



NOTE: This information is provided as a reference for you to use as you prepare your Nebraska Arts Council (NAC) grant application. Grants to NAC may only be submitted via the online grant system.

Program Description

Mini Grants are designed to provide quick access to funds supporting a variety of arts projects that use artists or arts activities as a key component. Examples of project types include exhibitions, performances, poetry readings, commissions and/or support of new work development, arts festivals, community murals, and cultural heritage projects.

Eligibility

Nonprofit organizations incorporated in Nebraska that are federally tax-exempt, public agencies and sub-divisions of governmental agencies. Organizations may submit up to two Mini Grant applications per fiscal year.

- *Basic Support Grantees with budgets below \$750,000 may apply but only for unforeseen opportunities that are not part of annual operating programs.*
- *Basic support Grantees with budgets above \$750,000 may not apply for Mini Grants*

How to Apply

Your school or non-profit must first be registered in NAC’s online grant system, which can be accessed by following www.artscouncil.nebraska.gov/grants/. If you have any questions, please don't hesitate to contact NAC by email at nac.grants@nebraska.gov or call 1-800-341-4067 (statewide), or in Omaha at 402-595-2124.

Deadline

At least six weeks and no more than twelve weeks prior to the project start date.

Note: Projects that span the summer may have a start date as early as June 1 and an end date as late as August 31.

Grant Amounts

\$2,000 maximum.

Note: The applicant must have enough cash to match all of the dollars requested.

Review Criteria

Panelists review Arts Project Grants based on the following weighted criteria on a 100 point scale.

- Artistic Quality** (up to 40 points)
- Planning & Evaluation** (up to 30 points)
- Outreach & Engagement** (up to 30 points)

For the downloadable review criteria rubric click [HERE](#).

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Narrative Questions

Artistic Quality

- Describe the project: What will happen, who will participate, where will it take place, and when?
- Discuss the artistic merit of the project and its value to the community, including the principal artist(s) involved.

Planning and Evaluation

- Discuss the goals of the project. Discuss how the project will be evaluated based on these goals.
- If this project has been funded by the Nebraska Arts Council before, explain how your past evaluation methods are being used to refine and improve this project.
- Describe the planning process and identify the key people and collaborating organizations. Explain the role they play in planning this project.
- Discuss your agency’s plan for promoting this project.

Outreach and Engagement

- Describe the target audience and the current demographics of your city and/or region so the reviewer might better understand your community.
- Indicate community organizations with which you have established relationships and explain how you work with them to plan and/or implement cooperative projects.
- Discuss any educational and outreach activities.
- Describe methods you are using to attract new and underserved audiences. NOTE: The NEA defines underserved communities as lacking access due to geographic isolation and/or have limited access to arts programs due to economics, ethnic background, disability or age.

***Colleges and universities only:** Describe the extent of involvement by organizations outside of your institution, and how you are marketing this project to the community at large.

Budget

In the budget, you will be required to provide a detailed itemization for the following:

- Your budget must be balanced (Total Income must equal Total Expenses).
- You must also demonstrate enough cash match. In-kind contributions may not be used as a match to NAC request (Total Applicant Income must be equal to or greater than the NAC request).
- Round all figures to the nearest dollar.
- You may use up to 25% of the grant budget for administrative costs specific to the project, such as personnel and overhead expenses, in the total project budget.

Expenses	Cash Total
Artistic Fees & Services	\$
Space & Equipment Rental	\$
Travel	\$
Marketing	\$
Remaining Project Expenses	\$
Administrative (up to 25% of total)	\$
Total Expenses	\$

Income	Cash Total
Admissions	\$
Tuition, workshop fees, etc.	\$
Private Support	\$
Public Support	\$
Applicant Cash	\$
Total Applicant Income	\$
NAC Request up to \$7,500 (Total Expenses minus Total Applicant Income)	\$
Total Income (should equal Total Expenses)	\$

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Required Materials

These materials will be uploaded in the grant system.

- Project Timeline:** Itemized list of start and end dates, major deadlines for project component completion, etc.
- Artist(s) Bios:** Biographical information/company description for principal artists or arts organizations involved in the project. If artists have not been selected, describe the process and criteria for selecting them.
- Administrator(s) Bios:** Brief biographical information for persons who will administer project finances and provide primary project coordination.
- Letters of Support:** Letters from participating artists and/or collaborating organizations indicating their role in the project.
- Work Samples:** No more than three representative materials to assist the panel in understanding your organization and this project. Examples include photos, articles, newsletters, brochures, or catalogues.
IMPORTANT: If the project involves art education, be sure to include with your required materials, documentation that illustrates the activities of the students: e.g. brochure, curriculum, etc.
- Audit:**
(if applicable) If the organization requests \$50,000 or more from NAC for the current year in one application or any combination of applications, include the organization's most recently completed and reviewed financial statements. These could include an audit, an audited financial statement or financials reviewed by an outside financial expert. Please contact [Grants and Data Administrator](#) if there are questions.
- Contract:**
(if applicable) If request is for a commissioning project, a copy of contract or letter of agreement with the artist.