



# CITY ARTS INVESTMENT FUND GRANT PROGRAM

## 2024 GRANT APPLICATION GUIDELINES // Revised 12.14.23

### **Grant Program Contact**

Rapid City Arts Council (RCAC)

Email: [aif@thedahl.org](mailto:aif@thedahl.org)

Phone: 605.394.1785

### **Important Dates**

**Friday, January 5, 2024, 5:00PM MT**

**Deadline for Questions:** Please submit questions about the grant process/requirements in writing (emailed to [aif@thedahl.org](mailto:aif@thedahl.org)) before this deadline. All questions received by email before the deadline and the responses to those questions will be posted on January 8, 2024, at [rapidcityartscouncil.org/cityartsfund](http://rapidcityartscouncil.org/cityartsfund)

**Friday, January 26, 2024, 11:59PM MT**

**Submission Deadline:** Submit the application form as instructed using one of the three acceptable submittal methods. Receipt of successful submission will be sent to Submitter within two (2) business days. **Late or incomplete applications will not be considered.**

**Award Notification:** February 29, 2024 (expected)

**Final Grantee Report:** Due October 25, 2024  
(alternative due dates may be set in advance for seasonal programs occurring after this date)

### **Acceptable Submittal Methods**

**Email** - Send submittal to [aif@thedahl.org](mailto:aif@thedahl.org),  
Subject: "2024 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 the main front desk of the Dahl Arts Center, 713 7th St, Rapid City, SD

**Late or incomplete applications will not be considered.**

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

**Guidelines, application form and additional information available at:**  
[rapidcityartscouncil.org/cityartsfund](http://rapidcityartscouncil.org/cityartsfund)

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## I. How to Apply

- 1. Application Form:** Complete the questionnaire in the outline and format provided in the 2024 Grant Application Form (available at [rapidcityartscouncil.org/cityartsfund](http://rapidcityartscouncil.org/cityartsfund)). Only complete and timely applications that conform to the form outline will be considered.
- 2. Submittal Instructions:** Submit completed application form and required supporting documents, as listed in the "Required Supporting Documents" section of these guidelines, to the Rapid City Arts Council **by 11:59 PM MT on Friday, January 26, 2024.** Submit the application using one of the three methods listed in the section, "Acceptable Submittal Methods." Confirmation of successful submittals will be emailed within two (2) business days. Meeting the application requirements does not ensure activities will be funded. **Late or incomplete applications will not be considered.**



## II. Question & Answer Process

1. **Submit Any Questions in Writing:** Questions about the grant process and/or requirements are welcome by email only. Only questions received by email sent to [aif@thedahl.org](mailto:aif@thedahl.org) before 5:00PM MST, January 5, 2024, will receive a response from the committee.
2. **Answers to Questions Online:** Responses to all questions (received as instructed) will be posted at [rapidcityartscouncil.org/cityartsfund](http://rapidcityartscouncil.org/cityartsfund) by close of business on January 8, 2024. Replies to questions will also be sent directly to the original sender.

## III. Application Guidelines

1. **The City of Rapid City finds the arts are “essential to public welfare” and established the Arts Investment Fund by statute to support municipal arts organizations and to further the artistic and cultural development of the Rapid City community. Grant activities must align with this stated purpose of the fund. Applicants must present a clear and compelling rationale for how their proposed activities would support the following community development goals:**
  - 1.1. Contribute to and provide cultural, educational, entertainment, and recreational benefits to the citizens of the City of Rapid City.
  - 1.2. Promote and encourage public programs that develop and build public awareness and interest in the arts.
2. **Activities allowed under this grant program:**

General operating support (GOS) to provide/present performing or visual arts or other programming promoting the unique culture of the region.
3. **Activities NOT allowed/restricted under this grant program:**
  - Meeting or workshop fees
  - Cash prizes
  - Money for contest prizes
  - 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. Applicants are eligible to apply if AT LEAST ONE of the following criteria are met:
  - a. **Under city ordinance:** Applicant is identified as eligible for funding under [City Code of Ordinances, Title 2, Chapter 2.84.](#)
  - b. **Under city agreement:** Applicant is eligible through formal agreement with the City of Rapid City.
  - c. **Nonprofit in good standing:** Applicant is a nonprofit arts and culture organization that proposes to serve the artistic and cultural needs of the citizens of the City of Rapid City, AND proposes activities within the city limits of Rapid City, AND is a nonprofit 501(c)(3) as determined by the IRS (copy of determination letter required) and in good standing.
  - d. **Project with fiscal sponsorship:** Applicant represents a local cause that is not recognized by the IRS, AND proposes to serve the artistic and cultural needs of the citizens of the City of Rapid City, AND proposes activities within the city limits of Rapid City, AND has an established fiscal sponsorship with a credible Rapid City-based nonprofit 501(c)(3) organization (copy of determination letter required) that agrees in writing to lend nonprofit status to the applicant, retains control and discretion over funds, and reports on use of funds. A copy of a signed agreement detailing fiduciary oversight, fiscal management, grant reporting and other administrative services that ensure appropriate use of the proposed grant funds must be submitted with the grant application.
- 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.
- 4.3. Organizations whose policies do not comply with non-discrimination laws are not eligible to apply. Award recipients must comply with applicable conscience protections and federal civil rights laws that prohibit discrimination based on race, color, national origin, disability, and age. Compliance requires taking reasonable steps to provide programs that are accessible to and usable by persons with disabilities.
- 4.4. Proposals for funding requests exceeding 25% of applicant's annual operating budget (or program budget if applicant is a subsidiary or project of a larger organization) are not eligible. This stipulation does not apply to the organizations funded under city ordinance/agreement.

## 5. Application Requirements\*\*

- 5.1. 2024 AIF Grant Application Form – available for download at: [rapidcityartscouncil.org/cityartsfund](https://rapidcityartscouncil.org/cityartsfund) (submittal must conform to outline provided)
- 5.2. Total budget for the program/project, including income and expense details
- 5.3. List of current officers and board members



- 5.4. Most recent IRS 990 form or financial statements prepared by a certified public accountant
  - 5.5. IRS 501 (c)(3) determination letter (new applicants only)
  - 5.6. Submittal delivered to RCAC by the stated deadline via an approved submittal method (listed on first page of Application Form)
6. **Submittal Confirmation:** Receipt of successful submission will be emailed to the contact on the application form within two (2) business days. **Late or incomplete applications will not be considered.**
7. **Confidentiality:** Application materials are considered confidential and are distributed to essential RCAC staff and members of the Board of Directors, AIF committee members, and city officials as necessary, strictly for the purposes of determining grant awards.
8. **AIF Selection Criteria:** RCAC's Grant Committee reviews applications and recommends AIF grant awards and funding levels to city council once the review process is complete. The committee is comprised of RCAC board members, officers, city council members, and select community leaders. Agreement to restrict conflict of interest is required (see item 9 of these guidelines). The review process includes scoring of applications based on the following expectations:
1. **Merit.** Proposed programming aligns with the purpose of the City Arts Investment Fund and desired outcomes in the community, with a clear picture of how the proposed activities enhance public life, provide public benefit, and improve our city.
  2. **Feasibility.** Applicant demonstrates the knowledge and ability to use the grant funds effectively and to carry out proposed programming based on appropriateness of budget, resources and personnel.
  3. **Public Benefit.** The programming provides a unique opportunity for the public to experience arts and culture or to access arts education and is widely accessible for the citizens of Rapid City. *Activities must provide a public benefit within the city limits of the City of Rapid City.*
  4. **Artistic & Cultural Excellence.** Programming improves the quality of artistic and cultural experiences available to citizens and involves key individuals, creative process, works of art, organizations, service providers, educators, or partners, and/or services of exceptional quality.
  5. **Diversification.** Programming represents an innovative approach to encouraging public appreciation of and participation in the arts.
  6. **Cultural Equity.** Programming increases access to artistic and cultural experiences for those in our community whose opportunities to experience the arts or to access arts



education have historically been limited by factors such as geography, race or ethnicity, economics and/or disability (“underserved communities”).

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

## 10. Award Requirements

To receive any grant award, Grantee must agree in writing to comply with grant award requirements including:

- 10.1. **Performance:** Grantees agree to complete the project or deliver programming as proposed in the original application. If proposed activities or timelines change, the grantee must notify RCAC immediately in an email addressed to: aif@thedahl.org. Continued funding is not guaranteed.
- 10.2. **Anti-discrimination:** Award recipients must comply with applicable conscience protections and federal civil rights laws that prohibit discrimination based on race, color, national origin, disability, and age.
- 10.3. **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 statements, or comparable statements, must be included: **“With support from the City of Rapid City and the Rapid City Arts Council,”** or, **“Funded in part through a grant from the City of Rapid City through the Rapid City Arts Council,”** or by **including both the City and RCAC logos** side-by-side in a display of sponsor logos. Failure to credit this support may jeopardize continued funding and future eligibility.

Grantees are encouraged to attend a meeting of the Rapid City Common Council to recognize their support for the arts. 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.

- 10.4. **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 agree to provide any books, documents, papers, or records maintained to account for funds expended under the terms and conditions of the grant to the Rapid City Arts Council upon request for the purpose of making an audit examination of allowable expenditures up to the grant amount. Any duly authorized representative of the RCAC may make excerpts and transcripts for internal review. All records will remain confidential for RCAC review unless written permission for distribution is otherwise received in writing from the grantee. 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.

- 10.5. **Final Reporting:** A grant report will be due on October 24, 2024, and is required for both the final (Q4) grant payment and future funding. (Alternate due dates can be arranged in advance to accommodate dates of seasonal grant activities.) This grant report includes the following sections: (1) A summary of how funding was used, (2) outcomes related to your original proposal, including estimated number and characteristics of audiences engaged, (3) material demonstrating fulfillment of the credit requirement (item 10.1 in these guidelines) to recognize the City of Rapid City and the Rapid City Arts Council.

## 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 the Dahl Arts Center, 713 7<sup>th</sup> St, Rapid City, SD 57701
- 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 the timing of city funds.
- 11.3. **Changes in Project/Program:**
  - a. **Applicants:** Notify RCAC immediately of any significant changes to your organization or project that occur between the application submission and the award notification date. RCAC reserves the right to withdraw funding recommendations.
  - b. **Grantees:** Grantees are expected to complete the project or deliver programming as proposed in the application. If project plans change, the grantee must notify RCAC immediately by email addressed to: [aif@thedahl.org](mailto:aif@thedahl.org). Continued funding is not guaranteed.