

MCACA
The Program for
Operational and Project Support

IMPORTANT NOTICE

Applicants to the Program for Operational and Project Support
must use the MCACA on-line application.

Please go to www.themedc.org/arts for log on information or
directly to mcaca.egrant.net -- (no www)

FAST FACTS

* There are two separate categories within this program:
1) Operational Support, 2) Project Support.

* You may apply to only one of these categories.

* You must make a 1:1 cash match.

* No organization may receive more than one Council grant...
this includes mini-grants administered by the MCACA
Regional Regranting Agencies.

* Through its FY 2010 programs, MCACA will grant
just over \$2 million

Please Note:

Our new address is
300 North Washington Square
Lansing, MI 48913

THE Program for Operational and Project support

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Our general guidelines are available on our website, www.themedc.org/arts. If you require additional information, please contact MCACA staff.

MCACA

300 N. Washington Sq.
Lansing, MI 48913
(517) 241-4011
www.themedc.org/arts

MCACA Staff

Carolyn Damstra, Program Manager
Colleen Armstrong, Administrative Supervisor
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Getting Started . . .

The State of Michigan Council for Arts and Cultural Affairs (MCACA), an agency of the Michigan Economic Development Corporation (MEDC), serves to encourage, develop and facilitate an enriched environment of artistic, creative, cultural activity in Michigan.

The 2006-2010 MCACA Strategic Plan establishes short- and long-term goals for the Council's administration, its granting programs and its customer service. MCACA uses these goals to help remain focused on how to further our mission and fulfill our vision. We fully expect that the projects supported through our granting programs will meet one or more of these goals as well. The goals of MCACA are to:

- Support arts and culture as a catalyst for community revitalization and economic development.
- Encourage new, creative and innovative works of art.
- Strengthen arts and culture by:
 - Establishing and facilitating communications networks
 - Increasing visibility and awareness of arts and culture
 - Supporting arts education
 - Recognizing, reflecting and celebrating cultural pluralism and broadening cultural understanding
- Expand and develop funding resources for the Council and its clients

In addition, the Council is firmly committed to and wishes to support projects and programs that:

- Enhance the state's quality of life
- Demonstrate the importance of arts and culture in daily living
- Provide broad public access to arts and cultural activities
- Support those who create, present or produce quality arts and cultural projects
- Facilitate delivery of arts and cultural resources statewide

This booklet contains requisite information and forms to help qualified organizations apply for funding in the MCACA Program for Operational and Projects Support.

Applications are due February 24, 2010, for arts and cultural activities that will take place between April 1, 2010, and September 30, 2010.

NOTE: It is important that you read the MCACA publication "General Guidelines" for more detailed information as to grantee requirements, general eligibility information, MCACA contacts and other program information.

Accessibility

MCACA strives to make the arts accessible to all people and this is a priority of its funding programs. Funded organizations agree to make every attempt to ensure that programs are accessible to persons with disabilities. According to state and federal law, every publicly funded organization must place itself in the position of being able to provide accommodations when persons with disabilities make requests for services. Accessibility involves the location, various communication/promotional tools and the content of the program. Thinking about accessibility issues early in the planning process of the project is key to ensuring that persons with disabilities will be able to participate in the program.

Underserved Communities

It is the Council's long-term goal to make quality arts and cultural programs and services available to all 83 counties in the State of Michigan. An underserved community is defined as one in which people lack access to arts programs, services or resources due to geography, economic conditions, cultural background, sociopolitical circumstances, disability, age or other demonstrable factors. The term "community" can refer to a group of people with common heritage or characteristics, whether or not living in the same place.

"Underserved areas" are identified and defined by the Council as the counties of Alcona, Alger, Allegan, Antrim, Arenac, Baraga, Barry, Bay, Benzie, Branch, Cass, Clare, Crawford, Eaton, Gladwin, Gratiot, Hillsdale, Ionia, Iosco, Iron, Kalkaska, Keweenaw, Lake, Lapeer, Livingston, Luce, Mackinaw, Manistee, Mason, Mecosta, Menominee, Missaukee, Montcalm, Montmorency, Monroe, Oceana, Ogemaw, Osceola, Otsego, Presque Isle, Roscommon, Schoolcraft, Shiawassee, Van Buren and Wexford.

Operational Support:

The following pages, 6-8 are only for applicants to the
Operational Support category of the
Program for Operational and Project Support

Eligibility

Applicants must be incorporated in the State of Michigan. They must ensure no part of net earnings benefit a private individual. Donations to the organizations must be allowable as a charitable contribution under section 170c of the Internal Revenue Code of 1954 as amended. (Organizations with status under Section 501(c)(3) of the IRS Code and local Units of Government meet this criteria.)

Any applicant that has unmet obligations on current grant contracts, such as overdue or incomplete reports or other significant problems, is not eligible to apply for future funding. If any applicant fails to meet MCACA requirements on a current contract, their pending application will be removed from the review process. If any applicant fails to meet MCACA requirements on a current grant, following Council approval on a FY 2010 application, the newly approved grant will be rescinded. Auxiliary support organizations (i.e. friends of xyz), may not apply in this grant program. State of Michigan agencies, divisions or departments are not eligible to apply for funding from MCACA.

Eligible Organizations --- Operational Support Category

The focus of the Program for Operational and Project Support---Operational Support Category is to provide very specific operational support to arts and cultural organizations ONLY.

The MCACA defines Arts and Cultural organizations as those organizations whose primary mission is to provide an experience, including a learning experience, that is based in a specific arts or cultural discipline. Those organization types are:

Arts Education Organizations. These organizations provide an arts education experience for students outside the K-12 classroom.

Arts Service Organizations. These organizations provide support services for other arts and cultural organizations and/or artists either locally, regionally or statewide.

Collecting or Material Organizations. These organizations provide public access to physical collections and exhibits. Included are museums and zoos.

Public Broadcasting Organizations. These organizations regularly provide significant arts and cultural programming and/or coverage of the activities of and issues facing Michigan arts and cultural organizations.

Literary Arts Organizations. These organizations provide opportunities in creative literary expression, presentation and participation.

Performing Arts Organizations. These organizations produce and or present live, discipline-based performance experiences.

Visual Arts/ Film/Video/Organizations. These organizations encourage the creation and / or presentation of visual art forms and support artists and the visual arts and media arts.

Organizations not eligible to apply in this category include:

- Organizations whose primary mission does not focus on areas of arts or culture
- For-profit organizations
- K-12 schools
- Religious organizations
- Individuals
- College/Community College/University programs that concentrate primarily on student degree granting activities

NOTE:

If you have any concern over your eligibility for this program contact MCACA staff prior to making application.

Funding may ONLY be used for:

- Salaries, wages, honoraria, artist fees, internships, artist residencies
- Marketing expenses
- Supplies, including performance or other production costs
- Administrative fees, professional development or training fees, excluding travel expenses
- Equipment rental
- Space rental
- Technology costs, excluding the purchase of equipment
- Facility maintenance, excluding permanent structural or other permanent capital improvements
- Costs related to market research, visitor studies, strategic planning
- Recording costs

Note:

Funds are appropriated to MCACA on an annual basis and there is no guarantee of funding to any organization from year to year.

Matching Funds

Operational Support grant recipients are required to make a minimum 1:1 cash match. State funds may not be used as matching funds. Any additional matching funds, over and above the required cash match, may include other cash, earned revenue, contributions, and “in-kind” funds which represent a reasonable value of services, materials, and equipment, as allowed under federal Internal Revenue Service code for charitable contributions.

Also, there are certain expenses that may occur during the year that should not appear on the budget forms or itemization requesting MCACA funds. Items such as: costs involved in the start-up of a new organization, costs incurred prior to the grant starting date, indirect costs for the handling/management of grant funds, awards or cash prizes, fund raising events, reception costs, etc. See application instructions for complete details.

TIER Descriptions

Applicants to the Operational Support category must select the appropriate Tier: The table below reflects the four different Tier levels.

Tiers	Last Operating Budget	Request Range
Tier I	\$15 million and above	\$15,000 - \$20,000
Tier II	\$5 - \$14.99 million	\$10,000 - \$15,000
Tier III	\$1 - \$4.99 million	\$7,500 - \$10,000
Tier IV	Up to \$999,999	\$5,000 - \$7,500

Review Criteria:

Each application to the MCACA is reviewed by a panel in order to determine the appropriateness of state support to the applicant. Review criteria are used in two ways: First, to assist the applicant in preparing the grant application narrative by establishing, through the criteria, how panel reviewers will judge the application. Second, to assist reviewers by outlining for them what MCACA expects from a successful applicant and weighting each criteria based on Council goals and priorities.

In general organizations should:

- Have a history of high quality artistic achievement and strength of programming
- Support local artists and/or creators of culture
- Have achievable outcome(s) and feasible performance measurements.
- Have strong community outreach to broaden audiences and increase access to arts experiences
- Have commitment to cross cultural understanding and diversity through programming, and also board, staff and audience development
- Participate in effective partnerships and collaborations with other cultural and non-cultural organizations
- Support arts education and youth development
- Have a good track record of responsiveness in current and past awards in terms of meeting MCACA contracting and reporting requirements

No one organization needs to address, or is expected to meet, all of the general expectations.

Criteria Scoring

Quality -- worth 50 points at the review

An organization's quality is, in part, reflected in the artistic or cultural significance of the last completed season of performances, presentations, exhibits or the services provided. (For FY 2010, current season is also acceptable.) The significance of the season or services will be judged by: the use of recognized artists or themes, the efforts to challenge audiences or develop new audiences through the use of new or contemporary works, and the efforts to utilize the season or programs to enhance or provide educational opportunities. For Service Organizations (i.e. Local Arts Councils), the relevance and demonstrated success of the support service to artists, other culture workers and the organization's community, also demonstrates quality.

Impact -- worth 20 points at the review

An organization's impact is, in part, reflected in the organization's ability to: show community support, draw or serve a significant audience in their area, an understanding of their role in their communities' economic impact, and provide employment or support opportunities for artists, creators and innovators, especially those from Michigan.

Delivery -- worth 20 points at the review

An organization's delivery is reflected in the organization's ability to: use appropriate promotional and marketing methods, provide outreach to targeted audiences including the underserved or emerging populations, and make use of new technologies to provide organizational and program information.

Management -- worth 10 points at the review

An organization's management is reflected in the organization's ability to: employ appropriate personnel, use inclusive planning processes, use evaluation to inform decision making, stay engaged within their community, and stay true to the mission statement.

Project Support:
The following pages, 10-13, are only for applicants to the
Project Support category of the
Program for Operational and Project Support

The focus of the Projects Category of the Program for Operational and Project Support is to provide quality arts and cultural, as well as educational, projects to citizens across the state. The program funds arts projects conducted by nonprofit organizations that utilize the talents and creativity of professional artists or artist educators in all arts disciplines to advance the creative, cultural and economic environment of the state.

Eligibility:

Applicants must be incorporated in the State of Michigan. They must also ensure that no part of net earnings benefit a private individual. Donations to the organizations must be allowable as a charitable contribution under section 170c of the Internal Revenue Code of 1954 as amended. (Organizations having status under Section 501(c)(3) of the Internal Revenue Code and local Units of Government meet this criteria.)

Any applicant that has unmet obligations on current grant contracts, such as overdue or incomplete reports or other significant problems, is not eligible to apply for future funding. If any applicant fails to meet MCACA requirements on a current contract, their pending application will be removed from the review process. If any applicant fails to meet MCACA requirements on a current grant, following Council approval on a FY 2010 application, the newly approved grant will be rescinded. Auxiliary support organizations (i.e. friends of xyz), may not apply in this grant program. State of Michigan agencies, divisions or departments are not eligible to apply for funding from MCACA.

Category Outline

There are two components to the Projects Category of this program:

1) Arts & Culture and 2) Education

1) The Arts and Culture component is designed to reflect and sustain diverse cultural expression, foster greater understanding of the arts and preserve our cultural heritage. It is the Council's expectation that funded projects will:

- Foster the highest artistic achievement and creativity, promote excellence and advance the contemporary and traditional arts in communities throughout Michigan.
- Support activities that create greater understanding and appreciation of the importance of the arts and culture and foster an awareness of their aesthetic, economic, cultural and social relevance.
- Promote the career development of Michigan artists and assist them in the production of their work.
- Foster collaborations and partnerships between arts organizations, local governments, business and community leaders.

2) The Education component is designed to support quality arts education activities, conducted by artists of high quality and ability, in schools or communities, as well as in arts education partnerships between schools and community-based organizations. It is the Council's expectation that projects funded will:

- Develop activities that serve to make the arts basic to education in schools and the community.
- Promote the value of direct participation in the creative process.
- Balance and strengthen high quality arts instruction in schools and communities with the assistance of artists and arts organizations.
- Expand opportunities for lifelong arts learning, creative exploration and aesthetic growth.
- Improve creative and critical awareness and understanding.
- Involve of project participants in the creative process through experiential, hands-on educational activities conducted by artists.

2) *The Education component (continued)*

- Enhance traditional academic experience through the study of the arts.
- Create an awareness of the impact of the arts, arts history and cultural heritage in daily life.
- Create collaboration between artists and educators in planning and implementing programs on a pilot basis.
- Foster the study of the arts by stimulating increased arts participation, knowledge and appreciation.
- Provide direct financial support to high quality Michigan artists working in educational settings.
- Build new and stronger alliances among the arts, business and education.

Funding may ONLY be used for:

- Artist fees directly related to the project
- Salaries or wages directly related to the project
- Space Rental
- Marketing or promotional expenses directly related to the project
- Supplies and materials, including performance, or other production costs
- Project related curriculum materials

Reminder: This category is not appropriate for projects that support in-school curriculum activities or university/college credit bearing classes.

Note: Funds are appropriated to MCACA on an annual basis and there is no guarantee of funding to any organization from year to year.

Funding Levels

Funding requests within either component of the Projects Support category must be a minimum of \$5,000 and a maximum of \$7,500.

Matching Funds

Project Support grant recipients are required to make a minimum 1:1 cash match. State funds may not be used as matching funds. Any additional matching funds, over and above the required cash match, may include other cash, earned revenue, contributions, and “in-kind” funds which represent a reasonable value of services, materials, and equipment, as allowed under federal Internal Revenue Service code for charitable contributions.

Also, there are certain expenses that may occur during the year that should not appear on the budget forms or itemization requesting MCACA funds. Items such as: costs involved in the start-up of a new organization, costs incurred prior to the grant starting date, indirect costs for the handling/management of grant funds, awards or cash prizes, fund raising events, reception costs, etc. See application instructions for complete details.

Review Criteria:

Each application to the MCACA is reviewed by a panel in order to determine the appropriateness of state support to the applicant. Review criteria are used in two ways: First, to assist the applicant in preparing the grant application narrative by establishing, through the criteria, how panel reviewers will judge the application. Second, to assist reviewers by outlining for them what MCACA expects from a successful applicant and weighting each criteria based on Council goals and priorities.

In general applicants should:

- Have a history of successful programming
- Support for local artists and/or creators of culture
- Have achievable outcome(s) and the feasible performance measurements
- Have strong community support
- Have commitment to cross cultural understanding and diversity through programming, and also board, staff and audience development
- Participate in effective partnerships and collaborations with cultural and non-cultural organizations
- Support arts education and youth development
- Have a good track record of responsiveness in current and past awards in terms of meeting MCACA contracting and reporting requirements

No one organization needs to address, or is expected to meet, all of the general expectations.

Criteria Scoring

Artistic/Cultural Merit -- worth 50 points at the review

A project's artistic merit is reflected in: the use of high caliber artistic, cultural or arts education professionals, clearly stated artistic/cultural standards, the ability to provide quality experiences for audiences / participants, history of working in an educational setting (if appropriate), and critical reviews and awards.

Community Impact -- worth 20 points at the review

A project's impact is reflected in: project is physically and economically accessible to all segments of the community, a broad base of support, such as financial donors, volunteers and in-kind contributors, an awareness of the economic impact of the project, partnerships with or support from local businesses, and activities conducted by artist(s) that contribute to making the arts and their study basic to education in the school or the community (if appropriate).

Implementation -- worth 20 points at the review

A project's implementation is reflected in: clearly stated parameters of activity(ies) including time table or schedule of activities showing when, where, how and for how long the activity(ies) will take place, and adequate marketing or promotion of the project, satisfactory space for hands-on and other educational activities (if appropriate), and the fair treatment of artists, including protected rights and adequate compensation.

Management -- worth 10 points at the review

A project's management is reflected in: an adequate budget, the clarity, accuracy and completeness of plans and application and appropriate staff and volunteers that have the technical, artistic and administrative abilities and experience to conduct the project.

Projects Support

Examples of fundable projects within the Projects category that MCACA expects to fund:

Arts & Cultural Projects component:

Activities of high artistic excellence, including concerts, plays, dance, or other performances, and exhibits. Reenactments are not appropriate for MCACA funding.

Education component:

Activities should have a distinct arts and culture educational focus. Examples include workshops; residencies; professional development; and inclusive and participatory art projects, exhibits and performances that are primarily learning opportunities.

In addition, non-school-based arts and culture projects operated by community art schools, local art agency classes, and organizations whose main mission is arts and culture education for all ages are encouraged. Teachers and staff should be highly qualified and projects should demonstrate excellence and innovation in programming. Activities should be hands-on and participatory; mere performance or presentation of arts programming is ineligible. Examples include a series of after school art classes at a local art agency or community school, a series of children's theater productions or a youth music camp.

For all applicants:
The following pages, 15-28, are for all applicants to the
Program for Operational and Project Support

Grantee Responsibilities

Grants made by the Michigan Council for Arts and Cultural Affairs affords citizens and visitors to the State of Michigan, arts and cultural experiences of the highest caliber.

MCACA expects its grantees to:

- Participate as partners with MCACA to further the goals of the Michigan Council for Arts and Cultural Affairs
- Bring acclaim to their community, their region and to the state of Michigan
- Increase the state's competitive position, economically and culturally, through activities that create greater understanding and appreciation of the importance of the arts and culture and foster an awareness of their aesthetic, economic, cultural and social relevance
- Be a catalyst for job creation and retention in their community
- Set standards as well as adhere to the strictest of professionally accepted practices
- Serve broad audiences
- Be accessible to all of Michigan's citizens, programmatically, physically and economically
- Engage communities through their core programs and educational efforts
- Provide leadership to their fields
- Foster collaborations and partnerships between arts organizations, local governments, business and community leaders.

NEW

It is the responsibility of applicants for MCACA funding to notify their state legislators that they have applied to MCACA for support through its grant programs. Please e-mail John Bracey at BraceyJ@michigan.org when that contact has been made.

Grantee Requirements

Grantees must confirm project/program implementation plans and, if requested, revise budget based upon the actual grant award.

Grantees must sign a grant agreement detailing terms for the use of Council funds.

Grantees who are local governmental units are subject to the requirements of the government-wide common rule, "Uniform Administrative Requirements for Grants & Cooperative Agreements to State and Local Governments." Nonprofit organizations, inclusive of colleges and universities, are subject to the requirements of OMB Circular A-110, "Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Nonprofit Organizations."

OMB Circular A-133, "Audit of States, Local Governments and Nonprofit Organizations," includes specific guidance for conducting financial and compliance audits. The threshold for requiring an audit is \$500,000 in yearly expenditures of Federal awards. This amount is the aggregate of funds from all Federal sources.

Grantees are required to assure the Council that they intend to comply with Title VI of the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973; the Americans with Disabilities Act of 1990 (ADA); the Age Discrimination Act of 1975; and title IX of the Education Amendments 1972, where applicable. Title VI prohibits discrimination on the grounds of race, color or national origin; Section 504 prohibits discrimination on the basis of disability; ADA prohibits discrimination on the basis of disability; the Age Discrimination act prohibits discrimination on the basis of age; and Title IX prohibits its discrimination on the basis of sex.

Grantee Requirements

Applicants are required to demonstrate compliance by implementing requirements outlined in Michigan Executive Order 79-4 “Equal Opportunity Standards in State and Federal Contracts.”

Grantees must assure the Council that professional performers and/or related or supporting personnel employed in projects funded by the Council shall not receive less than the prevailing minimum compensation as determined by the Secretary of Labor. Labor standards set out in Part 505. (29CFR) “Labor Standards on Projects or Productions Assisted by Grants from the National Endowment for the Arts.” In addition, grantees must assure the Council that no part of projects funded by the Council will be performed or engaged in under working conditions which are unsanitary or hazardous or dangerous to the health and safety of employees engaged in such projects.

Grantees should use cost accounting principles which comply with requirements as set forth in Federal OMB Circular A-122, “Cost Principles for Nonprofit Organizations,” A-87 for Local governments, or A-21 for Educational Institutions.

Consistent with Public Law 101-512, when purchasing equipment and products under a Council grant, grantees are encouraged to purchase American-made equipment and products.

Grantees are required to execute projects and/or productions in accordance with the requirements of National Endowment for the Arts regulations implementing Executive Order 12549, “Debarment and Suspension,” certifying that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department of agency.

Grantees are prohibited from conducting general political lobbying, as defined in relevant statutes, regulations and OMB circular within a Council funded project.

Travel outside the United States, its territories, Mexico and Canada not identified in the grant application must be specifically approved in writing by the Council before travel is undertaken. Such travel, if approved, must comply with applicable state and federal regulations.

According to section 11 of your Grant Agreement, Council support must be credited and included in all publicity, media materials and during each broadcast promotion of the activity. When NEA funds are included in the award, the support credit should read: “This activity is supported by the Michigan Council for Arts and Cultural Affairs and the National Endowment for the Arts.” Section 3 of the Grant Agreement will indicate if NEA funds are included as part of your award.

Materials submitted with applications will not be returned. Some submitted materials may be used by MCACA as promotional tools.

Grantees must submit, in a Council supplied format, a final report. The final report must include a written financial statement, budget itemization, and publicity materials from the activity (i.e. publication materials, photographs and news stories). Selected grantees may also be required to submit an interim report.

Grantees are required to keep on file and make available upon request the following support documentation: A list of dates and amounts of all grant payments received; documentation of all expenditures made using grant funds and matching funds, including copies of paid invoices, receipts, timesheets, payroll records, and tax withholding reports. Documentation of in-kind donations should include volunteer work schedules, copies of receipts given to donors for in-kind donations, an explanation of how the value of each donation was determined, or other supporting documentation.

Application Form Instructions

Section 1: Applicant Information

Enter the legal name, other commonly used names, official mailing address, telephone number and office hours of the organization. Use exact spellings. Don't use abbreviations unless part of the official name. All correspondence will be sent to this address.

Authorized Official

Enter the name and title of the person who is authorized to sign official papers. This person cannot be the same as the project director.

Board Chairperson

Enter the name and title who bears ultimate authority and responsibility on behalf of the applicant organization.

Federal Identification Number

Enter the applicant organization's nine-digit Federal Identification Number. This number (also known as Federal Employer Identification) is recorded on 990 Tax Returns and on W-2 forms.

Status Code--Describes Legal Status

This indicates the applicant organization's legal status. I

Institution Code--This is used to identify the applicant organization.

Discipline Code ---This describes primary area of work for the applicant organization.

Grantee Race --- Select the statement that best represents 50 percent or more based on code description for the applicant organization. Applicant organizations should code themselves based on the predominant group of which their staff or board or membership (not audience) is composed.

Section 2 --- Program Area

Choose the MCACA Program that you are applying to for state funding.

Section 3 --- Project Information

Choose the program category

Choose the program component

Project Director (contact person)

This is the person to whom questions concerning this application will be addressed. Include address, email and phone number(s). This person cannot be the same as the authorizing official.

Activity/Project Title:

Enter the project's working title. Operational Support requests enter "*Operational Support for xyz*"

Start date/end date

Enter the dates of your project. These dates must be within the grant period of April 1, 2010 to September 30, 2010.

Project Primary Discipline Code

Select the discipline that best describes the primary discipline of the project.

Application Form Instructions

NOTE: If project activities are of a technical assistance or service nature, use the discipline which will benefit from the project. For example, accounting workshops for dance company managers should be coded Dance. A training conference for trustees should be coded Multidisciplinary.

Project Race/Ethnicity

Select the statement that best reflects the project activities: If the majority of the grant activities are intended to involve or act as a clear expression or representation of the cultural traditions of one particular group, or deliver services to a designated population listed, choose that group. If the grant activity is not designated to reach or represent any one particular group, choose “no single group”.

Type of Activity Code

Choose the activity that is the best general description of what the organization is planning to do.

Project Primary County Code(s)

Enter the county in which the project takes place. The applicant organization’s location and the project location may differ. Enter all counties that apply. If you are entering multiple counties, enter them in alphabetical order as directed on the form.

Arts Education Code

An arts education project is defined as: An organized and systematic educational effort with the primary goal of increasing an identified learner’s knowledge and/or skills in the arts with measurable outcomes. *Projects not fitting the definition of arts education stated above should choose “None of this project involves arts education.”*

Project Descriptors

Select the descriptor(s) below that comprise a significant portion (50 percent or more) of the grant’s resources /activities. Select all that apply.

- A Accessibility** - grants or services related to ADA/504 compliance or other activities designed to increase access to the arts for persons with disabilities.
- I International** - programs or activities supporting any of the following: grantees visiting other countries, foreign artists visiting the USA, any cultural exchange program, linkages with artists or institutions in other countries, or establishing/administering international programs in your own agency.
- P Presenting/Touring** - grants or services resulting in the movement of artists and artworks for performances, readings, screenings, exhibits, etc., in different geographic areas. Select this to indicate funds awarded for either the hosting/presentation of works originating outside of the grantee community or for the fees paid to artists or arts organizations that will, themselves, be touring in different areas.
- T Technology** - grants or services using technology for the creation or dissemination of artworks or the use of technology for organizational management purposes.
- Y Youth at Risk** - grants or services designed primarily to serve at-risk youth. Include arts-related intervention programs (for violence, drug/alcohol abuse and crime) as well as other programming specifically involving at-risk youth as primary project participants or beneficiaries.

Section 4 --- Summary Information

The information should represent your projects and estimates for the entire grant period. Awardees will have an opportunity to amend the projections and estimates during the grant contracting process, and will be required to provide actual participant numbers in the final grant report.

Application Form Instructions

Section 4a--Project Participation Summary

Michigan Artists Participating

Enter the number of Michigan artists involved in this project as providers of art, artistic or cultural services.

Amount Paid to Michigan Artists

Enter the amount paid to Michigan artists involved in this project as providers of art, artistic or cultural services.

Artists Participating

Enter the total number of artists involved in this project as providers of art, artistic or cultural services (this total number should include Michigan artists).

Amount Paid to Artists

Enter the total amount to be paid to artists involved in this project as providers of art, artistic or cultural services (this total should include the amount paid to Michigan artists).

Individuals Benefitting

Count direct project participants, service providers and any staff, board members or other partners directly involved with the project. Do not use the total number of individuals served by all programs of the organization receiving the grant award. Figures should encompass only those individuals directly affected by or involved in the funded activity, and should include the totals from the Artists Participating and Youth Benefitting fields. Include actual audience numbers based on paid/free admissions or seats filled. Avoid inflated numbers, and do not double-count repeat attendees.

Youth Benefitting

Enter the total number of children and youth (including students, participants, and audience members) who will directly benefit from the project. This figure should reflect a portion of the total number reported in Individuals Benefitting.

New Hires

Enter the number of individuals who will be hired and employed by the applicant organization, during the grant period, to implement the project. Include full and part-time staff. Do not include contract workers.

Employees

Enter the number of individuals who are employed by the applicant organization, during the grant period, to implement the project. Include full and part-time staff. Do not include contract workers.

Section 4b ----ADA Information

Enter the appropriate response. Unless the question states otherwise, the information you provide on ADA compliance should be project specific.

Section 5: Projected Budget

Complete the budget, paying attention to the instructions on the application form as well as the budget definitions.

NOTE: A detailed itemization must be provided **as Attachment #2**. The budget itemization must follow the same format as the sample itemization in this booklet (pages 27-28) and include all sub-totals and totals.

Application Form Instructions

Revenue

Include all earned and unearned revenue for this project. Provide an explanation of revenue sources in the detailed budget itemization.

Note: If the applicant is NOT an arts or cultural organization and the project makes a profit, the surplus (up to the grant amount) must be returned to MCACA .

Expenses

Include all expenses for this project. List cash expenses under cash column. List the dollar value of all donated programming space, goods and/or service hours under in-kind. All expenses must be fully explained in the budget itemization. **On the Expense page of the budget form, the "MCACA Share" column is a portion of the cash expenses.**

Section 6--Economic Assessment

Complete this section following the instructions located at the top of the form.

Application Form Instructions / Attachments

Section 7---Required Attachments/Documents

The following attachments must be submitted with your application. For FY 2010 not all attachments are required. The first four attachments must be submitted with your on-line application.

- Attachment #1, Narrative --- upload
- Attachment #2, Itemization --- upload
- Attachment #3, Last completed fiscal year Operating Budget --- upload
- Attachment #4, Organizational History --- upload
- Attachment #5, Governing Board --- Optional
- Attachment #6, Project Director biography --- Optional
- Attachment #7, Letters of Support --- Optional
- Attachment #8, Resumes of key decision makers --- Optional
- Attachment #9, Resumes of key artists --- Optional
- Attachment #10, Documentation --- Required
- Attachment #11, Assurances/ Checklist --- Required

Attachment #1 — Proposal Narrative

Do not use point type size smaller than 12 point. Leave a minimum margin of 1" on all sides. Failure

IMPORTANT NOTICE

Numbers of copies required of attachments and documentation

For FY 2010 applications to the Program for Operational and Project Support,

- ◆ Attachments 1-4 are electronic attachments to be submitted with your on-line application
- ◆ 2 copies of collated attachments, excluding attachments 1-4, and documentation should be submitted by mail. See mailing Instructions on page 23 for instructions.

Application Form Instructions / Attachments

to adhere to formatting criteria may result in a loss of points.

Submit up to three narrative pages and label as Attachment #1 - Proposal Narrative. Be sure to number and include the name of the organization on each page.

As your narrative, provide a synopsis and, using the appropriate category review criteria, describe the FY 2010 activities you wish MCACA to support. Also provide an outline/timeline for your FY 2010 project.

Attachment #2 — Project Budget Itemization

Each revenue and expense budget figure from Section 5, Projected Budget, must be itemized, including all payments to artists and in-kind. Indicate the source (for revenue amount) and use (for an expense amount) for each figure in the itemization. The itemization for artists payments should identify artists or groups who will be paid by name, and the fee for each (the fee for a group of artists along with the type and number of artists to be paid may be substituted for the list of the artists' names). The itemization must be accurate and balance with the projected budget in section 5. Indicate if the itemized amounts representing revenue are either projected or confirmed by using a letter "P" or a letter "C." **Please note that in your itemization, MCACA is requiring exact line items showing where MCACA funds will be spent as part of your cash expenses.**

Further, please be aware that there are certain expense items that are not only inappropriate for MCACA funding, **but should also not be included in the budget and budget itemization that is submitted.**

Those items are:

- Costs associated with the start-up of a new organization.
- Costs incurred prior to the grant starting date.
- Indirect costs for the handling/management of grant funds
- Purchase awards, cash prizes, scholarships, contributions or donations.
- Entertainment or reception functions.
- Historical Projects without a clear cultural focus.
- Payments to endowments
- Existing deficits, licensing fees, fines, contingencies, penalties, interest or litigation costs.
- Publication, records, films of a commercial nature, i.e. works of questionable artistic value produced to realize quick market profit.
- Creation of textbooks / classroom materials.
- College or university faculty exhibitions or performances.
- Internal programs at colleges or universities.
- Commissioning of their faculty by colleges or universities.
- Scholarly or academic research, tuition, or activities, which generate academic credit or formal study toward an academic or professional degree.
- Capital improvements, new construction, renovation or permanent equipment items.

ATTENTION: Attachments #5 – #9 are all *optional*, unless there have been major organizational changes in the last year.

Attachment #3 — Last completed fiscal year Operating Budget

Attachment #4 — Organizational History

Attachment #5 — List of Governing Board Members (optional)

Attachment #6 --- Project Director's Resume or Bio (optional)

Attachment #7—Letters of Support (optional)

Letters of support should be current, reinforce the worth of project activities and come from the

Application Form Instructions / Attachments

community/constituents served. Provide letters of support from key members of the collaboration/partnership to indicate the degree of their involvement and their commitment to the project. Letters of support from elected officials do not necessarily indicate general community support. You may submit as many as 10 letters of support.

Attachment #8— Resume(s) or Bio(s) of Key Decision Makers (optional)

Provide current resumes of the program's key personnel, including, but not limited to, program directors, managers, participating artists, curators, cultural professionals etc. Include a list of your organization's governing board members.

Attachment #9 — Resume(s) or Bio(s) of Key Artists (optional)

Attachment #10 — Documentation

- 1) Provide concise but representative sample of materials, to acquaint panelists with your organization and its programs (i.e. long-range plan, marketing plan, promotional materials, pamphlets, brochures, annual reports, programs, catalogues, newsletters, etc.).
- 2) Provide program-specific documentation. (i.e. exhibit blueprints or story-line, interpretive outline, or project implementation plan).

Attachment #11 -- **Attachments Checklist / Assurances**

The Attachments/Checklist and Assurances pages must be submitted with your documentation. The checklist will help ensure the applicant and MCACA that all necessary sections of the grant application have been completed. These forms are located under "Online Forms" at www.themedc.org/arts.

Please Note

There is no application fee for FY 2010 applications.

Mailing Instructions

Application Form Instructions / Mailing Instructions

Applications are to be submitted on-line by 11:59 p.m. February 24, 2010. The e-grant system will not accept applications after this time. Incomplete applications will not be accepted by the e-grant either. **Hand delivered documentation must be received in the MCACA office by 4:00 p.m. on Wednesday February 24, 2010.**

Attachments and Documentation that are to be mailed must be postmarked by the **U.S. Post Office** or **dated by a commercial carrier** by February 24, 2010. Late or significantly incomplete applications will not be accepted or reviewed. Metered mail will not be accepted as proof of meeting deadlines.

The required attachments and documentation must be collated and placed in its own envelope. Each envelope (four in total) should be labeled with the organization's name and identified according to the checklist.

The four envelopes, (two with attachments, two with documentation), to be mailed are to be submitted in a single package. It is the applicant's responsibility to ensure that required materials are collated and assembled properly.

The Council is not responsible for loss or damage of application materials. The Michigan Council for Arts and Cultural Affairs reserves the right to retain a copy of application materials for archival purposes and its permanent record. Check individual program information for any special instructions.

All application materials are public records. Keep a complete copy of your application for your file. Send application package to:

**Grant Application
ATTN. Program for Operational and Project Support
Michigan Council for Arts and Cultural Affairs
300 North Washington Square
Lansing, MI 48913**

Activity

Refers to the specific project or range of operations funded by MCACA.

Admissions

Revenue derived from fees earned through sales of services (other than this grant award). Include sales of workshops, etc., to other community organization, government contracts for specific services, performances or residence fees, tuition, etc. Include foreign government support.

Applicant Cash

Funds from the applicant's resources allocated to this project.

Capital Expenditures-Acquisitions

Expenses for additions to a collection, such a works of art, artifacts, plants, animals or historic documents, the purchase of which is specifically identified with the activity.

Capital Expenditures - Other

Expenses for purchases of building or real estate, renovation or improvements involving structural change, payments for roads, driveways, or parking lots, permanent and generally immobile equipment such as grid systems or central air conditioning, etc., that are specifically identified with the activity.

Corporate Support

Cash support derived from contributions given for this activity (other than this grant award) by businesses, corporations and corporate foundations, or a proportionate share of such contributions allocated to this activity.

Employee-Administrative

Payments for employee salaries, wages and benefits specifically identified with the activity, for executive and supervisory administrative staff, program directors, managing directors, business managers, press agents, fund raisers, clerical staff such as secretaries, typists, bookkeepers, and support personnel such as maintenance and security staff, ushers and other front-of-the house and box office personnel.

Employees-Artistic

Payment for employee salaries, wages and benefits specifically identified with the activity, for artistic directors, conductors, directors, curators, dance masters, composers, choreographers, designers, video artists, film makers, painters, poets, authors, sculptors, graphic artists, actors, dancers, singers, musicians, teachers, instructors, puppeteers, etc.

Employees-Technical/Production

Payments for employee salaries, wages and benefits specifically identified with the activity, for technical management and staff, such as technical directors, wardrobe, lighting and sound crew, stage managers, stage hands, video and film technicians, exhibit preparators and installers, etc.

Federal Support

Cash support derived from grants or appropriations given for this activity (other than this grant award) by agencies of the federal government, or a proportionate share of such grants or appropriation allocated to the activity.

Foundation Support

Cash support derived from grants given for this activity (other than this grant award) by private foundations, or a proportionate share of such grants allocated to this activity.

Government Support

Cash support derived from grants or appropriations given for this activity (other than this grant award) by agencies of the city, county, in-state regional and other local government agencies, or a proportionate share of such grants or appropriation allocated to the activity.

Grant Amount Requested / Awarded

Amount requested / awarded in support of this activity.

In-Kind

In-kind items utilize the same definitions as cash categories to reflect the value of fees and services which are provided to the applicant by volunteers or outside parties at no cash cost to the applicant.

Marketing

All costs for marketing, publicity, and/or promotion specifically identified with the activity. Do not include payments to individuals or firms which belong under "personnel" or "outside fees and services." Include costs of newspapers, radio and television advertising, printing and mailing of brochures, flyers, and posters, and food, drink and space rental when directly connected to promotion, publicity or advertising. For fundraising expenses, see "Other Expenses."

Non-employee Artistic Fees and Services

Payments to firms or persons for the services of individuals who are not normally considered employees of the applicant, but consultants or the employees of other organizations, whose services are specifically identified with the activity. Include artistic directors, directors, conductors, curators, dance masters, composers, choreographers, designers, video artists, film makers, painters, poets, authors, sculptors, graphic artists, actors, dancers, singers, musicians, teachers, instructors, etc. serving in non-employee/non-staff capacities.

Non-employee, Other Fees and Services - Payments to firms or persons for non-artistic services of individuals who are not normally considered employees of the applicant, but consultants or the employees of other organizations, whose services are specifically identified with the activity.

Other Expenses

All expenses not entered in other categories and specifically identified with the activity. Include fundraising expenses, scripts and scores, lumber and nails, electricity, telephone and telegraph, storage, postage, interest charges, photographic supplies, publication purchases, sets and props, food consumed on premises, equipment rental, insurance fees, non-structural renovations or improvements, trucking, shipping and hauling expenses not entered under "Travel."

Other Private Support

Cash support derived from cash donations given for this activity or a proportionate share of general donation allocated to this activity. Do not include corporate, foundation or government contributions and grants. Include gross proceeds from fundraising events.

Other Unearned

Revenue derived from sources other than those listed above. Include catalog, sales, advertising space in programs, gift shop income, concessions, parking, investment income, etc.

Space Rental

Payments specifically identified with the activity for rental of office, rehearsal, theater, hall, gallery and other such spaces.

State Support Not From Council

Cash support derived from grants or appropriations given for this activity (other than this grant award) by agencies of state government, or a proportionate share of such grants or appropriations allocated to the activity. *Some examples of other state funding include: Department of Education, MSHDA, DNR, MDOT etc. NOTE: MCACA Minigrants and Touring grants cannot be included in this activity.*

Travel

All costs directly related to travel of an individual or individuals and specifically identifies with the activity. Include fares, hotel and other lodging expenses, food, taxis, gratuities, per diem payments, toll charges, mileage, allowances on personal vehicles, car rental costs, etc. For trucking, shipping, or hauling expenses, see "Other Expenses."

Application Form Instructions / Sample Itemization

Sample Itemization

MCACA requires that you submit a full itemization of each figure in your budget. That itemization is to be submitted as ATTACHMENT #2. The following is a sample of such an itemization. Indicate if amounts listed are pending or confirmed by placing a "p" or "c" next to the dollar amount.

ATTACHMENT #2, Page 1
"Your" Arts Organization Inc.

REVENUE --- Earned

(p = projected) (c = confirmed)

Admissions

Ticket sales

4 performances x 750 x \$5 per ticket \$15,000 p

Contracted services

7 school workshops - 7 x \$150 ea \$1,050 c

2 school performances - 2 x \$350 ea \$700 c

\$1,750 c

Other / Memberships

400 x \$15 per membership \$6,000

80 x \$25 per membership \$2,000

\$8,000 c

Total Earned Revenue ----- \$24,750

REVENUE --- Unearned

Corporate Support

The Alexander Corporation \$2,000 p

15 businesses @ \$250 \$3,750 p

4 businesses @ \$1,000 \$4,000 p

\$9,750 p

Other Private Support

Millionaire Raffle \$7,000 p

Charities of Our Town \$3,000 p

\$10,000 p

Total Unearned Revenue ----- \$19,750

Council request

\$11,000

Total Cash Revenue -----

\$55,500

EXPENSES - IN-KIND

Administrative Employees:

Executive Director - 5% of salary \$1,250

Other fees/services (non-employee)

7 school teachers - 7% of salary

7 x \$2,450 = \$17,150

Space Rental

Allante Elementary Auditorium

2 performances - 2 x \$800 = \$1,600

Total In-Kind Expenses -----

\$20,000

Application Form Instructions / Sample Itemization

ATTACHMENT #2, Page 2
"Your" Arts Organization

EXPENSES - CASH	<u>Cash Expenses</u>	<u>MCACA Share</u>
Administrative Employees		
Executive Director - 20% of salary	\$5,000	\$1,500
Artistic Employees		
Grover Dance Company (5 dancers)		
4 performances -4 x \$5,550	\$22,200	\$5,000
2 performances -2 x \$1,300	<u>\$2,600</u>	\$1,300
	\$24,800	
Artistic Fees / Services non employee		
Robert Perry (dancer)		
2 three-hour workshops - 2 x \$200	\$400	\$400
John Dubin (dancer)		
1 lecture/demonstration - 1 x \$200	\$200	\$200
Darla Heller (dancer)		
2 in-service 2 x \$200	\$400	\$400
Carrey Cooper String Quartet (4 musicians)		
2 performances - 2 x \$800	\$1,600	\$500
The Mozart Symphony		
4 performances - 4 x \$2,500	<u>\$10,000</u>	\$1,700
	\$12,600	
Space rental		
Hicks theater		
4 performance - 4 x \$1,050	\$4,200	
Marketing		
Newspaper Ads		
4 x \$180	\$720	
5 x \$200	\$1,000	
2 x \$780	\$1,560	
Posters		
50 x \$13	<u>\$650</u>	
	\$3,930	
Other Expenses		
Ticket Agent	\$500	
School materials		
Dance Dream booklets - 245 x \$3	\$735	
Teacher guide booklets - 7 x \$5	\$35	
Royalties	\$2,450	
Millionaire raffle	\$1,000	
Corporate fundraising solicitation	<u>\$250</u>	
	\$4,970	
Total Cash Expenses	<u>\$55,500</u>	<u>\$11,000</u>

***NOTES: THIS BUDGET MUST BALANCE!**

- The MCACA request amount must equal total MCACA Share in the Expenses section.
- Total Cash Revenue must equal Total Cash Expenses
- Total Revenues must equal Total Expenses
- The numbers used in the Itemization samples are presented solely as examples of budget itemization format. These numbers are not to be used as recommendations of the Council of proper pay scales/expenses etc.