



City of Grand Forks Staff Report



Committee of the Whole – January 28, 2019
City Council – February 4, 2019

Agenda Item: Arts Regrant Program Annual Report

Submitted By: Andy Conlon, Community Development Specialist

Staff Recommended Action: Accept the Community Foundation’s 2018 report and authorize them to administer 2019 Arts Regrant funds.

Moved to City Council with a unanimous

Committee Recommended Action: recommendation to approve

Council Action:

BACKGROUND:

Based on recommendations from the Mayor’s Vibrancy Initiative, City staff administered the Arts Regrant program for the 2017 program year on an interim basis until a longer-term solution could be found. In December of 2017, the Community Foundation of Grand Forks, East Grand Forks, & Region (Community Foundation) submitted a proposal, in response to an RFP issued by the City, to administer the Arts Regrant program for the 2018 program year. City Council accepted that proposal and authorized the Community Foundation to administer the 2018 Arts Regrant Program on December 18, 2017. The Community Foundation has provided the attached report on 2018 activities, which will be presented by Becca Bahnmler, Executive Director.

FINDINGS & ANALYSIS:

- The 2019 Arts Regrant budget is \$123,304.

SUPPORT MATERIALS:

- 2018 Grant Report submitted by Becca Bahnmler, Executive Director, Community Foundation of Grand Forks, East Grand Forks, & Region
- Community Foundation’s original proposal (approved by City Council on December 18, 2017)

**Arts Regrant Program
2018 Grant Report**

To: Mayor Michael Brown
Members of the Grand Forks City Council

From: Becca Bahn Miller, Executive Director
Community Foundation of Grand Forks, East Grand Forks & Region

Subject: City of Grand Forks Arts Re-Grant Program

Date: December 26, 2018

On behalf of the Community Foundation of Grand Forks, East Grand Forks & Region, I submit this report on the 2018 grant awards for the Arts Regrant Program. The Community Foundation is sincerely grateful for your support of creativity and the vibrant environment that this funding brings to our community. We hope to continue this partnership into the future.

Overview

The Arts Regrant Program provides funding to arts organizations in the City of Grand Forks that facilitate the creation of art for the benefit of the public. Funds are provided by the City of Grand Forks and administered by the Community Foundation.

For 2018, available funding totaled \$123,304.00. Less the Community Foundation's administration fee (6%), there was a total of \$ 116,845.76 available for the granting cycle.

A total of \$189,218.16 was requested from fourteen (14) applicant organizations. The Arts Regrant Review Committee recommended distribution of the full amount available (\$116,845.76) in grant awards to all fourteen applicant organizations.

Timeline

The Community Foundation posted notice of the 2018 Arts Regrant Program, including guidelines, application instructions, and eligibility requirements on January 24, 2018. An email to area arts organizations was also sent on this date. The online application form opened on February 5, 2018 at 9:00am CST.

Organizations planning to apply for a grant through the Arts Regrant Program were encouraged to attend one (1) of two (2) application workshops held by the Community Foundation prior to submission. These workshops were held on February 7 and February 8 at The 701 Coworking Space. A majority of applicant organizations were in attendance. Hard copies of guidelines, application instructions, and eligibility requirements were distributed at these gatherings.

Full applications were due to the online portal by 5:00pm CST on Friday, March 2, 2018. Fourteen (14) applications were received by the deadline, and all fourteen (14) were validated as eligible for grant funding per the guidelines that were established by the Community Foundation in partnership with staff from the City of Grand Forks.

Review Process

The Review Committee was thoughtfully chosen to find individuals from across the region that were not staff, family, major donors, or board members of the applicant organizations, but may have a specific expertise to bring to the review process, such as artist background, board experience, business acumen, nonprofit administration, etc. The committee consisted of:

- Amanda Rengstorf: Independent Artist; Graphic Designer, BeMobile
- Dave Badman: Independent Artist; Owner, Badman Design
- Deb Stewart: Sales Manager; Greater Grand Forks Convention and Visitors Bureau
- Michael Little: Manager of Primary Care Programs, Altru Health System
- Paul Robinson: Executive Director, Puppeteers of America (Twin Cities)
- Tania Blanich: Director of Operations, The Arts Partnership (Fargo)

The committee used the following criteria to assess all applications:

- Artistic quality, including the organization's integrity and intention regarding its arts programming.
- Impact, existing or potential, on the communities and audiences the organization serves and/or plans to serve.
- Organizational capabilities, including capacity, efficacy, and organizational stability and fiscal position.

Members of the committee reviewed and scored the applications independently through the online portal; no public review or presentation took place as in prior years. They were provided access to the online portal on March 7 and final input was required by March 23 at 5:00pm CST.

Reviewers submitted a score of one (1) to three (3) for each of the criteria above (1 being weak, 2 being average, 3 being excellent) as well as a recommended grant award for each application. Each reviewer was limited in the amount of funding that they could recommend:

- For each application, the recommended grant award must fall between \$0.00 and the amount requested by the applicant.
- For all fourteen (14) grant applications, recommended grant awards must total \$116,845.76 for each reviewer.

Reviewers were also provided space to submit comments to the applicant as well as to the Community Foundation. Final grant awards were calculated by an average of all six (6) grant award recommendations for each application, totaling \$116,845.76 to be distributed for the 2018 Arts Regrant Program.

Grantees received a grant award notification by email on March 26, 2018. Official letters and contracts were mailed on April 4, 2018.

Final Awards

The following table lists the final grant awards for the 2018 Arts Regrant Program.

Applicant	Requested	Grant Award	% of Request
ArtWise	\$12,000.00	\$6,956.53	58%
Empire Arts Center	\$29,631.16	\$22,741.81	77%
Grand Cities Children's Choir	\$13,500.00	\$9,740.21	72%
Grand Forks Chorales	\$5,000.00	\$3,444.03	69%
Greater Grand Forks Community Theatre	\$12,387.00	\$7,803.93	63%
Greater Grand Forks Symphony Orchestra	\$21,000.00	\$7,110.53	34%
North Dakota Ballet Company	\$12,000.00	\$8,082.43	67%
North Dakota Museum of Art	\$30,000.00	\$20,425.42	68%
North Dakota Shakespeare	\$3,700.00	\$1,956.53	53%
North Dakota-Manitoba Met Opera	\$5,000.00	\$1,689.86	34%
Northern Valley Youth Orchestras	\$10,000.00	\$6,637.84	66%
Public Arts Commission	\$20,000.00	\$9,445.61	47%
Summer Performing Arts	\$10,000.00	\$8,229.52	82%
UND Writers Conference	\$5,000.00	\$2,581.53	52%
Totals:	\$189,218.16	\$116,845.76	62%

Reporting Requirements

Grantees are required to submit an evaluation of the awarded grant project within 60 days of its completion or by March 31, 2019, whichever comes first.

The grant evaluations consist of:

- A description of the completed project that was funded by the grant,
- Actual revenues and expenditures of the project,
- An analysis of successes and challenges and impact on the community, and
- A sample of any marketing or promotional items utilized, containing the appropriate credit line.

If, at the time of reporting, any grant funds have not been expended or committed in accordance with the Agreement (whether expended or committed for a purpose not in accordance with the Agreement or not spent or committed at all), the grantee must promptly repay the amount of such funds to the Community Foundation. These funds are returned to the Arts Regrant Fund and held for distribution during the next grant cycle.

The following table lists the projects and the status of the final reports from the 14 grantees.

Applicant	Project	Evaluation Deadline	Status
ArtWise	Artist in the Classroom	7/30/2018	Received
Empire Arts Center	Empire Theatre Company 2018-2019 Season	3/31/2019	Project Underway
Grand Cities Children's Choir	Concerts in 2018 Season: "Reunion," "Sing-Along Messiah," and "Chips & Ale"	3/31/2019	Project Underway
GF Chorales	From Crayons to Perfume	3/31/2019	Project Underway
GGF Community Theatre	Creating Comm-unity Through Live Theatre	11/14/2018	Received
GGF Symphony Orchestra	Concert for Young Artist/The Music of Brazil	7/5/2018	Overdue, working with GGFSO
ND Ballet Company	The Art of Dance	3/31/2019	Project Underway
ND Museum of Art	Museum Public Programming	3/31/2019	Project Underway
ND Shakespeare	North Dakota Shakespeare presents Twelfth Night	8/16/2018	Received
ND-Manitoba Met Opera	North Dakota-Manitoba District Auditions	12/27/2018	Expected Soon
Northern Valley Youth Orchestras	NVYO: Taking Flight	2/19/2019	Project Underway
Public Arts Commission	Art on the Red	8/9/2018	Received
Summer Performing Arts	Summer Performing Arts 2018 Season	9/25/2018	Received
UND Writers Conference	50th Annual UND Writers Conference, "What the Future Holds"	3/31/2019	Project Underway

2018 Program Analysis

Overall, administration of the Arts Regrant Program was quite smooth. Positive comments were received from applicant organizations as well as thoughts for future incorporation.

- One recommendation was to provide an upload on the application for a sample of the organization's work, such as a musical recording, a publication, photographs, etc.
- Also, many organizations were concerned that a financial audit was required on the application; thereby, making their nonprofit ineligible for application. This first year, the Community Foundation allowed organizations to submit profit-loss statements and balance sheets signed by the organization's treasurer in lieu of financial audits. As most small to medium sized organizations do not allocate or even have enough funding to pay for an annual audit, we intend to offer this alternative option for future grant cycles. This alternative is also offered by the Arts Partnership in Fargo.

The Community Foundation was pleased to partner with the City of Grand Forks on the 2018 Arts Regrant Program and would welcome the opportunity to continue that collaboration for the 2019 grant cycle. We propose no changes to the current administrative fee of 6% of the total amount available for granting.

2019 Proposed Timeline

Date	Action
February 4, 2019	Application Posted
Week of February 4-8, 2019	Informational Meeting for Eligible Organizations <i>Optional</i>
March 1, 2019	Application Deadline
March 6, 2019	Applications to Review Committee
March 24, 2019	Review Committee Scoring Deadline
Week of March 25-29, 2019	Agreement Preparation Award Notifications or Declinations Disbursement of Grant Funds to Awardees <i>Once signed agreement received</i>
Week of January 6, 2020	Reminder Notifications for Evaluation Deadline
March 31, 2020	Evaluation Deadline and Return of Unspent Funds



PROPOSAL
Administration of the Arts Regrant Program

To the City of Grand Forks

By the Community Foundation of
Grand Forks, East Grand Forks & Region

Prepared by

becca bahnmiller

Becca BahnMiller, Executive Director

Submitted on December 1, 2017

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DESCRIPTION OF ORGANIZATION

The Community Foundation of Grand Forks, East Grand Forks & Region is a nonprofit, community foundation created by and for the people of the region to encourage a spirit of philanthropy.

Working in partnership with individuals, families, businesses, and professional advisors, the Community Foundation manages charitable funds and provides grants to qualified nonprofit organizations and causes. The Foundation has approximately \$10 million in assets and has granted nearly \$5.5 million to create stronger, more vibrant communities within the region since its inception in 1998.

Mission

The Community Foundation of Grand Forks, East Grand Forks & Region promotes private giving for the public good. By building philanthropic resources, addressing charitable needs, and creating opportunities through community synergy, we strive to be the leading force in regional philanthropy.

Guiding Principles

The Community Foundation is:

- a long term partner dedicated to donor intent
- a thoughtful grant-maker focusing on meeting the needs of the community through nonprofit organizations
- committed to securing discretionary resources to meet changing community needs
- a careful steward of permanent endowment and funds
- a catalyst for action, bringing private and public partners together to address area issues and seize opportunities

Accreditation

The Community Foundation is accredited by the Community Foundations National Standards Board. The National Standards for U.S. Community Foundations ensure the values of community foundations are demonstrated through their commitment to legal compliance, philanthropic best practices and excellence that benefits communities.

Board and Key Personnel

Board members of the Community Foundation serve without compensation. Members are limited in their service on the board to three 3-year consecutive terms.

2017 Board of Directors

John Marchell, President
Derrick Johnson, Vice President
Jim Satrom, Secretary/Treasurer
Dave Britton
Sandy Crary
Cathi Feeley
Joan Hawthorne
Curt Kreun
Mary Loyland

Kristin Shea
Barry Wilfahrt

Key Personnel

Becca Bahn Miller, Executive Director
Sheila Bruhn, Operations Coordinator
Michelle Hogan, Accountant

GRANTMAKING EXPERIENCE

For years, the Community Foundation has been making a significant impact in the lives of area residents through our grantmaking process. Arts and culture, the Greenway, human rights, economic stability for women, sports opportunities, and leadership opportunities are just some of a myriad of ways the Community Foundation works to improve the quality of life in the region.

The Community Foundation distributes approximately 5% of its endowment funds annually to nonprofit 501(c)(3) organizations throughout the region. Nonprofits can apply for funding through a competitive grantmaking process, administered by the Foundation through an online grantmaking portal.

Summary of Current Grant Programs

Community Foundation Opportunity Funds

Community Foundation grants, ranging from \$500 - \$3,000, support improving the quality of life in our region in the following areas:

- **Arts & Culture:** Provide exposure and access to artistic and cultural experiences which generate artistic growth and creativity for all ages.
- **Community & Human Services:** Support programs, projects, and activities that promote community or human services to all.
- **Education:** Assist individuals in gaining knowledge and developing life-long learning skills through educational programs, projects, and activities.
- **Greenway:** Improve, benefit, or make use of public accessible green spaces and natural environment along the Greenway through programs, projects, and activities. Benefits may include, but are not limited to, maintenance and permanent capital improvements, support for public use awareness, marketing, environmental education, and related activities.
- **Human Rights:** Support efforts that raise awareness and promote understanding and respect for human rights among all through education, mediation and conflict resolution, celebrations and intervention program, projects, and activities.

Women's Fund

The mission of the Women's Fund is to provide ideas, energy and resources so that girls and women are empowered to achieve economic, social, and political equality.

The vision of the Women's Fund is to:

- raise awareness of challenges, concerns and opportunities facing girls and women today
- support opportunities that build leadership skills and confidence among girls and women
- encourage women to become philanthropists

The vision was a climate of equality and justice, activism and leadership. The desire was to make a difference through grantmaking and fundraising, empowering individuals and organizations to address concerns affecting girls and women today and in the future.

Applications are not considered for non-program operating expenses, individuals, annual appeals, membership drives, endowments or capital campaigns, religious organizations for religious purposes, or projects of organizations with discriminatory employment or program practices.

CF Knight Foundation Fund

The Knight Foundation Fund supports the success of our communities through investments that attract, retain and harness talent; that expand opportunity by increasing entrepreneurship and economic mobility; and that support civic infrastructure to accelerate the growth of ideas and bring people from diverse social and economic backgrounds together.

Promoting civic innovation and robust engagement will enable our communities to succeed in a rapidly changing world. The Knight Foundation wants its investments to inspire the actions of residents in Grand Forks and East Grand Forks and help build a better democracy and a successful future.

- **Talent:** Knight Foundation invests in residents, immigrants and entrepreneurs as economic growth, job creation and neighborhood revitalization drivers.
- **Place:** Knight Foundation invests in places that are primed to accelerate talent and opportunity.
- **Civic Innovation:** Knight Foundation invests in innovation in governance and civic capacity.

Overview of Program Administration

Besides its experience with grantmaking, the Foundation is well equipped to administer the Arts Regrant Program with its GrantedGE software developed by Fusion Labs. Implemented for the 2017 grant rounds, GrantedGE is a sophisticated grants management system that automates grant management processes from application to fund disbursement. Through an online portal, grant seekers, applicants, review committees, and Community Foundation staff interact on a real-time basis through all steps of the grant cycle.

Eligibility

The Community Foundation will work with the City of Grand Forks to determine organizational eligibility for the Arts Regrant Program.

Receipt of Applications

The Arts Regrant application form will be made available on the Community Foundation's website via the GrantedGE portal. A copy of the application form will also be available for download outside of the portal, allowing organizations to prepare their content and materials in advance of submission.

To submit their Arts Regrant application, eligible organizations will register on the GrantedGE portal, complete the application form, and upload any necessary attachments, such as:

- List of board and key personnel,
- Non-profit determination letter of tax-exempt status,
- Project budget, and
- Organizational budget.

Organizations will receive an email once their application has been successfully submitted and received by the Community Foundation. Application status can be viewed on the portal throughout the grant cycle.

Review of Applications

The Arts Regrant applications will be reviewed by a committee consisting of no less than:

- Four (4) Grand Forks residents and patrons of the arts,
- One (1) representative from the University of North Dakota Art Department or UND Art Collections (pending availability), and
- Two (2) professionals from artistic organizations outside of the City of Grand Forks. Examples may include representatives from the Arts Partnership (Fargo), Dakota West Arts Council (Bismarck), Minot Area Council of the Arts, or the North Dakota Council on the Arts.

No committee member will be a member of or immediate family member of the board or the staff of any Arts Regrant Program applicant.

Committee members will each receive a unique login to the GrantedGE portal in order to individually read, review, comment, and score the applications. Once assessments are completed, the software will notify the Community Foundation staff who will review scores and compiled results.

Disbursement of Funds

Applicants will be notified by phone, email, and/or letter of their funding award or declination. Those that are awarded funding will also receive a copy of the Arts Regrant agreement for review and signature by the organization's board president or executive director. Once agreements are received, the Community Foundation will mail the organization a check for the amount of the grant award.

A sample grant agreement is attached.

Evaluation

Awarded organizations will be required to submit an evaluation of the awarded grant project or program within 60 days of completion or by March 31, 2019, whichever comes first. All unspent grant funds must be returned to the Community Foundation at that time.

The grant evaluation will consist of:

- A description of the completed project or program that was funded by the grant,
- Actual revenues and expenditures of that project or program,
- An analysis of successes and challenges and impact on the community, and
- A sample of any marketing or promotional items utilized.

Administrative Fee

The Community Foundation proposes an administrative fee of 6% of the total amount available for granting annually, a percentage in line with the Foundation's current fee schedule. The fee will support staff time for:

- Basic promotion of the Arts Regrant program;
- Administration of the GrantedGE portal;
- Provision of basic technical support for eligible organizations utilizing the portal;
- Management of all aspects of the grant cycle from application to agreement;
- Distribution of funds to grantees; and
- Collection and compilation of evaluations at the close of the grant cycle.

Timeline

The Community Foundation will be available to begin the Arts Regrant Process on or after February 5, 2018. Time prior to this date will be used for research on the Arts Regrant program, preparation of the portal, creation of the application form and instructions, and selection of the review committee.

Sample Timeline

Date	Action
February 5, 2018	Application Posted
Week of February 5-9, 2018	Informational Meeting for Eligible Organizations <i>Optional</i>
March 2, 2018	Application Deadline
March 7, 2018	Applications to Review Committee
March 23, 2018	Scoring Deadline
Week of March 26, 2018	Agreement Preparation Award Notifications or Declinations Disbursement of Grant Funds to Awardees <i>Once signed agreement received</i>
Week of January 7, 2019	Reminder Notifications for Evaluation Deadline
March 31, 2019	Evaluation Deadline and Return of Unspent Funds

ATTACHMENTS

Attachment A: Sample Agreement

GRANT AWARD AGREEMENT

WHEREAS, the Community Foundation of Grand Forks East Grand Forks & Region is awarding funds from the City of Grand Forks in the association with the 2018 Arts Regrant Program;

WHEREAS, the Community Foundation of Grand Forks East Grand Forks & Region has determined the project referred to in section II "Project" below aligns with one or more of the focus areas outlined in the grant application criteria;

WHEREAS, (Name of Organization), here in after referred to as the "GRANTEE", proposes to continue the proposed project.

THEREFORE, the Community Foundation of Grand Forks, East Grand Forks & Region, hereinafter referred to as the "GRANTOR," enter into the following:

AGREEMENT

- I. **TERM OF GRANT:** The term of the agreement shall be for the completion of the project or the grant cycle ending March 31, 2019, whichever comes first.
- II. **PROJECT:** GRANTEE agrees to utilize the funds awarded for the purpose as outlined in the grant application to the GRANTOR.
- III. **COMPENSATION:** The grant award is **\$XXX**. Funding for your award has been provided the City of Grand Forks.
- IV. **REPORTING REQUIREMENT:** GRANTEE agrees to submit a written evaluation to the GRANTOR within 60 days of the completion of the project described in Section II "Project" or at the end of the grant cycle, whichever comes first. The evaluation must include a description of the completed project, actual revenues and expenditures of the project, an analysis of successes and challenges, a description of the project's impact on the community, and a sample of any marketing or promotional items utilized.
- V. **ACKNOWLEDGMENT:** GRANTEE agrees to acknowledge GRANTOR and the City of Grand Forks in all promotional material related to this project/program. The GRANTEE will use the logos provided by the Community Foundation.
- VI. **INDEMNITY AND CONTINGENT LIABILITY:** GRANTEE shall comply with all federal, state, and local laws and ordinances applicable to the work to be done under this agreement.
- VII. **INTERACTION AND MODIFICATION:** The agreement and the Grantee's application constitute the entire agreement between the GRANTEE and the GRANTOR. No alteration, amendment, or modification to this agreement shall be effective unless it is presented in writing, signed by the parties, and attached.
- VIII. **AGREEMENT ACCEPTANCE:** The terms of this agreement have been read and are acceptable to the GRANTEE. By signing below the GRANTEE agrees to the terms outlined above and acknowledges receipt of the funds awarded in Section III "Compensation." The Community

Foundation retains the right to share your receipt of this grant and information on your initiative funded by this grant through our communication channels, including but not limited to, the Community Foundation website, newsletter, social media, and marketing materials.

Community Foundation Representative Date

Grantee Representative Date

Attachment B: 501(c)(3) Tax Exempt Determination Letter

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: **SEP 18 2002**

Employer Identification Number:
45-0448088
DLN:
17053096732062
Contact Person:
YVONNE LIGGETT ID# 31296
Contact Telephone Number:
(877) 829-5500
Our Letter Dated:
January 1998
Addendum Applies:
No

THE COMMUNITY FOUNDATION OF GRAND
FORKS, EAST GRAND FORKS AND REGION
412 DEMERS AVE
GRAND FORKS, ND 58201-4018

Dear Applicant:

This modifies our letter of the above date in which we stated that you would be treated as an organization that is not a private foundation until the expiration of your advance ruling period.

Your exempt status under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3) is still in effect. Based on the information you submitted, we have determined that you are not a private foundation within the meaning of section 509(a) of the Code because you are an organization of the type described in section 509(a)(1) and 170(b)(1)(A)(vi).

Grantors and contributors may rely on this determination unless the Internal Revenue Service publishes notice to the contrary. However, if you lose your section 509(a)(1) status, a grantor or contributor may not rely on this determination if he or she was in part responsible for, or was aware of, the act or failure to act, or the substantial or material change on the part of the organization that resulted in your loss of such status, or if he or she acquired knowledge that the Internal Revenue Service had given notice that you would no longer be classified as a section 509(a)(1) organization.

You are required to make your annual information return, Form 990 or Form 990-EZ, available for public inspection for three years after the later of the due date of the return or the date the return is filed. You are also required to make available for public inspection your exemption application, any supporting documents, and your exemption letter. Copies of these documents are also required to be provided to any individual upon written or in person request without charge other than reasonable fees for copying and postage. You may fulfill this requirement by placing these documents on the Internet. Penalties may be imposed for failure to comply with these requirements. Additional information is available in Publication 557, Tax-Exempt Status for Your Organization, or you may call our toll free number shown above.

If we have indicated in the heading of this letter that an addendum applies, the addendum enclosed is an integral part of this letter.

Letter 1050 (DO/CG)