Please make sure it is clear, to the point, and that it completely describes your application request. (1500 characters)

5. Are you a 501 (c) 3 non-profit organization?*

6. Is this your first Cultural Trust grant application submitted?*

7. Last Year Operating Cash Revenue Actual*Use actual cash revenue figures for your last completed fiscal year.

8. Last Year Operating Cash Expenses Actual*Use actual cash expense figures for your last completed fiscal year.

9. Present Year Operating Revenue Budget*Use total actual cash year-to-date and projected budget figures for the remainder of your current fiscal year.

10. Present Year Operating Cash Expenses Budget*Use total actual cash year-to-date and projected budget figures for the remainder of your current fiscal year.

11. Next Year's Operating Cash Revenue Budget*Use projected cash budget figures for your next fiscal year.

12. Next Year's Operating Cash Expenses Budget*Use projected cash budget figures for your next fiscal year.

13. Number of Volunteers Involved*The total number of volunteers participating in the application or program.

14. Number Paid Staff Full-Time*

15. Number Paid Staff Part-Time*

16. Has this project been conducted in years prior to the grant period? Special Projects and Capital Expenditure only.

If yes, Number of Years

17. Will the project continue after the grant program? Special Projects and Capital Expenditure only.

If yes, how will it be funded?

18. Has your organization been incorporated for at least two years? Operational Support only.

19. Overall Completion Date Capital Expenditure only.

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. If not applicable, skip to Number 24.

21. Who owns this cultural facility?Identify who owns the cultural facility.

If Other Owner, Type

Name of cultural facility owner

22. Who operates the facility?

If Other Operator, Type

Name of cultural facility operator

23. For a cultural facility owned and operated by a municipality and/or county to be eligible for a Cultural Trust grant, the facility must receive financial support from that municipality and/or county.

For a cultural facility owned by a municipality and/or county, but operated by a non-profit organization, the facility must have, at a minimum, in-kind support for the facility from that municipality and/or county.

Show the sources and amounts of municipal and/or county support in the drop downs and text boxes below. If there is more than one source of support, please use as many dropdown boxes as needed.

If in-kind support is being given, please specify the goods and services in the space provided. Also, please specify the number of mills appropriated for your cultural facility, if applicable.

Source of Municipal and/or County support

Amount of support from above source

Specific In-Kind Goods and Services

If Mill Levy, Number of Mills

24. Indirect costs*If the applicant, such as a college or university, has an indirect cost policy to defray overhead expenses and includes these costs in the application budget, indicate if they are used as match or are intended to be paid from the Cultural Trust grant. In addition to indirect costs, governing units may charge a fee to administer these grants. If such a fee is charged, please indicate that information here.

Amount:

25. Have you contacted the State Historic Preservation Office to obtain a letter of agreement?*Grantees proposing projects that may affect prehistoric or historic properties must seek an evaluation of the application from the State Historic Preservation Office (SHPO) and include a letter from SHPO with your application. Use the fax-to-file option if your SHPO letter is only available hard-copy. Then attach the file in the upload field (1MB Allowed).

Budget* See below for a sample of the budget form you will fill out, save on your computer and upload. [1 MB allowed]

2012-2013 Montana Cultural Trust Grant Budget

Applicant _____

Round numbers to the nearest dollar.

| | | Proposed FY 2012 | Proposed FY 2013 | Total |
|---|---|---------------------|---------------------|---------------|
| Expenses-- only cash expenses on lines 1-8; in-kind on line 9 | | | | |
| 1. Employee Salary & Fringe Benefits | ? | | | \$0 |
| 2. Contracted Services | ? | | | \$0 |
| 3. Space Rental | ? | | | \$0 |
| 4. Travel | ? | | | \$0 |
| 5. Marketing | ? | | | \$0 |
| 6. Remaining Operating Expenses | ? | | | \$0 |
| 7. Capital Expenditures (only fill out for Capital Expenditures Applications) | ? | | | |
| a. Acquisitions | | | | \$0 |
| b. Site Purchase & Development | | | | \$0 |
| c. Feasibility Studies & Design Fees | | | | \$0 |
| d. Construction Costs (Labor & Materials) | | | | \$0 |
| e. Capital Expenditures - Other | | | | \$0 |
| 8 Total Cash Expenses (total lines 1-7e) | ? | \$0 | \$0 | \$0 |
| 9. Total In-Kind Contributions (must equal line 20) | ? | | | \$0 |
| 10. Total Expenses (Total lines 8 & 9; must equal line 22) | ? | \$0 | \$0 | \$0 |
| Revenue--only cash revenue on lines 11-19; in-kind totaled on line 20 | | | | |
| 11. Earned Income: Sales & Memberships | ? | | | \$0 |
| 12. Contracted Services Revenue | ? | | | \$0 |
| <i>For Lines 13-17: Indicate source and status of funds; i.e. pending, awarded, to be applied for, etc.</i> | | | | |
| 13. Other Revenue--source: | ? | | | \$0 |
| 14. Corporate Support--source: | ? | | | \$0 |
| 15. Foundation Support--source: | ? | | | \$0 |
| 16. Other Private Support--source: | ? | | | \$0 |
| 17. Government Support | | | | |
| a. Federal--source: | ? | | | \$0 |
| b. State/Regional--source: <small>(include your grant request in line 21 below, not here)</small> | ? | | | \$0 |
| c. Local--source: | ? | | | \$0 |
| 18. Applicant Cash | ? | | | \$0 |
| 19. Total Cash Revenue (total lines 11-18) | ? | \$0 | \$0 | \$0 |
| 20. Total In-Kind Contributions (Same as line 9) | ? | \$0 | \$0 | \$0 |
| 21. Grant Amount Requested* | ? | \$0 | \$0 | \$0 ** |
| 22. Total Revenue (Total lines 19, 20 & 21; should equal line 10) | ? | \$0 | \$0 | \$0 |

* For Special Projects & Operational Support applications, each grant dollar requested must be matched by at least one dollar in cash or in-kind contributions. **Is your match sufficient? Yes**

* For Capital expenditure applications, each grant dollar requested must be matched by at least three dollars in cash or in-kind contributions. **Is your match sufficient? Yes**

**This total must be the same as the amount requested on the application

What will this grant be used for?*Please provide a brief description of what grant funds will be used for. (For example: "Costs associated with visiting artists" or "General operating support")

Budget Detail*Budget detail describing each cash and in-kind expense and revenue item for the entire application. Please upload a complete budget detail.[1 MB(s) allowed]

In Kind Goods and Services Please carefully document all in kind goods and services. See the sample form below [1 MB(s) allowed]

IN-KIND CONTRIBUTIONS-DETAIL

Name of Applicant _____

| KIND OF SERVICE | MEANS OF VALUING | | VALUE |
|---|------------------------|--------------------------|--------------------|
| Contributed Services | | | |
| <small>(List by specific title: in parentheses provide number of individuals contributing that service. Use local market rate for paying for these kinds of services)</small> | | | |
| | NUMBER OF HOURS | TIMES HOURLY RATE | TOTAL VALUE |
| Salaries | hours | \$/hour | \$ - |
| Reception Hosts | hours | \$/hour | \$ - |
| Workshop assistants | hours | \$/hour | \$ - |
| Bookkeeper/Treasurer | hours | \$/hour | \$ - |
| Groundskeeping (city) | hours | \$/hour | \$ - |
| Repairs/Construction (city) | hours | \$/hour | \$ - |
| Road Maintenance/Paving (city/county) | hours | \$/hour | \$ - |
| Professional | hours | \$/hour | |
| <small>(Legal, accounting, fundraising, management, data processing, etc. Do not include the value of normal board service)</small> | | | |
| Legal/Accounting | | | \$ - |
| Fundraising volunteers | | | \$ - |
| Auctioneers (fees waived) | | | \$ - |
| Contributed Materials | | | \$ - |
| <small>(Identify clearly - use retail rates, estimated by providers, etc. Do not include the value of objects donated to the collection.)</small> | | | |
| Reception & fundraising food | Caterer estimates | | |
| Supplies | Retail rates | | |
| Computer supplies & instruction | Retail rates | | |
| Equipment, maintenance & sound | Retail rates | | |
| Advertising/printing | hours | \$/hour | \$ - |
| Contributed Rental Allowance | | | |
| <small>Type of Facility or Equipment (list by type - use local market rates for the kind of space used)</small> | | | |
| Building rental | Realtor estimate: | square ft. | \$/sq. ft. \$ - |

Total value non-cash contributions (services, materials, and rental allowances)

This is an optional form to document in-kind services & goods and is available electronically. Categories should be modified to meet your organization's needs.

Financial Statements*Please upload financial statements for the most recently completed fiscal year. Use your regular profit and loss statement or your most current IRS form 990, whichever is available.[4 MB(s) allowed]

Operating Budget for Operational Support and Capital Expenditure For Operating Support: Please upload a budget for your current fiscal year (which should be FY 2010 or 2011--please label which year it is.) If your FY2012 operating budget (the first year's budget for this application) is over 7% higher than your FY 2011 budget (or 14% higher than your FY 2010 budget), please provide an explanation in the text box below. Please be consistent and include or exclude in-kind in both years for this calculation. For Capital Expenditure: Please upload an itemized budget for operating and maintaining the facility for the year after the application is complete. Please describe how you are going to pay for, operate and maintain the facility in the text box below.

[500 characters] and [1 MB allowed]

Narrative Questions

Importance*Why is this grant activity so important? How will reduced funding or zero funding impact the activity? [1000 characters]

Goals*What are the goals of the grant activity? [1000 characters]

Publicity and Accessibility*How is the grant activity publicized and how is it accessible to the public? [1000 characters]

Resources*What technical, artistic, administrative and financial resources does your organization have to carry out the grant activity? [1000 characters]

Cost-effective and achievable*What measures is your organization taking to ensure the grant activities are cost-effective and achievable within the project budget? [500 characters]

Creative, practical & beneficial*How creative, practical or beneficial is your grant activity? [500 characters]

New Funding Sources and/or Other Projects*Will this grant activity stimulate new funding sources and/or other projects? How? [1000 characters]

Audience and Geographic Area*Define your audience and the geographic area you serve. How was the need established? How did you assess and define the demand? [500 characters]

Cultural Development and Partnerships*How does your grant activity contribute to or improve the cultural life or development of your service area? What partnerships have you established in the community? [1000 characters]

Special Projects Only: New or Increased Staff Special Projects Only. If the grant is for new or increased staff, how will it be supported after the grant period? [500 characters]

Special Projects Only: Generate New Revenue Special Projects Only. Does the grant generate new revenue? If the grant generates new revenue, describe the product or service, the need and the projected new revenue. [500 characters]

Bio or Resume* Please attach a brief bio or resume of the person responsible for this application. If position is vacant, include a job description.[1 MB(s) allowed]

Organization History* Please upload an organization history.[1 MB(s) allowed]

Current Board List* Please attach a list of the current board members with name, address, phone, fax and email. If not applicable, please explain. [6000 characters] or [1 MB(s) allowed]

Letter of Support* You are required to submit three letters of support. You may submit up to five letters. Letters of support from the Montana Arts Council for other grant applications will be considered a conflict of interest and should not be included. The most effective letters of support are current (less than two years old) and specific to the project or program (not general support letters).

You may attach up to five letters of support by using the fax-to-file option in the green side bar on the left. This will allow you to create a .pdf file by faxing the letters as a group. [2 MB(s) allowed]

Web Site If applicable, please direct us to a website with drawings, images, audio or video clips that are applicable to your project or program.

Special Projects Only. Job Description for expanding or adding staff. If your special project application expands current staff or adds new staff, please 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? [1500 characters]

Additional Supplemental Materials Please use this to upload additional information that supplements your application including newspaper articles, capital expenditure renderings, working drawings or photographs of the facility to be renovated, improved or constructed or the artifacts or artwork to be acquired. You may use the fax-to-file function to upload any hard copy materials. [3 MB(s) allowed]

Please use this to upload additional information that supplements your application.[2 MB(s) allowed]

If your supplemental materials are audio/video clips that are not available on your website and do not fit in provided upload fields or you have additional supplemental materials to attach to your application that are smaller than 8 mb please contact Kristin (khan@mt.gov) for assistance.

If you have media files that are too big or there are additional supplemental materials you want to submit, you can mail them to the Montana Arts Council on a CD or DVD. ONLY ONE CD or DVD will be accepted per application and you must submit two copies of it.

NO PAPER SUPPLEMENTAL MATERIALS WILL BE ACCEPTED.

Assurances*[Click Here](#) to read the assurances. Check the box below to certify that you have read and understand the assurances.

Application Signature Page*[Click Here](#) to access the application signature page. Please print it and have the appropriate project director and government sponsor complete and sign the application signature page. When the page is complete use the fax-to-file function (in the green column to the left) to attach the application signature page to your application.[1 MB(s) allowed]

Contact Us

The staff will be happy to do a preliminary review of applications upon request to ensure that all the necessary information has been provided and that budget figures are correct. In order to accommodate all applicants, the staff will be able to do this only if materials are submitted no later than July 15, 2010. Applications will be

submitted to the Cultural and Aesthetics Projects Advisory Committee as submitted to Montana Arts Council (MAC) by the applicants. The staff will not be able to contact people for missing materials. MAC and staff have no decision-making authority over any application. The agency only provides administrative services for the advisory committee and the legislature.

SAMPLE

CULTURAL AND AESTHETIC PROJECTS ADVISORY
COMMITTEE

As of February, 2010

Appointed by the Montana Arts Council:

Gus Miller, Butte
Laura McCann, Harlem
Anne Grant, East Glacier
Barbara Griffin, Billings
Ann Morand, Great Falls
Ralph Paulus, Choteau
Surale Phillips, Three Forks
Mark Ratledge, Missoula

Appointed by the Montana Historical Society:

Jon Axline, Helena
Scott Carpenter, Bozeman
Sean Chandler, Harlem
Kathy Doeden, Miles City
Ken Robison, Great Falls
Lon Johnson, West Glacier
Penny Redli, Red Lodge

Serving for Humanities Montana:

Ken Egan, Missoula

For More Information

Montana Arts Council
PO Box 202201
830 N. Warren, First Floor
Helena, MT 59620-2201
406/444-6430
FAX: 406/444-6548
Email: mac@mt.gov
www.art.mt.gov

Grants Consultation:

Kristin Han-Burgoyne—khan@mt.gov
Carleen Layne—clayne@mt.gov
Budgets, Fiscal Reporting and
Payment Information:
Carleen Layne—clayne@mt.gov
ADA or Accessibility Questions:
Kristin Han Burgoyne—khan@mt.gov
Executive Director: Arlynn Fishbaugh

Montana Historical Society
225 N. Roberts
Helena, MT 59620
406/444-2694
FAX: 406/444-2696

Archives & Oral History:

Jodie Foley 444-4787—jofoley@mt.gov
Historic Museums and Collections:
Bill Mercer 444-4753—bmerc@mt.gov
Director: Richard Sims

State Historic Preservation Office

1410 8th Ave
Helena, MT 59620
406/444-7715
FAX: 406/444-6575

Historic Preservation and Archaeology

Historical Architecture Specialist:
Pete Brown 444-7718—pebrown@mt.gov

State Historic Preservation Officer:

Mark Baumler 444-7717—mbaumler@mt.gov

Humanities Montana

311 Brantly Hall
The University of Montana,
Missoula MT 59812-8214
406/243-6022 or toll-free in MT: (800) 624-6001
FAX: 406/243-4836
Executive Director: Ken Egan
ken.egan@humanitiesmontana.org
Associate Director for Programs: Kim Anderson
kim.anderson@humanitiesmontana.org

Montana State Library

1515 East Sixth St.
Helena, MT 59620
406/444-3115
FAX: 406/444-5612
Library Grants: Darlene Staffeldt—
dstaffeldt@mt.gov

Previously Funded Applications

| Grant # | Organization | City | Requested | Awarded |
|---------|--|----------------|-----------|----------|
| | Special Projects < \$4500 | | | |
| 1400 | Lincoln Council for the Arts | Lincoln | \$2,500 | \$1,800 |
| 1401 | Granite Co Museum & Cult Ctr | Philipsburg | \$4,500 | \$2,000 |
| 1402 | Miles City Speakers Bureau | Miles City | \$4,000 | \$4,000 |
| 1403 | Montana Storytelling Roundup | Cut Bank | \$4,500 | \$4,500 |
| 1404 | Sanders Co Hist Soc/USFS Region 1 | Thompson Falls | \$4,500 | \$4,500 |
| 1405 | Signatures from Big Sky | Great Falls | \$4,500 | \$4,500 |
| 1406 | Upper Swan Valley Hist Soc | Condon | \$4,400 | \$3,500 |
| 1407 | Yellowstone Ballet Company | Livingston | \$4,500 | \$4,500 |
| | Special Projects | | | |
| 1408 | Alpine Artisans Inc | Seeley Lake | \$16,400 | \$7,300 |
| 1409 | Big Sky Repertory Theatre | Butte | \$24,368 | \$10,700 |
| 1410 | Butte Citizens Pres & Revitalization | Butte | \$21,000 | \$8,400 |
| 1411 | Butte Silver Bow Public Archives | Butte | \$36,000 | \$14,000 |
| 1412 | Butte Silver Bow Public Library | Butte | \$38,060 | \$10,000 |
| 1413 | Butte Symphony Assoc | Butte | \$5,388 | \$1,000 |
| 1414 | CoMotion Dance | Missoula | \$17,477 | \$6,000 |
| 1415 | Emerson Cultural Center | Bozeman | \$21,270 | \$8,400 |
| 1416 | Fort Peck Fine Arts Cncl | Glasgow | \$40,000 | \$11,000 |
| 1417 | Friends of Museum of the Plains Indian | Great Falls | \$9,000 | \$3,000 |
| 1418 | Glacier Nat'l Park | West Glacier | \$4,923 | \$4,900 |
| 1419 | Glacier Symphony & Chorale | Kalispell | \$23,000 | \$7,500 |
| 1420 | Hamilton Players, Inc | Hamilton | \$24,867 | \$5,000 |
| 1421 | Headwaters Dance Co | Missoula | \$25,000 | \$10,000 |
| 1422 | Helena Symph Orchestra/Chorale | Helena | \$40,000 | \$20,000 |
| 1423 | Hockaday Museum of Art | Kalispell | \$60,000 | \$10,400 |
| 1424 | Humanities Montana | Missoula | \$75,000 | \$13,900 |
| 1425 | International Choral Festival | Missoula | \$6,840 | \$6,200 |
| 1426 | KUFM-TV Montana PBS | Missoula | \$23,976 | \$10,000 |
| 1427 | Livingston Depot Foundation | Livingston | \$24,000 | \$5,000 |
| 1428 | Mai Wah Society/ Museum | Butte | \$22,341 | \$6,000 |
| 1430 | Missoula Art Museum | Missoula | \$27,000 | \$12,000 |
| 1432 | Montana Alliance for Arts Ed | Lewistown | \$8,566 | \$5,000 |
| 1433 | MT Historical Society | Helena | \$45,127 | \$10,400 |
| 1434 | Montana Mandolin Society | Bozeman | \$8,000 | \$2,000 |
| 1435 | Montana Museum of Art & Culture | Missoula | \$25,500 | \$10,700 |

| | | | | |
|------|---|-------------|----------|----------|
| 1436 | Museum of the Rockies | Bozeman | \$30,000 | \$10,000 |
| 1437 | Musikanten Montana | Clancy | \$16,000 | \$2,000 |
| 1438 | North Valley Music School | Whitefish | \$20,000 | \$9,300 |
| 1440 | Russell Museum | Great Falls | \$60,000 | \$13,900 |
| | Operational Support | | | |
| 1444 | Alberta Bair Theater | Billings | \$25,000 | \$11,100 |
| 1445 | Archie Bray Foundation | Helena | \$50,000 | \$10,400 |
| 1446 | Art Mobile of Montana | Bozeman | \$30,000 | \$13,300 |
| 1447 | Beaverhead Co Museum Assoc | Dillon | \$20,000 | \$12,000 |
| 1448 | Big Horn Arts & Crafts Assoc | Hardin | \$20,000 | \$13,500 |
| 1449 | Billings Symphony Society | Billings | \$25,000 | \$15,000 |
| 1450 | Bozeman Symphony Soc | Bozeman | \$20,000 | \$9,000 |
| 1451 | Butte Center for the Perf Arts | Butte | \$30,000 | \$10,000 |
| 1452 | Carbon Co Arts Guild & Depot | Red Lodge | \$28,800 | \$9,600 |
| 1453 | Carbon Co Historical Society | Red Lodge | \$25,000 | \$13,300 |
| 1454 | Copper Village Museum & Arts Cntr | Anaconda | \$28,505 | \$9,500 |
| 1455 | Custer Co Art & Heritage Center | Miles City | \$32,000 | \$15,000 |
| 1456 | District 7 HRDC Growth Thru Art | Billings | \$30,000 | \$13,300 |
| 1457 | Grandstreet Theatre | Helena | \$36,500 | \$9,000 |
| 1458 | Great Falls Symphony | Great Falls | \$20,000 | \$10,000 |
| 1459 | Helena Presents/Myrna Loy Center | Helena | \$32,000 | \$12,000 |
| 1460 | Holter Museum of Art | Helena | \$60,000 | \$15,000 |
| 1461 | Intermountain Opera Assoc | Bozeman | \$20,000 | \$7,500 |
| 1462 | MCT, Inc | Missoula | \$40,000 | \$12,000 |
| 1463 | Mission Valley Friends of the Arts | Polson | \$6,000 | \$2,000 |
| 1464 | Missoula Cultural Council | Missoula | \$8,000 | \$3,000 |
| 1465 | MonDak Heritage Center | Sidney | \$30,940 | \$15,300 |
| 1466 | Montana Ag Center & Museum | Fort Benton | \$24,000 | \$9,000 |
| 1467 | Montana Arts | Bozeman | \$12,000 | \$9,000 |
| 1468 | MT Dance Arts Association | Bozeman | \$13,500 | \$9,000 |
| 1469 | MT Performing Arts Consortium (MPAC) | Bozeman | \$39,000 | \$15,000 |
| 1470 | Montana Preservation Alliance | Helena | \$40,000 | \$12,000 |
| 1471 | Montana Repertory Theatre | Missoula | \$20,000 | \$20,000 |
| 1472 | MT Assn of Symph Orch (MASO) | Bozeman | \$27,400 | \$12,500 |
| 1473 | Museum & Art Gallery Dir's Assn (MAGDA) | Great Falls | \$30,000 | \$12,000 |
| 1474 | Museum Beartooths/Stillwater Hist Soc | Columbus | \$20,000 | \$10,000 |
| 1475 | Museums Assn of Montana (MAM) | Helena | \$20,000 | \$12,500 |
| 1476 | NW MT Hist Soc Museum at Central School | Kalispell | \$36,000 | \$20,000 |
| 1477 | Paris Gibson Sq Museum of Art | Great Falls | \$60,420 | \$13,900 |
| 1478 | Pondera Arts Council | Conrad | \$20,000 | \$5,900 |

| | | | | |
|------|--------------------------------------|----------------|----------|----------|
| 1479 | Pondera History Association | Conrad | \$25,000 | \$8,000 |
| 1480 | Rimrock Opera Company | Billings | \$21,000 | \$5,900 |
| 1481 | Rocky Mountain Ballet Theater | Missoula | \$33,000 | \$7,000 |
| 1482 | Schoolhouse History & Art Center | Colstrip | \$70,912 | \$20,000 |
| 1483 | Shakespeare in the Parks | Bozeman | \$40,000 | \$10,400 |
| 1484 | Southwest MT Arts Council | Dillon | \$30,459 | \$10,000 |
| 1485 | Sunburst Community Foundation | Eureka | \$18,310 | \$8,000 |
| 1486 | Vigilante Theatre Company | Bozeman | \$15,000 | \$6,000 |
| 1487 | VSA Arts of Montana | Missoula | \$13,050 | \$8,000 |
| 1488 | Western Heritage Center | Billings | \$40,000 | \$10,400 |
| 1489 | Whitefish Theatre Company | Whitefish | \$30,000 | \$10,000 |
| 1490 | World Museum of Mining | Butte | \$25,000 | \$11,100 |
| 1491 | Writer's Voice (Billings YMCA) | Billings | \$31,000 | \$13,700 |
| 1492 | Yellowstone Art Museum | Billings | \$90,000 | \$13,900 |
| | Capital Expenditure | | | |
| 1494 | Billings Preservation Soc | Billings | \$54,926 | \$12,000 |
| 1495 | City of Great Falls/Mansfield Center | Great Falls | \$7,500 | \$5,000 |
| 1497 | City of Shelby | Shelby | \$45,000 | \$5,000 |
| 1498 | Clay Arts Guild of Helena | Helena | \$4,500 | \$2,000 |
| 1499 | Mineral Co Mus & Historical Soc | Superior | \$4,500 | \$2,000 |
| 1500 | Old Trail Museum | Choteau | \$4,500 | \$4,000 |
| 1502 | Ravalli Co Museum | Hamilton | \$14,150 | \$5,000 |
| 1503 | Sanders County | Thompson Falls | \$25,000 | \$11,100 |
| 1504 | Cascade Co Hist Society | Great Falls | n/a | \$2,000 |

Attachment G:

CULTURAL TRUST CATEGORIES

You may only apply for ONE of the four categories. (You may apply for one of the four categories and ALSO apply for a Challenge Grant for Endowment Development but know that, due to economic circumstances, endowment applications have not been funded since 1997.)

If your organization has paid staff of at least one half-time position, apply under special projects or operational support EVEN if you are requesting less than \$4,500.

If you are applying for funding for a new staff position or program, apply under special projects even if the staff position is for operational support.

Special Projects Requesting \$4,500 or Less

These requests may be submitted by organizations that are all-volunteer or employ no more than one half-time person and are well suited for small requests. These applications will be reviewed knowing the applicants have less grant writing experience.

Special Projects

These grants are for specific activities, services or events of limited duration, the expansion of ongoing programs, adding staff or increasing staff time, or for organizations to meet defined needs, or generation of new sources of revenue.

Applications that Generate New Sources of Revenue

The Legislature may require that grant funds be repaid from initial earnings of the application and that the Cultural Trust receive a royalty from future revenues.

Applications that Request Support for Arts and Cultural Education Projects

Funds from the Cultural Trust may be requested to support applications that:

- enhance existing arts and cultural programs
- take a new direction or begin a new program
- are innovative
- serve as models
- address multi-cultural aspects of the arts
- seek to form and support long-term partnerships among arts organizations, non-arts organizations, community groups and schools.

Although the legislature encourages applications for arts and cultural education projects, they will NOT support projects created to:

- meet school accreditation standards or other mandated requirements or
- supplant other funds for current or ongoing programs operated by schools, colleges or universities.

Operational Support

These grants are for cultural institutions that have been formally organized for at least two years with an ongoing program and with paid professional staff.

NOTE: Operational support grants are not intended to reduce the applicant's fund-raising efforts or support program expansion. See special projects for staff program expansion.

Applications for operational support may also be considered in special circumstances including:

- The development of emerging cultural institutions — groups in the early stages of growth that otherwise meet the requirements for this category;
- Organizations with no local funding base;
- Organizations serving the entire state or a significant region of the state;

- Well-managed and established organizations confronting emergency situations (unforeseen circumstances that have a major effect on the organization and call for immediate action);
- Organizations recognized as essential to Montana’s cultural life because of excellence of programming and length of service;
- Organizations providing a high ratio of cash match to their grant request.
- Organizations must show need for the grant.

Capital Expenditures

These grants are for additions to a collection or for acquisition of works of art, artifacts or historical documents; historic preservation; purchase of equipment over \$5,000; or the construction or renovation of cultural facilities. Applications must include renderings, working drawings or photographs of the facility to be renovated, improved or constructed or the artifacts or artwork to be acquired. No more than 25% of the total grant funds appropriated by the Legislature may be used for capital expenditure grants.

Historic Preservation Projects

Applicants proposing projects affecting prehistoric or historic properties or on those covered by historic preservation covenants shall:

1. Contact the State Historic Preservation Office (SHPO) to evaluate the possible impact on these properties and appropriateness of plans.
2. Provide SHPO with all relevant information about the property and application plans.
3. Include with the application a letter from SHPO outlining how the project can proceed in a way that preserves significant historic or prehistoric properties. No funds will be released until such a letter is received by the Montana Arts Council.

Moving Historical Buildings: Although understandable and justifiable in some instances, the relocation of many historic buildings contributes significantly to the loss of Montana’s priceless heritage and warrants close scrutiny. Once moved, a building most often loses its historical value; moving buildings is viewed as a last resort in historic preservation.