

# Montana CARES Partners

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## *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. Fifteen individuals appointed by the Governor oversee the Montana Arts Council.

### Program Description

The Montana CARES Partners program provides relief funding to recent Public Value Partnership grantees. It is the applicant's responsibility to also meet the eligibility requirements. MAC may place a funding priority on organizations that provide service to an exceptionally underserved population. Invited applicants will receive the access code by email.

### Application Deadline

The application deadline is July 1, 2020 at 5 p.m. Applications must be submitted through the MAC application portal.

### Review Criteria

Successful applications will be complete and demonstrate the need for relief funds.

### Award Amounts

Invited applicants may request up to \$3,000. The minimum request is \$500.

### Grant Period

The funds provided by this grant may cover personnel and operating expenses from the time of notification until December 31, 2022.

### Eligible Applicants

All applicants must be:

- Operating with an IRS 501(c)(3) ruling, incorporated in Montana and registered and in good standing with the Montana Secretary of State.
- Be a holder of a Data Universal Numbering System (DUNS) number. [www.dnb.com](http://www.dnb.com)
- Compliant with the Americans with Disabilities Act (ADA).

### Restrictions

- Funds are limited to salaries, fees for artists and other contracted personnel, and facilities costs.
- MAC staff or members of its current governing body, or anyone connected to them by one degree of relationship- by blood, marriage, or shared household- are not eligible to apply.

### 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](mailto:kburgoyne@mt.gov) or 406-444-6449.

### **Summary of Effects\***

- Summarize the effects that COVID-19 has had on your organization's public arts programming.

*Character Limit: 1100*

### **Staffing and Operation Changes\***

- Describe changes that have been made to staffing and operations.

*Character Limit: 1100*

### **Income and Expense Changes\***

- Provide an overview of realized and anticipated changes to income and expenses.

*Character Limit: 1100*

### **Use of Funds\***

- Identify the intended use of relief funds provided under this request. Specify the budget line and time frame.

*Character Limit: 1100*

### **Amount Requested\***

Indicate a request amount between \$500-\$3000.

*Character Limit: 20*

### **Financials\***

Upload the board approved budget from the beginning of the current fiscal year. It is preferred that the submitted budget has not been amended to accommodate recent challenges.

*File Size Limit: 5 MB*

#### **Review Process**

If additional information is required, contact will be made via the email address provided. Only the materials requested in the application will be considered.

Applications will be reviewed by staff and approved by the Executive Committee of the Montana Arts Council. The decisions of the Council are final.

Applicants must refrain from contacting Council members, individually or as a group, before and during the review process.

The presentation of review recommendations from staff to the Executive Committee will be a public meeting. Applicants will be identified by name, and application materials are public information.

### Notification

Applicants will be notified of funding decisions within four weeks of the deadline.

### Grantee Responsibilities

Awardees will be required to acknowledge the award to the Governor, local legislators, and congressional representatives in writing.

Organizations must maintain eligibility.

Grantees must appropriately credit the Montana Arts Council and the National Endowment for the Arts in materials and announcements related to the award.

Grantees are not restricted by MAC from seeking other CARES relief funding. MAC is required to monitor compliance when other funding sources may be commingled. Relief funding sources that will need to be tracked include:

- National Endowment for the Arts
- Institute of Museum and Library Services
- National Endowment for the Humanities
- Western States Arts Federation
- Humanities Montana
- Small Business Administration
- Other funds or grants that include public dollars

### Reporting Requirements

A final report will be required within 30 days of the end of the grant period. Grantees are encouraged to complete the report when the funds have been expended. Sources, amounts, and purposes of other relief funding sources will need to be disclosed.

Report forms ask for:

- A narrative summary of the use of the funds
- Final board-approved financial reports from the periods in which grant funds were used
- Assurance that CARES Act relief funding was not used to over-fund any budget area