



CITY ARTS INVESTMENT FUND

2023 GRANT APPLICATION GUIDELINES // Revised 12.19.22

Administrator Contact

Rapid City Arts Council
Email: aif@thedahl.org
Phone: 605.394.1785

Important Dates

Inquiries Deadline: 5:00PM MST, January 17, 2023, must be submitted in writing (instructions in "Inquiries" section below)

Responses to Inquiries: PDF of written inquiries received and the responses will be available for download at rapidcityartscouncil.org/rcaif starting January 21, 2023

Submittal Deadline: 11:59PM MST, February 7, 2023 (Late applications will not be considered)

Award Notification: February 28, 2023

Final Report: Due 11:59PM, October 15, 2023

Acceptable Submittal Methods

Email submittal to aif@thedahl.org, Subject: "2023 AIF Application - Organization Name"

Mail Postmarked by the submittal deadline and addressed to: Rapid City Arts Council, 713 7th St, Rapid City, SD 57701, ENC: AIF Application

In Person Delivered in a sealed envelope labeled "RCAC/AIF Application" to RCAC staff at Dahl Arts Center, 713 7th St, Rapid City, SD

Late or incomplete applications will not be considered.

Guidelines, eligibility, application form and additional information available at: rapidcityartscouncil.org/rcaif

I. How to Apply:

1. **Application Form:** Complete the form in the outline and format provided in the 2023 Application Form (download available at rapidcityartscouncil.org/rcaif). RCAC will only consider applications that conform to the outline, including stated word counts.
2. **Submittal Instructions:** Submit the completed application form and required attachments, as listed in the "Application Requirements" section of these guidelines, to the Rapid City Arts Council by 11:59 PM MST, Tuesday, February 7, 2023, using one of the acceptable submittable methods listed on page 1 of this document under "Acceptable Submittal Methods." ***Late or incomplete applications will not be considered.*** Applicants will receive delivery confirmation of the submittal by email within one (1) business day. Meeting the application requirements does not ensure activities will be funded.

II. Inquiries Process

1. **Submit an inquiry:** Prospective applicants are strongly encouraged to submit inquiries regarding this grant in writing to aif@thedahl.org. Inquiries must be delivered by 5:00PM MST, January 17, 2023. Only inquiries received in writing to aif@thedahl.org will receive a response. Do not contact any RCAC staff by telephone with any questions or comments pertaining to this grant.
2. **Responses to inquiries:** RCAC will publish all timely received written inquiries and responses to those inquiries in an addendum available for download at rapidcityartscouncil.org/rcaif by close of business on January 21, 2023.

III. Application Guidelines

1. Purpose

- 1.1. Contribute to and provide cultural, educational, entertainment, and recreational benefits available to and used by the citizens of the Rapid City community.
- 1.2. Promote and encourage public programs to further the development and public awareness of and interest in the arts, which is essential to public welfare and the artistic and cultural development of the Rapid City community.

2. **Allowable Grant Activities:** General operating support (GOS) to provide/present performing or visual arts or other programming promoting the unique culture of the region.

3. Funding Restrictions

- 3.1. Grant award may not exceed 25% of total operating budget (does not apply to the five organizations funded through city ordinance/agreement).
- 3.2. AIF does not fund the following:
 - Meeting or workshop fees
 - Cash prizes
 - Money for contest prizes
 - Organizations whose membership and participation policies do not comply with non-discrimination laws
 - School-based projects/programs produced by or on behalf of governmental agencies
 - Brick and mortar and capital improvements
 - Activities that have already been completed
 - Religious programming and activities
 - Fundraisers and social events
 - Lobbying activities
 - Political contributions
 - Legal fees

4. Eligibility

- 4.1. Organizations (a) identified as municipal organizations in City of Rapid [City Code of Ordinances, Title 2, Chapter 2.84](#), (b) made eligible through an agreement with the City of Rapid City, or (c) organizations meeting all the following criteria are eligible to apply:
 - i. Local arts/cultural organization helping to advance the goals of the Rapid City Cultural Plan(www.rapidcityartscouncil.org/culturalplan) and conducting activities within the City of Rapid City
 - ii. Nonprofit, tax-exempt 501(c)(3), U.S. organization
- 4.2. Public or private schools or other non-profit organizations seeking funding for school-based programs produced by government agencies are not eligible to apply.

5. Application Requirements**

- 5.1. AIF Grant Application Form (must conform to outline provided) -- download application at: rapidcityartscouncil.org/rcaif
- 5.2. Project budget, including income and expense details
- 5.3. List of current officers and board members
- 5.4. Most recent audited financial statements or IRS 990 form
- 5.5. IRS 501(c)(3) determination letter
- 5.6. Delivery to the RCAC by the submission deadline via an approved submittal method (listed on first page of Application Form)

****Meeting the application requirements does not ensure activities will be funded.**

6. **Submittal Confirmation:** Applicants will receive delivery confirmation by email within one (1) business day. **Late or incomplete applications will not be considered.**
7. **Confidentiality:** Application materials are considered confidential and are shared with RCAC staff, Board Directors and committee members, and city officials strictly for the purposes of determining grant awards.
8. **Selection Criteria:** The RCAC's Arts Investment Fund (AIF) Committee reviews applications and recommends grant awards once the review process is complete. This committee includes RCAC board members, officers, city council members, and community leaders (individuals interested in volunteering for the AIF Committee may express interest by emailing RCAC at: aif@thedahl.org). The review process includes scoring of applications based on the following expectations:
 1. Help to advance the goals described in the Rapid City Cultural Plan (www.rapidcityartscouncil.org/culturalplan).
 2. Provide inclusive, innovative, and inspiring arts/cultural opportunities for the people of Rapid City.
 3. Enhance the *diversity* of arts/cultural programming available to local audiences.
 4. Enhance the *quality* of arts/cultural programming available to local audiences.
 5. Increase accessibility of arts/cultural programming for underserved communities, especially youth, Native and Indigenous persons, persons with disabilities (including

physical access), persons who live in rural areas, and persons affected by persistent poverty.

6. Proposes to credit/clearly acknowledge support from the City of Rapid City and the Rapid City Arts Council (RCAC) in promotional materials and programs related to the award, including websites, social media, and publications.
7. Perform the activities as described in the application.

9. **Conflict of Interest:** RCAC policies stipulate staff, Board of Directors and committee members must avoid conflicts of interest and any conduct which may suggest impropriety in the disbursement of federal, state, or local funds.

10. Award Requirements

- 10.1. **Credit Requirement:** Grantees must credit and clearly acknowledge support from the City of Rapid City and the Rapid City Arts Council (RCAC) in promotional materials and programs related to the award, including websites, social media, and publications. The following statement must be included: "This project is partially funded by the City of Rapid City through the Arts Investment Fund through the Rapid City Arts Council." Failure to credit this support will jeopardize continued funding and future eligibility.
- 10.2. **City Council Appearance** (optional/recommended): Grantees are encouraged to attend a meeting of the Rapid City Common Council to publicly thank the city for the support. Council meets the 1st and 3rd Monday of every month starting at 6:30PM in Council Chambers at the City/School Administration Center, 300 6th Street.
- 10.3. **Accounting Requirement:** All grant recipients must follow acceptable accounting procedures in maintaining accurate, current, and complete records which identify the source and use of grant funds. All grant recipients must allow access to any books, documents, papers, or records maintained to account for funds expended under the terms and conditions of the grant for the purpose of making an audit examination. Any duly authorized representative of the RCAC may make excerpts and transcripts. Recipients must maintain complete and accurate records, which are supported by source documentation and all financial transactions, related to the grant for a period of three (3) years.

11. Award Administration

- 11.1. **Administrative Contact:** The Arts Investment Fund is managed by the Rapid City Arts Council (RCAC), the designated arts agency of the City of Rapid City located at 713 7th St, Rapid City.
- 11.2. **Payment:** Payment for grant awards is made by RCAC in equal quarterly installments via check mailed to the grantee. Timing of payment during the quarter varies based on the city's disbursement schedule (RCAC does not control timing of city funds).

11.4. **Changes in Project/Program:**

- i. **Applicants:** Notify RCAC immediately of any significant changes to your organization or project that occur after you have submitted your application. The RCAC reserves the right to withdraw funding recommendations.
- ii. **Grantees:** Grantees are expected to fulfill the project as described in the application. If project plans change, the grantee must notify RCAC immediately. Continued funding is not guaranteed.
- iii. **Final Reporting:** A grant report will be due on October 15, 2023, and is required for both the final grant payment and future funding. This grant report includes the following topics: (1) A summary of how funding was used and the outcomes, including estimated number and characteristics of audiences engaged, (2) material demonstrating fulfillment of the plan to recognize the City of Rapid City and the Rapid City Arts Council, as submitted in the application.