



Traverse des Sioux Library System

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Instructions for Arts and Cultural Heritage Fund (ACHF) Grant Application Fiscal Year 2011 (July 1, 2010 – June 30, 2011)

An electronic version of this application can be found at: <http://tdslib.org/ACHF/>

Section 1: The Applying Organization should be the Partner taking the lead role in organizing the project. Whereas a Public Library located in the Southcentral nine county area must be an active partner in the program, it need not be the Applying Organization. Also note that funds may not, by statute, end up with Public Libraries or their associated Friends Organizations, but rather must eventually go to Partner organizations or individuals.

Section 5: Please list all Partner Organizations, including non-arts organizations who are contributing funding or in-kind services to the program. Individuals representing themselves can be considered partners.

Section 6: Be as accurate in identifying your audience as possible. For example, a workshop program on creative writing might not be targeting just teens and adults, but rather aspiring authors.

Section 7: Outcomes need to be measurable. An outcome identifies a target audience and a change in knowledge, skills, abilities and/or life situation that is expected as a result of the program. For example, an expected outcome statement might read “The audience has an increased interest in historical education” or “The audience sees the arts as a positive experience.” When reporting on an outcome, a typical logic model outcome statement follows this formula: # and % of participants who provide X concrete evidence that they have achieved the outcome. For example, “22 audience members (79% of the audience) stated in the questionnaire that they have a greater understanding of the life of a settler in southern Minnesota in the 1850’s” or “An exit poll revealed that 135 people (90%) enjoyed the exhibit.”

Section 8: The more detailed you can make this section, the easier it will be for the granting committee to make a decision. While hard costs are preferred, it is understood that you will need to estimate some of these costs. Please enter program costs even if they will not be covered by grant funds, but note how such funds will be covered.

Section 8e: By statute and rule, no more than 10% of any given grant may be used for collection development. Such collection costs must be for materials directly related to the program receiving grant funds. For instance, a grant supporting a concert might include the cost of a CD by the performing group, or a biography of the composer.

Section 8f: Supplies and Materials refer to consumables used in the course of the program. You may NOT use state funds to pay for prizes or incentives, including refreshments. You may use grant funds to cover food items directly used in a program, such as ingredients for a cooking demonstration or lesson.

Section 8g: Funds may be used to cover the cost of measuring outcomes used in the final report.

Section 8h: Please define any expenses noted in this category clearly.

Section 9: Please list any and all contributions made by Partner Organizations in this section, whether they are additional funding or in-kind contributions. For example, a partner might be contributing funds, performance space, time or even just their creativity and talents.

Please send completed applications to:

**Patty Biesterfeld
Traverse des Sioux Library System
1400 Madison Ave., Ste. 622
Mankato, MN 56001-5488**

pbiest@tds.lib.mn.us

For more information contact:

**Patty Biesterfeld or Dayle Zelenka
(507) 625-6169**

pbiest@tds.lib.mn.us or dzelen@tds.lib.mn.us

What happens after I turn in my application?

TdS will be distributing grant funds through several streams, including statewide and regional initiatives, as well as sub-grants to public libraries and their partners made available through application. During Fiscal Year 2011, applications for sub-grants will be reviewed monthly, with a deadline of the 30th of each month. At this time, all grant funds must be expended by June 30, 2011. Grant sizes are flexible, with a general range of \$100 to \$2,500. Exceptional applications may receive larger grants at the discretion of the grant review committee.

Your application will be checked for completeness and accuracy. If any discrepancies are noted or questions arise, you may be contacted for clarification. Grant applications will be reviewed by a Traverse des Sioux grant committee.

You will then be informed whether or not you will be receiving the grant. If you do receive the grant, you will be notified of the amount granted and sent additional forms, including but not necessarily limited to: a contract; a request form for initial disbursement of 80% of the funds; a final report form; and a request for the final 20% of the funds, to be sent with the completed final report.