

ACHF Individual Artist Grant February 1, 2017 deadline

East Central Regional Arts Council

Section 1: Individual Artist Certification

I am an individual artist, applying as an individual, not for a group or organization.*

Choices

- Yes
- No

I am at least 18 years of age.*

Choices

- Yes
- No

I have been an East Central Minnesota/Region 7E permanent resident for a minimum of six months.*

(Region 7E includes Chisago, Isanti, Kanabec, Mille Lacs, and Pine Counties.)

Choices

- Yes
- No

I am a U.S. citizen, or have attained permanent resident alien status.*

Choices

- Yes
- No

I have no outstanding or unacceptable final reports due to the East Central Regional Arts Council.*

Choices

- Yes
- No

I will make all events open and ADA accessible to the general public.*

Choices

- Yes
- No

My proposed grant project does not include the following ineligible activities or uses of funds:*

- activities involving any organization at which I am employed;
- grant activities taking place outside of Minnesota;
- tuition, fees or work toward any degree;
- translation of literary work;
- development of curriculum plans, teaching materials or teaching programs which are intended to be used in the regular course of my employment;
- relocating my legal residence outside Region 7E;
- establishing any type of arts organization;
- publishing with a vanity press or self-publication costs;
- activities in which artists are required to pay excessive entry or exhibition fees in order to exhibit or perform;
- payment of debts incurred before the grant start date;
- activities that are essentially for the religious socialization of the participants or audience;
- activities in primary or secondary parochial schools;
- fundraising;
- engaging in terrorism of any kind;
- or activities that attempt to influence any state/federal legislation or appropriation.

Choices

Correct

Incorrect

Applicant Certification – Individual Artist Grant Program

My signature below certifies that I meet all of the eligibility requirements listed in the program information, that all of the information contained in this application and its attachments are true and correct to the best of my knowledge, and that I have submitted a complete and eligible application fulfilling all items on the above checklist. I understand that I am not guaranteed funding with this application, or that I may only receive partial funding. I understand that I am solely responsible for the content of the application and that I have read and will follow the grant guidelines found [here](#). In addition, I agree that photos, or other samples of my work can be used by ECRAC to publicize my grant (if received) or the ECRAC granting process.

Applicant Signature:*

Character Limit: 250

Signature Date:*

Character Limit: 10

FYI - To ensure all application files have uploaded and will open properly for reviewers, applicants should use the "Application Packet" button located at the top of the application. Any file upload error messages will appear on the "File Attachment Summary" page in the

Application Packet.

Contact ECRAC staff via email at info@ecrac.org or by telephone at 320-396-2337 if you have any questions or concerns regarding your application. If requested early enough in advance of the grant deadline, ECRAC staff can review your draft application.

Section 2: Project Information

Grant Project Title*

Name of Project.

*Character Limit: 100***Brief Project Description****Character Limit: 750*

If you have attended an ECRAC Grant Workshop, enter date below.

(optional/recommended)

*Character Limit: 10***Project Start Date***See [Grant Guidelines](#), page 12, for start and end date requirements.*Character Limit: 10***Project End Date****Character Limit: 10*

Section 3: Project Funding Request

Grant Amount Requested - up to \$2,500*

From your completed Project Expense Template in Section 6

*Character Limit: 20***Total Project Cost***

From your completed Project Expense Template in Section 6

Character Limit: 20

Section 4: Artistic Work Samples and a Work Sample Description List

[See grant instructions and guidelines for specifications.](#) Call ECRAC staff with any questions.

Work Samples - As you select a work sample for submission, remember that artistic excellence is the primary criteria. It is important that the samples you submit represent your work to its best advantage. Put your strongest work samples first. In general, the grant reviewers are not looking for a range in abilities. Rather, they look for a cohesive vision for grant recipients. If after reading the following, you have questions about your work samples or your work sample description list, contact an ECRAC staff person for specifications.

Combine samples as needed into documents/files in order to upload. There are three work sample upload fields allowing a total of 24 MiB. You may also link to YouTube videos in the space provided.

FYI - Including more than the allowable number or length of work samples may disqualify your application.

Performance and Installation Artists; Actors and Directors; Dance, Film and Video Artists - 6 minutes maximum combined running time for all selections. In your work sample description please indicate the length of each sample (example 2 min. 30 sec.). List the title and recording date of each work. We recommend a YouTube link for this.

Musicians - 6 minutes maximum combined running time for all selections. Do not submit scores. In your work sample description please indicate the length of each selection (example 2 min. 30 sec.) List the title and recording date of each work. We recommend a YouTube link for this or MP3.

Writers, Playwrights, Screenwriters, Prose Writers and Poets - 2 samples of 5 pages or less. Scholarly manuscripts, standard journalism, and translations are not accepted. We recommend a Word document or PDF.

Visual Artists - There are a maximum of 10 visual artwork samples allowed. You could have all 10 samples in one document and upload this document into one field, as long as it is not over 24 MiB. See below for work sample description information needed. We recommend a PDF for this, with a black background.

Other - If your art form does not fit into the categories above, please contact ECRAC staff for direction or other specifications.

Work Sample Description - The work sample descriptions should be brief, but they are required.

Include the following information:

- the title of the artwork
- a brief description of each work sample submitted, including materials used in construction (if appropriate), dimensions, and completion dates
- any additional details as noted above

Work Samples (upload #1)*

File Size Limit: 8 MB

Work Sample Description*

Character Limit: 1000

Work Samples (upload #2)

File Size Limit: 8 MB

Work Sample Description

Character Limit: 1000

Work Sample (upload #3)

File Size Limit: 8 MB

Work Sample Description

Character Limit: 1000

YouTube or other website address for audio/video

Character Limit: 2000

Work Sample Description

Character Limit: 250

Section 5: Artistic Résumés

Your artistic résumé is required.

If applicable to your project, include an artistic résumé of your artistic mentor and information on arts workshops, classes, and/or conferences if applicable.

All résumés should be PDF uploads.

[See grant application Guidelines](#) (Page 22) for a sample of an artistic résumé.

Your Artistic Résumé*

File Size Limit: 2 MB

Artistic Mentor Résumé (optional)

File Size Limit: 2 MB

Class, Conference, and/or Workshop Information (optional)

File Size Limit: 2 MB

Additional Résumé (optional)

File Size Limit: 2 MB

Section 6: Project Description and Budget

Summary of Your Project*

Describe the arts project for which you are requesting grant funds. Keep in mind that the Arts and Cultural Heritage Funds can only support activities that address the three key areas of: Arts and Arts Access, Arts Education, and Arts and Cultural Heritage. Refer to the definitions in the [grant guidelines](#) and instructions. All grant proposal activities should be in only one primary key area.

Include descriptions of all activities involved in completing the project:

- date(s);
- location(s);
- workshop(s);
- other training;
- number of performances;
- name(s) of artist mentor(s);
- and any other information that will help the Arts Council understand your project.

Also, explain here your required open to the public event, including the date(s) and location(s).

Character Limit: 5000

Publicity and Promotion Plan*

Detail here how you will provide promotion and publicity for your required open to the public event.

Character Limit: 1500

How does this proposal instill the arts into your life and your community and public life?*

The information provided here speaks to the community need criteria of your project.

Character Limit: 750

How does this proposal provide a high quality arts experience?*

The information provided here speaks to the artistic merit criteria of your project.

Character Limit: 750

How does this proposal give access in Region 7E to a quality arts experience?*

The information provided here speaks to the artistic merit criteria of your project.

Character Limit: 750

How does this proposal help to develop your knowledge, skills, and understanding of the arts?*

Character Limit: 750

How does this proposal help to represent diverse ethnic and cultural arts traditions?

(Optional answer - not applicable if not part of your proposal)

Character Limit: 750

Is your open to the public event venue publicly accessible and ADA compliant?*

Character Limit: 750

Artistic Merit*

All ACHF grants must have a heightened sense of artistic merit. Explain how your project will expand your artistic capabilities and the artistic experiences of your audience at the open to the public event. The information provided here speaks to the artistic merit criteria of your project.

Character Limit: 800

Do you have the ability to accomplish this project?*

The information provided here speaks to the organizational ability criteria of your project.

Choices

Yes

No

Explain why or why not.*

Character Limit: 750

Previous Grant History*

List all grant funded projects you have received in the past three years. If none, please describe any grant funded projects you have provided organizational support for. The information provided here speaks to the organizational ability criteria of your project.

Character Limit: 1000

Key Areas*

Your proposal must contain activities that address one of these three Arts and Cultural Heritage Fund key areas: Arts and Arts Access; Arts Education; Arts and Cultural Heritage. Refer to the definitions on pages 4-6 in the [Grant Guidelines](#) for more detail.

Applicants are encouraged to think creatively about designing their proposals. Explain clearly what the requested grant monies will provide for your project (your project goals). This narrative description should match your project expense and income template uploaded below. **Assign all grant proposal activities to only one primary key area.**

Examples:

Arts and Arts Access Activities. Example: Produce an art show of your visual artwork.
Arts Education Activities. Example: Work with a mentor on memoir writing.
Art & Cultural Heritage Activities. Example: Produce a heritage based artwork.

Character Limit: 1500

Which key area does your proposal primarily address?*

(Choose only one)

Choices

Arts and Arts Access

Arts Education

Arts and Cultural Heritage

Outcome Evaluation*

Funding for this program comes from the Arts and Cultural Heritage Fund, a fund created by the people of Minnesota to support the arts. Outcome evaluation is a legislatively required part of all ACHF grant proposals. This includes: the goals, impacts, results, and the community benefits of your project.

You must include outcome evaluation costs in your project expense template.

Refer to the [grant guidelines](#) and use the “SMART” method described on page 24.

Your evaluation plan should address these five questions:

1. Who will be the target population of the project?
2. How will they be affected by the project?
3. What are the intended short-term outcomes (results) of the project?
4. How will Region 7E residents benefit?
5. How will you know?

Character Limit: 2500

Project Expenses*

Please download, complete and upload the [Project Expense Template](#) below.

File Size Limit: 2 MB

Project Expense Details and Explanations*

Include all project expense details and explanations here, as applicable.

Character Limit: 1500

Price Quote 1

File Size Limit: 2 MB

Price Quote 2

File Size Limit: 2 MB

Price Quote 3

File Size Limit: 2 MB

Proposal Income*

Please download, complete and upload the [Proposal Income Template](#) below.

File Size Limit: 2 MB

Project Income Details and Explanations*

Include all project income details and explanations here, as applicable.

Character Limit: 1500

Section 7: Regional Arts Council Data Collection

Regional Arts Council Grant Data Collection*

These reporting fields are not used in the evaluation of your grant request and are simply used for data collection purposes.

Choices

I understand

Are you a new applicant?*

Choices

Yes

No

County*

Choose the county below in which you currently reside.

Choices

Chisago

Isanti

Kanabec

Mille Lacs

Pine

MN House District*

MN legislative house district where the applicant is located ([Click Here](#) to use the district poll finder).

Due to redistricting be sure to check Poll Finder for the correct House District

Choices

11B

15A
32A
32B
39A

Congressional District*

U.S. congressional district where the applicant is located. To be eligible to apply you must live within the five county East Central Minnesota Region which is Congressional District 8.

Choices

8

Special Characteristics (optional)

For Individuals: select any combination that applies to you.

Choices

D Disability
S Adult older than 60
V Veteran

Race/Ethnicity (optional)

For Individuals: Please select up to two options regarding your racial/ethnic characteristics. This information is not made public.

Choices

N American Indian/Native American
A Asian
P Native Hawaiian/Pacific Islander
B Black/African American
H Hispanic/Latino
M Middle Eastern/North African
W White
O Other

Status*

Select the one code that best describes the applicant. [Click Here](#) for a list of current **Status** codes. Enter "01" for individual.

Choices

01
02
03
04
05
06
07
08
09
99

Institution*

Select the one code that best describes the applicant. [Click Here](#) for a list of current **Institution** codes. Enter "01" for individual.

Choices

- 01
- 02
- 03
- 04
- 05
- 06
- 07
- 08
- 09
- 10
- 11
- 12
- 13
- 14
- 15
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- 44

45
46
47
48
49
50
51
99

Discipline*

Select one code that best describes your primary area of interest in the arts. [Click Here](#) for a list of current discipline codes. Example, enter "01A" for Dance, ballet.

Choices

01
01A
01B
01C
02
02A
02B
02C
02D
02E
02F
02G
02H
02I
03
03A
03B
04
04A
04B
04C
04D
04E
05
05A
05B
05D
05F
06
06A
06B
06D
06E
06F
06G

- 07
- 07A
- 07B
- 07C
- 07D
- 07E
- 07F
- 07G
- 07H
- 07I
- 08
- 09
- 09A
- 09B
- 09C
- 09D
- 09E
- 10
- 10A
- 10B
- 10C
- 10D
- 11
- 12A
- 12B
- 12C
- 12D
- 13
- 14
- 15

Project Discipline*

Select one category that best describes the proposed grant project activity. [Click Here](#) for a list of current discipline codes.

Choices

- 01
- 01A
- 01B
- 01C
- 02
- 02A
- 02B
- 02C
- 02D
- 02E
- 02F
- 02G
- 02H

- 021
- 03
- 03A
- 03B
- 04
- 04A
- 04B
- 04C
- 04D
- 04E
- 05
- 05A
- 05B
- 05D
- 05F
- 06
- 06A
- 06B
- 06D
- 06E
- 06F
- 06G
- 07
- 07A
- 07B
- 07C
- 07D
- 07E
- 07F
- 07G
- 07H
- 07I
- 08
- 09
- 09A
- 09B
- 09C
- 09D
- 09E
- 10
- 10A
- 10B
- 10C
- 10D
- 11
- 12A
- 12B
- 12C
- 12D

13
14
15

Does your proposed project involve a public event?*

Choices

Yes
No

Adult Artists Participating*

Estimated number of adult artists directly involved in or providing art or artistic services specifically identified with grant activities.

Character Limit: 10

Adult Audience Benefiting*

Estimated number of adult audience participants benefiting directly from grant activities.

Character Limit: 10

Children/Youth Benefiting*

Estimated number of children and youth under the age of 18 participating in and/or benefiting directly from these grant activities, or included in an audience.

Character Limit: 10

Total Project Expenses*

Character Limit: 20

Cash Expense of Project*

This number should be the total amount of the project minus the total amount of any in-kind revenue listed in your budget.

Character Limit: 20

Project In-Kind*

This number should be the total amount of any in-kind revenue listed in your budget.

Character Limit: 20

Start Date*

The starting date should be approximately one month before your project is to take place or before you have to contract for services. *(This date **cannot** be before the grant deadline's earliest possible starting date listed in the guidelines.)*

Character Limit: 10

End Date*

The ending date should be approximately one month after the actual completion date of your project to allow time to close out all aspects of the project before submitting your final report.

Character Limit: 10

Counties Impacted*

Please provide a list of counties (Minnesota only) that will be impacted by this project.

Character Limit: 500

Goal Statements and Measurable Outcomes*

This information should reflect the project's goals and outcomes listed in your narrative.

Character Limit: 700

Evaluation Plan / Methods to Measure Outcomes*

This information should reflect the project's goals and outcomes listed in your narrative.

Character Limit: 700