

ACHF Organization Grant February 1, 2017 deadline

East Central Regional Arts Council

Section 1: Organization Information

Project Director:*

Character Limit: 250

Grant Writer:*

Character Limit: 250

Project Director Email Address*

Character Limit: 250

Project Director Phone Number (day):*

Character Limit: 250

Section 2: ECRAC/ACHF Certification

Certification*

Download, read, and complete the [ECRAC/ACHF Certification](#). Upload the signed document here.

FYI - Two separate signers are required. One signer must be an authorizing officer of the board or the fiscal agent organization. The other signer must be the project director.

File Size Limit: 2 MB

Date of attendance at ECRAC grant information session.

This is optional but highly recommended.

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 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 3: Project Summary Information

Grant Project Title*

Character Limit: 100

Brief Project Description:*

Character Limit: 750

Project Start Date:*

See [Grant Guidelines](#), page 12, for start and end date requirements.

Character Limit: 10

Project End Date:*

Character Limit: 10

Grant Amount Requested - \$5,000 to \$15,000*

From your completed Project Expense Template in Section 10.

Character Limit: 20

Total Project Cost*

From your completed Project Expense Template in Section 10.

Character Limit: 20

Section 4: Fiscal Agent Information, If Applicable

Organization's Fiscal agent's IRS Letter of Determination of tax-exempt status.

Unless a local unit of government or Independent School District you **must** attach a copy of either your organization's or your fiscal agent's IRS Letter of Determination of tax-exempt status.

File Size Limit: 3 MB

(If your group is not using a fiscal agent, the following section will be blank.)

Fiscal Agent Organization Name:

Character Limit: 250

Mailing address:

Character Limit: 250

City:

Character Limit: 250

State:

Character Limit: 50

Zip Code:

Character Limit: 250

Contact Person:

(Must be an authorizing official of organization)

Character Limit: 250

Contact Person Title:

Character Limit: 250

Contact Person Phone Number (day):

Character Limit: 250

Contact Person Email Address:

Character Limit: 250

Fiscal Agent Tax Exempt Number (EIN):

Character Limit: 250

Section 6: Arts and Cultural Heritage Fund Investment Evaluation

Detailed Project Summary*

Include descriptions of all activities involved in completing the project:

- date(s),
- location(s),
- workshops or other training,
- number of performances,
- names of staff, artists or companies,
- your required open to the public event and how you will advertise for it,
- and any other information that will help the Arts Council understand your project.

Also define your community served with this project here.

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 [ACHF Grant Guidelines](#) for further detail.

Character Limit: 5000

Your answers to the following questions will be used to evaluate the impact of your project.

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

Character Limit: 1200

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

Character Limit: 1200

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

Character Limit: 1200

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

Character Limit: 1200

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

Optional answer - not applicable if not part of your proposal.

Character Limit: 1200

Do the artist résumés and any work samples submitted substantiate the artistic merit and quality?*

Character Limit: 1200

Is your project's venue publicly accessible and ADA compliant?*

Character Limit: 1200

Artistic Merit*

All ACHF grants must have a heightened sense of artistic merit. Explain how your project will expand both your organization's artistic capabilities and the artistic experiences of your audience.

Character Limit: 1200

Section 7: Arts and Cultural Heritage Fund Key Areas Description and Publicity

Key Areas*

Your proposal must contain activities that address one of the three Arts and Cultural Heritage Fund key areas of priority:

- Arts and Arts Access,
- Arts Education,
- Arts and Cultural Heritage.

Refer to the definitions on **Pages 4-5** in the [Grant Guidelines](#) for more detail.

Applicants are encouraged to think creatively about designing projects. Explain clearly what the requested grant monies will provide for your project. This narrative description should match your proposed budget.

Examples:

Arts and Arts Access Activities. Example: Hire a musical group to perform a concert.

Arts Education Activities. Example: Provide workshops for seniors on memoir writing.

Arts & Cultural Heritage Activities. Example: Produce a heritage based festival.

Character Limit: 6000

Which key area does your proposal primarily address?*

Choose only one

Choices

Arts and Arts Access

Arts Education

Arts and Cultural Heritage

Promotion and Publicity Plan*

Detail here how your organization will provide promotion and publicity for the project. Include specific media and costs.

Character Limit: 1500

Section 8: Organizational Ability

What year was your organization started?*

Character Limit: 10

Explain how your organization is staffed.*

Character Limit: 450

Summarize the qualifications of the Project Director.*

Attach Project Director résumé.

Character Limit: 450 | File Size Limit: 2 MB

Describe the governing body of your organization.*

Attach supporting information on board members and include their mailing addresses.

Character Limit: 450 | File Size Limit: 2 MB

Describe the project planning process and who was involved.

Attache résumés of any key project personnel. Combine all document into one file, if needed.

Character Limit: 450 | File Size Limit: 2 MB

If applicable, why did you select the artist(s) or artist companies participating in this project?

Attach résumés and all supporting materials. Combine all documents into one file to upload.

Character Limit: 450 | File Size Limit: 3 MB

DataArts Information*

Submit your organization's [DataArts](#) (formerly known as Cultural Data Project) information as a PDF file. Use the ECRAC funder report.

File Size Limit: 2 MB

List any projects your organization has completed in the past three years.*

Character Limit: 400

List all ECRAC funded projects your organization has had in the past three years.*

Include the year and the amount funded.

Character Limit: 2000

Section 9: Outcome Evaluation

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 funding proposals. This includes: the goals, impacts, results, and the community benefits of your project.

You must include outcome evaluation costs in your budget expenses.

Refer to the [Grant Guidelines](#), and use the “SMART” technique described on page 24.

Your outcome evaluation plan must address these five questions; if funded, you will submit a summary of your results in your final report:

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 benefit?
5. How will you know?

Character Limit: 4000

Section 10: Project Budget

Submit your organization's annual budget as a supplement to this project's budget.*

File Size Limit: 7 MB

Yearly 990 or Audit Report*

Submit a copy of your organization's yearly 990 or audit report (if applicable and once per year.)

File Size Limit: 7 MB

Project Expenses*

<https://app.box.com/s/frn9vrj9kjom01y8im3d47aanyo8xag6>Please download, complete and upload the [Project Expense Template](#) below.

File Size Limit: 2 MB

Project Expense Details and Explanations*

Include any project expense details and explanations here.

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

Project Income*

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

File Size Limit: 2 MB

Project Income Details and Explanations*

Include any project income details and explanations here.

Character Limit: 1500

Amount of ECRAC/ACHF Grant Request:*

FYI - This should be the same amount as requested in the project summary information section 3.

Character Limit: 20

Section 11: 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 your organization is located.

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 Organizations: select the one code that best represents 50% or more of your staff, board, or membership.

Choices

D Disability

S Adult older than 60

V Veteran

Race/Ethnicity (optional)

For Organizations: Please select the option that best represents 50% or more of your staff or board or membership.

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

99 when no single group applies (for organizations only)

O Other

Status*

Select the one code that best describes the applicant. [Click Here](#) for a list of current **Status** codes. Example, enter "08" for Museum - Art.

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. Example, enter "08" for Museum - Art.

Choices

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04

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- 99

Discipline*

Select one code that best describes the applicant's 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
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- 05B
- 05D
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- 06F
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- 07B
- 07C
- 07D
- 07E
- 07F
- 07G
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- 07I
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- 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 project activity. [Click Here](#) for a list of current Discipline codes.

Choices

- 01
- 01A
- 01B
- 01C
- 02
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- 02B
- 02C
- 02D
- 02E
- 02F
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- 02H
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- 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 Organization Expenses*

List the total organization expenses for the most recently completed fiscal year.

Character Limit: 20

Organization's Total Arts Budget for Previous Fiscal Year:*

Character Limit: 20

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

Full Time Equivalents (FTE) to be funded:*

Character Limit: 10

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

Board Members*

Please provide a list of Board Members. Enter first and last name only, separated by commas.

Character Limit: 1000

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