



Culture and Tourism Grants

Guidelines and Application

For More Information Contact:

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Culture and Tourism Grant Guidelines

PURPOSE

The culture and tourism grant program for nonprofit organizations supports initiatives that are unique to our region and that strategically utilize local community resources to stimulate tourism, enrich communities, and generate economic impact through artistic, heritage-related or recreational activities.

I. APPLICANT ELIGIBILITY

Eligible applicants are nonprofit organizations located in the region statutorily defined as the Taconite Assistance Area (TAA) M.S. §273.1341.

II. PROJECT ELIGIBILITY

The objectives for culture grants (arts and heritage) are:

- Expanding program availability and audience participation
- Promoting arts, cultural or heritage-related activities
- Enhancing or expanding existing programs
- Planning or implementing capital improvements
- Engaging in historic preservation work

The objectives for tourism and recreation grants are:

- Enhancing or expanding existing programs and facilities
- Attracting visitors and encouraging visitor spending
- Planning or implementing capital improvements
- Supporting initiatives that are innovative to the organization
- Advancing tourism in the region

III. FUNDING

It is the intent of Iron Range Resources to limit grant awards to a minimum of \$2,500 and a maximum of \$10,000. Culture and Tourism grants are not intended as sustaining support. Applicants are eligible to receive only one grant per year from this program.

IV. EVALUATION AND CRITERIA

(A) PROJECT PLANNING AND MANAGEMENT – *Priority #1*

- Organizational history, past experience with projects
- Demonstrated financial viability of the organization and the project
- The organization has local funds to match the grant amount at a minimum of 1:1. Actual value of in-kind contributions (materials, equipment, labor, etc.) may constitute up to 50% of the applicant's local match
- Professional, technical or artistic qualifications of contracted vendors, talent, service providers, staff or volunteers
- Plans for marketing, public relations and communications
- Project is ready to begin
- Project is dependent upon this grant

(B) COMMUNITY BENEFIT AND PARTNERSHIPS – *Priority #2*

- Local resources, talents or assets that are unique to your community and play a role in the project
- Evidence that the proposed project demonstrates innovation or value to the community served
- Evidence that the organization understands and values public and private partnerships and can demonstrate collaboration
- Committed financial, in-kind and volunteer support from the community and/or other organizations within the community

(C) IMPACT – *Priority #3*

- Projected participation, attendance or visitation
- The program increases availability to audiences
- Economic impact
- Program or project outcomes are identified and activities will be evaluated

V. INELIGIBLE PROJECTS

Ineligible projects include 4th of July celebrations, re-unions and centennials. Ineligible expenses include but are not limited to general organizational overhead, existing deficits, awards and prizes, and fundraising. Projects receiving Explore Minnesota Tourism Grants are not eligible.

VI. APPLICATION PROCESS

Please submit completed applications to the Iron Range Resources address on the front cover of these guidelines. Project application forms are available on the Iron Range Resources Web site at www.ironrangeresources.org under the heading "Grow Your Community."

All projects submitted for funding are evaluated individually based on how well they address the criteria in Section IV., Evaluation and Criteria.

Completed paper or electronic applications are due at Iron Range Resources by 4:00 p.m., October 17, 2008. Grant awards are expected in November 2008 for projects that take place in calendar year 2009.

The project application must include 3 copies of the following.

- 1) A completed Project Application Cover Sheet. (*Page 5.*)
- 2) A Project Budget. (*Page 6.*)
- 3) A narrative description. (*Page 7.*)
- 4) A list of board members and relevant experience.
- 5) Proof of the organization's nonprofit status.
- 6) Any other exhibits, documentation, reports or studies that support the application.
- 7) Board authorization to accept the grant. (*Sample form online. Go to www.ironrangeresources.org, click on Grow Your Community, Grantee Forms and the Resolution Forms.*)
- 8) A copy of the organization's financial statement for the most recently completed fiscal year.
- 9) A copy of the checklist. (*Page 8.*)

VII. Application Review

All funding requests are reviewed for compliance, accuracy, and their ability to meet minimum eligibility requirements. Following the review of applications, Iron Range Resources will determine grant awards and appropriate levels of funding. Application reviews may also include a site visit.

VIII. Award Process

Grant applicants selected for an award will be notified in writing. Award letters include a grant agreement that must be signed by the grantee and other parties. The grant becomes fully executed the date the last signature is obtained.

Following execution of the grant agreement, an agency representative sends the grantee the following:

- A copy of the executed grant agreement
- Authorization for the project to begin
- Other applicable administrative requirements
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IX. Evaluation and Reporting

During a grant period of 12 months or more, an Interim Report may be required. The interim report includes an update on expended funds, progress to date, milestones achieved, projected end dates and other types of information.

Upon conclusion of all grant projects, a Reimbursement Letter and Final Report must be filed. These documents are required to close out a grant agreement and make final payment. The reporting process includes a narrative evaluation for the grantee to describe project results, goals and objectives, challenges or successes, economic impact and other outcomes and measures.

The sample reimbursement letter and final report form are on our Web site at www.ironrangeresources.org. Click on “Grow Your Community” and then Grantee Forms.

Culture and Tourism Grant Application

Cover Sheet

Organization Name: _____

Address: _____

Contact Person: _____ Title: _____

Phone: Work: _____

Home: _____

Cell: _____

Fax: _____

Email: _____

Project Description: _____

SIGNATURES

I declare that any statement in this application, or information provided herein is true and complete to the best of my knowledge and hereby acknowledge that I have read and understand the following statement:

"The State of Minnesota and its agents have the right to verify information provided in this application. False information, in addition to disqualifying the applicant from future consideration for financial assistance, may also subject the applicant to the penalty provision of M.S. §609.645."

Organization: _____

By: _____ Title: _____ Date: _____
Authorized Representative (1)

_____ Title: _____ Date: _____
Authorized Representative (2)

Culture and Tourism Application

Project Budget

	PROJECT BUDGET Amount
Sources of Funds Please list. For example, admissions, memberships, fees for services, corporate support, other grants, etc.	
Iron Range Resources Grant Request	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
TOTAL	\$
Uses of Funds Please list. For example, contracted services, facility costs, materials and supplies, equipment, travel and per diem, marketing, other.	
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
TOTAL	\$

Culture and Tourism Narrative

Please respond to the following. You may use up to three pages to complete this section.

1) Project Planning and Management

- Provide a synopsis of your organization's history that includes relevant program or project experience.
- Complete the project budget (*page 6*) and attach your financial statement
- What are the qualifications of the vendors, talent, service providers, staff or volunteers involved in the project?
- Describe the plans for marketing, public relations and communications
- When is the proposed project slated to begin?
- Is this project dependent on this grant?

2) Community Benefit and Partnerships

- Describe local resources, talents or assets that are unique to your community and play a role in the project.
- What benefits will the community derive from the project? Describe innovation and value of the project to the community.
- Who are the public and private partners involved in the project?
- What are the partners' financial, in-kind or volunteer contributions?

3) Impact

- Identify the number of participants, attendees or visitors expected.
- Does the program increase availability to audiences?
- What economic impact will the activity have on the host community and the organization?
- What are the desired outcomes of the project and how will they be evaluated?

Please each required item for verification of inclusion with project application.

- 1) A completed Project Application Cover Sheet, *page 5*.
- 2) A Project Budget, *page 6*.
- 3) A narrative description, *page 7*.
- 4) A list of board members and relevant experience.
- 5) Proof of the organization's nonprofit status.
- 6) Any other exhibits, documentation, reports or studies that support the application.
- 7) Board authorization to accept the grant.
- 8) A copy of the organization's financial statement for the most recently completed fiscal year.
- 9) A copy of the checklist, *page 8*.