MONTANA
ARTS COUNCIL
an agency of state government

Grant Applicant Handbook

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 the state and federal government.

Overview of Grants and Awards

Grants – Below is a list of current ongoing grant programs administered by the Montana Arts Council. Artists and organizations with arts programming are encouraged to visit [art.mt.com](art.mt.com) for more information, including guidelines, on available grants.

- **AISC-Artists in Schools & Communities:** provides funds to support a wide range of arts learning experiences & artist residencies as well as other special projects that support arts learning in school and community settings.

- **C&A-Cultural & Aesthetic Projects:** Funded by the Cultural Trust from interest earnings on the coal tax surcharge, these grants seek to support a robust cultural environment with funding for activities, programs, and acquisitions.

- **PVP-Public Value Partnership:** provides operating support for the artistic and educational mission of Montana arts organizations.

- **SIG-Strategic Investment Grants:** provide funds up to $1000 to professional artists, nonprofit organizations with arts programming, and K-12 teachers in Montana.

- **SSO-Statewide Service Organization:** provide operating support to organizations with statewide membership and statewide board of directors.

Awards – The list below includes awards given in recognition of exemplary work. Awards are highly competitive. Not all awards have a financial aspect. Some are honorary only.

- **Governor's Arts Award** – Awarded in even numbered years, Montana honors those individuals & institutions who have contributed a substantial legacy to the arts in Big Sky Country. Awarded in the Governor's name, these awards represent the highest honor Montana bestows on those working in the visual, performing, and literary arts.

- **Artist Innovation Award** – Artist Innovation Awards acknowledge Montana artists who have demonstrated dedication to their creative pursuits and discovery in their artwork. AIA supports the risk taking necessary to expand an artist's vision and practice.

- **Poet Laureate** – Advancing & supporting the poetic arts involves reaching out to and beyond the art and literary communities in Montana to promote the appreciation of poetry as an ancient and ongoing form of expression.

- **Percent for Art** - The 48th Montana State Legislature established the Percent for Art program in 1983, "in recognition of its responsibility to create a more humane environment of distinction, enjoyment, and pride for all its citizens and in recognition that public art is a resource that

stimulates the vitality and economy of the state's communities and provides opportunity for artists and other skilled workers to practice their crafts, declares that a portion of the funds for the construction or renovation of appropriate state buildings be allocated for the acquisition of works of art for such buildings."

- **Montana Circle of American Masters in Folk & Traditional Arts** – Recognized as exemplary practitioners of visual traditional art forms, their work reflects the highest quality of craftmanship, design and authenticity.

General Application Dos and Don'ts

Do:

- *Remember there are other people or organizations applying for the same grant or award*. There is a limited pool of money for funding. The application process is competitive. Make sure your application clearly demonstrates why you are deserving of funding.

- *Contact the program manager listed in the grant information for help with any aspects of the application process you are unsure about*. Contact information is included in application information for all grants and awards.

- *Ask the program manager to review your application before submitting*. Program managers want to help you write the best application possible to give you the best chance at funding. Their feedback is invaluable. Make your request at least 2 weeks before the due date.

- *Write the grant as though the review committee has never heard of you or your organization*. Be detailed in your mission, purpose, plan, goals, outcomes, budget, etc.

- *Include letters of support &/or production reviews as appropriate or applicable*. Show the reviewers that your community supports your organization and/or project.

- *Include a detailed budget showing how well-planned, cost-effective, and achievable is your project*. Remember to include matching fund amounts, as applicable. Round all your amounts to the nearest whole dollar (Instead of $1.86, say $2.00 or rather than $4.18 use $4.00)

- *Write the proposal with life and passion*. Convey to the review committee the excitement of the project.

- *Review and revise before submitting*. Be clear & concise.

Don't:

- *Copy & paste information from a prior grant application without editing for context and clarity*. The reviewers will notice.

- *Assume the review committee knows about you or your organization's mission and purpose*. Write the grant as though you represent a brand-new organization, even if the organization has applied for the same or other MAC grants in previous years.

- *Wait until the last minute to begin writing your application*. Time is your friend. You need time to gather information, frame your ideas and reread what you wrote.

- *Use out-of-date data*. Make sure your budget, statistics and other information are current.

- *Ask for a lower amount of money thinking it will make you more likely to be funded.* Request grant amounts in whole dollars to the nearest 100 ($500, $2,500, $5,000, etc) Asking for the maximum award (assuming your budget supports the request) will not make you more or less likely to be funded. In the same way, asking for less than the maximum award will not make you more likely to be funded. There is no need to play games with your funding request. Ask for what you need.

- *Submit an application that you have not proofread*. Spell-check does not constitute proofreading. Check yourself for grammatical errors, vague ideas, inconsistencies, and redundancy. Have a colleague read through the application for you.

Eligibility

The general eligibility requirements for funding are below. Specific grant or award programs may have additional eligibility requirements.

For Individuals:

- Must be a Montana resident for a minimum of one year
- Must not be a degree seeking student and the project proposal cannot be for a project which will receive any type of educational course credit
- Must be at least 18 years old
- Must be a legal U.S. resident

For Organizations:

- Must be a non-profit entity incorporated in the State of Montana, registered and in good standing with the Secretary of State OR
- A governing unit such as state, region, county, city, town, or Indian tribe OR
- A non-profit college or university (including tribal colleges) where the project request extends significantly beyond the campus
- Must have been in operation at least 1 year. (Some grants have a longer term requirement.)
- Must hold a SAM 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. Visit https://sam.gov for more information and to acquire a SAM number. A SAM number is not required for application but is required before funds can be distributed to your organization.
- Must comply with the Americans with Disabilities Act. Refer to https://www.ada.gov for more information.
- Must be in good standing with the Montana Arts Council. Organizations with incomplete or delinquent final reports cannot be funded until all past-due reporting is completed.

Steps in the Application/Review Process

- <u>Writing your grant application</u> – Grant applications are accessed through our grant management system <u>here</u>. Remember to allocate plenty of time to write the application, have a colleague read through it, and proofread it for spelling and grammatical errors, vague ideas, inconsistencies, and redundancies. Consider having the grant manager look over your application before submitting.
- <u>MAC Staff review</u> - Once the deadline for submissions has passed, MAC staff will check applications for eligibility and completeness.
- <u>Panel review</u> - A panel is convened to review application materials from all eligible applicants.
- <u>Panel discussion</u> - The panel meets to discuss the applications and make funding recommendations. Panel discussions are public meetings. Information regarding review panel meetings can be found at <u>art.mt.gov</u> or contact the grant manager for a link to the zoom meeting.
- <u>Panel comments</u> - Following the meeting, MAC staff will compile panel comments. Comments are valuable feedback for those receiving funding and those applicants who are not funded. Panel comments are available upon request from the grant manager.
- <u>Notifications</u> - For most grants, notification of funding occurs once the review panel has concluded their work. For Cultural Trust (C&A) awards, funding is finalized by ratification of the legislature, with notification following.
- <u>Next steps</u> - Awardees will receive a grant contract outlining the conditions of funding, a W-9 and EFT (electronic funds transfer) form. For up front funding awards, payments are made when the completed documents are returned. For awards requiring reporting for funding, grantees will be notified when reports are due. All reporting is done in the same grant management system where applications were submitted.

Reporting Requirements

The Montana Arts Council is required to submit annual reporting to the National Endowment for the Arts for all grants awarded in a fiscal year. The reports include financial and statistical information from every individual and organization receiving funding. We collect this information in the reports grantees submit to us.

If you are awarded a grant from the Montana Arts Council, you will be required to complete and submit annual reports &/or a final report. Multi-year grants require annual reporting that includes some or all of the information below. Those grant programs have details on when annual reports are due. Annual reports must be completed for annual grant payments to be disbursed.

Generally, final reports are due 30 days after the completion of a grant period or funded project, although there are exceptions to this. Your specific grant program has the details on when reporting is due. Plan on at least a couple of hours to complete a final report. Understand

that failure to file a final report on time can delay grant payments and/or impact future funding by the Montana Arts Council. Final reports include some or all of the following elements:

- Narrative responses regarding the process and/or results of the project, and the impact of the project/event/funding on the artist/organization/community.
- Project documentation including photos of the process, participants, finished product or other relevant information. Documentation can also include links to videos of performances and/or letters or responses from audience members.
- Financial information and documentation which may include a completed budget sheet, most recently filed 990 tax return, receipts for expenses, pay stubs or other relevant financial information.
- Statistical information which must be collected by the Montana Arts Council for annual reporting to the National Endowment for the Arts (NEA).
- Award Acknowledgement – some grant programs require the recipient to submit letters of acknowledgement to lawmakers in appreciation of their support of the Montana Arts Council. A copy of the letters sent must be uploaded to the final report for grants with this requirement.
- Affirmation that credit was given to the Montana Arts Council (and the National Endowment for the Arts, as applicable) for financial support of the organization or project.
- Assurances that the awarded funds were used for the stated purpose, that all information is true and correct and acknowledgement that facilities, materials, website, etc, meet federal ADA guidelines.
- Signature – at the end of the final report, the person completing must type their name as their digital signature affirming the information in the report.

Tax Liability for Individuals

Please be aware that individuals who receive grant funding from the Montana Arts Council will receive a form 1099 from the state in January following the award. The grant amount is taxable income that must be reported on your federal income tax form. For full tax ramifications of receiving a grant, please contact a tax professional. MAC staff are not able to assist with tax questions.

Individuals who owe money to the State of Montana may have the amount owed deducted from the grant payment before funds are distributed. The most common examples of this are child support payments and unpaid taxes.

Definitions

- Practicing Artist: A professional artist with a sustained commitment to their art form. The term "artist' applies broadly across disciplines, including music, performing, visual, literary, media, and multi-disciplinary artists who devote a significant portion of their

time to the creation of artwork. The professional artist is likely to be paid for performances, sells their artwork, or shares their body of work with the public on a regular basis.

- Fiscal Sponsor: A fiscal sponsor is a 501c3 tax exempt entity offering to provide its tax-exemption and associated benefits to another group. A person or organization applies for a grant requiring non-profit status for funding. The non-profit organization acting as the fiscal sponsor receives and controls the funds and disburses as agreed; the project owner owns the result of the project. For more information on being or using a fiscal sponsor and when one might be required for funding, contact Kristin Burgoyne at kburgoyne@mt.gov or 406-444-6449.
- In-kind Donation: An in-kind donation is a non-cash contribution of a good or service. Examples include donated supplies, labor, facility rental, etc. In-kind donations may be for all or part of the regular cost of the good or service. In-kind donations should be included in financial reporting.
- Items/Activities that will never be funded by MAC: lobbying, projects completed prior to the start of the grant period, religious activities, food and beverages (including alcohol), fundraising prizes, international travel, and any other item or activity explicitly or implicitly prohibited by federal or state policy.

State of the Arts

Subscribe to the quarterly State of the Arts newspaper to stay up to date on arts and culture happenings in Montana.

MAC Staff Contacts

AISC Grants – **Monica Grable**

> 444-6522 or monica.grable@mt.gov

PVP and C&A Grants– **Kristin Burgoyne**

> 444-6449 or kburgoyne@mt.gov

SSO and SIG Grants – **Brian Moody**

> 444-4700 or brian.moody2@mt.gov

General grant management software questions – Ginny Newman

> 444-6354 or virginia.newman@mt.gov

Grant Management System How-To

Navigate to Logon Page - Grant Lifecycle Manager (grantinterface.com) and either log in or create a new account.

New Users: Click on "Create New Account" to complete the registration process and create your logon credentials.

Existing Users: Enter your credentials and log in. If you forgot your password, use the "Forgot your Password" link to the left to reset your password.

If someone at your organization has already registered in the system, do not create a new account. Contact MAC staff at mac@mt.gov to receive your username.

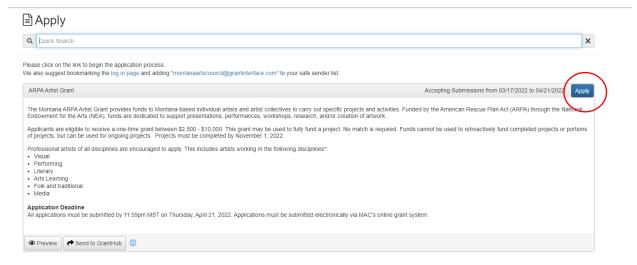**MONTANA ARTS COUNCIL**

Logon Page

Email Address*

The Email Address* field is required.

Password*

The Password* field is required.

Log On   Create New Account

Forgot your Password?

Welcome to the Montana Arts Council's online grants and programs portal.

New Users: Please click on "Create New Account" to complete the registration process and create your logon credentials.

Existing Users: Please enter your credentials and log in. If you forgot your password, please use the "Forgot your Password" link to the left to reset your password.

Not Sure? If you think that you or someone at your organization has already registered in the system, do not create a new account. Please contact Kristin Han Burgoyne at kburgoyne@mt.gov to receive your username.

On the Applicant Dashboard, click Apply in the top left.

In this screen you can see your open/active requests and historical requests. Clicking on Historical Requests will allow you to view previously submitted applications.

On the Apply screen, you will see a list of grant programs with general information. Select the grant you would like to apply to by clicking Apply on the right side of the field.

Clicking the Apply button will open the application where you will find the full guidelines and the application questions. Give yourself plenty of time to complete the application in full. When you have answered all questions and submitted all materials and had a colleague review the form, type your name, date the form and click "Submit Application" in the bottom right.

Date*

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 and the information provided is true and accurate to the best of my knowledge.

○ I agree

ⓘ Due by 04/21/2022 11:59 PM MDT.

Abandon Request   Save Application   Submit Application