



NATIONAL
ENDOWMENT
FOR THE ARTS

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The FY 2009 Michigan Council for Arts and Cultural Affairs

American Recovery and Reinvestment Act / NEA

Program Guidelines

The Michigan Council for Arts and Cultural Affairs has been awarded \$345,100 from the National Endowment for the Arts, to be distributed in Michigan for the purpose of restoring and retaining jobs in the arts and cultural sector due to the current economic downturn.

Eligibility: Only organizations that received an award from MCACA for FY 2009 in the following programs are eligible to apply: Anchor Organization Program, Arts Projects Program, Local Art Agencies and Services Program, Arts and Learning Program and the Partnership Program. (Awardees in FY09 Capital Improvements and Regional Regranting Programs are not eligible for this program.)

The term "Projects" for this program will refer to job support. Projects are limited to:

- Salary support, full or partial, for one or more positions that are critical to an organization's artistic mission and that are in jeopardy or have been eliminated as a result of the current economic crisis.

And/or

- Fees for previously engaged artists and/or contractual personnel to maintain or expand the period during which such persons would be engaged.

Salary support cannot go toward school, college or university employees, development personnel or support indirect costs of applying for and administering this grant.

Applicants must be in good standing with current and past MCACA contracting and reporting requirements.

Applicants are limited to receiving NEA American Recovery and Reinvestment Act funds through only one source—from the NEA directly (see www.arts.gov/grants/apply/recovery/index.html) or through this program. Organizations can apply to both, but will have to choose one grant if awarded in both programs.

Organizations can be awarded other NEA non-Recovery Act grants in addition to MCACA's program, such as the Grants for Arts Projects Program. However, the request must be for a distinctly different project. (The same time for salary support cannot be charged to both projects.)

Applicants must obtain DUNS numbers (www.dnb.com) and register with the Central Contractor Registry (CCR, www.ccr.gov). MCACA staff is available to assist applicants with this.

Deadline to apply: May 15, 2009

Award Period: May 1, 2009 through September 30, 2009. All funds must be spent within this period.

Award Amount: Applicants may request from \$5,000 to \$15,000.

Matching Funds: There are no match requirements for this program.

Application Fee: There is no application fee for this program.

Award Administration: Reports that contain specific data about the jobs preserved will be required. Awardees must keep accurate, complete monthly time sheets for each pay period for any time charged to this grant. An example is included with the application to this program. For projects that engage artists and/or contractual personnel to whom you propose to pay fees out of the grant, awardees must maintain written contracts that outline the employment terms.

If you are awarded in this program, your notification letter will include more detailed information about reporting requirements as specified by the NEA.

Crediting Requirement: Grantees must acknowledge support of both MCACA and the NEA in promotional material related to their grant. See www.michigan.gov/arts "acknowledgement Requirements" for more details.

Review Criteria: The following criteria will be considered during the review of applications:

- Quality of the organization.
- Potential of the project to have a significant and immediate impact on the arts work force.
- Significance of the project and position(s) to the mission and core work of the organization.

- Likelihood that the project will achieve the identified outcome(s) and the feasibility of the proposed performance measurements.* (See p.5)
- Ability to carry out the project including the appropriateness of the budget, the quality and clarity of the project goals and design, the resources involved, and the qualifications of the project's personnel.
- The applicant's track record of responsiveness in current and past awards in terms of meeting MCACA contracting and reporting requirements.

Review Process: Applications will be reviewed by a panel consisting of MCACA staff, council members, staff of Arts Midwest and other consultants during a closed meeting.

Please note: Due to the short award period for this program, awardees will be expected to complete contracting requirements as soon as possible after award announcements, or the grants will be rescinded and funds distributed to other applicants. Final reports must be sent on time and extensions will not be allowed.

Application Instructions

Refer to the FY2009 MCACA Code Book sent with this application for code numbers.

Application Form: Application must be typed. Enter the official name and address of the organization. Provide a brief title for the project, for example: [name of org] / job support. Provide a brief description of where grant funds will be used.

Section 2: Applicant Information: Enter the legal name, other commonly used names, and official mailing address of the organization. Use exact spellings. Do not use abbreviations unless part of the official name. Correspondence will be sent to this address, including notification of receipt of your application.

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, title and address of the individual 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.

DUNS Number: Applicants must obtain DUNS numbers (www.dnb.com) and register with the Central Contractor Registry (CCR, www.ccr.gov). MCACA staff is available to assist applicants with this.

Status Code: This indicates the applicant organization's legal status. If it is a nonprofit organization, add the letter that describes it.

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. Use the list below. Organizations should choose the one code that best represents 50 percent or more of their staff or board or membership.

Section 3: Project Information

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: Determine a simple title, such as (org. name)/jobs.

Start date/end date: Enter the dates of your project. These dates must be within May 1, 2009 through September 30, 2009.

Type of Activity Code: Choose one of the following: "14: Professional Support: Administrative," "15: Professional Support: Artistic."

County Code: Enter all that apply.

Section 4: Project Participation Summary

Figures for this section must be provided using numbers that only pertain to this grant.

Section 5: Project Budget

Your Total Project Costs must equal your Requested Amount. For example, if you request \$15,000, under "Income" you should list a total of \$15,000 in the "Expenses" section.

Expense example:

Title / type of personnel	salary	Fringe	% time for this project	amount
Assistant Director	\$50,000/yr	\$10,000	25%	\$15,000

.Your budget items **must** be limited to:

- **Salaries, wages, and fringe benefits** for personnel, administrative and artistic, who are paid on a salary basis. List each staff position separately. Do not combine positions or use salary ranges.
- **Fees** for artists and contractual personnel. List each position separately. Do not combine positions or use salary ranges.

REMINDER: Salaries, wages, fringe benefits, and fees that are incurred in connection with fundraising (e.g., development staff) are not allowable project expenses; do not include them in your budget

Section 6: Assurances

Complete this form as instructed on the page. This form must include original signatures or your application will not be processed.

Attachments

Attachment 1: Narrative

Provide up to three-pages of narrative (standard font and formatting) that provides a succinct description of your request in accordance with the instructions below. Your narrative will be reviewed in connection with the "Review Criteria." (See p. 2)

Key statistics, as relevant: Provide the following information about your organization in the format shown here:

Total operating budget from most recently completed fiscal year, which ended _____.	Total number of current paid employees	Number of jobs in this request	Salary (or range thereof) of job(s) affected by this request	Fees to artists/ contractual personnel (or range thereof) included in this request

Your proposed project, as relevant:

- a. Note the job position(s) for which you are seeking support. Provide job title, description, salary, and the number of weeks of employment. Discuss the significance of this position to the mission and core work of your organization. Describe the effect on your organization if this position were curtailed or eliminated. Is this position currently filled?
- b. Describe the artists and/or contractual personnel to whom you propose to pay fees. Describe the project for which these individuals would be paid, the position(s) and fees for these individuals, and the number of weeks of employment. Discuss the significance of this project to the mission and core work of your organization. Describe the effect on your organization if this project were curtailed or eliminated. Note: artist fees should only be requested for an event already contracted and then cancelled or reduced.

Describe your organization's current fiscal situation. How has the recent economic downturn affected Staff? Be specific—how many employees have been laid off, reduced to part-time, fewer artists/performers hired, etc.

*The Arts Endowment, along with other federal agencies, collects information on the projects it funds in order to track the results -- or outcomes -- of its activities. This information is compiled and reported to Congress and the public. The outcome the Arts Endowment intends to achieve through the American Recovery and Reinvestment Act is: ***Organizations enhance their ability to realize their artistic and public service goals.*** Within the context of this outcome, we ask all applicants to define what they would like to achieve, how they will assess the degree to which it is achieved, and, upon completion of the project, what they have learned from their successes and failures.

Attachment 2: Organizational Profile

In one page, Summarize your organization's mission/purpose and characterize the community/region/audience it serves.

Mailing Instructions: Faxed applications will not be accepted. The Council is not responsible for loss or damage of application materials. MCACA reserves the right to retain a copy of application materials for archival purposes and its permanent record. Keep a copy of your application for your file.

Applications must be postmarked by the U.S. Post Office or dated by commercial carrier on or before the application deadline. Hand-delivered applications must be dated and documented received by Council staff on or before the application

deadline. Late or significantly incomplete applications will not be accepted or reviewed.

Mail one original and one copy of the application and the two attachments in one package to:

ARRA Program Application
Michigan Council for Arts and Cultural Affairs
702 West Kalamazoo
P.O. Box 30706
Lansing, MI 48909-8206