Professional / Organizational Development
FY21 Minigrant Program POD Guidelines

The Minigrant program is a partnership between the Michigan Council for Arts and Cultural Affairs and our Regional SmartSimple Agencies throughout the state. The Council recognizes the importance of on-going executive education and leadership development for arts/cultural organizations, professional artists, arts administrators, arts educators and film professionals.

Professional or Organizational Development (POD) Minigrants provide up to **$1,500** to assist non-profit arts and cultural organizations, artists, arts administrators and arts educators with opportunities that specifically improves their management and/or brings the artist or the arts organization to another level artistically. In addition, the Minigrant POD program provides Michigan and individual Michigan artists/arts administrators/arts professionals a presence at national conferences and workshops.

Are you eligible to apply for a Minigrant POD grant?
You must be able to answer YES to all the following questions.
- Is the applicant an arts & cultural organization registered as a nonprofit in the state of Michigan that has tax-exempt status **OR** applying as an individual artist, arts administrator, arts educator, or film professional with a valid social security number?
- Is the applicant's organization physically located or address in the state of Michigan?
- Will the proposed opportunity occur during FY21, Oct. 1, 2020 – Sept. 30, 2021?

Applicants with unmet obligations on prior grants (late/incomplete reports) <u>may not</u> be eligible. Contact your Regional Service Agency or Program Manager Jackie Lillis-Warwick (lillis-warwickj@michigan.org or 517-335-0676) if you have questions

Deadline
Applications are to be submitted online through SmartSimple by:

Round 1 – 5:00 p.m. EST, August 3, 2020
*Round 2 – 5:00 p.m. EST, January 15, 2021
The SmartSimple system will not accept applications after the deadline.
Incomplete applications will not be accepted by the SmartSimple system.

*NOTE - not all Regions offer Round 2 funding. Please contact your Regional Services Agency to confirm if Round 2 funding is available.

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A few IMPORTANT things to be mindful of:

- It is strongly recommended that you begin the online application **BEFORE** the due date, in order to handle any unforeseen developments that may prevent a timely submission.

- Please read the guidelines carefully, they are designed to assist you with the completion of a Minigrant POD grant application.

- Late applications will not be accepted.

- The Minigrant Program is administered through Regional SmartSimple Agencies.

  o Please check the link below for contact information for your region (by county):
    https://www.michiganbusiness.org/4ad28a/globalassets/documents/mcaca/2020-map-and-rrs_revised.pdf

- An applicant's Region/Regional SmartSimple Agency is determined by the physical address location of the applicant, **not** where the activity/project will occur.

Minigrants Professional Organizationsal Development Basics

The two following categories are eligible for POD funding under this grant program:

Conferences/Education/Training – Educational opportunities for staff, board members or individual artists, arts educators, or film professionals to increase knowledge and skills that support the mission of the organization or the work that they do. A brief list of professional development opportunities can be found on page 19.

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.

- POD grants provide up to **$1500**
- Grant awards must be matched on a 1:4 (25% match) basis with a cash and/or in-kind match. Grants awarded must not exceed 75% of total project cost up to $1,500.
- State funds may not be used as matching funds
- Funded projects and expenditures must occur and be complete within the MCACA grant period (Fiscal Year 2021): October 1, 2020 – September 30, 2021.
- Applicants are eligible to receive funding for one POD Minigrant per fiscal year.
- Applicants may apply to more than one Council program, however, no one applicant may receive multiple grants in the same category.
- Council reserves the right to limit the number of grant awards to any one applicant.
- All applicants that are arts and cultural organizations are strongly encouraged to participate in SMU/DataArts' Cultural Data Profiles http://culturaldata.org/, but not a requirement.

Grantee Responsibilities and Requirements

Eligibility

Michigan registered nonprofit arts and cultural organizations or individual artists, arts administrators, arts educators, and film professionals with a Social Security Number are eligible in this program. Organizations must be physically located in the state of Michigan and Individuals must be residents of the State of Michigan. 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 these 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. **Graduate or undergraduate level courses in a degree or certificate granting program, where credits or degree are sought, are not eligible**.

Funding
Minigrant 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 project year that should not appear on the itemization. See application budget 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. MCACA budget requires applicants to list full project expenses and revenue to balance expenses.

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.

The Fine Print
Receipt of state and federal grants carries with it certain obligations and responsibilities. By submitting a Michigan Council for Arts and Cultural Affairs (MCACA) grant application, applicants are affirming that they are familiar with the requirements of MCACA, and that they will comply with those requirements.

Grantees should use cost accounting principles which comply with requirements as set forth in 2 CFR Chapter, I, Chapter II part 200 Uniform Administrative Requirements, Cost, Principals, and Audit Requirements for Federal Awards*. This new guidance, commonly called the Omni Circular, Super Circular or Uniform Guidance, replaces A-87 Cost Principals – State and Local Governments, A-122 Cost Principals - Nonprofit organizations, A-89 catalog of Domestic Assistance, A-102 Administrative Rules State and Local Governments, A-133 & A-50 Audit Rules. It is important to note that for grant recipients the change from the previous federal standards (like A-87 & A-133) to the OMNI circular formally went in to effect December 26, 2014, and applies to MCACA grants awarded after 7/1/2016.

* All references to the "Omni Circular" refer to the "Office of Management and Budget 2 CFR Chapter 1 & 2 Part 200, 215, 220, 225 and 230 – Uniform Administrative Requirements, Cost Principals, and Audit Requirements for Federal Awards" dated 12/26/13, http://www.gpo.gov/fdsys/pkg/FR-2013-12-26/pdf/2013-30465.pdf

Since MCACA receives funding from the NEA (CFDA 45.025), organizations receiving funding from the MCACA must, in turn, comply with the requirements outlined in the NEA's General

Terms and Conditions https://www.arts.gov/sites/default/files/2015-general-terms-and-conditions-for-partnership.pdf).

The Grantee shall otherwise be in compliance at all times with all applicable federal laws, regulations, rules and orders including, but not limited to Title VI of the Civil Rights Act of 1964, 42 USC 2000d et seq.; Executive Order 13166; Title IX of the Education Amendments of 1972, 20 USC 1681 et seq.; Section 504 of the Rehabilitation Act of 1973, 29 USC 701 et seq.; the Age Discrimination Act of 1975, 42 USC 6101 et seq.; the National Environmental Policy Act (NEPA) of 1969, 42 USC 4321 et seq.; the National Historic Preservation Act (NHPA) of 1966, 16 USC 470 et seq.; the Drug Free Workplace Act of 1988, 41 USC 701 et seq.; Lobbying restrictions, 18 USC 1913, 2 CFR 200.450, and 31 USC 1352; Davis-Bacon and Related Acts; the Native American Graves Protection and Repatriation Act of 1990, 25 USC 3001 et seq.; the U.S. Constitution Education Program, P.L. 108-447, Division J, Sec. 111(b); and the prohibition on funding to ACORN, P.L. 111-88, Sec. 427."

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.

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 comply with requirements regarding debarment and suspension in Subpart C of 2 CFR 180, as adopted by the National Endowment for the Arts in 2 CFR 32.3254. Grantees are required to execute projects and/or productions in accordance with the above noted requirements, 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 section 11 of your Grant Agreement, Council support must be credited and included in all publicity, media materials, on your website and during each broadcast promotion of the activity. MCACA credit should read: **"This activity is supported in part by the Michigan**

Council for Arts and Cultural Affairs."

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

SmartSimple Application Instructions

- Applicants must apply using the online software https://mcaca.smartsimple.com/ (no www).
- The term "project" in the instructions refers to all activities that funds are being requested for, regardless of which category you select.
- Please use the same SmartSimple account for each/all applications. Be sure to write down your username and password. If you should lose login information, please contact SmartSimple via link on the login page. MCACA staff cannot access applicant passwords.
- Documents must be uploaded as ".pdf" files (portable document format). Media files: SmartSimple supports a variety of video, audio, and image file formats that may be attached.

Before applying for a MCACA grant, it is important to note that applicants must first:

- Create an account in SmartSimple
- Complete ORGANIZATION INFORMATION section
- Complete ADA/504 INFORMATION section
- Complete ORGNAIZATIONAL HISTORY/BOARD section
- Complete DEMOGRAPHICS section

Upon creating an account and completion of the above sections, an applicant may view eligible grants and begin application(s) by selecting icon(s) under "My Opportunities."

Some sections have tool tips (indicated with a *) and/or descriptions for guidance.

Do NOT click "Submit" until the project information, summary information, attachments, and fee processes have all been completed.

Use the "Next" button to move on to the next page or click on the tabs.

Make Sure you are clicking "Save Draft" often as the system will time out.

Step-by-step Instructions for Minigrants Art Project Applicants

My Opportunities – select Minigrants POD
Select "Apply Now" button on the grant program line you will work on/submit. If you have already begun the application process, click on "Applications and Grants" in the top right corner to access your draft application.

New Grant - Ensure that Organization Name and Project Director information is correct.

Eligibility Quiz - Select appropriate answers and click "Submit" button.

Assurances Section
Complete the assurance form within the SmartSimple system. The assurances information must be completed before submitting your application.

DocuSign is an online electronic signature service that will allow users to sign and return documents to the MCACA grant portal. The signer does not need a DocuSign account OR access to this portal to sign and submit the document. An email notification will provide a link to the specific document to be signed, and the signed document can be submitted from DocuSign back into the system. You will not need to download, scan, physically sign, or upload anything, it will be done automatically. You will receive a notification from SmartSimple when the signed document is received by the system.

Project Information
Contact Details
- Will autofill from Organization Information. Make sure this is correct.
- Fill in Information for Project/Activity Title, Request Amount, Start and End Date, Project Description
- Select "Projects Primary Discipline" from Drop Down Menu
- Select "Type of Activity" from Drop Down Menu.
- Select "Project Primary Counties." Note – you can select multiple Counties as well as the "Statewide" and "Out of State" option.

Project Details
- Fill in Information for Project/Activity Title, Request Amount, Start and End Date, Project Description

- Select "Projects Primary Discipline" from Drop Down Menu
- Select "Type of Activity" from Drop Down Menu.
- Select "Project Primary Counties." Note – you can select multiple Counties as well as the "Statewide" or "Out of Michigan" option.

Budget Section (work 10 points at the review)

Please read information boxes closely for detailed instructions on how to enter the Budget.
- Click "Edit Budget" button and a new window will open
- Click the "+" button to add lines under expense categories
- When completed, click "Save" and then "Close"

Applicants must enter a detailed itemization of the projected project budget in SmartSimple. The itemization must show a 1:4 (25%) cash and/or in-kind match of the grant request.

*If there are additional revenue and/or expenses that do not fit on the itemization template, please attach a supplemental page as part of your attachments.

MCACA Minigrants POD Funding may ONLY be used for:
- Artist, consultant, workshop, registration fees directly related to a professional development opportunity
- Travel (in **OR** out of state)
- Meals and Lodging
- Project-related Materials

Funding may NOT be uses for:
- 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

NOTE: Council funding may not be applied to these items NOR can they be included in the project budget as expense items or to meet matching requirements.

Attachments Section
Basic things to remember:

- 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.
- Please do not enable any document security settings or password-protect any PDF files you submit.
- If you are uploading images, audio or visual files, these will be added in the "Media Library".
- The attachments every applicant must submit for their on-line application are:
  - Narrative
  - Key Staff/Cultural Workers/Artists Bios
  - Supplemental Materials and/or Media Library Files

Below are the descriptions for what to include in the ATTACHMENTS section of SmartSimple:

Narrative Attachment (worth 75 points in the review)
Follow these instructions to create your Narrative:

- For the narrative, use the Review Criteria (below) as an outline and guide to describe the Minigrants POD project you wish MCACA to support. Be clear from the beginning what the grant funding will support/be used for. Address each numbered Review Criteria in order.
- Submit only up to two (2) narrative pages.
- Do not use type size smaller than 12 point.
- Leave a minimum margin of 1" on all sides.
- Be sure to number and include the name of the organization on each page.
- Don't assume the panel is familiar with your organization, terminology, or the environment in which you are operating. Details will help strengthen and support your application.

Minigrants POD Narrative Review Criteria and Scoring
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:

1. To assist the applicant in preparing the grant application narrative by establishing, through the criteria, how panel reviewers will judge the application.
2. To assist reviewers by outlining for them what MCACA expects from a successful applicant and weighting each criteria based on Council goals and priorities.

For the proposal narrative, refer to the Review Criteria as an outline and guide to describe the grant activities you wish supported. Address each numbered Review Criteria in order. Remember that panelists score applications based on the completeness of your answers to each Review Criteria, and some criteria are worth more points than others.

1. Professional Development Merit – worth 40 points at the review
- Describe the professional development/organizational opportunity for which you are requesting MCACA support, including the name and presenting organization of the training, consultant, workshop or conference
- Acknowledge who will be engaged in the professional development activity, and their role(s) within the organization, if applicable
- Clearly state the parameters of activity(ies), including a timetable or schedule of activities showing when, where, how and for how long the activity(ies) will take place

2. Professional or Organizational Impact – worth 35 points at the review
- Briefly describe the purpose/importance of your request to the individual's or organization's professional goals (including short and long term goals)
- Describe how the opportunity may have the potential to significantly affect or enhance the applicant's ability, career, artistic development, technique, or managerial skills.
- Explain how information could be disseminated to your colleagues and/or the public at large (if applicable)

*NOTE: Individual applicants may address how the opportunity will benefit their self

Key Staff/Cultural Workers/Artists Bios (worth 10 points in the review)

Provide appropriate staff, project, 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.

Supplemental Materials and/or Media Library (worth 5 points at the review)

- Upload attachments (up to FOUR) that are appropriate, relevant, strengthen the application, as well as, help assure panelists that you are prepared to complete the project during the grant period (October 1, 2020 – September 30, 2021) in PDF format.
- Files may include visual, audio and video files, conference or workshop brochure, evidence of cost(s), letters of support, etc…

Assurances

This page is for reference only. To verify the Authorizing Official has signed and returned the document, a signed assurances pdf document will be visible under the "Signed Assurances" heading. If there is no pdf, please follow the directions in the information box. An application can NOT be submitted without the signed assurances.

Application Submission

Once you've completed the application, click "Submit" at the bottom of the page. A "Submission Failed" message may appear along with the list if more information is needed.

Applications must be submitted on-line through the SmartSimple system by:

Round 1 – **August 3, 2020 by 5:00 p.m. EST**

Round 2 – **January 15, 2021 by 5:00 p.m. EST**

PLEASE NOTE, not all Regions have Round 2 funding. Please contact your Regional Services Agency to confirm if Round 2 funding is available **before** submitting an application.

The SmartSimple system will not accept applications or revisions after this time. Incomplete applications will not be accepted by the SmartSimple 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 Regional Services Agency are not responsible for incorrectly uploaded materials or the inability to open attachments. The Michigan Council for Arts and Cultural Affairs and the Regional Services Agency reserves the right to retain a copy of application materials for archival purposes and its permanent record.

*If the application requires an application fee, you are not in the correct grant application program. There are no application fees for Minigrant applicants.

All application materials are public records.

Keep a complete copy of your application for your record

Professional Development Opportunities

…just to name a few…

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

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 and hosts an annual convention. www.artsusa.org

Leadership Exchange in Arts and Disability – Each year the LEAD conference brings experienced and new professionals together to explore practical methods for implementing accessibility in cultural environments. LEADers share resources, knowledge, develop best practices, and experience accessibility in action.

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

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; Arts Accessibility Office, focusing efforts on accessibility services for patrons and visitors, professional development for cultural administrators and conferences regarding special education and the arts. 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

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

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

Michigan Museums Association – MMA 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

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

Michigan Nonprofit Association – MNA serves nonprofits to advance their missions, provides research, resources and professional development opportunities. https://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

VSA Michigan – VSA Michigan focuses on Arts Education and Access. Persons with disabilities have much to contribute. The arts can empower the powerless to express themselves and communicate, tearing down preconceptions. That is what VSA Michigan is about: inclusion, accessibility, arts for all. http://www.vsami.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 to help meet the need of nonprofits in the Grand Traverse area. www.northskynonprofitnetwork.org