



City of Grand Forks
Staff Report

Committee of the Whole & City Council - January 6, 2020

APPROVED & ACCEPTED
by City Council

01/06/2020

Maureen Storstad
Maureen Storstad
City Auditor

Agenda Item: Arts Regrant Program Annual Report

Submitted by: Andy Conlon, Senior Community Development Planner

Staff Recommended Action: Accept the Community Foundation's 2019 report and reauthorize them to administer 2020 Arts regrant funds.

Committee Recommended Action: Motion by Sande, second by Marshall to approve the recommendation.
Motion carried unanimously.

Council Action:

The Community Foundation of Grand Forks, East Grand Forks, and Region (Community Foundation) has administered the Arts regrant program since 2018 following a year of an interim City-led process and after City Council accepted its proposal based on recommendations from the Mayor's Vibrancy Initiative. City Council received its first annual report a year ago and at that time reauthorized the Community Foundation to administer these funds for 2019. The Community Foundation has provided the attached report on 2019 activities, which will be presented by Becca Baumbach, Executive Director.

ANALYSIS AND FINDINGS OF FACT:

- The 2020 Arts regrant budget is \$125,770.

SUPPORT MATERIALS:

- 2019 Arts Regrant Report submitted by Becca Baumbach, Executive Director, Community Foundation of Grand Forks, East Grand Forks, and Region

Arts Regrant Program 2019 Grant Report

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

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

Subject: City of Grand Forks Arts Re-Grant Program

Date: December 17, 2019

On behalf of the Community Foundation of Grand Forks, East Grand Forks & Region, I submit this report on the 2019 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- and/or culture-based organizations in the City of Grand Forks that facilitate the creation of art or cultural opportunities for the benefit of the public. Funds are provided by the City of Grand Forks and administered by the Community Foundation.

For 2019, available funding totaled \$123,304.00. Less the Community Foundation's administration fee (6%), there was a total of \$115,905.76 available for the granting cycle.

A total of \$189,478.00 was requested from fifteen (15) eligible, applicant organizations. The Arts Regrant Review Committee recommended distribution of the full amount available (\$115,905.76) in grant awards to all fifteen applicant organizations.

Timeline

The Community Foundation posted notice of the 2019 Arts Regrant Program on their website (gofoundation.org) in early January 2019. An email with the guidelines, application instructions, and eligibility requirements was sent on January 31, 2019 to area arts and culture organizations. The online application form opened on February 4, 2019 at 9:00am CST.

Organizations planning to apply for a grant through the Arts Regrant Program that had not utilized the online portal in the past were strongly encouraged to attend an application workshop held by the Community Foundation prior to submission. The workshop was held on February 6 at the Community Foundation office. Several applicant organizations were in attendance. Hard copies of guidelines, application instructions, eligibility requirements, and the scoring rubric were distributed at the gathering.

Full applications were due to the online portal by 5:00pm on Friday, March 1, 2019. Sixteen (16) applications were received by the deadline and one (1) application was received after the deadline by email. Two (2) of the applications were disqualified:

- Greater Grand Forks Symphony Orchestras: Application was received by email (not through the online portal) after the deadline.
- Public Arts Commission: The organization did not file a Form 990 to the IRS in 2018 for their 2017 calendar year nor did they request an extension. The annual filing of the Form 990 is a

federal requirement of tax-exempt organizations and is required as an attachment for the grant application. We communicated with the organization regarding the issue; however, they were unable to resolve the situation prior to the application deadline.

The remaining fifteen (15) applicants 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:

- Tania Blanich, Director of Operations, The Arts Partnership (Fargo, ND)
- Amanda Rengstorf, Graphic Designer, BeMobile; independent artist
- Jill Baird, Northeast Region Information Technology Specialist, EduTech
- Brian Lofthus, Events Coordinator, HB Sound & Light
- Courtney Olson, Graphic Designer, UND Aviation; independent artist (Crookston, MN)

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 6 and final input was required by March 24.

Reviewers submitted a score of one (1), three (3), or five (5) for each of the criteria above (1 being weak, 3 being average, 5 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 fifteen (15) grant applications, recommended grant awards must total \$115,905.76 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 five (5) grant award recommendations for each application, totaling \$115,905.76 to be distributed for the 2019 Arts Regrant Program.

Grantees received a grant award notification by email on March 26, 2019. Official letters and contracts were mailed the week of April 1, 2019.

Final Awards

The following table lists the final grant determinations for the 2019 Arts Regrant Program.

Applicant	Requested	Grant Award	% of Request
African Arts Arena	\$20,000.00	\$2,511.69	10%
ArtNest ND	\$10,000.00	\$1,527.64	10%
ArtWise	\$10,000.00	\$9,186.29	87%
Empire Arts Center	\$24,259.00	\$19,814.44	80%
Grand Cities Children's Choir	\$12,500.00	\$7,426.29	56%
Grand Forks Chorales, Inc.	\$5,000.00	\$3,712.89	65%
Greater Grand Forks Community Theatre	\$16,654.00	\$10,248.09	59%
North Dakota Ballet Company	\$15,000.00	\$9,478.29	60%
North Dakota Museum of Art	\$35,000.00	\$23,366.29	65%
North Dakota Shakespeare Company	\$6,065.00	\$3,749.59	54%
ND-Manitoba District of the Met Opera	\$4,000.00	\$1,727.49	31%
Northern Valley Youth Orchestras	\$16,000.00	\$11,934.29	72%
Summer Performing Arts	\$10,000.00	\$7,636.24	71%
UND Writers Conference	\$5,000.00	\$3,586.29	62%
Totals:	\$189,478.00	\$115,905.76	61%

Reporting Requirements

Grantees are required to submit an evaluation of the awarded grant project within 60 days of its completion or by March 31, 2020, 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.

After grant decisions were made, one grantee – ArtNest ND – made the decision to cease operations of the organization. As the grant agreement had not yet been signed and the award not distributed, the funds totaling \$1,527.64 will remain in the City of Grand Forks Arts Regrant Program Fund and allocated during the 2020 Arts Regrant Program cycle.

The following table lists the projects and the status of the final reports from the 15 grantees.

Applicant	Project	Evaluation Deadline	Status
African Arts Arena	The Annual African Arts and Cultures Festival	2/29/2020	Not Yet Due
ArtNest ND	Creative Classes	NA	Organization Closed
ArtWise	Artist in the Classroom	7/31/2019	Received
Empire Arts Center	Empire Theatre Company Season Eight	3/31/2020	Not Yet Due
Grand Cities Children's Choir	Sanctuary	3/31/2020	Not Yet Due
Grand Forks Chorales, Inc.	Fall/Winter Season 2019	3/31/2020	Not Yet Due
GGF Community Theatre	Make 'em laugh! Season 72	3/31/2020	Not Yet Due
North Dakota Ballet Company	Dance Allows Your Dreams to Speak	3/31/2020	Not Yet Due
North Dakota Museum of Art	Museum Public Programming	3/31/2020	Not Yet Due
North Dakota Shakespeare Company	Much About Nothing and Macbeth:Unrehearsed	8/15/2019	Received
ND-Manitoba District of the Met Opera	North Dakota-Manitoba District Auditions	12/24/2019	Not Yet Due
Northern Valley Youth Orchestras	NVYO 9th Performance Season	3/31/2020	Not Yet Due
Summer Performing Arts	Summer Performing Arts 2019 Season	9/26/2019	Received
UND Writers Conference	UND Writers Conference "The Working Classes"	3/31/2020	Not Yet Due

2019 Program Analysis

Overall, administration of the Arts Regrant Program was quite smooth. This year we provided applicants with an opportunity to upload a sample of the organization's work, such as a musical recording, a publication, photographs, etc. This was helpful for reviewers when assessing the quality of artistic work and programming.

The Community Foundation was pleased to partner with the City of Grand Forks on the 2019 Arts Regrant Program and would welcome the opportunity to continue that collaboration for the 2020 grant cycle. We propose no changes to the current administrative fee of 6% of the total amount available for granting.

2020 Proposed Timeline

Date	Action
February 3, 2020	Application Posted at 9:00 AM
Week of February 3-7, 2020	Informational Meeting for Eligible Organizations <i>Optional</i>
February 28, 2020	Application Deadline at 5:00 PM
March 5, 2020	Applications to Review Committee
March 22, 2020	Review Committee Scoring Deadline
Week of March 23-27, 2020	Agreement Preparation Award Notifications or Declinations Disbursement of Grant Funds to Awardees <i>Once signed agreement received</i>
Week of January 4, 2021	Reminder Notifications for Evaluation Deadline
March 31, 2021	Evaluation Deadline and Return of Unspent Funds