Special Projects Grant Program

Program Overview and Application Instructions

NDCA Fiscal Year 2023 (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, May 23, 2023 11:59 pm CST	Tuesday, May 16, 2023	July 1, 2023	June 30, 2024
Round 2	Tuesday, July 25, 2023 11:59 pm CST	Tuesday, July 18, 2023	September 1, 2023	June 30, 2024
Round 3	Tuesday, September 19, 2023 11:59 pm CST	Tuesday, September 12, 2023	November 1, 2023	June 30, 2024
Round 4	Tuesday, November 21, 2023 11:59 pm CST	Tuesday, November 14, 2023	January 1, 2024	June 30, 2024
Round 5	Tuesday, January 23, 2024 11:59 pm CST	Tuesday, January 16, 2024	March 1, 2024	June 30, 2024
Round 6	Tuesday, March 19, 2024 11:59 pm CST	Tuesday, March 12, 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

Special Projects

Special Projects provides up to $1,500 to support art events in all disciplines and forms for North Dakota groups and individual artists.

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

Program Goals

- To provide art experiences for diverse populations in North Dakota.

Eligibility

Applicants must be one of the following:

- Individual artist
- North Dakota State tax-exempt nonprofit arts organization
- Federally tax-exempt nonprofit arts organization
- **Federally tax-exempt non-arts organizations and community education units -** Arts budgets must be isolated from the larger entity's budget.
- **Public entity such as a unit of state, local, or tribal government**
- **An affiliate art presenting or producing organization -** A distinct program or division hosted within a **North Dakota 501(c)(3) tax-exempt institution or public institution** (such as an arts division of a city or tribal government, a public or nonprofit college or university, or a community service nonprofit) that provides arts programming or services for the general public. Arts budgets must be isolated from the larger entity's budget.
- **Fiscally sponsored groups with arts projects** must be comprised of at least three people and have an advisory committee of at least three people who are responsible for oversight of project and grant funds. Fiscal sponsors must be a tax-exempt 501(c)3 organization, unit of state or local government, or federally recognized tribal community or tribe.
  arts.nd.gov/sites/www/files/documents/grants/FiscalSponsorshipNDCA.pdf

Additional Eligibility Guidelines for Individual Artists

- 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 Organizations
- Organizations must be physically located in North Dakota
- Have majority of arts programming, services, or activities take place in North Dakota
- Primarily serve and engage North Dakota audiences and participants

This Program Funds:
- Initiating art events in all disciplines/forms (in person or online) including, but not limited to, exhibitions, performances, and festivals (e.g., *an annual art festival requests funds for a new music performance series for youth.)*
- Murals, sculptures, the installation of public art pieces, or publications that include community input and participation.
- Annual events for up to two consecutive years if demonstrable adjustments are made to increase audience participation. This includes organizational and individual applicants. Contact program officer with questions.

This Program Does NOT Fund:
- Activities or programs that do not intentionally engage an audience.
- Activities or programs where teaching and/or learning is the outcome.
- Activities or programs that take place as part of the K-16 school-day curriculum and activities in public, private, alternative, charter, and home schools. This includes costs to subsidize school participation (e.g., tickets, bussing, etc.)

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 - Capital costs, such as improvements, construction, property, equipment costing $5,000 or more - Permanent acquisitions - 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

	• Travel and projects that take place outside the geographic boundaries of North Dakota • Projects that are not open to the general public • Projects involving the arts as therapy unless artists are employed
Funds are requested to support:	• Projects that violate any federal, state, or local laws, ordinances, or policies • Projects that support activities that are essentially for the religious socialization of the participants or audience or discriminate against persons or groups • Projects that attempt to influence any state or federal legislation or appropriation • Projects 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 a grantee of NDCA's Special Projects, Community Arts Access, Institutional Support, and/or Artist in Residence grant programs in the current fiscal year. ***Note:*** *Current fiscal year grantees (NDCA's Community Arts Access, Institutional Support, and/or Artist in Residence programs) may partner with an eligible applicant on a Special Projects application.* • Is not in compliance with any active grant agreement with NDCA

Grant Award Amount

Maximum award request: May not exceed $1,500 or 50% of the total project cash expenses, whichever is less.
• Grants to individuals are taxable income.

Matching Funds
• A 1:1 match is required. For every one (1) NDCA dollar requested, the applicant must match or raise one (1) dollar from a cash source other than from NDCA, the National Endowment for the Arts or other Federal sources.
• Match sources may include general operating funds, past surpluses, other grants, earned income or revenue that is planned to be raised specifically for the project, and documented in-kind services and contributions.

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.

If Funded

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

Payment
- **Request for Funds Form and Timing:** Special Projects grantees are required to submit a Request for Funds to receive payment. After submission, allow up to 4 weeks for payment.
- **Disbursement Amounts:**
  1. Requests can be made up to 80% of the total grant award upon signing the grant agreement. The remaining 20% can be requested after the completion of the online final report.
  2. Or grantees can request the total amount of the grant award after the completion of the online final report.
- **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 equal to or greater than the budgeted total 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 stated in the application or by July 15, 2024, whichever comes first. Overdue final reports will affect future eligibility to apply for and/or receive NDCA funding.

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 "Special Projects 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
Email the program officer to request a review of your application 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 and Review Criteria

- Budget

- Work Samples and Summary of Achievements

- Individual Artist Applicant Resume

- Individual Artist Applicant Project Partners

- Board List and Project Personnel Resumes

- Determination Letters

Applicant Information

SAM Unique Entity ID *(Required)*

For organizational applicants only, 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)

For organizational applicants only, provide the board-approved official mission statement. Do not include additional information such as vision or values statements. For **fiscally sponsored groups** who do not have a mission statement, include a one sentence description of your focus as a group.

Organization/Group History *(Required)* (1,500 maximum characters)

For organizational applicants only. *This section helps introduce your group to panelists who may not be familiar with who you are.*

- Provide a brief general history/background of the applicant. 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.

NEA Questions *(Required)*

NDCA collects this information for the National Endowment for the Arts.

Fiscal Sponsorship

Applicants who are required to apply with a fiscal sponsor must provide:

1. A fiscal sponsor agreement (*Required,* upload a PDF) that includes:

- A description of responsibilities for both applicant and fiscal sponsor in carrying out the project;
- An indication of fiscal sponsor administrative fees, if any, charged to the applicant;
- Signatures of both the fiscal sponsor and applicant.
2. The fiscal sponsor's IRS 501(c)(3) letter of determination or tax-exempt certificate for a public entity. (*Required,* upload a PDF)
3. Fiscal Sponsor Legal Name and Contact Information *(Required)*
4. Fiscal Sponsor SAM Unique Entity ID *(Required)*
5. Fiscal Sponsor Federal EIN/TIN Number *(Required)*
6. Fiscal Sponsor Status *(Required)*
   Select the category from the dropdown menu that best describes the fiscal sponsor's tax status.

Fiscal Sponsorship Tips: Applicants entering into fiscal sponsorship agreements are strongly encouraged to utilize best practices when entering into an agreement. Visit the National Network of Fiscal Sponsors (fiscalsponsors.org).

Outcomes

This section addresses how the applicant's outcomes match the program outcomes, and how these can be effectively evaluated.

Project Outcomes *(Required)* (150 maximum characters)
In one or two sentences, state at least one distinct and measurable project outcome. A second outcome is optional. The project outcome must support one of the following program outcomes:
- Grantees change, expand, or enrich the ways they connect to their communities.
- Communities with limited arts programming develop or expand their capacity to offer arts experiences for their constituents.
- North Dakotans participate in meaningful arts experiences that are not routinely available to them.
- North Dakota artists build meaningful relationships with audiences they aren't currently serving.

How will the outcome(s) be evaluated? *(Required)* (150 maximum characters)

For each project outcome, select a program outcome that the activities will achieve. *(Required)*
From the menu, choose a program outcome.

For assistance, contact the program officer.

> **Outcomes and Evaluations Tip:** Applicants may refer to "Getting Started with Program Evaluation: A Guide for Arts Organizations" nasaa-arts.org/wp-content/uploads/2017/04/Getting-Started-with-Program-Evaluation.pdf, published by the National Assembly of State Arts Agencies.

Narrative and Review Criteria

Proposals will be reviewed, and grants awarded based on how the applicant addresses the following four review criteria, with total possible points of 20.

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. The project start date must include all publicized marketing efforts which include the NDCA logo and credit line.

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

Arts Activity (0-5 points) (1,500 maximum characters)
1. The description of the activity is clear. Project collaborators are making a commitment of resources.
   - Describe the activity (what, when, where).
   - If applicable, provide a list of key activity partners including volunteers. Describe how partners will leverage their resources to demonstrate their support for the project (including in-kind goods and/or services).

2. If artists and/or artist groups are selected for the activity, there is a clear description of how and why they were selected, or the selection process is clearly defined and achievable.
   - If artists and/or artist groups have already been chosen for the activity, how and why were they selected, and/or how will they be selected.

3. For individual artist applicants: If artistic collaborators, and/or professionals are selected for the activity, there is a clear description of why and/or how will be selected.
   - For individual artist applicants: What role(s) will you play in the project *(e.g., artist, producer, administrator, coordinator, etc.)*? Provide a brief background of any artistic collaborators, and/or professionals and why and/or how will be selected.

Community (0-5 points) (2,000 maximum characters)
1. There is evidence that the activity will benefit the community(ies) identified.
   - Describe the community(ies)/audiences who will benefit from the activity *(e.g., youth, care facilities, rural, diverse cultural populations, etc.).*

- How will the activity relate to and benefit the community(ies)/audiences identified?

2. There is evidence of community support.
    - How have the community(ies) shown support for the activity *(e.g., financial contributions, volunteer time, in-kind donations, programming support and/or involvement)?*

3. Accessibility needs of participants and/or audiences with disabilities are understood and addressed.
    - Every grantee commits to hold all funded activities in spaces that meet Americans with Disabilities Act (ADA) accessibility requirements. How does the activity meet this requirement and ensure people with disabilities can participate? *Examples might include ADA accessible venue, ASL interpretation, audio described performance, large print programs, sensory tours, etc.*
    - How will accessibility options be proactively publicized and made available to the public? Who is responsible for handling inquiries?

General Information about Accessibility and the Americans with Disabilities Act (ADA)
NDCA's applicants' programs and facilities should ensure the arts are accessible to every person.

If you have questions about the ADA, or need ideas to make your programs and facilities accessible, contact NDCA's Accessibility Coordinator Rhea Beto at rbeto@nd.gov or (701) 328-7594, or visit the National Endowment for the Arts' Office of Accessibility resource page arts.gov/impact/accessibility.

Ability (0-5 points) (2,000 maximum characters)
1. There is an achievable activity plan and timeline for the activity.
    - What is the timeline for major activities related to the project?
    - Who is responsible and what will they do for the project to be successful?

2. A marketing and promotional plan is provided and relevant to the activity and community(ies) identified.
    - Describe how the activity will be promoted to increase public awareness and participation for the project. How is the plan relevant to the activity and community(ies) identified?
    - If this is an annual event, describe adjustments made to reach new audiences.

3. The budget is appropriate for the activity. It will demonstrate a) attainable earned revenue including the match, b) reasonable costs, c) compensate artists and arts organizations appropriately, d) include only administrative expenses relevant and necessary for the project.

- If fees are associated with the activity, what considerations are being made for those who may find these costs a barrier? *Examples might include ticket discounts, scholarships, transportation reimbursements, etc.*

Evaluation (0-5 points) (1,000 maximum characters)
1. The applicant has identified one to two effective project outcomes that clearly support NDCA program outcome(s).

2. The evaluation plan is appropriate for project outcomes.
   - Describe the evaluation plan in detail. What methods will be used, and how will they specifically measure progress? *Examples include, audience/participant counts, audience/participant and artist surveys, post-performance feedback, etc.*

> **Project Evaluation:** For information about outcomes-based evaluation, applicants may refer to "Getting Started with Program Evaluation: A Guide for Arts Organizations" located here nasaa-arts.org/wp-content/uploads/2017/04/Getting-Started-with-Program-Evaluation.pdf, published by the National Assembly of State Arts Agencies.

Budget

Budget Form
Download the budget form appropriate for the category the applicant is applying for. Complete and upload to the online application.
- Individual Artist Applicants
  arts.nd.gov/sites/www/files/documents/grants/SPFY24BudgetIndividual.pdf
- Organizational Applicants
  arts.nd.gov/sites/www/files/documents/grants/SPFY24BudgetOrganization.pdf

Expenses

Individual Artist Compensation	For individual artist applicants only.
Other Project Personnel	For individual artist applicants only. Compensation for any other project personnel.
Organization Personnel	For organizational applicants only. Includes administrative, artistic, and/or technical.
Outside Professional Services	For organizational applicants only. Any contracted outside services.
Space Rental	Includes office, rehearsal, and performance spaces.
Travel	Includes lodging, per-diem, and travel. **North Dakota's meal per-diem rate is $35 per day.** Travel includes ground travel, parking costs, gas expenses, and car rental. **NDCA's gas reimbursement rate is $.50 cents per mile.**

Marketing and Advertising	Includes production and distribution costs of any publicity materials.
Other Project Expenses	Any expenses not covered by the above lines.

Income

Project Earned Income	Includes any income earned from the project.
Corporate Support	Includes donations from corporations and other businesses.
Foundation Support	Includes donations/awards from private foundations.
Other Private Support	Includes any revenue not covered in lines above such as memberships, individual donations, sponsorships, etc.
Government Support	• Federal (cannot use NEA or other federal funds to match) • 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.
Cash-on-Hand	Actual cash the applicant already possesses that is reserved for the project.
Allowable In-Kind Income Towards the Match	May not exceed $1,500.
NDCA Grant Amount Requested	List the amount that is being requested from NDCA in support of the project. May not exceed $1,500.

In-Kind

Individual Artist Compensation	For individual artist applicants only.
Other Project Personnel	For individual artist applicants only. Compensation for any other project personnel.
Organization Personnel	For organizational applicants only. Includes administrative, artistic, and/or technical.
Outside Professional Services	For organizational applicants only. Any contracted outside services.
Rental	
Travel	Includes per diem and lodging for travelers.
Marketing and Advertising	
Other Miscellaneous In-Kind	
TOTAL In-Kind	*If claiming in-kind as part of the match, the total must at least match or be greater than the amount included in the "Allowable In-Kind Towards the Match" budget category.*

- Do not record an in-kind contribution unless it would otherwise have had to be purchased for the project or programming. In-kind contributions include the value of goods and services donated to the activity *(e.g., donated advertising, accommodations, space use, printing, or donated time and service).*
- The cash value of contributions should be based on fair market value of the good and/or service. When calculating the in-kind value of volunteer time, use the North Dakota minimum wage rate of $7.25 per/hr. For business professionals volunteering services (e.g., event staff, grant writers, or marketing professionals), use an hourly wage.

Work Samples and Summary of Achievements

- **Individual artist and organizational applicants** are required to submit work samples and a summary of artistic achievements **for up to two** of the artist(s) or artist group(s) **that have been selected** for the activity. *(Required)* (1,000 maximum characters)
- **Individual artist applicants** are also required to submit work samples and a summary of artistic achievements that directly relate to the proposal. *(Required)* (1,000 maximum characters)

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

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., two pages of a 12-page scene, or three pages of a 200-page novel).

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.*

Board List and Project Personnel Resume(s)

Board List or Advisory Committee *(Required)*

For organizational applicants only, a board of directors **OR** advisory committee is required, encompassing three individuals at minimum. Provide a list that includes the following information below. (upload a PDF)

- Board member name
- Board position
- Primary professional/community affiliation
- Professional title
- City and state of residence
- For **fiscally sponsored groups** only, provide one additional page of additional background information for each advisory committee member.

Project Personnel Resume(s) *(Required)*

For organizational applicants only, provide a minimum of one and a maximum of two resumes of key administrative leadership or personnel responsible for the proposed project program, and administration of grant funds. Include title, years of service, short biography, and resume. (upload a PDF)

Individual Artist Applicant Resume *(Required)*

For individual artist applicants only, provide a paragraph that summarizes experience that directly relates to the project proposal (500 maximum characters) and a resume that illustrates relevant educational background, training, experience, and awards. (2-page maximum, upload a PDF)

Individual Artist Applicant Project Partners *(Required)*

For individual artist applicants only, if the project proposal involves you being hired/commissioned by a business or nonprofit, provide a contract and/or signed letter(s)/email(s) of commitment that state the partner's involvement and project dates.

Determination Letters *(Required)*

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