

Statewide Service Organization SSO FY22-23

Montana Arts Council

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. It is funded by state and federal government.

Program Description

Statewide Service Organization (SSO) grants provide operating support for Montana non-profit arts organizations with statewide service impact. The program recognizes strong operations, stable management, ongoing engagement, and high-quality services.

Successful applicants will expand opportunities for all Montanans to create, participate in, and appreciate Montana's wide range of cultural resources. Applicants may be prioritized to equalize awards across geographic area and disciplines.

Application Deadline: April 1, 2021, 11:59 p.m.

Submit applications online at www.art.mt.gov/application

Review Criteria

Each application is scored against the following criteria:

- Appropriate and sufficient governance, management, and staffing.
- Mission and focus strengthen the artistic community statewide.
- Programs and services advance the artistic and administrative functions of targeted membership.

Award Amounts

Grants will range from \$2,000 to \$24,000 annually.

The application review determines grant amounts based on alignment with the criteria and an average of the previous two years' cash expenses. 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, 2021 and June 30, 2023.

Eligible Applicants

- A statewide arts service organization (SSO) is defined as an organization with a statewide membership and statewide board of directors. Its primary function is to provide member organizations and artists with programs and services more efficiently and cost-effectively than if those members had to acquire them individually.
- 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.
- Formally organized and continuously operating in Montana for a minimum of five years. Organization compliance will be verified by information on submitted 501(c)(3).

Requirements

- A Data Universal Numbering System (DUNS) number. www.dnb.com
- A professional and up-to-date web presence.
- Compliance with the Americans with Disabilities Act (ADA).

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.

If you do not have reasonable access to a computer or high speed internet connection or have other technology challenges, contact staff for alternatives.

Narrative Responses

Mission*

Provide the current mission.

Character Limit: 500

Organizational History*

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

Character Limit: 3000

Governance, Management, and Staffing*

Describe the structure and management of the organization.

Explain the interaction of the board, staff, and membership.

Characterize primary donors and funders.

Character Limit: 2500

Programs and Services*

Characterize the members and clients receiving direct benefits or services, either for a fee or as in-kind.

Provide information on membership fees, when applicable.

List and describe the services provided. Make note of any programmatic evolution or expansion since the last application cycle.

Describe the value that members and clients receive.

Include information on actions to expand membership.

Define the methods used to engage and communicate with the membership and the broader community.

Highlight ways that programs and services advance the Montana Arts Council's mission.

Character Limit: 2500

Accessibility*

Describe the current accessibility accommodations that are in place.

Summarize the process of evaluating real and perceived barriers to membership, programs, and services.

Identify areas that may need expansion for broader engagement.

Character Limit: 3000

Financials

Upload the previous TWO years of 990's as two separate pdf files in the upload fields below.

Indicate the expenses from each year in the appropriate text fields below.

Organizations not required to file an IRS Form 990 or 990EZ must attach an audit report, a statement of financial activities, or board-approved year-end statements.

IRS Form 990 Most Recent Fiscal Year*

Upload the 990 for the most recently completed fiscal year. For example: Fiscal Year 2020.

File Size Limit: 8 MB

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

Choices

2018

2019

2020

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 2019.

File Size Limit: 7 MB

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

Choices

2017

2018

2019

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

Uploads

Board List*

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

File Size Limit: 1 MB

Key Personnel*

Upload a one page list of key personnel with their qualifications and contributions. Please include name, title, paid or volunteer, hourly rate or salary, average hours per week.

File Size Limit: 1 MB

Membership List*

Upload a current list of members or clients with cities.

File Size Limit: 8 MB

Supplemental Materials

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

Review Process

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

Applications will be reviewed in the spring of 2021 and recommendations will be made 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.

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.

Notification

Applicants will be notified of funding decisions in late June 2021.

Grantee Responsibilities

- Awardees will be required 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 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 following the grant period. Report forms ask for:

- Statistical data about audiences and artists participating.
- A narrative summary of programming and accomplishments.
- Images of activities in progress, include the appropriate photo credits and permission to reprint.

Assurances

Active 501(c)3 Status*

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

Choices

Yes

No

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

Grant Contact Information*

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

Choices

Yes

Please type your name in the box below.*

Character Limit: 100

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