

# OPERATIONAL FUNDING APPLICATION

Donald G.  
**Gardner  
Humanities  
Trust**

## GENERAL INFORMATION

1. Applicant Organization (name & address):

2. Project Director (name, organization & address):

Telephone number:

Telephone number:

Email address:

Email address:

FOR OFFICE USE ONLY:		
Amount Funded:	Application #:	
Date Received:	Approved at Trust Board meeting:	

3. AMOUNT REQUESTED FROM DONALD G. GARDNER HUMANITIES TRUST \$ \_\_\_\_\_

4. Certification: We certify that the information contained in this application is true and correct to the best of our knowledge:

Authorizing  
Org. Official

Typed/printed name	Title	Signature	Date
--------------------	-------	-----------	------

Project  
Director

Typed/printed name	Title	Signature	Date
--------------------	-------	-----------	------

## DESCRIPTION

- The Operational Funding grant program provides grants to high-quality, established Ely-area arts organizations that produce or present fine arts activities or provide services to artists. This program recognizes that organizations with an established record of programmatic service and administrative stability should have access to funds to support their organizational goals and objectives, rather than specific projects. This program makes funding available to qualified organizations to maintain their ongoing programs, services, and facilities.
- An Operational Funding grant will cover the eleven (11) month period following the date you are notified of your award. Final reports are due 30 days after the completion of your grant year. If you are applying the following year, final reports are due one month before the grant round meeting.
- Organizations may apply for UP TO fifteen percent (15%) of their operating cash expenses for their most recently completed fiscal year.

## **The purpose of the Trust shall be for the enhancement, growth and improvement of:**

1. the Ely Public Library,
2. the arts and artisans of Ely and surrounding area, to include the performing arts, the visual arts and literature,
3. the creating and funding of scholarships, educational and artistic grants,
4. the cultural and aesthetic environment of Ely and its surrounding area.

Grants and scholarships are awarded to individuals and organizations having a major area of study or work in a field of fine arts or library sciences. **Fine arts are defined as** those arts considered to be purely esthetic or expressive as distinguished from the “useful arts”. They are considered to be painting, drawing, design, sculpture, architecture, ceramics, glassworks, literature, film or other video recordings, and the performing arts including but not limited to music, dance and theater.

## **WHO MAY APPLY?**

To be eligible to apply to this program, an arts organization or group must:

- be a federal non-profit, tax exempt 501(c)3 arts organization located in Ely or the surrounding area;
- be an arts producing, arts presenting, or artist service agency, dedicated primarily to the fine arts [“Primarily” is defined as more than 75% of your organization’s activities must be solely dedicated to the arts];
- be legally incorporated and registered as a non-profit in the State of Minnesota;
- have received at least two Trust project grants prior to making an application to this program;
- **have at least one designated administrative staff person (*volunteer or paid*) or designated grant project director.**

## **What kind of expenses may be funded by this program?**

This list is intended to help you understand the purpose of the operational funding program and is NOT a complete list of eligible opportunities.

- Pay general operating expenses (rent, insurance, supplies, utilities, travel, etc.).
- Hire paid staff for the first time or increase current staff’s time or pay.
- Purchase equipment that will help accomplish your organization’s artistic and administrative goals.
- Pay for board and staff training or long range planning.
- Pay program(s) related expenses (artist fees, supplies, publicity, performance fees, etc.)

## **Who or what does this program NOT fund?**

The following organizations are **INELIGIBLE** to apply for this funding:

- Schools, universities or for-profit organizations.
- Trust grant recipients with an overdue final report.

Funding from this program **CAN NOT** be used to support activities that:

- require artists to pay excessive entry fees to exhibit or perform;
- are designed for a private audience which is not open to the general public;
- replace or substitute for basic arts or music curriculum in public schools;
- serves as a benefit or fund raiser;
- attempts to influence any state or federal legislation.

## REVIEW CRITERIA

The Trust board will use the following criteria to evaluate your application.

### ***Artistic Excellence and Leadership***

This criteria applies to:

- a. the qualities and characteristics of the organization's artistic activities or services;
- b. the effectiveness and appropriateness of the activities to the organization's mission statement;
- c. how the activities help the art form and artists to develop;
- d. evidence of artistic impact in the community or region;
- e. opportunities for the involvement and support of artists; and
- f. the qualifications of the individuals responsible for the artistic administrative leadership of the organization.

### ***Management and Fiscal Responsibility***

This criteria applies to:

- a. organizational stability;
- b. board composition and roles;
- c. staff qualifications and responsibilities;
- d. board commitment to a balanced budget;
- e. evidence of sound financial planning and marketing in support of the artistic programs;
- f. evidence of a planning and evaluation process;
- g. evidence of a long-term planning process; and
- h. evidence the organization is addressing the challenges and opportunities associated with the artistic/fine arts discipline it serves and the availability of resources.

### ***Community Accessibility***

This criteria applies to:

- a. the services and programs that are approachable and available to a broad public audience;
  - b. efforts to create community understanding and awareness of works of art; and
  - c. the role of the organization and its leaders as advocates for the arts in the community.
- 
- 

## APPLICATION NARRATIVE

The narrative portion of the application is designed to help your organization address the review criteria listed above. Please provide no more than ten (10) pages, double spaced, with the following information about your organization. Please be as concise as possible.

### ***1. Provide an overview and organizational summary.***

- a. Summarize your organization's artistic mission statement.
- b. Summarize your organizational plan for the next two years by listing and briefly describing your major goals and objectives. *Applicable areas include--artistic, administrative, marketing, financial, and community accessibility.*
- c. Describe your organization's short term and long-range planning processes, including who is involved and consulted.
- d. Describe how your organization evaluates its operations and programs.
- e. Describe your organization's relationship with other organizations working similar missions. What is your organization's role relative to these organizations?
- f. Describe how your organization plans to maintain and broaden its audience.

### ***2. Describe your organization's recent activity.***

- a. Describe your administrative highlights for its most recently completed fiscal year.
- b. Describe your organization's programming for its most recently completed fiscal year OR attach program and publicity copies.

### 3. Provide administrative information.

- a. Describe your organizational and administrative structure.
- b. Include an administrative description of the board of directors and its role in helping the organization achieve and strengthen its fiscal and management goals.

#### **ATTACH:**

- A list of principal artistic and administrative personnel, including name and title, paid or volunteer.  
*If a repeat application, please include information only for new personnel.*
- A list of current board members, terms, and one or two lines of biographical information.

### 4. Provide financial information.

- a. Explain the reasons for a change of 20% or more from one year to another in any operating expense or revenue category.
- b. Comment on the existing or potential commitment of any surplus funds accumulated by your organization.
- c. If your organization has a deficit, describe the reason for its existence, and the plans for its reduction or elimination.
- d. If applicable, describe any short and long-term debt liabilities.

#### **ATTACH:**

- A profit-loss / expense-revenue report for your most recently completed fiscal year.
- A board approved proposed budget/expense-revenue report for the upcoming year.

### 5. How will you use the requested funding?

*(Programming, administration, staff, equipment purchase, etc.)*

## **ATTACHMENTS CHECKLIST**

Nine (9) copies in total must be received by the Trust office by the advertised due date to be eligible for operational funding in the following fiscal year.

*Mail to: Donald G. Gardner Humanities Trust, P.O. Box 720, Ely, MN 55731 or drop off at the Ely City Hall, Clerk's Office, 209 E. Chapman Street.*

- \_\_\_ Operational Funding Application, page 1.
- \_\_\_ Application narrative, up to 10 pages, double-spaced using 12-point font or larger.  
**Bold** or underline the narrative questions.
- \_\_\_ Program or publicity copies, if applicable. **Submit only up to 4 pages.**
- \_\_\_ A list of principal artistic or administrative personnel, including name and title, paid or volunteer.
- \_\_\_ Resumes for principal artistic or administrative personnel, limited to 1 page per person.
- \_\_\_ A list of current board members, terms, and one or two lines of biographical information.
- \_\_\_ A profit-loss / expense-revenue report for your most recently completed fiscal year.
- \_\_\_ A board approved proposed budget/expense-revenue report for the upcoming year.

*Board decisions and award contracts will be mailed within 30 days after the application deadline.  
The Trust will make funds available within 4 weeks of receiving signed award contracts.*