# Arts Education Experiences FY27, Round 3

*Montana Arts Council*

## *Guidelines*

### 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 supports robust arts learning for all ages and abilities in communities across Montana. If you have applied for Arts Education Experience grants in the past, please note additional Grantee Responsibilities under this guidelines section. Please contact the Montana Arts Council with questions.

### Arts Education Experiences Grant Program

Experiences grants are designed to inspire and engage learners as audience members, viewers, and creators. The goal is to provide arts engagement experiences in places that otherwise would not have them. Grant awards are between $250 and $2,500. No match is required, but the grant is reimbursement-based, meaning the recipient must first pay for approved project costs using their own resources.

Funds can support:

- Fees for guest artists for a virtual or in-person session that may or may not include hands-on learning; OR
- Purchase of tools, supplies and small equipment to support experimentation with new arts media and methods; OR
- Transportation to support first-hand experiences with art or artists; OR
- A combination of any of the above.

FY27 Grant Cycles and Deadlines:

| Project Timeframe | Grant Deadline | Notification Date |
|---|---|---|
| Projects between July 1 and November 30, 2026 | April 16, 2026 at 11:59 PM | May 29, 2026 |
| Projects between November 1, 2026 and March 31, 2027 | August 13, 2026 at 11:59 PM | September 25, 2026 |
| Projects between February 1 and June 30, 2027 | December 10, 2026 at 11:59 PM | January 29, 2027 |

Review Criteria
Applications will be reviewed and scored against the following criteria:
• The proposal demonstrates artistic and educational merit
• Project plans indicate a high degree of arts engagement for learners
• Project provides equitable access to project activities
• Project management and budget appear sound

Grant awards may be prioritized to equalize arts learning opportunities across geographic areas, arts disciplines, and core learning groups.
Repeat projects must demonstrate a significant change in the project focus, art form, or audience to be considered for funding.

Review Process
Grant applications are first reviewed by staff and then are forwarded to the council's Arts Education Committee for review and final evaluation in a public meeting.

Applicants must refrain from contacting panel or council members, individually or as a group, before or during the review process. Applicants may attend the panel meeting as observers but will not be allowed to discuss their applications.

Applicants may request a summary of reviewers' comments from staff after the grant review is complete. These comments can provide useful insight for future grant requests or for the current project.

The process is competitive; there may not be funding available to award grants to all eligible requests. **Your application is not a guarantee of a grant award.**

What projects are eligible?
All applicants must be one of the following:

- Nonprofit organization with an IRS 501(c)(3) ruling, incorporated in Montana and registered and in good standing with the Montana Secretary of State.
- K-12 Public School
- Tribal College or university arts program with ongoing outreach programs that significantly extend services beyond the campus. Tribal or university arts programs must submit a letter with the date the program was established, signed by the authorizing official.
- Local chapter of a national tax-exempt organization registered and operating within the state of Montana as verified by MAC staff.
- Unit of government
- Public education institution

Important:

- Organizations must be formally and continuously operating in Montana for a minimum of one year prior to the project start date.
- Those organizations currently operating under a fiscal sponsorship or other structure need to contact MAC staff to determine eligibility.

Restrictions

- Experiences grants may not be awarded to individuals.
- Projects may not be funded retroactively, must not begin until July 1, 2026 or later, and must fall into the specified timeframe of the grant unless otherwise approved by MAC staff.
- Organizations may receive only one Arts Education Experiences award and one Arts Education Residencies award inside of the same fiscal year (July1-June 30).

Grantee Responsibilities

- All current and prior MAC reporting must be in compliance.
- Grantees must obtain a SAM UEI# prior to receipt of funding. Applicants should obtain this number from https://sam.gov using the "Get the Unique Entity ID" button. There is never a charge to receive a SAM number though it can take several weeks.
- The grant is a reimbursement-based award. Prior to release of funds, the grantee must submit receipts and other proof of expenditures as requested by the Montana Arts Council.
- Due to the potential for federal audit, grantees must have the ability to maintain and produce all records relevant to the grant (including receipts, bank statements, and other proof of activity as requested by the Montana Arts Council) for a minimum of four years following the completion of the activity.
- Grantees must appropriately credit the Montana Arts Council in all publicity for the supported project as specified in the grant contract.
- Any changes to the funded project must be submitted in writing to the Montana Arts Council and approved by MAC staff.
- Grantees must pay the total amount due to any contracted guest or teaching artist(s), based on mutually agreed-upon terms, no later than the final day of the project.
- Share news of your awarded project with your local legislators to help demonstrate the impact of the grant program, along with invitations to public events as applicable.

Grant Reporting

A final report, assigned within the online grants management system, is due 30 days after the project's completion. Grant funds will be released **only** upon receipt of complete final report.

This report must include:
• A finalized project budget with accompanying explanation of budget changes;
• A narrative summary of your grant project activities and outcomes, together with assessments and/or evaluation of the project, including formal or informal survey results;
• Photographs of the project in action, project work samples, audio or video file of a guest artist working with participants, digital media, newspaper articles or social media posts about the project;
• Copies of any communications shared with legislators

Where do I start?
When you are ready to apply, please contact Monica Grable, Arts Education Director, at (406) 444-6522 or Monica.Grable@mt.gov. This is especially recommended for new applicants.

To obtain an alternate format of the guidelines or application, or for other ADA accommodation needs, please contact John Harrington, Accessibility Coordinator, at john.harringtonmailto:kburgoyne@mt.gov@mt.gov or 406-444-6449.

## *Project Information*

### Project Name*
*Character Limit: 100*

### Project Description*
Please provide a brief one-sentence description of your grant project which will be used publicly to announce your grant if awarded.

*Character Limit: 250*

### Project Start Date*
*Character Limit: 10*

### Project End Date*
*Character Limit: 10*

### Which of the following describes the primary focus of your grant request?*
Choices

First-hand experience with art or artists
Tools, supplies or equipment
Transportation

### Primary age group(s) and the approximate number of participants to be served:*
*Character Limit: 250*

## Is the applicant organization itself serving as the arts learning provider?*

### Choices

Yes
No

## Project Lead Contact Name*

*Character Limit: 50*

## Project Lead Email Address*

*Character Limit: 100*

## Name of Artist or Teaching Artist*

Who is leading the arts learning experience?

*Character Limit: 250*

## Artist or Teaching Artist Primary Discipline*

From the drop-down menu, choose the primary artistic discipline of the organization or artist providing the arts learning experience.

### Choices

Arts Integration
Dance
Film
Folk/Traditional
Literary Arts
Media Arts
Multidisciplinary
Music
Performance Art
Theatre
Visual Art
Other Arts
Non-Arts

## Artist/Teaching Artist Email Address*

*Character Limit: 250*

## Artist/Teaching Artist Web Link (Artist or Organization)

Provide a URL to the organization's and/or artist's website or primary public interface. If none, leave blank.

*Character Limit: 2000*

## 2nd Artist/Teaching Artist Web Link (Artist or Organization)

Provide a second URL to the arts learning provider's website or primary public interface as needed.

*Character Limit: 2000*

# *Narrative*

## Core Learners*

Describe the core group(s) of learners participating in the project.
Who are the learners who will gain experience through the project and what is the age range and/or ability level of those involved? Why was this particular group chosen?

*Character Limit: 1000*

## Arts Learning Objectives*

Define up to 3 succinct arts learning objectives each beginning with the phrase 'learners will...'. What arts-related knowledge, skills or experience do you hope the learners will have gained from the project activities?

*Character Limit: 1000*

## Project Overview*

Please describe the project in detail. What art discipline, media or methods will the learners explore? If applicable, how will students engage with art or artists? How is the project structured and who is involved? What need is being addressed through this project?

*Character Limit: 5000*

## Planning Process*

Provide details on the steps taken, to date, in planning for the proposed activities. If partnering with other educators, artists, organizations or administrators, please identify their role(s) in planning.

*Character Limit: 2500*

## Access to Project Activities*

Please share the steps taken to ensure equitable access to the project activities by the designated arts learners.

*Character Limit: 2500*

## Project Activity Location*

Please list the primary site(s) where the learning will take place, together with the county name.

*Character Limit: 1000*

## Assessment of Learners*

How will you assess participant learning and understanding during the project? Simple tools or activities may be used to assess that learners have met the objectives, such as recorded "interview" questions or index card takeaway responses.

*Character Limit: 1500*

## Assessment Upload

If using a formal assessment tool(s), such as a survey, please upload that sample below.

*File Size Limit: 2 MB*

## Project Schedule*

Briefly describe the timeline of the project activities.
If the project involves multiple sessions, core groups of learners, or more than one teaching artist, upload a detailed schedule or timetable below. If the project involves tools, supplies or equipment, share your timeline for purchase and use. Highly detailed schedules or charts may be uploaded below and indicated here.

*Character Limit: 1500*

## Schedule Upload

Use this upload space as needed for complex schedules or charts. Please upload as a Word doc or PDF.

*File Size Limit: 4 MB*

For the following items, please provide narrative answers, and uploads where needed, ONLY if they apply to your project. **(Not all questions need to be answered.)**

## Montana Arts Standards and Indian Education for All

Please list any specific Montana Standards for Arts the proposed project will meet and connect the standard(s) to the activities of the project. If your project involves the study of Native American artwork or culture, share in one or two sentences how the proposed project meets Essential Understandings Regarding Montana Indians and with whom you are consulting on your project.

*Character Limit: 5000*

## Curriculum Integration

If your project takes place with K-12 learners, will the project activities involve integration with other subject areas? If yes, please briefly describe.

*Character Limit: 2500*

## Arts Learning Provider (Artist or Organization) Selection

If activities involve first-hand experience with an artist or arts organization, please provide details on how you selected them and why they are the best fit for the planned activities.

*Character Limit: 2500*

## Artist Resume, Brochure or Promotional Piece

Provide documentation for each arts learning provider (artist or organization) involved in the project activities. Only one upload is allowed, therefore multiple items must be combined into a single PDF. Please contact MAC staff for assistance in combining files if needed.

*File Size Limit: 8 MB*

## Site Information for Transportation Requests

If you are primarily requesting support for transportation-related needs, provide information about the destination(s) chosen and how the experience of visiting the site(s) will lead to arts learning. Related information may be additionally shared as a work sample upload, below.

*Character Limit: 2500*

## Information on purchase of tools, supplies and small equipment

Please share details of the purchases being planned.

*Character Limit: 2500*

## Project Work Samples

Provide any relevant documentation (image gallery, lesson plans, destination brochure, production information, other) here. Only one upload is allowed, therefore multiple items must be combined into a single pdf. Please contact MAC staff for clarification or assistance in combining files if needed.

*File Size Limit: 8 MB*

## Additional Support Materials

Upload additional items, if any, that would help inform your request; use the space provided to identify the uploaded item(s).

*Character Limit: 500 | File Size Limit: 8 MB*

# *Financial Information*

## Request Amount (between $250 and $2500)*

*Character Limit: 20*

## Project Expenses

Use the table below to enter your expenses for this project. Expenses must match or exceed the amount of the request.
Please contact Monica Grable (Monica.Grable@mt.gov) with any questions.

| | Cost Category | Enter a Description of the Expense Item | Amount |
|---|---|---|---|
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| **Total Expenses (must be equal or greater than MAC grant)** | | | |

## Expense Details

Please use the space below to further clarify the amounts entered above or to add additional information you wish to share with the review committee.

*Character Limit: 1000*

## Project Funding Sources

Use the table below to indicate where ALL funding for the project will come from. On the first row, enter the funds requested from MAC for this project. Anticipated funds, such as other grant applications submitted but not yet awarded, should be included here. The total of all funds should equal the total expenses for the project as entered above. Please contact Monica Grable (Monica.Grable@mt.gov) with any questions.

Frequently Asked Questions

What is "applicant cash"?

> Applicant cash is the portion of the project budget, if any, the organization intends to pay out of their own funds.

Other Funding. What does this mean?

> These are other sources of funding. This might include other grants, cash donations, or expected sales, registrations or admissions you anticipate collecting.

| | **Funding Source** | **Amount** |
|---|---|---|
| **Montana Arts Council Grant Requested Amount** | | |
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## Funding Details

Please use the space below to further clarify the amounts entered above or to add additional information you wish to share with the review committee. Include explanations of any donated cash, goods or services that contribute to the outcome of this project.

*Character Limit: 1000*

# *Assurances and Signatures*

## Assurances Statement*

Click here to read the assurances. Check the box below to certify that you have read and understand the assurances.

### Choices

I have read and understand the assurances.

## Guidelines Acknowledgement*

The guidelines available at the top of this application form include information on eligibility, evaluation criteria, important project dates and more. Please indicate below that you have read and understand the guidelines.

### Choices

I have read and understand the guidelines

## Terms of Payment*

Grant funds are paid upon return of the grant award contract. It is the grantee's responsibility to pay the total amount due to any contracted guest or teaching artist(s), based on mutually agreed upon terms, no later than the final day of the project.

### Choices

I understand that the teaching artist(s) must be paid no later than the conclusion of the activity.

## State and Federal Compliance*

Organizations awarded grant dollars from the Montana Arts Council must keep all project receipts, budget statements, paperwork and relevant documentation for a period of four years past the project's completion and made available for audit upon request.

### Choices

I attest that all project documentation subject to audit will be retained for four years.

## Application Signature Page*

Click here to access the application signature page and complete signatures according to the policies and procedures of your organization. The signature page must be signed by someone who is authorized to commit funds for the school/organization. This person is almost always a principal or superintendent for a school, an executive director or the president of the board for an organization. The signature of the teaching artist, or representative of artist organization or guest artist/company as they apply, signifies commitment to the project.

Please print the signature page, have the appropriate authorizing officials complete and sign, then upload using the button below.

*File Size Limit: 2 MB*

## Review of Application*

Click on the print application link in the top right of this form and review a pdf file of the application; check that all items required appear in the pdf file. Using the button below please indicate your understanding that this is how it will appear to the review committee and acknowledge that the way the application appears is the applicant's responsibility.

### Choices

I have reviewed my application.

## Grant Contact*

I have added administrator@grantinterface.com to my contact list. (If our grant-related emails go to your spam folder you risk being out of compliance and endangering your grant award.)

### Choices

Yes

## Please type your name in the box below.*

*Character Limit: 50*

## Date*

*Character Limit: 10*

## 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.

## Choices

I agree