

Mississippi Arts Commission – Minigrants for Organizations FY2013 Program Guidelines

Application deadlines for Fiscal Year 2013:

June 1, 2012 (for projects taking place July 1, 2012 or later and ending by May 15, 2013)

OR

November 1, 2012 (for projects taking place December 1, 2012 or later and ending by May 15, 2013)

Applications must be submitted through eGRANT, postal mail, or delivered by hand to MAC's office by the due date. Faxed or emailed applications are not accepted.

Please submit Minigrant applications no earlier than 30 days prior to the June 1 or November 1 deadlines. Applications received prior to these dates will be returned.

Overview

Minigrants for organizations are designed to support small-scale arts activities in Mississippi communities. There are two Minigrant application deadlines per year (see above). Mississippi based non-profit organizations and government entities are eligible to receive one Minigrant per year.

Organizations may not apply for funding to present the same artist or consultant in consecutive years. Organizations who have received a Project or Operating Grant from MAC are eligible to also apply for a Minigrant. However, Minigrant funding is normally limited and priority will be given to applicants who have not received another grant from MAC during the same fiscal year. In addition, colleges and universities will receive a lower priority than other applicants.

MAC is especially committed to assisting first-time applicants with the grants process. If your organization is applying for the first time, please contact one of the members of MAC's Program Staff (contact list at the end of the guidelines) to see if your project is eligible before submitting an application.

Award Amounts

Minigrants range from \$200 to \$1,000 and require a dollar-for-dollar cash match. An organization may apply for funding to pay half of a Roster Artist or consultant's fee, up to \$1,000. For example, if you are presenting a Roster Artist and their total fee is \$800, you may apply for \$400. If you are hiring a consultant for board development and their total fee is \$2,000, you may apply for \$1,000.

Who May Apply

Organizations who apply for a Minigrant must:

- Be based in Mississippi
- Be incorporated in Mississippi as a 501c3 nonprofit organization, OR

- Be a unit of local government, such as a school, library, or another county or municipal agency. Units of local government may be required to provide documentation of their status as a governmental agency.

Review Process

Minigrants are reviewed in-house by MAC staff for eligibility. The final decision on funding for the grants is made by MAC's Board of Commissioners. Minigrant applications are processed within the deadline month and applicants are normally notified 30 days after their application is submitted.

Eligible Activities

There are three types of activities that may be supported through Minigrants:

1. Presenting Artists: Minigrants can pay for up to half of the total fee of a performance, workshop, or other presentation by a member (or members) of MAC's Artist Roster or another adjudicated roster program, such as the Craftsmen's Guild of Mississippi or a program managed by another state or regional arts agency. Organizations may not request Minigrant funding for the same Roster Artist in consecutive years.

2. Organizational or Curriculum Development: Minigrants can support up to half of the total fee of a consultant providing assistance with organizational or curriculum development. This type of project should be a short-term consultancy that is focused on overall organizational development (such as board training, long-range planning, or creating a long-term fundraising plan) or curriculum development in a K-12 school. It cannot be used to support artistic or programmatic work. The applicant organization must demonstrate through the required attachments that the consultant is qualified to do the work.

3. Conference Support: Minigrants can support up to half of the total cost for an organization to send staff or board members to a professional conference or workshop that directly relates to the organization's work. Allowable expenses include the conference registration and travel to and from the event. The applicant organization must explain how they will benefit from the individual attending the event.

How to Apply

Please submit one original copy of the following items in the order listed. Applications should be complete, including all required information and materials. Incomplete applications, defined as applications missing one or more of the above-listed documents, will not be considered for funding and will be returned to the applicant. Please do not bind or staple application materials.

- Minigrant for Organizations Application Form
- Biographies (one half page maximum for each) of the key artistic and administrative personnel working on the project (paid and volunteer)

- A list of your organization's board of directors. Please indicate their ethnic make-up and members with disabilities. Public schools should submit a list of their current school board members. Governmental entities should submit a list of their municipal or county level governing boards.
- If your organization is applying to MAC for the first time: a copy of your official IRS 501(c)3 determination letter. You do not need to send a copy of the letter if your organization has applied for a grant from MAC in the past three years. If you are unsure whether or not your organization has applied recently, please call and check with MAC Program Staff before submitting an application. Public schools, libraries and other agencies of local government are exempt from this requirement.
- Supporting information on the proposed artist, consultant, or conference:
 - **Presenting an Artist:** If the artist you are presenting is not on MAC's Artist Roster, submit a copy of the cover page of the organization's adjudicated roster of which the artist is a member, as well as the page that features the artist. No copies are needed if they are on the MAC Roster, but please note their status as a Roster Artist in your project description on the first page of the application.
 - **Organizational or Curriculum Development:**
 - a) the consultant's resumé and a list of their recent clients with contact information.
 - b) a one page narrative that includes:
 - A description of the organization's specific needs that will be addressed through the consultation
 - details of the project activities and the rationale for working with the proposed consultant
 - the expected outcome(s) for the organization once the project is completed
- For Presenting an Artist or Organizational Development applicants: A copy of the signed contract or letter of agreement between your organization and the artist or consultant. The agreement should include all pertinent details including date of performance, type of presentation or performance, fee, payment schedule, and other necessary information.
- **Conference:** A complete conference brochure and registration form that shows the registration and related fees for the event. If travel funds are also being requested, please also include estimates from a travel agent or airline.

Dates to Remember

June 1 or November 1, 2012 – Minigrant application deadlines

June or November 2012 – Review of applications by MAC Staff and final decisions made by MAC's Board of Commissioners.

First week of July or December 2012 – Applicants are notified whether their application was funded or not. No information on the grants (including whether or not an organization will be receiving an award or the amount of the award) will be available from MAC prior to this date.

Staff Contacts

For questions about the Minigrant program or to determine if a project is eligible to receive funding, contact the MAC Program Director who oversees the area most closely tied to your organization's main goals:

Arts-Based Community Development - Allison Winstead, (601) 359-6546 / awinstead@arts.state.ms.us

Arts Education - Kim Whitt, (601) 359-6037 / kwhitt@arts.state.ms.us

Arts Industry - Diane Williams, (601) 359-6529 / dwilliams@arts.state.ms.us

Mississippi Heritage - Mary Margaret Miller, (601) 359-6034 / mmiller@arts.state.ms.us