



## Grant/Scholarship Application Guidelines 2024

This document will serve as a place to consult for applicants who are looking to either apply for a grant through our mini-grant program or for a scholarship for the Community School of the Arts. For more information regarding current programs or the grant/scholarship process please contact, Nick Lee (Arts Administrator – BAC) by emailing [administrator@bridgesarts.org](mailto:administrator@bridgesarts.org) or by calling 701-840-6182.

- **Acronyms:**
  - **BAC – Bridges Arts Council**
  - **CSA- Community School of the Arts**

### Background Information:

The Bridges Arts Council serves its mission of providing advocacy for the arts and cultural organizations in Valley City, the Sheyenne Valley, and neighboring communities. To facilitate this mission, it relies on different revenue streams to provide funds for artistic events and opportunities for participation in the arts. Grants and scholarships are just one way that we seek to make arts more accessible to all.

In 2021, the Bridges Arts Council took over the administration of the Community School of the Arts through a memorandum of understanding with Valley City State University. Both entities (the CSA and BAC) work in conjunction towards a common mission of arts advocacy and support.

### Guidelines/Requirements of Application:

We invite individuals, families, and organizations to apply for financial support to facilitate activities in the arts through our grant program.

Generally, grant support is limited to \$500 per request.

- Proposals more significant in scope and over \$500 *can* be considered by the BAC Board of Directors. Funding is *not guaranteed*. Partnership proposals and in-kind support can be requested in these situations.

Applications are considered by the BAC board the second week of each month. Applications are due by the 30<sup>th</sup> of the month before the proposed activity.

- For example, when requesting support for a performance October 20<sup>th</sup>, apply no later than September 30<sup>th</sup>.
- Requests for in-kind support in advertising, volunteer support, etc. can be considered by the BAC board.

### **Grant supported activities include (but are not limited to):**

- Fees for workshops, classes, and summer art programming in visual and performing arts
- Exhibition and performance expenses (supplies, equipment, mileage, lodging, etc.)
- Artist fees
- Community art outreach project expenses
- Various Art Programming expenses.

If you (the applicant) have a question about what constitutes a grant supported activity, please reach out to Nick Lee at [administrator@bridgesarts.org](mailto:administrator@bridgesarts.org) or by calling 701-840-6182.

### **Non-eligible expenses:**

- College classes
- Previously completed projects, classes, etc.
- Capital costs (construction, equipment, etc.)
- Fundraising events, prizes, awards, etc.
- Hospitality/entertainment (food, beverage, etc.)

#### Projects that:

- Are **not** open to the public
- Aim to influence legislative bodies
- Are discriminatory in nature
- Are primarily religious in nature and only benefit members of a specific religious organization
- Do not take place in the Barnes County region

### **Scholarship Application:**

- **Under the grant/scholarship application page, you must fill out the form completely along with providing additional verification as listed below. Any fillable fields that have a \*grant applicant only\* denotation do not need to be filled out by scholarship applicants.**
- This form can be used for the completion of a scholarship application for the Community School of the Arts for private lessons or classes offered through the CSA. If applying for scholarship, additional documentation is required to demonstrate financial need. To demonstrate financial need, several forms of verification can be provided (applicant must choose 1 of the following options):
  - Approval letter for free/reduced meals (can be obtained from local school district)
  - Approval letter for one of the following programs (SNAP or TANF)
  - Federal tax return (first page only) for previous year. W2 forms documenting all income on tax return and previous two months' pay stubs for all wage earners in the family.

- Applicants may provide additional documentation to demonstrate financial need (example: hardship letter, bills, change of circumstance letter).