

Public Value Partnerships PVP FY24-25

Montana Arts Council

Montana Arts Council Public Value Partnerships Guidelines

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.

Program Description

Public Value Partnerships (PVP) provide operating support for the artistic and educational mission of Montana arts organizations. The program recognizes strong operations, stable management, ongoing engagement, and high-quality programming for the communities being served.

Public Value Partners expand their work by:

- Building **relationships** with audiences, funders, community and political leaders.
- Creating greater **relevance** and connection to what has value and meaning to the community.
- Demonstrating a strong **return on investment** that brings meaning, adds vitality, and becomes a catalyst for new ways of thinking, seeing and solving problems.

Application Deadline

The deadline is March 15, 2023 at 5:00 pm. Applications must be submitted online at <https://art.mt.gov/application>

Review Criteria

Each application is scored against the following criteria:

- Appropriate and sufficient governance, management, and staffing.
- Activities are relevant and responsive to the people and communities for whom they are intended.
- Artistic programs and services align with the mission.

Award Amounts

Awards will be \$5,000 annually with the opportunity for additional funding each year depending on agency budget and priorities. MAC may place a funding priority on organizations that provide service to an exceptionally underserved population. Grants must be matched 1:1

with cash.

Grant Period

The grant supports activities between July 1, 2023 and June 30, 2025.

Eligible Applicants

All applicants must be one of the following:

- Non-profit arts organization 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.

Requirements

- Formally organized and continuously operating in Montana for a minimum of two years by the beginning of the grant period. Organization compliance will be verified by information on submitted 501(c)(3). Organizations organized and operating in an alternate structure for the past two years (for example, under the umbrella of another organization) need to contact staff to determine eligibility. Tribal or university arts programs must submit a letter with the date the program seeking support was established, signed by the authorizing official.
- 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. 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. There is never a charge to receive a SAM number.
- Minimum of one half-time staff member paid as artistic, managerial or education duties, no less than 1040 hours per year at minimum wage or higher.
- A record of arts programs throughout the year.
- A current web presence.
- Compliance with the Americans with Disabilities Act (ADA).
- Organizations may not receive both Statewide Service Organization and Public Value Partnership funding in the same fiscal year.

This program does not fund organizations whose primary focus is a single event, events held over the course of a single day or weekend, or festivals. Consider the Strategic Investment Grant Program. <https://art.mt.gov/sig>

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 Kristin Han Burgoyne at kburgoyne@mt.gov or 406-444-6449.

Review Process

MAC funding is highly competitive with more worthy requests than funding available. Take time to develop clear, complete, and compelling materials. Assume the reviewer has no prior knowledge of the organization or program. A past funding record will not assure future funding.

If additional information is required, contact will be made via the email address. Do not submit information unless requested.

Applications will be reviewed in the spring of 2023 by a panel comprised of leaders in the fields of arts and public service. This panel will make recommendations to the full body of the Montana Arts Council. The decisions of the Council are final.

All MAC review meetings are open to the public. Applicants will be identified by name and all information submitted is public information.

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

A summary of panel comments is available to applicants upon request. Applicants are encouraged to contact MAC staff after the review to receive comments, regardless of the outcome of their review. Committee discussions and comments provide insights about effective grant writing and how applications are perceived and understood.

Notification

Applicants will be notified of funding decisions in late June 2023.

Grantee Responsibilities

- Awardees will be asked to acknowledge the governor, local legislators, and congressional representatives in writing.
- All current and prior MAC reporting must be in compliance to receive funding.
- Organizations must maintain eligibility and continued compliance with the Americans with Disabilities Act.
- MAC must be notified in writing within 30 days of changes in leadership or programming.
- Grantees must appropriately credit the Montana Arts Council and the National Endowment for the Arts in materials and announcements related to the supported programming during the award period.

Reporting Requirements

Annual reporting is submitted online in September of each year.

Report forms ask for:

- Statistical data about audiences and artists participating.
- A narrative summary of programming and accomplishments.
- An overview of contact with state legislators and with U.S. Congressional representatives.
- Images of activities in progress, include the appropriate photo credits and permission to reprint.

Contact Information

Board Chair First Name*

Character Limit: 50

Board Chair Last Name*

Character Limit: 50

Board Chair Term*

Please provide the beginning and ending dates of the term.

Character Limit: 100

Board Chair Address*

Please do not use the address of the grantee organization.

Character Limit: 250

Board Chair Cell Phone*

Please do not use the phone of the grantee organization.

Character Limit: 50

Board Chair Day Phone*

Please do not use the phone of the grantee organization.

Character Limit: 50

Board Chair Email*

Please do not use the email of the grantee organization.

Character Limit: 150

Eligibility

Active 501(c)3 Status*

Is your 501(C)(3) status active in Montana?

Choices

Yes

No

501(c)3 Documentation*

If you have received previous funding from MAC we have your letter on file.

Choices

501(c)3 letter on file with MAC

501(c)3 letter uploaded below

Organization needs additional assistance

501(c)3 Upload

If the organization 501(c)3 is not on file with MAC, upload it here.

File Size Limit: 3 MB

Half-time Paid Staff*

To be eligible, organizations must have at least a half-time paid executive, artistic or managerial leader.

- Who is this person?
- What is this person's title?
- How many hours per week do they get paid for?
- What is their annual salary?

Character Limit: 500

Year-Round Service*

Does your organization provide arts programs or services on an ongoing basis throughout the year? Please list at least three events and dates that occur at different times of the year to demonstrate your organization's year-round operation.

Character Limit: 1000

Narrative Responses

Application Title*

Brief Working Title

Character Limit: 100

Mission*

Provide the current mission.

Character Limit: 500

Organizational History*

Supply a brief history of the founding of the organization, noting key development stages.

Either a narrative or an upload is acceptable.

Character Limit: 3000 | File Size Limit: 5 MB

Governance, Management, and Staffing*

Describe the structure and management of the organization including the interaction of the board, staff, and community.

Character Limit: 2500

Programs and Activities*

Identify the community that is the focus of services.

Character Limit: 1000

Provide an overview of primary program activities.*

Character Limit: 1000

Summarize recent adaptations to remove barriers and increase accessibility.*

Character Limit: 1000

State the current programmatic goals.*

Character Limit: 1000

Relationships, Relevance, Return on Investment*

What have you seen that indicates programs are meeting the current goals?

Character Limit: 2500

Accessibility*

Describe your accessibility goals, strengths and weaknesses.

Character Limit: 2500

Financials

All applicants will provide 990's for the TWO previously completed fiscal years.
Universities and organizations that are a sub-set of a larger organization: Please provide

information only for your organization.

Upload your previous TWO years of 990's as two separate pdf files in the upload fields below. Then indicate the expenses from each year in the appropriate text fields below.

If you are not required to submit an IRS Form 990, please contact the MAC office for alternatives.

The following are unallowable costs.

- Entertainment, including amusement and social activities such as receptions, parties, galas, dinners, community gatherings, etc., and any associated costs including food, catering, alcoholic beverages, as well as costs for the planning, staffing, and supplies.
- Funding cash reserve or endowment accounts.
- Home Office Workspace costs.
- Prohibited telecommunications and video surveillance services and equipment. (This does NOT include internet.)
- Purchase of vehicles.
- Regranting.
- Goods for resale, including concessions, promotional merchandise.
- Compensation to foreign nationals, including travel to or from foreign countries (some exceptions).

Review this list for additional information on costs.

Contact staff if you have questions about allowable and unallowable costs.

Use of Funds*

Indicate how the funds will be spent.

Character Limit: 250

IRS Form 990 Most Recent Fiscal Year*

Upload the 990 for your most recently completed fiscal year. For example: Fiscal Year 2021.

File Size Limit: 8 MB

What date is at the top of the attached (most recent) 990?*

Choices

2019

2020

2021

Other

Total Cash Expenses Most Recent Fiscal Year*

Total Cash Expenses as reported on the attached 990.

Character Limit: 20

Total Cash Income Most Recent Fiscal Year*

Total Cash Income as reported on the attached 990.

Character Limit: 20

Total In Kind Most Recent Fiscal Year*

Character Limit: 20

IRS Form 990 Older Fiscal Year*

Upload the 990 for the older (of the two years submitted) fiscal years. For example: Fiscal Year 2020.

File Size Limit: 7 MB

What date is at the top of the attached (older) 990?*

Choices

2018

2019

2020

Other

Total Cash Expenses Older Fiscal Year*

Total Cash Expenses as reported on the attached 990.

Character Limit: 20

Total Cash Income Older Fiscal Year*

Total Cash Income as reported on the attached 990.

Character Limit: 20

Total In Kind Older Fiscal Year*

Character Limit: 20

Financial Explanation

Explain any features of your financials that would benefit from more information. (IE outside accounts or funds, sale of assets, deficits, profits, rainy day funds, capital or endowment campaigns, operating budget increases of over 10% per year etc.)

Character Limit: 1500

Additional Information

Board List*

Upload a list of the current board members with name, city, and professional affiliation. Identify board officers by title and specify the end of their term of service.

File Size Limit: 1 MB

Key Personnel*

Upload a one page list of key personnel with their qualifications and contributions.

File Size Limit: 1 MB

Supplemental Materials (Optional)

Provide web links to images, audio, video, or press that are specific to the proposal. For example: YouTube, Vimeo, Flickr, or media websites that are not password protected.

Character Limit: 2000

Character Limit: 2000

Character Limit: 2000

Character Limit: 2000

Other Social (ie Instagram)

Character Limit: 1000

Assurances

Accessibility*

We understand we are to be in compliance with ADA regulations or risk grant elimination from the Montana Arts Council.

Choices

I agree

Assurances*

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

Review of Application*

I have clicked on the print application link and looked at the pdf file of my application. I know this is how it will appear to the review committee and all items required appear in the pdf file. I

have reviewed the guidelines and understand that my application will be reviewed based on this criteria. I understand that how my application appears is my responsibility.

Choices

I have reviewed my application

Please type your name in the box below.*

Character Limit: 100

Date*

Character Limit: 10

Grant Contact Information*

I have added **administrator@grantinterface.com** to my contact list.

Choices

Yes

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