



City Council Memorandum

To: Mayor Fasbender & City Council Members
From: Paige Marschall Bigler, Recreation Programming Specialist
Date: May 4, 2020
Item: Accept Metropolitan Regional Arts Council (MRAC) Grant

Council Action Requested: Accept the \$7,000 MRAC Grant in support of the Performance in the Park series.

Background Information: Staff submitted an Arts Project Support Grant Proposal to MRAC in support of the Performance in the Park series. This series is a part of the Levee Park Calendar of Events, held at the Rotary Pavilion. The series is scheduled for June through September on Tuesday evenings, with the potential need to postpone some performances due to COVID-19 restrictions. MRAC requires all funds to be used and events to take place before June 30, 2021. If postponement of these events is necessary, staff will submit an updated grant proposal required by MRAC and coordinate alternative dates with performance groups. Staff recommends consideration and acceptance of the grant.

Financial Impact: Staff will continue to include grants as a revenue item as part of the budget process to offset programming costs. This grant is additive and should not replace the City's separate allocation of \$10,000 for Rotary Pavilion programming. Grant dollars must be used by June 30, 2021. Any unused funds must be returned to MRAC.

Advisory Commission Discussion:

None

Council Committee Discussion:

None

Attachments:

- Acceptance and Agreement emails
 - Grant proposal, acceptance and agreement were submitted within MRAC's online Grant Interface.

Paige Marschall Bigler

From: MRAC <administrator@grantinterface.com>
Sent: Wednesday, March 25, 2020 1:32 PM
To: Paige Marschall Bigler
Subject: MRAC Arts Project Support Grant

Dear Paige,

We are pleased to inform you that the Board of Directors of the Metropolitan Regional Arts Council has approved an **Arts Project Support** grant to your organization on **March 24, 2020**, following the review and recommendation from the panel.

Grant Agreement

Using this email address as your log in, please go to the MRAC Online Grant Interface to complete your grant agreement and the IRS W-9 form. The W-9 Form must be signed and dated within the last year. Fiscally sponsored groups are required to upload a signed W-9 of their fiscal sponsor.

To access the Grant Agreement

Click the "home" icon on the upper left of the screen to take you to the Dashboard. Under Active Requests, access the form called Grant Agreement.

Acknowledgement

You may publicize this award immediately, but the language and logo(s) specified in your grant contract must appear on all printed materials, news releases, films, videos, electronic transmissions, and web sites. The funder logo guidelines and logo files are available to you [here](#). When there is no printed program, oral acknowledgment must be given at any event and in any interviews with the media.

You must also send a thank you note to your legislators. MRAC monies are allocated by the Legislature through an appropriation and the Arts and Cultural Heritage Fund, so to help ensure the continued availability of such funds, it is very important for your legislators to know how the funds are being used in your area.

Your letter should thank legislators for State support of the arts, telling them about your project that received State arts funds and, if applicable, inviting them to attend the activity. Please feel free to adapt this [sample letter](#) to your personal style and provide any additional information you feel is relevant - the more reflective this letter is of your organization, the more effective it will be. Using the residential address of your project contact, you may look up the names and addresses of your Senator and Representative using the following link, <http://www.gis.leg.mn/OpenLayers/districts/>.

Contact MRAC

Please reach out to MRAC staff at any point regarding your project.

You are required to contact MRAC staff if your organization cannot complete major tasks of the grant application and with project changes (for example, changes with: venue or location, project dates and/or timeline, income and expense budgets, key personnel, key artists, etc.). Project changes must be reviewed and approved in advance by MRAC staff. Such changes not reviewed and approved in advance by MRAC staff may result in a return of grant funds and/or affect the future eligibility at MRAC.

MRAC staff may reach out to you during your project, to check in with you and to remind you of the grant requirements, such as how to acknowledge the grant award and how to prepare for the final report.

Final Report

Within two months of completion of the project, your organization must complete final report materials on the MRAC Online Grant Interface, including summaries of outcomes, evaluation, financial reports, and a venue list (applicable in Arts Project Support and Arts Learning). MRAC staff will review the final report materials to determine whether the grant funds were used in accordance with the grant agreement and the approved grant application. Specifically, MRAC will review:

- That project changes received advance approval from MRAC staff; and
- Your organization spent the grant funds and raised and spent the matching funds in accordance to the grant program guidelines and as indicated in the grant application;
- The major tasks described in the grant application were completed;
- Changes to any line item in the project budget as presented in the grant application of \$500 or more were satisfactorily explained; and
- Your organization complied with the terms of the grant agreement.

Should you have any questions about this or any other part of the granting process, please contact the Metropolitan Regional Arts Council at 651-645-0402, or reach out directly to your program director.

Best wishes for a successful project!

Sincerely,

Arts Project Support Program Directors

Masami Kawazato (Applicants in Hennepin County)

Jovan C. Speller (Applicants in Anoka, Carver, Dakota, Ramsey, Scott, and Washington Counties)

Paige Marschall Bigler

From: MRAC <administrator@grantinterface.com>
Sent: Sunday, March 29, 2020 1:12 PM
To: Paige Marschall Bigler
Subject: Metropolitan Regional Arts Council Grant Agreement Approval and Requirements

Dear Paige,

Thank you for completing the agreement between City of Hastings and the Metropolitan Regional Arts Council (MRAC), for application APS20-2-077 Performances in the Park . In approximately two weeks, the payment will be sent to the organization's address listed on the account for the full amount of the grant that was approved by the MRAC Board of Directors.

As required by the Grant Agreement, final reports are due within 2 months of the Project End Date you provided as part of your project application. To access the Final Report form, go to the MRAC Grant Interface form the program page on our website and log on. From the Application Status page you will see the form name FY20 Arts Project Support Round 2 Final Report. Click on "Edit" to access the form. You may want to reference your application as you fill out the Final Report form, which you can access from your account.

Listed below are additional important grant requirement reminders as your group completes this project. Full listing of requirements can be found in the grant agreement in your account and in the award email sent to you.

- Send a letter to your legislators, thanking them for their support of the arts and telling them about your project that received state art funds. Letter templates are here: <https://mrac.org/advocacy/>
- Include the language and logo(s) specified in your grant agreement on all promotional materials and in any interviews with the media. Funder logo guidelines and logo files are here: <https://mrac.org/resources/funder-logo-guidelines/>
- Contact MRAC program staff before moving forward with your project if there are significant changes in your project as it is presented in your grant application.

This is the acknowledgement of the agreement between City of Hastings and the Metropolitan Regional Arts Council.

Should you have any questions about this or any other part of the granting process, please contact the Metropolitan Regional Arts Council at 651-645-0402. Best wishes for a successful project!