



## ***Professional or Organizational Development FY16 Minigrant Program***

The Minigrant program is a partnership between the Michigan Council for Arts and Cultural Affairs and our Regional Regranting Agencies throughout the state. Professional or Organizational Development (POD) Minigrants provide up to \$1,500 to assist arts organizations, administrators and artists with opportunities that specifically improve their business management and/or brings the artist or the arts organization to another level artistically.

### ***To be Eligible...***

Applicants are limited to registered non-profit arts and cultural organizations, arts administrators and professional artists, located in the state of Michigan. Federal and State agencies are not eligible to apply.

Applicants with unmet obligations on prior grants i.e. late/incomplete reports, may not apply (Contact MCACA staff if you are concerned about a prior grant).

### ***Funding Basics...***

Applicants can request a maximum of \$1,500. Grants awarded must not exceed 75% of total project cost up to \$1,500. A 25% cash and/or in-kind match is required.

Funded projects must be completed within the MCACA grant period, 10/1/2015 - 9/30/2016.

Applicants may apply to more than one Council program, however, no one applicant may receive multiple grants in the same category during the same fiscal year.

Council reserves the right to limit the number of grant awards to any one applicant.

### ***Deadline...***

Applications are to be submitted on-line by 11:59 p.m. August 3, 2015 for Round 1 or by 11:59 p.m. and January 15, 2016 for Round 2. The eGrant system will not accept applications after this time. Incomplete applications will not be accepted by the eGrant system.

# *Minigrant Program Professional or Organizational Development*

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### **MCACA**

Michigan Economic Development Corporation  
300 N. Washington Square  
Lansing, MI 48913

(517) 241-4011 fax: 517-241-3979

[www.michiganbusiness.org](http://www.michiganbusiness.org)

Donna Miller  
Detroit Recreation Department  
Northwest Activities Center  
18100 Meyers  
Detroit, MI 48235

313-224-1155

### **Regional Regranting Information:**

# Getting Started . . .

The Minigrant program is a competitive grants-giving partnership funded by the state of Michigan through the Michigan Council for Arts and Cultural Affairs (MCACA) and administered by agencies in the 10 State of Michigan Prosperity Regions.

**Professional and Organizational Development:** grants that provide up to \$1,500 to assist arts organizations, arts professionals and artists with unique experiences that are directly related to career or organizational development. Proposals cannot be geared toward the creation of a specific art project, but must clearly demonstrate how the proposal will benefit the organization or individual long-term.

## Fast Facts:

- Applicants to the Minigrant Program must use the MCACA on-line application at [mcaca.egrant.net](http://mcaca.egrant.net) (no www). Use the instructions in this document as a guide.
- No one applicant may receive multiple grants within the same category during a fiscal year.
- Applicants must make the required minimum cash and/or in-kind match to their grant award.
- Grant activity must take place between October 1, 2015 and September 30, 2016.
- Deadline to apply:
  - Round 1 – August 3, 2015
  - Round 2 – January 15, 2016
- All Minigrant applicants who are arts and cultural organizations are strongly encouraged to participate in the Cultural Data Project, [www.miculturaldata.org](http://www.miculturaldata.org), although it is not required.
- All applicants are strongly encouraged to notify their legislators of their grant submission. Please note that if a grant is awarded you will be required to notify your legislators of your grant award. A copy of this letter or email must be submitted with the signed grant agreement.
- Due to IRS regulations, MCACA will verify all applicant organization's current nonprofit status by verifying that a form 990 has been filed in the last three years.

## *Grantee Responsibilities and Requirements*

### **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. For a list of resources on accessibility, visit <http://arts.gov/accessibility/accessibility-resources/nea-office-accessibility>.

### **Underserved Counties**

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. In order to accomplish that, MCACA has identified 45 underserved counties (the full list can be found on our website). In addition, 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.

## **Eligibility**

Michigan registered nonprofit arts and cultural organizations, arts administrators and professional artists are eligible in this program. Organizations 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.). Professional artists are defined as one who is recognized by his/her peers within the discipline, has a minimum of 2 years in the discipline and is compensated for their art form.

A graduate or undergraduate level course in a degree or certificate program where credits or a degree are sought is not eligible.

Applicants that have unmet obligations on current grant agreements, such as overdue or incomplete reports or other significant problems, are not eligible to apply for future funding. If any applicant fails to meet MCACA requirements on a current grant agreement, 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 FY16 application, the newly approved grant will be rescinded. Auxiliary support organizations (i.e. friends of xyz), may not apply in this grant program. Federal and State of Michigan agencies, divisions or departments are not eligible to apply for funding from MCACA.

## **Match**

POD recipients are required to make a minimum 25% cash and/or in-kind 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 itemization required with awardee's Final Reports. 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, fundraising events, reception costs, out of country travel, etc. See application instructions for complete details.

Grantees must sign a grant agreement detailing terms for the use of Council funds. Please note that the grant agreement will detail the scope of work and the payment schedule.

## **Veterans Affairs**

Veterans provide our workforce with a high-level skill set built through brave service to America. They bring the advantages of being immersed in a training environment, and their technical skills, strengths in strategic thinking, and versatility are just a few of the very tangible talents that make them valuable to any employer. The arts are also a powerful, therapeutic tool in the healing process for many combat veterans reintegrating back into society and transitioning back into civilian life.

Therefore the Council encourages organizations to provide veterans of all eras and all branches of the military with opportunities in the arts. Providing both a foundation for their work and freedom to pursue it as they see fit, is the best means to bringing quality work forward while maintaining assistance to veterans and artists.

## **The Fine Print**

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 discrimination on the basis of sex.

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.

When purchasing equipment and products under a Council grant, grantees are encouraged to purchase American-made, preferably Michigan-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 or 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 your Grant Agreement, Council support as well as the Regional Regrantor must be credited and included in all publicity, media materials, on your website and during each broadcast promotion of the activity. The support credit should read: **"This activity is supported in part by the Michigan Council for Arts and Cultural Affairs and the Regional Regranting Agency."**

Grantees must submit, in a Council supplied format, a final report. The final report must include a narrative summary of outcomes, financial statement, detailed financial 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.

## ***Professional or Organizational Development Guidelines***

The Michigan Council for Arts and Cultural Affairs recognizes the importance of on-going executive education and leadership development for professional arts administrators, artists and organizations. The Professional or Organizational Development grant program provides funding to assist nonprofit arts organizations, arts professionals and artists with opportunities that will specifically improve their business management and/or brings the artist or the arts organization to another level artistically.

Applications in the POD program cannot be geared toward the creation of a specific art project, but must clearly demonstrate how the proposal will benefit the organization or individual in the long-term. These grants are strictly intended to assist arts administrators and artists with unique experiences directly related to career or organizational development. The maximum amount of an award is \$1,500 per organization/individual per year. POD grants support a variety of nonprofit organizational and individual needs, which strengthen the capacity of the organization and individual to do business in Michigan. These dollars can be used to attend conferences, workshops, seminars or to hire short-term consultants.

The following categories *ONLY* are eligible for funding under this grant program:

- Conferences/Education/Training*** - Educational opportunities for staff, board members or artists to increase knowledge and skills that support the mission of the organization or the work that they do. A list of professional development opportunities can be found on page 14.
- Working with a consultant*** - Funding for a consultant to provide assistance with strategic planning, coalition building, fundraising planning, needs assessment, grant writing, or board governance.

### **Funding Levels**

Funding requests have a maximum of \$1,500. Grants awarded must not exceed 75% of total project costs. A 25% cash or in-kind match is required.

## ***POD Review Criteria***

***Professional Development Request (Conferences/Education/Training):*** Briefly describe the activity, including the name and presenting organization of the training, workshop or conference. Who will be attending the professional development activity and their role within the organization, if applicable? How will the activity contribute to or improve the organization or individual? How will information be disseminated to your colleagues and/or the public-at-large? Be sure to include amount requested as well as the expected expense.

MCACA request must not exceed 75% of total project cost up to \$1,500.

***Organizational Development Request (Working with a consultant):*** Briefly describe the purpose of your request and how you intend to use the consultant. Who on the board or staff will have primary responsibility for shaping the project, working with the consultant and implementing the results? How will the activity contribute to or improve the organization? Be sure to include amount requested as well as the expected expense.

MCACA request must not exceed 75% of total project cost up to \$1,500.

### **How grants are evaluated:**

- Does the activity fit within the funding criteria as stated above?
- Will the activity contribute to building the development/improvement of the organization or individual?
- Is the budget for the project realistic and reasonable?
- Are the attachments appropriate, relevant and strength the application?

# eGrant Application Instructions

- Applicants must apply using the online eGrant system. Go to [mcaca.egrant.net](http://mcaca.egrant.net) (no www.).
- Codes are supplied by drop-down tabs in the eGrant system.
- The word “project” in the instructions refers to all activities that funds are being requested for, regardless of which category you choose.
- Please use the same eGrant account for each application. Be sure to write down your username and password.
- MCACA is not responsible for incorrectly uploaded materials or the inability to open attachments. Files should be uploaded as .pdf files (portable document format).

## Section 1: Applicant Information

### Name

Enter legal name (same as DUNS/FEIN name). Use exact spellings. Don't use abbreviations unless part of the official name. See Eligibility, pg.4.

### Address 1

Organization's physical street address or rural route #, no PO Boxes

### Address 2

Organizations mailing address (PO Box, etc.)

### City / State / Zip

For Organization's physical street address or rural route #

### County

County Organization is physically located in

### 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.

### DUNS Number

Enter the applicant organization's nine-digit Data Universal Numbering System or DUNS Number. This number issued by Dun & Bradstreet is a unique numeric identifier assigned to a single business entity. DUNS number assignments are free for all businesses. If one does not exist for your business location, it can be created within one business day. For more information visit <http://fedgov.dnb.com/webform>

### Region

Enter the Regional Regranting Zone the organization is located.

### Other Common Name

Other commonly used name for organization

### Telephone / Website / Office Hours

Organization's phone number, website and office hours

**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 (See section 3 below).

**Board Chairperson**

Enter the name and title who bears ultimate authority and responsibility on behalf of the applicant organization (can be the same as the Authorized Official). If you are an individual applying, please leave this section blank.

**Status Code--Describes Legal Status**

This indicates the applicant organization's legal status.

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

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

**Section 2: Program Area**

Choose "Minigrant Program"

**Section 3: Project Information**

Category choose "Professional Development"

Component choose "None"

**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 Authorized Official.

**Project / Activity Title**

Enter the project's working title, a brief descriptive title.

**Amount Requested:**

Enter the grant amount requested for your project.

**Start date/end date**

Enter the dates of your grant activity, including planning time. These dates must be within the grant award period of October 1, 2015 to September 30, 2016.

**Project Description**

Enter a description about the program (100 words or less).

**Project Primary Discipline Code**

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

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

**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 activity 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." This selection does not affect your grant score.

**Section 4: Summary Information**

The information should represent your projected numbers for the entire grant period. Awardees will be required to provide actual participant numbers in the final grant report.

**Section 4a--Project Participation Summary****Michigan Artists Directly Involved**

Enter the number of Michigan artists directly involved in providing artistic services specifically identified with the award. Include living artists whose work is represented regardless of whether the work was provided by the artist or by an institution.

**Amount Paid to Michigan Artists**

Enter the amount paid to Michigan artists directly involved in providing artistic services specifically identified with the award.

**Artists Directly Involved**

Enter the total number of artists directly involved in providing artistic services specifically identified with the award. Include living artists whose work is represented regardless of whether the work was provided by the artist or by an institution (this total number should include Michigan artists).

**Amount Paid to Artists**

Enter the total amount to be paid to artists directly involved in providing artistic services specifically identified with the award (this total should include the amount paid to Michigan artists).

**Adults Engaged in "In-Person" Arts Experiences**

Enter the number of adults who directly engaged with the arts, whether through attendance at arts events or participation in arts learning or other types of activities in which people were directly involved with artists or the arts. Do not count individuals primarily reached through TV, radio or cable broadcast, the Internet, or other media. Include actual audience numbers based on paid/free admissions or seats filled. Avoid inflated numbers, and do not double-count repeat attendees. Participation through electronic media, including webinars or any other on-line experience, should not be included. The distribution of literary material likewise should not be included.

**Youth Engaged in "In Person" Arts Experiences**

Enter the number of children/youth (0-18 years) who directly engaged with the arts, whether through attendance at arts events or participation in arts learning or other types of activities in which people were directly involved with artists or the arts. Do not count individuals reached through TV, radio or cable broadcast, the Internet, or other media. Include actual audience numbers based on paid/free admissions or seats filled. Avoid inflated numbers, and do not double-count repeat attendees. Participation through electronic media, including webinars or any other on-line experience, should not be included. The distribution of literary material likewise should not be included.

### **New Hires**

Enter the number of full time employees/equivalents that will be hired by the applicant organization in the coming year. Do not include contract workers. A full time employee is defined as someone who works a minimum of 35 hours a week and receives a W2\* from the organization. A part time employee is defined as someone who works less than 35 hours a week and receives a W2\* from the organization. A contractual worker would be someone who receives a 1099\*\* from the organization.

To calculate full time employees/equivalents:

$$\begin{aligned} & 1 \text{ employee who works 35 plus hours a week} \\ & + \underline{1 \text{ employee who works less than 35 hours a week}} \\ & = 1.5 \text{ employees/equivalents} \end{aligned}$$

### **Employees**

Enter the number of full time employees/equivalents for the applicant organization. Do not include contract workers. A full time employee is defined as someone who works a minimum of 35 hours a week and receives a W2\* from the organization. A part time employee is defined as someone who works less than 35 hours a week and receives a W2\* from the organization. A contractual worker would be someone who receives a 1099\*\* from the organization. To calculate full time employees/equivalents:

$$\begin{aligned} & 4 \text{ employees who work 35 plus hours a week} \\ & + \underline{3 \text{ employees who work less than 35 hours a week}} \\ & = 5.5 \text{ employees/equivalents} \end{aligned}$$

\*W2 refers to Form W-2, a United States federal tax form issued by employers and stating how much an employee was paid in a year.

\*\*1099 refers to the Form 1099 series, a United States federal tax form which is used to report various types of income other than wages, salaries, and tips (for which Form W-2 is used instead). An example of a reportable transaction are amounts paid to a non-corporate independent contractor for services.

### **Populations Benefited by Race:**

Select any of the categories that, by your best estimate, made up 25% or more of the population that directly benefited from the award during the period of support. These responses should refer to populations reached directly, rather than through broadcasts or online programming.

N - American Indian/Alaska Native

A - Asian

B - Black/African American

H - Hispanic/Latino

P - Native Hawaiian/Other Pacific Islander

W - White

G - No single race/ethnic group listed made up more than 25% of the population directly benefited.

### **Populations Benefited by Age:**

Select all categories that made up 25% or more of the population that directly benefited, excluding broadcasts or online programming.

1. Children/Youth (0-18 years)

2. Young Adults (19-24 years)

3. Adults (25-64 years)

4. Older Adults (65+ years)

9. No Single Group made up more than 25% of the population directly benefited.

### Populations Benefited by Distinct Groups:

Select any of the categories that, by your best estimate, made up 25% or more of the population that directly benefited from the award during the period of support. These responses should refer to populations reached directly, rather than through broadcasts or online programming.

D - Individuals with Disabilities

I - Individuals in Institutions (include people living in hospitals, hospices, nursing homes, assisted care facilities, correctional facilities, and homeless shelters)

P - Individuals below the Poverty Line

E - Individuals with Limited English Proficiency

M - Military Veterans/Active Duty Personnel

Y - Youth at Risk

G - No single distinct group made up more than 25% of the population directly benefited.

### 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: Required Attachments

*Files should be uploaded as PDF documents.* Do not create PDFs of your electronic documents by scanning, PDFs created this way are much larger and of lower quality. Do not embed non-printable media files (video and/or sound) in your PDF documents. Please do not enable any document security settings or password-protect any PDF files you submit. If you upload images, audio or visual files, it is recommended to limit the size to 5MB. The 10 attachments must be submitted as uploads with your on-line application:

Attachment 1	Narrative
Attachment 2	Project Budget
Attachment 3	Staff/Project/Artists Bio
Attachment 4	Assurances
Attachment 5	IRS Determination Letter (if needed)
Attachment 5 – 10	Supplemental Material (optional)

**Note: Attachments should be named as indicated below and converted to a PDF file.**

#### Attachment 1 -- Proposal Narrative

Name this file Narrative-OrganizationName (example: Narrative-Quincyouththeater.pdf)

Submit up to two narrative pages. Do not use type size smaller than 12 point. Leave a minimum margin of 1" on all sides. Failure to adhere to formatting criteria may result in a loss of points. Be sure to number and include the name of the organization on each page.

For the narrative, refer to the Review Criteria as an outline and guide to describe the FY16 activities you wish to be supported. Address each Review Criteria in order. Remember that panelists score application based on the completeness of your answers to each review criteria, and some criteria are worth more points than others. Also provide an outline/timeline in the narrative for your FY16 activities, if applicable.

MCACA encourages applicants to include hyperlinks and URLs of your website, links to videos, artist websites, marketing materials, Facebook pages, etc. that are pertinent to an organization's grant application. Brief bios of key decision makers and artists are also useful to panelists. This information should be incorporated into your narrative under relevant Review Criteria.

### **Attachment 2 -- Project Budget**

Name this file Budget-OrganizationName (example: Budget-Quincyouththeater.pdf)

Provide a detailed itemization of your projected project budget. This itemization must show a 75:25 cash and/or in-kind match to your request. You cannot use state funds as matching funds. Keep complete records and receipts. A sample budget itemization can be found on page 17.

**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 itemized budget.**

#### **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 and fundraising
- 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, unless part of a Capital Improvement grant
- Out-of-country travel

### **Attachment 3 -- Staff, Project and Artist Bio**

Name this file Bios-OrganizationName (example: Bios-Quincyouththeater.pdf)

Provide appropriate staff, project and artists bios as it relates to your application. Be sure to describe the representation of diverse communities defined by, but not limited to, race, ethnicity, gender, age and disabilities. This attachment is limited to three pages.

### **Attachment 4 -- Assurances**

Name this file Assurances-OrganizationName (example: Assurances-Quincyouththeater.pdf)

This form can be found on page 14 of these guidelines or by clicking on the Assurances document link within the eGrant system under Required Attachments, this form must accompany your application. If you are unable to provide an official electronic signature then you must sign, scan and upload the signed document as an attachment to your application. It is strongly encouraged that the document is a pdf. If you are unable to scan and upload this form please mail it in.

### **Attachment 5 -- IRS Determination Letter**

Name this file IRS-OrganizationName (example: IRS-Quincyouththeater.pdf)

Organizations are only required to submit the IRS Determination letter if you have not completed a 990 to the IRS. Individuals applying can move to the next attachment.

## **Attachment 5 - 10 -- Supplemental Materials**

Name this file Sample#-OrganizationName (example: Sample8-Quincyyouththeater.pdf)

Use the remaining open attachments to upload additional materials or samples of the work regarding your project that will assist the peer panel in reviewing your application. Files may include PDFs, visual, audio and video files. Be sure to name accordingly based on attachment number. Please note file size should be limited to 5MB.

## ***Application Submission***

Applications are to be submitted on-line:

Round 1 – August 3, 2015 by 11:59 p.m.

Round 2 – January 15, 2016 by 11:59 p.m.

The eGrant system will not accept applications after this time. Incomplete applications will not be accepted by the eGrant system.

The successful submission of your application does not confirm the accuracy of the grant application, materials uploaded, or that it will receive funding.

The Council and the Regranting Agency are not responsible for incorrectly uploaded materials or the inability to open attachments. The Michigan Council for Arts and Cultural Affairs and the Regranting Agency reserves the right to retain a copy of application materials for archival purposes and its permanent record.

All application materials are public records.

**Keep a complete copy of your application for your file.**

## Michigan Council For Arts and Cultural Affairs ASSURANCES

A: The applicant has an established policy of equal opportunity without regard to race, color, religion, national origin, age, sex or disability. The applicant agrees to take steps necessary to correct any under-representation reported on the status report and achieve a reasonably representative work force at all levels of employment. The applicant has an established policy to provide equal opportunity on all programs, activities and services.

The applicant:

1. Agrees in all recruiting materials and advertisements to state that all job applicants will receive equal consideration for employment;
2. Agrees in all promotional materials and advertisements to state that all programs, activities and services will be provided equally; and
3. Agrees to post in conspicuous places, notices setting forth the law on equal opportunity in employment and public accommodations.

B: If the grant is awarded, the applicant gives assurances to the Michigan Council for Arts and Cultural Affairs, that the support funds will be administered by the applicant.

C: Any funds received under this grant shall not be used to supplant funds formally budgeted for same and that funds received will be used solely for the contracted activities.

D: The applicant has read and will conform to the Guidelines.

E: The filing of this application by the undersigned, officially authorized to represent the applicant organization has been duly approved by the governing board of the applicant organization.

o This application was approved by the governing board on \_\_\_/\_\_\_/\_\_\_

o This application is scheduled to be approved by the governing board on \_\_\_/\_\_\_/\_\_\_

If the application has not yet been approved by your governing board, notify the Council staff of the action taken as soon as possible.

If the notification of action by your governing board is not received prior to panel review, the application may not be recommended for funding.

Organization name: \_\_\_\_\_

Grant Program: \_\_\_\_\_

Authorized Official: (Cannot be the Project Director)

Name (typed) \_\_\_\_\_ Date \_\_\_\_\_

Signature: \_\_\_\_\_

# Professional Development Opportunities

**Americans for the Arts** – AFTA serves, advances and leads the network of organizations and individuals who cultivate, promote, sustain, and support the arts in America. AFTA provides many valuable resources but also hosts an annual convention, Arts Advocacy Day as well as the Nancy Hanks Lecture Series.

[www.artsusa.org](http://www.artsusa.org)

**National Arts Marketing Project** – NAMP provides information, tools and practical ideas to design high quality, cost effective marketing programs and strengthen arts organizations. NAMP provides trainings, workshops, online resources as well as a national conference.

[www.artsmarketing.org](http://www.artsmarketing.org)

**Kennedy Center** – providing a multitude of professional development opportunities including Arts Edge, a free digital resource for teaching and learning in, through and about the arts; DeVos Institute of Arts Management, which trains, supports and empowers arts managers and their boards locally, nationally and internationally; Arts Accessibility Office, focusing efforts on accessibility services for patrons and visitors, professional development for cultural administrators and career opportunities in the arts for people with disabilities as well as conferences regarding special education and the arts.

[www.kennedy-center.org](http://www.kennedy-center.org)

**American Museums Association** – AMA works to build the foundation for excellence and unite the museum field. AMA provides workshops, webinars and an annual conference.

<http://aam-us.org>

**Association of Performing Arts Presenters** – APAP provides a platform and the necessary tools to facilitate knowledge, discovery, advancement and distribution. APAP hosts a variety of professional development opportunities including an annual conference.

[www.apap365.org](http://www.apap365.org)

**National Guild for Community Arts Education** – supports and advances access to lifelong learning opportunities by providing research and information resources, professional development and networking opportunities.

[www.nationalguild.org](http://www.nationalguild.org)

**Association of Children's Museums** – ACM works to strengthen children's museums to be essential community assets by: establishing standards for professional practice, convening conferences, collecting research and best practices.

[www.childrensmuseums.org](http://www.childrensmuseums.org)

**ArtsMidwest** – provides tools and resources to assist the advancement of the arts throughout the Midwest region and beyond. ArtsMidwest also hosts Arts Lab, Arts Learning Xchange and an annual conference.

[www.artsmidwest.org](http://www.artsmidwest.org)

**Michigan Museums Association** – MMA works to disseminate information about best practice in museums as well as facilitate the process of peer learning within the Michigan museums and cultural community. MMA provides workshops, peer learning and an annual conference.

[www.michiganmuseums.org](http://www.michiganmuseums.org)

**Michigan Presenters Network** – MPN provides information about best practices for performing arts presenters by hosting professional development opportunities as well as hosting an annual conference.

[www.michiganpresenters.org](http://www.michiganpresenters.org)

**Michigan Nonprofit Association** – MNA serves nonprofits to advance their missions. This is done by providing research, resources and professional development opportunities around the state.

[www.mnaonline.org](http://www.mnaonline.org)

**Michigan Municipal League** – MML represents municipalities to help them sustain highly livable, desirable and unique places within the state. League seminars, trainings and events provide up to date information on major issues and concerns facing communities.

[www.mml.org](http://www.mml.org)

**SmArts Program** – The Arts Council of Greater Lansing has developed a professional development program for creatives which includes workshops, trainings and business resources.

[www.lansingarts.org](http://www.lansingarts.org)

**NEW** – helps nonprofits succeed by strengthening nonprofit management. NEW offers Southeast Michigan nonprofits resources, technology and services to meet the challenges of doing more with less.

<http://new.org>

**BEST Project** – BEST works to strengthen the nonprofit sector of Flint and Genesee County by providing capacity building support and technical assistance.

<http://bestprojectonline.org>

**NorthSky Nonprofit Network** – provides a variety of learning vehicles including workshops and webinars on a wide range of topics to help meet the need of nonprofits in the Grand Traverse area.

[www.northskynonprofitnetwork.org](http://www.northskynonprofitnetwork.org)

## ITEMIZATION TEMPLATE

INCOME	CASH	INKIND	TOTALS	
REVENUE - EARNED				
TOTAL EARNED INCOME			\$ -	
REVENUE - UNEARNED				
Corporate, Foundation & Private support			\$ -	
Other unearned revenue				
Applicant Cash	\$ 200		\$ 200	
In-Kind revenue				
Itemized in expense column		\$ 175	\$ 175	
MCACA grant request			\$ 1,500	
<b>TOTAL CASH REVENUE</b>			<b>\$ 1,875</b>	
EXPENSES - CASH	CASH	In-Kind	MCACA share	TOTALS
Employee expenses				
Non-employee costs				
Additional project related costs				
Other expenses				
Conference Registration	\$ 500		\$ 500	
Meals	\$ 175	\$ 175		
Travel	\$ 700		\$ 500	
Hotel	\$ 500		\$ 500	
				\$ 1,875
<b>TOTAL EXPENSES</b>				<b>\$ 1,875</b>

