

County Fair Arts Access and Cultural Heritage Grant—Equal Share Application Checklist:

- Application is completely filled out, signed, and all questions are answered. Questions include:
- **Project Summary:** In an abstract of 200 words or fewer, summarize the proposed project in a way suitable for dissemination to the public. Note, appropriated money must be spent only on activities directly related to projects enhancing arts access and education and preservation, and promotion of Minnesota’s history and cultural heritage. **According to the Minnesota Constitution, funds must be used to supplement and not substitute for traditional sources of funding.**
 - **Project Potential Impact:** In an abstract of 200 words or fewer, describe how this project enhances arts access and education and preserves and promotes Minnesota’s history and cultural heritage.
 - **Project Evaluation Plan:** In an abstract of 200 words or fewer, describe the grant recipient’s proposed outcomes resulting from funded activity, and the recipient’s plan to **measure and evaluate** the funded activity’s impact on enhancing arts access and education and the preservation and promotion of Minnesota’s history and cultural heritage. Examples of ways to measure outcome are, but not limited to, a recipient tracking crowd attendance at a new stage, recording the number of entrants in a new program, surveying an audience after a concert, etc.
 - **Work Plan:** Identify activities necessary to accomplish the project objectives, who will do the work of each activity and how they are qualified to do this work. Include timelines for accomplishing each activity.
 - **Budget:** Provide a detailed breakdown of expenses directly related to your grant request. List any other monetary or in-kind resources which support your request. Please note, matching dollars and outside resources are not required to receive this grant. However, if outside resources do exist, they must be listed.
 - **Project Oversight:** List the name and title of individual who will oversee project activities, and summarize how that individual will perform oversight duties. Please include timelines.
- On a separate document, provide the names and telephone numbers 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.