

ARPA Organization Grant

Montana Arts Council

Description

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 is governed by 15 individuals appointed by the Governor. It is funded by state and federal government.

Program Description

The Montana Arts Council, with support from the National Endowment for the Arts through the American Rescue Plan (ARP) Act, has developed a process to help secure jobs and keep the doors open at arts organizations in Montana that add value to the state's economy and bolster the creative life of our communities. The National Endowment for the Arts has awarded funds to the Montana Arts Council to support nonprofit arts organizations to help these entities and their employees endure the economic hardships caused by the extended disruption of their operations due to the spread of COVID-19.

The Montana Arts Council's Organization Support grant program will be carried out through one-time grants to eligible arts non-profit organizations. The program is intended to support day-to-day business expenses and/or operating costs incurred during the grant period.

Eligible expenses are limited to any or all of the following:

- Salary support, full or partial, for one or more staff positions
- Fees and stipends for artists &/or contractual personnel to support the services they provide to organizations for specific activities
- Facility costs such as rent and utilities
- Costs associated with health and safety supplies for staff &/or visitors/audiences (e.g., personal protective equipment, cleaning supplies, hand sanitizer, etc)
- Marketing and promotional costs

Ineligible expenses and activities include:

- Home offices and any cost related to a home office
- Retail workers, such as gift shop employees and café workers
- Lobbyists &/or Lobbying
- Fundraising

- Any other activity or expense explicitly or implicitly disallowed by the applicable policies of the State of Montana or the federal government

Application Deadline

All applications must be submitted by 11:59 p.m. MST on Thursday, May 5, 2022. Applications must be submitted online here.

For technical assistance with the application, email brian.moody2@mt.gov or virginia.newman@mt.gov or call 406-444-6430.

Review Criteria

- Artistic Excellence includes the quality of the programming offered by the arts organization and relevance of the programming to a Montana community.
- Artistic Merit includes an arts organization's efforts in advancing equity, reaching underserved communities and the potential to make quality arts or cultural resources more widely available.

Award Amounts

Awards up to \$5,000 will be awarded competitively with priority given to arts organizations with operating budgets between \$30,000 and \$500,000.

Match Requirements

There is NO match requirement for this initiative. MAC funds (including this grant) may not be used as matching funds for any other state or federal award.

Grant Period

The grant supports activities/expenses between June 1 and October 1, 2022. Final reports will be due October 17, 2022.

Eligible Applicants

All applicants must be one of the following:

- Non-profit arts organizations with an IRS 501(c)(3) ruling, incorporated in Montana, and registered and in good standing with the Montana Secretary of State.
- Tribal or university arts program with ongoing outreach programs that significantly extend services beyond the campus.

All applicants must be in good standing with the Montana Arts Council in that all reporting for all other grant programs is up to date. Organizations with incomplete or unsubmitted past-due reporting will not be funded. Reach out to Kristin Han Burgoyne at kburgoyne@mt.gov or 406-444-6449 if you have questions or need assistance with reporting.

Requirements

- Formally organized and continuously operating in Montana for a minimum of one year. Organization compliance will be verified by information on submitted 501(c)(3). Tribal or university arts programs must submit a letter with the date the program seeking support was established, signed by the authorizing official.
- A SAMS number - System for Award Management is the U.S. government system that helps manage the federal awards process. The Montana Arts Council receives funding from the National Endowment for the Arts and therefore requires all grant recipients to have a SAM number. Go to <https://sam.gov> for more information and to apply for a SAM. A SAM number is not required for application but is required before funds can be distributed to your organization.
- Compliance with the Americans with Disabilities Act (ADA). Refer to <https://www.ada.gov> for more information.

Contacts and Accessibility

For questions or concerns about the application process or technical assistance, or to request a large-print or alternate format guidelines, contact Brian Moody at brian.moody2@mt.gov or 406-444-4700 or Ginny Newman at virginia.newman@mt.gov or 406-444-6354.

Project Name*

Character Limit: 100

Eligibility

Active 501(c)3 Status*

Is your 501(c)3 status up to date in Montana?

Choices

Yes

No

501(c)3 Verification*

I have previously submitted my organization's 501(c)3 documentation to the Montana Arts Council

OR

My organization's 501(c)3 is attached.

Choices

Previously submitted

Attached

501(c) Documentation

Please upload your organization's 501(c)3 document here if you have not done so previously.

File Size Limit: 8 MB

Narrative Questions

Mission*

Please describe the mission, vision &/or purpose of your organization.

Character Limit: 2500

Programs and Activities*

This grant seeks to award funds to Montana arts organizations as general operating support. The review criteria require that recipient organizations demonstrate on-going quality programming or program support benefitting the people of Montana.

- Please describe your programming &/or program support.
- Identify the audiences benefitting and how your organization is advancing equity, reaching underserved communities and/or making the arts more widely available.

Character Limit: 2500

Community*

Describe the community you primarily serve.

(Community may describe a geographic area such as a city or county or a subset of the population such as children, older adults, people with disabilities or in institutions.)

Character Limit: 2500

On-going Challenges*

Describe any on-going challenges as a result of the COVID-19 pandemic.

These could include financial issues, lower audience attendance, staffing issues or other challenges.

Character Limit: 2500

Paid Staff*

How many full- or part-time paid staff does your organization employ?

Character Limit: 4

Volunteers*

About how many volunteers does your organization rely on for day-to-day operations and special events?

Character Limit: 5

Budget

Funding to organizations is dependent upon the availability of ARPA funds and the quantity, total request amount and quality of applications.

Request Amount*

Maximum request is \$5,000. Request amount should equal the amount listed in the budget worksheet below.

Character Limit: 20

Budget*

On the attached budget form, list up to \$5,000 in anticipated eligible expenses for the grant period, June 1 - October 1, 2022. Refer to the program description above for eligible and ineligible costs.

Organizations Budget Form

File Size Limit: 8 MB

Financial History

In the fields below please upload:

- Your most recently filed 990 tax return. (Universities & tribal arts programs must upload board approved financial statements limited to the specific program requesting support that provide the same information as an IRS Form 990. Organizations that file a 990-N postcard should upload their most recent Profit & Loss statement.)
- Current year operating budget.

Most Recent 990 Tax Form*

Upload your most recent 990 or equivalent information (per the instructions above) here.

File Size Limit: 8 MB

Year*

What is the year of the document? (On a 990 tax return, this number is located at the top of the form.)

Character Limit: 4

Income*

What is the total income listed on the attached tax return, financial statement or P&L?

Character Limit: 20

Expenses*

What are the total expenses listed on the attached tax return, financial statement or P&L?

Character Limit: 20

Current Year Operating Budget*

Please upload your current year operating budget here.

File Size Limit: 8 MB

Financial Document Explanation

Please use the space below to further explain your financial situation.

Character Limit: 1000

Supplemental Materials

IMPORTANT:

In order to be considered for funding, an application needs to include evidence to support the grant criteria. Support materials include letters of support from the community, audience members, partners or collaborators; program samples such as images, videos or audio samples of the work your organization does; or any other material that will convey to reviewer that your organization is worthy of funding. Support materials are not required, but they are *strongly recommended*.

Supplemental Materials #1

File Size Limit: 8 MB

Supplemental Materials #2

File Size Limit: 8 MB

Supplemental Materials #3

File Size Limit: 8 MB

Link to Website

URL link to website, YouTube videos or other online materials that support your grant application

Character Limit: 2000

Assurances & Signature

Sign up for MAC publications and news

MAC is proud to produce the "State of the Arts", a free quarterly newspaper. To sign up for a paper of electronic submission, and to view archived digital issues, go to State of the Arts (mt.gov)

To receive periodic email updates about the arts in Montana or upcoming funding opportunities through MAC, go to Montana Arts Council (govdelivery.com)

MAC Added to Email Contacts*

The Montana Arts Council sends official communication related to applications via the online grant system. Some email providers will classify these messages as "SPAM". Please add administrator@grantinterface.com to your contact list or safe sender list to ensure you don't miss important emails about your grant's status.

Choices

I have added administrator@grantinterface.com to my email contact or safe sender list.

ADA Compliance Affirmation*

I/We understand that the organization must be in compliance with the Americans with Disabilities Act or we risk losing grant funding.

Choices

I Understand

Promotional Credit*

If you receive funding from this grant, the Montana Arts Council and the National Endowment for the Arts must be listed as a funding agent in all public announcements, news releases, publications, or information concerning the funded activity. Logos are available from our website: <https://art.mt.gov/logos>

Choices

I will abide by all promotion credit requests.

Review Process*

Reviewers will only consider the included application materials in the review process. After the deadline, no changes to application materials will be allowed. In order to maintain the integrity of the review process, contacting reviewers or members of MAC's governing body, before or during the review process is not permitted. Applicants will be disqualified from consideration if attempts to contact reviewers are made.

Choices

I understand that my application will be reviewed as-is.

I understand that I will be disqualified from consideration if I attempt to contact grant reviewers.

Payment Process*

Payments will be disbursed in full upon completion of required forms.

Choices

I understand the payment process and the required steps to trigger payment.

Reporting requirements*

All grantees are required to submit a final report no later than October 17, 2022. Grantees with delinquent final reports will be considered ineligible for future MAC funding.

Choices

I have previewed the Final Report and understand the reporting requirements of this grant.

Signature Verification*

By clicking I agree and typing my name below, I certify that I am authorized to make application on behalf of this organization and the information provided is true and accurate to the best of my knowledge.

Choices

I agree

Please type your name in the box below.*

This will serve as your digital signature.

Character Limit: 250

Date Signed*

Character Limit: 10