Professional Development Grant Program

Program Overview and Application Instructions

NDCA Fiscal Year 2024 (July 1, 2023 – June 30, 2024)

Program Officer

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Contact the program officer for application support and/or questions.
Alternate application formats available upon request.

Program Deadlines

Incomplete or late applications are not accepted.

Round	Application Deadline	Draft Application Review Deadline	Earliest Project Start Date	Latest Project End Date
Round 1	Tuesday, April 25, 2023 11:59 pm CST	April 18, 2023	July 1, 2023	June 30, 2024
Round 2	Tuesday, June 27, 2023 11:59 pm CST	June 20, 2023	September 1, 2023	June 30, 2024
Round 3	Tuesday, August 22, 2023 11:59 pm CST	August 15, 2023	November 1, 2023	June 30, 2024
Round 4	Tuesday, October 17, 2023 11:59 pm CST	October 10, 2023	January 1, 2024	June 30, 2024
Round 5	Tuesday, December 12, 2023 11:59 pm CST	December 5, 2023	March 1, 2024	June 30, 2024
Round 6	Tuesday, February 20, 2024 11:59 pm CST	February 13, 2024	May 1, 2024	June 30, 2024

During each NDCA fiscal year (July 1 – June 30), applicants may receive only one grant.

Contents

Program Overview

Professional Development

Professional Development (PD) is a **reimbursement grant program** that provides up to $1,000 for North Dakota nonprofit art organizations, educational institutions, individual artists, and art educators to engage in arts-related learning activities. Proposed activities can be in the United States or international.

There is limited funding available for this program. Early submission is highly recommended.

Program Goals

- To provide opportunities for North Dakotans to engage in arts-related learning activities.

Eligibility

Applicants must be one of the following:

- An individual artist
- An arts educator
- A North Dakota state tax-exempt nonprofit arts organization
- A Federally tax-exempt nonprofit arts organization
- A North Dakota public education institution

Additional Eligibility Guidelines for Individual Artists and Arts Educators

- Be a United States citizen or have attained permanent resident status
- Be at least 18 years of age on the application's due date
- Be a ND resident and continue to reside in state throughout contract period
- Cannot be enrolled as a full-time student

Additional Eligibility Guidelines for Nonprofit Arts Organizations

- Arts organizations must be physically located in North Dakota
- Majority of arts programming, services, or activities must take place in North Dakota, and primarily serve and engage North Dakota audiences and participants.
- The applicant's staff members, board members, and/or volunteers, who will benefit from the program's funds, must be at least 18 years of age on the application's due date.

- The applicant's staff members, board members, and/or volunteers, who will benefit from the program's funds, cannot be enrolled as a full-time student.

This Program Funds:

For Arts Organizations
- For staff member(s), board member(s), and/or volunteer(s) to participate in a learning activity that will support their artistic and/or business duties related to the organization, including workshops, classes, seminars, and/or conferences (in person or online).
- To hire a consultant or adviser for an arts-related professional development learning activity for staff member(s), board member(s), and/or volunteer(s) (in person or online) (*e.g. hiring a consultant to lead a board in developing a strategic plan or executive director job search*).

For Individual Artists
- To participate in a learning activity that develops artistic skills, including one-on-one study, coaching, workshops, classes, seminars, residencies, and/or conferences (in person or online).
- To participate in a professional development learning activity that will develop business skills related to the arts, including one-on-one study, coaching, workshops, classes, and/or conferences (in person or online) (*e.g. grant writing*).
- To hire a consultant or adviser for an arts-related professional development learning activity (in person or online) (*e.g. hiring a consultant to support developing a marketing strategy*).

For Arts Educators
- To participate in a professional development learning activity that will develop teaching skills in the arts, including workshops, classes, and/or conferences (in person or online).

For Educational Institutions
- To hire an advisor, consultant, and/or teaching professional for a professional development learning activity for faculty members that will develop teaching skills in the arts (in person or online).

This Program Does NOT Fund:
- Any learning activity that is used for a course credit and/or certification.
- The hiring of a professional for business activities that does not include any professional development learning opportunity and/or training (*e.g. hiring a professional to write a grant, take photographs of artwork for print and/or online marketing materials, and/or generate an audio recording and/or promotional video*).
- Attendance at arts events of which the applicant is solely a paid participant or audience member.
- Transportation of students to artistic events or professional development opportunities.

- Purchasing equipment (*e.g. kiln, loom, lens, lighting and/or sound equipment*) without any professional development learning opportunity or training included.

An Application will be Ineligible If:

Funds are requested for expenses specifically for:	• Projects completed in previous fiscal years • Payment of project costs incurred before the project start date • Debt reduction or elimination • Replenishing depleted reserve and/or endowment funds • Starting, matching, adding to, or completing any type of capital campaign or capital expenditures • Permanent acquisitions • Capital costs, such as improvements, construction, property, equipment costing $5,000 or more • Fundraising events and activities • Prizes, awards, or benefits • Hospitality or entertainment functions, including food, beverages, and alcohol and associated costs • Sales inventory and related fees/taxes • Fellowships, scholarships, or tuition fees • Projects that are part of a required course or curriculum • Projects involving the arts as therapy unless artists are employed
Funds are requested to support activities:	• That violate any federal, state, or local laws, ordinances, or policies • That attempt to influence any state or federal legislation or appropriation • That are essentially for the religious socialization of the participants or audience • That discriminate against persons or groups • That are managed by another entity other than the applicant
The Application:	• Is not complete and received by 11:59 p.m. (CST) on the application deadline • Uses National Endowment for the Arts or other Federal funds and/or North Dakota Council on the Arts funds towards the match
The Applicant:	• Is already a Professional Development grantee in the current fiscal year. • Is not in compliance with any active grant agreement with NDCA

Grant Award Amount

Maximum award request: May not exceed $1,000 or 80% of the total project cash expenses, whichever is less.

Matching Funds

- A 20% cash match is required of the total NDCA request amount. *Example: If an NDCA request is $1,000, the applicant's cash match must be $250.*
- Matching funds need to be a cash source other than the NDCA and National Endowment for the Arts or other federal sources. Match sources may include general operating funds, past surpluses, other grants, and cash.

Calculation Tip

To calculate 80% of the total project cash expenses, take the total expenses x .80.

Example 1: Total expenses are $800. Take $800 x .80 = $640. A maximum of $640 can be requested from NDCA. The remaining $160 is the 20% match.

Example 2: Total expenses are $3,000. Take $3,000 x .80 = $2,400. $2,400 is larger than $1,000 (the maximum amount that can be requested from NDCA). Include $1,000 for the NDCA request amount.

Application Review Process

1) **After Submission:** Applications are reviewed by staff for eligibility and completeness.

2) **Panels:** Panelists are selected annually. For more information, visit: arts.nd.gov/get-involved/become-panelist. Meetings are open to the public. Anyone may attend and listen to the discussion but may not present or participate. See arts.nd.gov/news/ndca-meetings for dates.

3) **Review Criteria:** The panel evaluates each application and makes funding recommendations to NDCA's Board based on how well the applicant addresses specific review criteria. Panelists individually score complete applications. Those scores are averaged to arrive at the final score.

4) **Panel Score:** To be recommended for an award, an applicant must receive an average total score of at least 60 out of 100.

5) **Board Approval:** NDCA's Board of Directors has final authority to approve grants.

Review Criteria

1) **Arts Activity** (0-5 points)
   - The activity is clearly described, including who will be participating.
   - For proposals that include hiring a consultant, advisor, and/or teaching artist, the applicant has clearly detailed why the professional has been chosen and what they will be providing.
   - The budget is appropriate to the actions and outcomes of the activity.

2) **Benefit** (0-5 points)
   - The applicant clearly states anticipated outcomes for the activity, including any knowledge and/or skills that may be acquired.

3) **Impact** (0-5 points)
   - The applicant clearly states why the proposed activity is important at this time and how it may impact the organization, or an individual's career in the arts or arts education.

If Funded

Notification
   - Communication regarding the grant award is via email with the contact person listed in the application.

Payment
   - **Request for Funds Form and Timing:** Professional Development grantees are required to submit a Request for Funds to receive payment of funds awarded. After submission, allow up to 4 weeks for payment.
   - **Return of Funds:** Grantees are required to spend the entirety of the NDCA grant award. In cases where a match was required, applicants are required to raise and spend the match as well as the grant award. The final report must show expenses at or greater to the budgeted amount or funds will need to be returned.

Reporting
   - **Change Reports:** Any project changes to the activities, timeline, or budget need to be approved in writing by the program officer, as not all project changes can be approved.
   - **Final Reports:** An online final report is due 30 days after the project end date at the time of application or by July 15, 2024, whichever comes first. Overdue final reports will affect future eligibility to apply for and/or receive NDCA funding.
   - **Receipts:** For the online final report, grantees must provide receipts or records for all authorized expenses over $25.

Recognition
   - Grantees are required to acknowledge NDCA support by using the current NDCA logo and credit-line on all promotional materials of the funded activity.

Application Instructions

How to Apply

Grant applications are submitted online through the NDCA online grant system.

1. **To apply**, go to grantinterface.com/Home/Logon?urlkey=ndca.
2. **Register or log into account.**
3. **Tutorials:** Video and downloadable PDF tutorials are available when creating an account that guide new users through the registration and application process.
4. Click **"Apply"** at the top navigation of the website.
5. Click the **"Apply"** button next to "Professional Development FY24 Application."

Application Support

Including the program officer in preparing the application is encouraged especially if you are a first-time applicant. They can assist with project idea development, questions on eligibility and program intent.

Draft Application Review Option

The program officer can review your application before the application deadline. **Email the program officer** by the "Draft Application Review Deadline" for the "Round" that you are applying to.

Online Application Tips

- You can type responses to application questions into text boxes or work in another document and paste the answers in. The online grant system automatically saves your work. There is also a "Save Application" button at the bottom of the application form.
- Rich text formatting is limited in narrative questions. You may use bullets, numbers, bolding, italicizing, and underlining. Text boxes with character length limits include letters, numbers, spaces, and paragraph breaks.
- **Links are only allowed in the work sample section.** Links provided in any other sections will not be reviewed.
- Confirmation emails are sent automatically after the application is successfully submitted. If not received, contact the program officer.

Application Requirements

- Applicant Information
- Outcomes
- Narrative
- Event Documents

- Budget
- Resumes
- Work Samples
- Determination Letters

Applicant Information

NEA Questions *(Required)*
NDCA collects this information for the National Endowment for the Arts.

Organization Questions *(Not required for Individual Applicants)*
SAM Unique Entity ID *(Required)*
Provide a SAM (System for Award Management) Unique Entity ID (UEI) number. Applicants can attain a UEI without having to complete a full entity registration.
- To apply, click here [sam.gov](sam.gov)
- You will need the organization's legal name and address

Organization Mission Statement *(Required)* (750 maximum characters)
Provide the applicant's board-approved official mission statement. Do not include additional information such as vision or values statements.

Organization History *(Required)* (1,500 maximum characters)
- Provide a brief history and background. Summarize why and how the group formed, and what it does.
- Give a brief description of the group's structure.
- What kind of events or programming have been provided? Briefly describe activities for the past few years.

Outcomes
This section addresses how the applicant's outcomes match the program outcomes.

Project Outcomes *(Required)* (150 maximum characters)
In one or two sentences, state at least one distinct project outcome. A second outcome is optional.

The project outcome must support one of the following program outcomes:
- Skills or knowledge are developed or expanded within an artistic discipline.
- Skills or knowledge are developed or expanded towards strategic administrative practices.

For each project outcome, select a program outcome that the activities will achieve.

For assistance, contact the program officer.

Narrative

Project Title *(Required)* (75 maximum characters)
Provide a short title describing the project.

Project Start Date *(Required)* The earliest date that can be entered is 7/1/2023.

Project End Date *(Required)* The latest date that can be entered is 6/30/2024.

1) **Arts Activity** *(Required)* (2,000 maximum characters)
   - Describe the activity to be supported by the grant.
   - If the proposed activity is an event, include the full name of the event, the host of the event, location, date(s), and who will be participating in the activity. Provide details about the event and how the applicant(s) will participate.
   - If the proposed activity is to hire a professional consultant, advisor, or teaching artist, include the name of the professional, dates of the activity, and who will be participating in the activity. Provide details about why the professional has been chosen and what they will be providing as a professional development learning opportunity.

2) **Benefit** *(Required)* 1,500 maximum characters)
   - Describe the benefits of participating in the proposed activity. What knowledge and/or skills will be acquired and/or developed?

3) **Impact** *(Required)* (2,000 maximum characters)
   - Explain why the proposed activity is important at this time. Discuss how it will impact the organization or the applicant's career in the arts or arts education. How will the knowledge and/or skills acquired be implemented?

Event Documents

For proposals that include participating in events *(e.g., art conference, seminar),* documents that illustrate the event(s) are required. From the list provided below, choose a minimum of one and a maximum of two items that illustrate the event. (upload a PDF)
- An event brochure
- An event agenda or timeline

Budget

Budget Form *(Required)*

Download the budget form on the PD webpage here
arts.nd.gov/sites/www/files/documents/grants/PDFY24Budget.pdf. Complete and upload to the
online application.

Budget Explanatory Notes *(Required)* (1,000 maximum characters)

Provide information about any activity costs that will be included for free or at a reduced rate.
For example: A discount for early registration at a conference, meals included as part of the
event fee, and/or lodging provided by a friend.

Expenses

Outside Professional Services	Includes fees for professional consultants, advisors, and/or teaching artists
Registration or Participation Fee	Include the total fee for attending an event, *such as conference, seminar, workshop/class, or residency.* **Note: NDCA funds cannot be used towards membership fees.**
Travel - Transportation	Includes ground travel, parking costs, gas expenses, and car rental. **NDCA's gas reimbursement rate is $.50 cents per mile.**
Travel - Lodging	Include the total amount for lodging
Travel - Per-diem	• For proposed activities that are in ND, include ND's meal per-diem rate of $35 per day • For per-diem rates outside of ND, but within the United States, visit the GSA website at [gsa.gov](gsa.gov) for per-diem rates • For per-diem rates outside of the United States visit the U.S. Department of State website at aoprals.state.gov/web920/per_diem.asp
Space Rental	Includes space rental costs for meetings and workshops
Other Project Expenses	Any expenses not covered by the above lines. *Example: art supplies, conference banquet tickets, conference notes*

Income

Organizational Funds	
Government Support - Federal, State, or Local	• Federal (Cannot use NEA funds for matching funds) • State/Regional (Do not include grants from NDCA) • Local - Includes city/county commissions and agencies, school boards, etc.
Other Revenue	Include any revenue not covered by any of the other lines.

Applicant Cash-on-Hand	Actual cash applicant already possesses in a savings or checking account and has reserved for activity described.
Amount Requested from NDCA	List the amount that is being requested from NDCA in support of the project. **May not exceed $1,000** or 80% of total project costs.

Resumes

For Organizational Applicants

- Provide the resume(s) or bio of all the individuals who will take-part in the proposed activity *(i.e. staff members, board members, and/or volunteers)*. Include title and years of service. (Each resume or bio can be up to 1-page maximum. Combine into one document and upload a PDF.)
- If the proposed activity is to hire a consultant, advisor, and/or teaching professional provide a resume(s). (2-page maximum, upload a PDF)

For Individual Artist Applicants

- Provide a resume that illustrates evidence of career commitment, relevant informal or formal education, training, mentorship, apprenticeship, experience as an artist, and artistic recognition. (2-page maximum, upload a PDF)
- If the proposed activity is to hire a consultant, advisor, and/or teaching artist provide a resume(s). (2-page maximum, upload a PDF)

For Arts Educator Applicants

- Provide a resume that illustrates evidence of an education career, relevant informal or formal educational background, training, and achievements. (2-page maximum, upload a PDF)

Work Samples

If the proposal is for an activity that develops artistic skills, including one-on-one study, coaching, classes, workshops, and/or residencies, work samples are required for the instructor(s).

Notes about Rights

1. The works and the rights to those works resulting from NDCA grants are the sole property of the artist(s).
2. Copyright registration is the sole responsibility of the applicant.
3. All work samples submitted are public information and will not be returned. NDCA may use samples in promotional materials.

Complete work samples include:

1. Images, video, audio, and/or written work

2. And a work sample description

Images
Provide a **JPG or JPEG** file for up to **5 images** with a maximum of **5 MB each.**

Video
Provide a URL link for **up to two video samples** for a maximum total length of **3 minutes.**

- Video files must be uploaded to vimeo.com or youtube.com.
- Include only the material intended for panel review.
- Include a Vimeo password, if applicable.
- No video slide show of images or promotional videos

Audio
Provide a URL link for **up to two audio samples** for a maximum total length of **3 minutes.**

- Audio files must be uploaded to soundcloud.com or dropbox.com.
- Include only the material intended for panel review.
- Include a Soundcloud password, if applicable.

If you **do not** want your video(s) to be public, see below guidelines on how to make them private **and** available for panel viewing.

- In **YouTube**, set the video sample to **"Unlisted" (not the "Private" setting listed). This allows** anyone with the link to view the video without a Google account and is not public for viewing.
- In **Vimeo**, when uploading a video, select "**Only people with a password can see this video**."
- For YouTube support, visit support.google.com/youtube
- For Vimeo support, visit vimeo.zendesk.com

Online Samples: Keep video and audio samples available online until notified of grant award status.

Written Work
Provide a **PDF file** for up to **3 pages** of written work.
- Include only the material intended for panel review
- Remove title pages, table of contents, etc.
- Prose and Poetry: double spaced
- Scripts: formatting should follow industry standards

Combination
If using a combination of sample types: 1 page = 1 image = 1 minute. You may submit up to 3 images/pages/minutes. *Example: If there is 1 minute of video, you can include a combination of images and written work that total 2 additional pages and/or images.*

Work Sample Description
Include the following information for each work sample:

1. Artist Name
2. Title of Work
3. Completion Date
4. Location - Provide the location of any work sample that is a performance/concert/exhibition space, etc.
5. Medium – Provide the medium for any work sample that is visual art (e.g., acrylic, clay, etc.).
6. Duration/Pages
   a. For video and audio samples, state the length of the sample and the length of the complete artwork (e.g., 2 minutes of a 46-minute symphony).
   b. For written work, provide the number of pages of the portion of the artwork that will be read in the work sample. (e.g., eight pages of a 12-page scene, or three pages of a 200-page novel).

Determination Letters

For organizational applicants only, provide the Federal IRS 501(c)(3) determination letter, North Dakota certification of nonprofit incorporation, or tax-exempt certificate/determination letter for a public entity. (upload a PDF)