

Strategic Investment Grants Sample Application

This is a sample of the Strategic Investment Grant Online Application. You must complete the application online to apply. This is for preview purposes only.... The actual application may have some slight variations from this document.

The Montana Arts Council Strategic Investment Grants provide up to \$1,000 in matching funds to professional artists, nonprofit 501(c)(3) arts organizations and Pre K–12 teachers in Montana for:

Training and Network Development: Grants for professional development and networking opportunities that help build art skills, healthy arts careers and businesses.

Market Expansion: Grants to help increase exposure and improve marketing or promotion, opportunities for exhibition or performance and sales.

Public Outreach Arts Activities: Grants for ongoing and one-time arts activities by arts organizations and artists that help firmly anchor the arts in the greater community.

Challenges and Emergencies: Grants to provide assistance for artists or arts organizations experiencing catastrophic-level emergencies that threaten their ability to continue their work, and demand prompt and immediate attention.

Other Projects: Activities and ideas falling outside of these categories, yet worthy of state investment, might be eligible. You must first discuss your proposal with the MAC grants director to determine eligibility. (Kristin 406-444-6449 or khan@mt.gov)

Application Deadlines and Available Funds

- Applications must be received by 5:00 p.m. on the fifteenth (15th) of the month. (Decisions are made the second Tuesday of the following month. Notifications are sent immediately after.)
- Activity start date cannot begin until after the notifications are sent. Projects will not be funded retroactively.
- Grants of up to \$1,000 are available and must be matched 1:1 with other funds or support (cash and/or in-kind).
- Grant monies will be distributed until the funding for the fiscal year is depleted.
- Applicants may receive one Strategic Investment Grant in up to two different categories per fiscal year (July 1 – June 30).
- Applications are reviewed monthly by a panel of MAC council members from across Montana.

Who is Eligible to Apply

Artists whose careers involve making any or all of their living from their art, and/or hold educational credentials in the arts, and/or are recognized as professional artists based on peer/public standards. They may be emerging, mid-career or established artists, working in traditional or contemporary arts.

Pre K – 12 Teachers who want to develop their skills in an art form, or in teaching an art form.

Individual artists and teachers must be:

- U.S. citizens with proof of residency within the state of Montana for at least one year.

One or more of the following:

- pursuing a professional art career as an emerging, mid-career or established artist.
- a professional teaching artist who can show solid and extensive outreach to a larger community.
- a Pre K – 12 teacher who wants to develop skills in an art form or in teaching an art form

Arts Organizations that are 501(c)(3) nonprofit arts organizations incorporated in the state of Montana with a mission to produce and/or promote the arts.

Organization applicants must:

- Be based in Montana and been operating for at least one year.
- Show solid and extensive outreach to a larger community.
- NOT be a recipient of Public Value Partnership funding of \$2,000 or more in the same fiscal year.

Who is Not Eligible to Apply

- History-based, civic or other non-arts organizations. (The artist or arts organization involved in partnering with these organizations may apply themselves provided the proposed activities have the arts as the sole or primary purpose. The artist or arts organization may not submit other applications in the same category on their own behalf if they have submitted an application on behalf of a partner.)
- High school students, degree-seeking college students (graduate or undergraduate) and non-degree seeking students receiving college credit for the proposed activity.
- Student artists as performers.
- Higher education institutions.

- Arts organizations who DO receive Public Value Partnerships funding of \$2,000 or more in the same fiscal year.

Criteria

- The activity is of artistic value for the community being served.
- The activity benefits an artist or arts community, but also extends beyond the individual or organization applying, making it worthy of state funding.
- The application provides clear, complete information on the activity with enough detail for reviewers to comprehend the vision and full scope of the activity.
- The application has a clear and balanced budget, showing both the cost of the activity AND the cash or in-kind match, with all grant funds requested tied to eligible costs.
- The application is complete with all information requested.

What We Don't Fund

- Projects based in the schoolroom. (School projects may apply through MAC's Arts Education programs.)
- Arts activities that feature only student artists.
- Projects or travel that takes place outside of the United States.
- Research.
- Fund-raisers.

The Montana Arts Council (MAC) is an agency of state government that is funded by state and federal tax dollars. Strategic Investment Grants provide public dollars to support activities taking place within the state and the nation that benefit the citizens of the state of Montana.

Which category is this application?*

- Training and Network Development
- Market Expansion
- Public Outreach Activities
- Emergency Funds
- Other Projects

Applicant Type*Please select an option below.

- 501(c)(3) and our letter is on file with the Arts Council
- 501(c)(3) and letter is attached
- Unit of government

Individual or Group of Individuals

501 (c) 3 LetterIf you are an organization, please upload your 501 (c) 3 letter here. You may use the fax-to-file option in the green bar on the left if your documentation letter is only available in hard copy.[1 MB(s) allowed]

Start Date (mm/dd/yyyy)*

End Date (mm/dd/yyyy)*

Executive Summary*Please provide a brief executive summary of the project. 500 characters.

Amount Requested*Please enter the grant amount requested. Remember this amount must be matched dollar for dollar in your budget.

Describe the specific expenses the grant funds will pay for 250 characters

BUDGET FORM for all categories.*[Click Here](#) to view the excel spreadsheet budget form. This form is required for all categories. Fill out the budget. You may edit the budget fields as needed for your specific project. Save the budget form on your computer. Upload the form in the space provided below. Save your application draft to complete the upload. See Appendix A for a sample of the budget form.

Narrative Questions. Please answer the questions below that pertain to your specific grant category.

Training and Network Development Professional artists, teachers, staff and leaders (paid or volunteer) of arts organizations may request up to \$1,000 in 1:1 matching funds for professional development and networking opportunities that help build healthy arts careers and businesses.

Examples of Eligible Activities Engage a consultant or an artist for training purposes or to develop strategic, marketing or other business development plans Attend a seminar, conference, workshop or residency program to develop specific artistic or business skills

A. Hire a consultant, mentor or artist.

1. Who is the consultant, mentor or artist and what are their professional qualifications? 500 characters

2. What do you or your organization hope to gain from engaging this person, and why now? 500 characters

B. Attend a seminar, conference, workshop or residency program.

1. What is the program and what are the professional qualifications of the presenter(s)? 500 characters

2. What do you hope to gain from attending this program, and why now? 500 characters

3. (Arts organizations only) Who is/are the leader(s) in your organization that will represent you 500 characters

Market Expansion Application Artistry must already be in the form of a completed work, product, service or performance. Proposals must help increase exposure and improve marketing, exhibition, performance, sales and/or promotion opportunities to connect the work to more customers. The proposal must provide details that go beyond just the “product” and reflect how you plan to build relationships with your customers to create a deeper relevance and meaning for the artwork among your peers/community/marketplace. Artistry must already be in the form of a completed work, product, service or performance. Proposals must help increase exposure and improve marketing, exhibition, performance, sales and/or promotion opportunities to connect the work to more customers. The proposal must provide details that go beyond just the “product” and reflect how you plan to build relationships with your customers to create a deeper relevance and meaning for the artwork among your peers/community/marketplace.

Examples of Eligible Activities • Preparing artwork for public display or performance • Website, social media or other media development to create relationships with your customers • Producing backstage tours or other guided tours • Producing extensive text for visual arts and traditional arts exhibitions, or other opportunities to connect your customers to your services, products, exhibitions and/or performances • Marketing expenditures such as printing and advertising • Exhibiting at retail or wholesale trade shows or booking conferences

1. What is the artistic product, service, exhibit or performance? 500 characters

2. To whom do you wish to expand your market and where are they located? 500 characters

3. How do you propose to make this expansion? 500 characters

4. Why at this time, specifically, do you think this proposal will work? 500 characters

Public Outreach Arts Activities Application

These grants support ongoing and one-time activities by arts organizations and artists that help firmly anchor the arts in the greater community. These activities must be of artistic

value for the community served, and extend their reach and benefits beyond the applicant arts organization or artist. “Community” can be defined as, but not limited to, geographic, demographic, political, educational, economic, ethnic, or social, where common interests and values are shared.

Examples of Eligible Activities (Activities can be actual or virtual) Performances or exhibitions Workshops or a series of learning opportunities Demonstrations of traditional or contemporary arts Public readings Opportunities for a community to make art

- 1. What is your activity? 500 characters**
- 2. Define the community you plan to serve with this activity. 500 characters**
- 3. How will that community benefit from your activity? 500 characters**
- 4. How will you or your organization benefit from the activity? 500 characters**
- 5. Who is/are the lead(s) in the activity and who is partnering or helping? 500 characters**

Emergency Funds Application These funds are available to professional artists and arts organizations experiencing catastrophic-level emergencies that immediately threaten their ability to work or operate.

Examples of Eligible Activities • Catastrophic natural disasters that directly impact your ability to produce or promote your art such as: floods, fires, earthquakes, storms and other acts of nature that damage or demolish homes, studios, materials and/or businesses
Catastrophic personal events that directly impact your ability to produce or promote your art, such as: severe illness or unexpected physical impairment, theft or vandalism that damages or demolishes homes, studios, materials and/or businesses

- 1. What is your emergency and when did it occur? 500 characters**
- 2. How does the emergency threaten your artwork or impede your ability to produce or promote your activity? 500 characters**
- 3. How specifically will the emergency fund money help you through this crisis? 500 characters**

Other Projects Application Ideas that fall outside of the above stated categories can be considered if they are deemed worthy of state investment and meet the program criteria. This application involves a two-step application process and requires a minimum of two months for the review process. You must first call MAC’s Grants Director, Kristin Han Burgoyne, to determine if your idea might be eligible for funding: (406) 444-6449.

Have you discussed your proposal with MAC’s grants director to determine eligibility? If “no,” call the grants director first: (406) 444-6449.

Yes

No

2. What is your proposal? 500 characters

3. How will you or your organization benefit from this? 500 characters

ALL APPLICANTS: Why is this a worthy investment of state dollars? [Click Here](#) to read about what makes something worthy of state investment. See Attachment B

Worthy of Investment*Please explain why this application is worthy of state investment. **500 characters**

Letters of Support (optional) Please upload documents that support your project here. You may use the fax-to-file option in the green bar on the left to upload multiple documents or documents only available in hard copy.[1 MB(s) allowed]

Organization History Please upload the organization history, if applicable.[1 MB(s) allowed]

Bio or Resume of Applicant Please upload the bio or resume of the applicant if applicable.[2 MB(s) allowed]

Bio or Resume of Consultant, Mentor or Artist If you are planning to use a consultant, mentor or artist, please upload the appropriate bio or resume.[2 MB(s) allowed]

Work Samples Please upload work samples. If your work sample file is large and will not fit in this field, please contact Kristin (khan@mt.gov) for assistance.[5 MB(s) allowed]

Supporting Documentation Upload supporting documentation (invoices, mapquest documentation etc). You may use the fax-to-file option in the green bar on the left.[2 MB(s) allowed]

Payment Process*Payment All funded projects, upon completion, must submit a project evaluation, financial report and/or a final report. • Payments to Organizations are made upon receipt of the signed contract. • Payments to Individuals are made as an expense reimbursement and are issued after MAC receives the final report together with all receipts associated with the grant project. • Normal MAC turnaround for reimbursement checks is approximately 30 days.

I have read and understand the payment information.

Promotional Credit*If you receive a Montana Arts Council grant, both the Montana Arts Council and the National Endowment for the Arts (NEA) must be listed as funding agents in all public announcements, news releases, publications, or information concerning the funded project. Both logos are provided with your contract, or you may download digital versions from our website: www.art.mt.gov.

I will abide by all promotion credit requests including the above.

Grant Review Process All Montana Arts Council grant review meetings are open to the public. Strategic Investment grants are reviewed by the grant panel via teleconference at 10:00am on the second Tuesday of each month. The public may listen to these teleconference meetings at the Montana Arts Council office. Please call the office (406-444-6430) to confirm meeting time and inform us that you plan to attend.

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

I have read and understand the assurances and payment process.

Please type your name in the box below.

Signature Verification*By clicking "I Agree" below and typing my name in the box above, I am authorized to make application on behalf of this individual or organization and the information provided is true and accurate to the best of my knowledge.

I Agree

Strategic Investment Grants In The Arts

Self Calculating Budget Form

(Fill in only the lines that apply to your request.)

Name:

Expenses	Total Amount (Round to the Nearest Dollar)
1 Fees for Artists or Consultants	
Detail:	
Detail:	
Detail:	
2 Travel/Lodging/Meals for Artists or Consultants or Yourself	
Travel (.50 per mile for the first 1000 miles, .47 per mile after that) or commercial transportation	
Detail:	
Detail:	
Detail:	
Lodging (\$12.00 per night for un-receipted lodging, for other rates please go to the following websites-For MT rates http://doa.mt.gov/doatravel/default.mcpx ; For out of state rates http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentType=GSA_BA SIC&contentId=17943)	
Detail:	
Detail:	
Detail:	
Meals (In-State: \$5.00-Breakfast, \$6.00-Lunch, \$12.00-Dinner; Out of State \$7.00-Breakfast, \$11.00-Lunch, \$23.00-Dinner)	
Detail:	
Detail:	
Detail:	
3 Facilities, Equipment	
Detail:	
Detail:	
Detail:	
Detail:	
Detail:	
4 Materials, Supplies, Administration and Promotion	
Detail:	
Detail:	
Detail:	
Detail:	
5 Hospitality (food, beverages, décor, etc)	
Detail:	
Detail:	
Detail:	
6 Other	
Detail:	
Detail:	
Detail:	
Detail:	
Detail:	
Total Expense	
\$ -	

In-Kind (non cash) Support		
Only list donated items and services that are needed for the project and are considered "budget relief" - things that you would have to pay cash for if they were not contributed. (Fill in only the Expense column. Income will self-calculate. Round up to the nearest dollar.)		
These items should also be reflected in your expenses above.		
	Expense	Income
Fees for Artists or Consultants		
Detail:		-
Detail:		-
Detail:		-
Travel and Lodging		
Detail:		-
Detail:		-
Detail:		-
Facilities and Equipment		
Detail:		-
Detail:		-
Detail:		-
Materials, Supplies, Services and Promotion		
Detail:		-
Detail:		-
Detail:		-
Hospitality (food, beverages, décor, etc)		
Detail:		-
Detail:		-
Detail:		-
Administration and Labor		
Detail:		-
Detail:		-
Detail:		-
Total In-Kind Support		-

Income	Total Amount
Admissions or Registrations	
Contributions	
Grants	
Sponsorships	
Montana Arts Council Request (must be 50% or less of the total income)	
Applicant Cash	
In Kind (non cash) Support	-
Other	
Detail:	
Detail:	
Detail:	
Total Income	
	-

Is your Income match sufficient? Yes

This formula will let you know if your Grant request amount is allowable and only works once you enter your request amount on line 84

Project Total (expense and income must be the same figure)	Expense	Income
	\$ -	\$ -

Attachment B: What makes something worthy of state investment?

What makes something worthy of state investment?

The Montana Arts Council determines what is worthy of state investment in part by asking our political leaders to tell us what matters to them when they make decisions about how to spend tax dollars. They tell us that these outcomes are a good return on investment:

Creativity, Montana-Style
Spurring a Western Economy
Entrepreneurial Spirit
Hard-working Partners
Best Little Towns in the West
Community Trailblazers
Lasting Legacies

The Montana Arts Council is the agency of state government charged with promoting the arts to make a positive difference in the individual and collective lives of the citizens of the state. It accomplishes this mission by helping to develop the creative potential of all Montanans, advance education, create economic vibrancy and revitalize communities through the arts.

The arts council allocates its tax dollars on services, grants and programs that result in these outcomes:

1. All Montanans regardless of potential barriers find access to arts education opportunities, contributing to life-long learning and creative expression. Potential barriers include: Geographic, Physical, Emotional, Age, Economic, Intellectual or Cultural.
2. All Montana K-12 students have the opportunity to study a curriculum that enables them to achieve the Montana Board of Public Education's Content Standards for Arts, thereby providing *all the arts for all the students in all the schools*.
3. Provide or help link artists, artisans, arts educators and arts organization staff and boards to professional development and collaboration opportunities that help them to build healthy careers and businesses wherever they happen to live in Montana.
4. Build new markets, exposure and participation opportunities for Montana artists, artisans and arts organizations of all cultures by enhancing marketing outlets and resources, improving exhibition and performance opportunities, promotion and sales venues.
5. Build person-to-person bridges that connect the arts world to the worlds of politics, education, economics and civic engagement; producing a greater knowledge of how the arts benefit the lives of all Montanans and impact communities statewide. This results in a greater understanding of the return on

investment of public dollars for the arts and the need for additional resources for all the arts statewide.

6. Foster an environment where leaders look to the innovation of artists and the arts to enliven, invigorate and enrich their endeavors and their communities.

7. The arts will be positioned as a responsive and meaningful solution to challenges facing Montana and its leaders, and used as an effective framework to build new opportunities in the future.

Attachment C: Payment & Assurances

Payment

All funded projects, upon completion, must submit a project evaluation, financial report and/or a final report.

- Payments to **Organizations** are made upon receipt of the signed contract.
- Payments to **Individuals** are made as an expense reimbursement and are issued after MAC receives the final report **together** with all receipts associated with the grant project.
- Normal MAC turnaround for reimbursement checks is approximately 30 days.

Promotional Credit

If you receive a Montana Arts Council grant, both the **Montana Arts Council** and the **National Endowment for the Arts (NEA)** must be listed as funding agents in all public announcements, news releases, publications, or information concerning the funded project. Both logos are provided with your contract, or you may download digital versions from our website: www.art.mt.gov.

Grant Review Process

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Assurances

Federal regulations require grantees to provide assurances they will comply with the following: Labor Standards under Section 5(l) of the National Foundation on the Arts and the Humanities Act of 1965; Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.); Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.); Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.); Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794); Americans with Disabilities Act of 1990 (42 U.S.C. 12101-12213); Regulations Relating to Debarment and Suspension (45 C.F.R. pt. 1154) Drug-Free Workplace Act of 1988 (41 U.S.C. 701 et seq.); Lobbying with Appropriated Moneys (18 U.S.C. Sec. 1913); Hatch Act and the Intergovernmental Act of 1970 as amended by Title IV of the Civil Service Reform Act; Where applicable, "Buy American Act" (41 U.S.C. 10a-10c); The Native American Graves Protection and Repatriation Act of 1990 (25 U.S.C. 3001 et seq.); National Historic Preservation Act of 1966; National Environmental Policy Act of 1969. A-133 Audit Requirements. For explanations of these assurances, please contact the Montana Arts Council.