

County Fair Arts Access and Cultural Heritage Grant—**Competitive**

Application Instructions and Checklist

Questions found on page one of application:

- **Requested Grant Amount:**

Write the amount of grant dollars being asked for. There is no minimum. Grant caps are:

- \$50,000 for Construction and Capital Improvement
- \$12,000 for Event Enhancement
- \$12,000 for Programming

- Each fair can apply for **one Construction and Capital Improvement** project, **one Event Enhancement** project, **one Programming** project. Check the appropriate box. If your fair submits proposals for more than one category, please specify how you are ranking each proposal.

- First priority= #1
- Second priority= #2
- Third priority= #3

- **Project Summary:**

Summarizing your project in one or two sentences is acceptable. Using all 200 words is also acceptable.

- **Project Evaluation Plan:**

Explain your proposal’s goals or objectives. This will address evaluation item #6 on the Evaluation Profile. (Proposal objectives should relate to those of the County Fair Arts Access and Cultural Heritage grant program objectives.)

Explain what you will measure and how, to determine if you are achieving your goal.

Goal/Objective	Measurement
<i>Example:</i> To develop young children’s interest in performance art and live theater.	<i>Example:</i> Count the number of children attending the children’s theater production of Pippi Longstocking.

Questions found on page two of application:

- **Why do you want to carry out this project? How does this project supplement your fair’s existing budget and is not a substitute for traditional sources of funding?**

Answer any of the suggested bulleted questions on the application. Also consider how your response addresses the various evaluation items on the Evaluation Profile, such as: #4 (merit), #5 (regional impact) and #7 (impact on fair).

- **How does this project fulfill the objectives of the County Fair Arts Access and Cultural Heritage Grant program?**

Program Objectives are:

- To ensure all Minnesotans have the opportunity to participate in the arts, arts education, and in programs that preserve and promote Minnesota's agricultural, historical, and cultural heritage.
- To increase exposure to, and preserve, the diversity of cultural heritages that make up Minnesota's history and culture.
- To promote and highlight artistic excellence and exceptional programming, administered by state and local organizations and by individuals.
- To engage new audiences by removing barriers—whether they be geographic, economic, related to age, racial/ethnic characteristics, disability—to access the arts, arts education, and programs that preserve and promote Minnesota's agricultural, historical, and cultural heritage.

Two themes run throughout the program objectives: 1) ensuring Minnesotans, from all diversity of backgrounds and group affiliations, have access to programming, and 2) ensuring the programming is of high quality.

Answer any of the suggested bulleted questions on the application. You may also want to address the following evaluation items: #4 (merit) and #5 (regional impact).

Questions found on pages three and four of application:

- **Describe your project design**

Explain why your proposal will be successful and why your fair is qualified to undertake this project. You may want to address the following evaluation items: #1 (project plan) and #3 (capacity to complete/likelihood of success).

- **Budget Summary**

This section addresses Evaluation Item #2 (and #8 for Construction and Capital Improvement projects).

Letter explaining the source of the matching dollars: Matching dollars are NOT required. However, if matching funds exist, demonstrate the fair's financial capability to complete the project by attaching a letter explaining the source of the matching funds. It doesn't need to be a complicated letter, but it must be informative.

Contractor Estimates: When applicable, attach copies of estimates.

Item Expense: This is the total cost for the item category. For example, if Equipment costs will be \$10,000 but only \$6,000 of grant money will be used to purchase equipment, write \$10,000 under Item Expense. Under the next category of **Matching Dollars**, write \$4,000. Under the **Matching Dollars Source** column, let us know where that money is coming from—ie: the regular fair budget, another grant, donations, another organization, etc.

For Construction and Capital Improvement applications ONLY: projects with matching funds will be rated higher on the Evaluation Profile than those without matching funds. Matching funds can include monetary contributions and/or volunteer labor or services. Under Evaluation Item #8, four points will be awarded to applicants who have funding matches for half of the total project costs. For example, if the total project cost is \$100,000, an applicant must have matching funds of \$50,000 or more, from at least one outside source, to earn four points.

- **Is there anything else you'd like to share about your proposal?**

This is your opportunity to share something that is relevant to your proposal that you did not get to address in the other questions. This section of the application is optional to complete.

- **Supporting Documents:**

Attaching supporting documents is allowed. Acceptable documents include photos, letters of support, organization profiles, newspaper clips.

County Fair Arts Access and Cultural Heritage Grant—**Competitive**

Application Checklist

- Completed application
 - All questions answered and worksheets completed, with the possible following two exceptions:
 - Page 3: **What is your plan to maintain your project?** Construction and Capital Improvement **MUST** answer this question. Event Enhancement and Programming proposals should keep this section blank.
 - Page 4: **Is there anything else you'd like to share about your proposal?** This question is optional.
 - Signature block
 - Checkbox
- On a separate document, provide the names of the members of the board or equivalent governing body, and an email address for the grant recipient. If applicable, also include website address where the public can directly access information on the use of money for the project. Include this document as an attachment to the completed application.
- Make a copy of complete application for your reference.

When Applicable-----

- Letter explaining the source of matching dollars
- Contractor estimates
- Supporting documents

A Discussion of Supplement vs. Supplant

Why Supplement Vs. Supplant Matters

The County Fair Arts Access and Cultural Heritage grants are funded by revenue raised by the Clean Water, Land and Legacy Amendment, commonly known as the “Legacy Amendment.” Article XI, Section 15 of the **Minnesota Constitution** states: **The dedicated money under this section must supplement traditional sources of funding for these purposes and may not be used as a substitute.**

<http://www.house.leg.state.mn.us/cco/rules/mncon/Article11.htm>

What Supplement Means

Supplement can be defined as: **to complete, to add, to extend, to augment.** Supplement, in general terms, means something that is added to complete a thing or something added to overcome a deficiency. This means grant money adds to existing budgets and can augment regular programming. **Grant money may allow a fair to take on a project that goes above and beyond what traditional financial sources would allow.**

When determining whether a proposal’s expenditures are supplements and not supplants, you can ask yourself a few questions:

- Were funds used in the past to pay for this program or activity?
- Would this activity have happened without the grant?
- Is the program or activity that the fair wants to fund required under state, local, or federal law?
- **To be an eligible project, answers must be “no” to all three of the above questions.**

What Supplant Means

In general terms, supplant means **to take the place of something, to replace, to substitute.**

Grant money may NOT be used on general expenditures, general operating expenses, or regular programming.